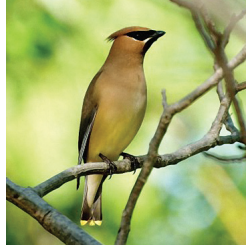


BALANCE • CONNECTION • QUALITY OF LIFE



# 2016-2017

ADOPTED BUDGET — FISCAL YEAR 2016 — 2017



**CUPERTINO**

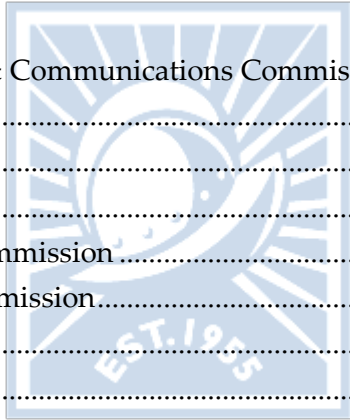
City of Cupertino, California  
[www.cupertino.org](http://www.cupertino.org)

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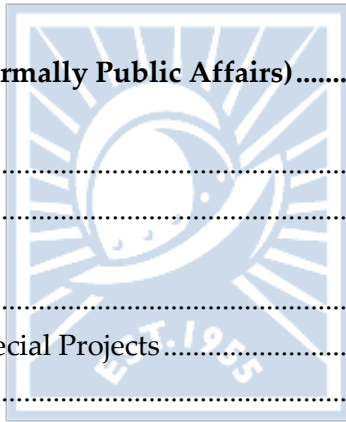
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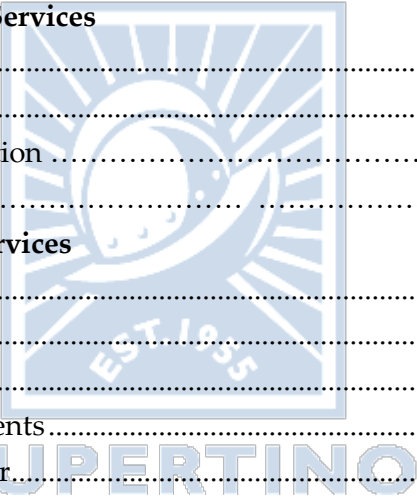
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CUPERTINO

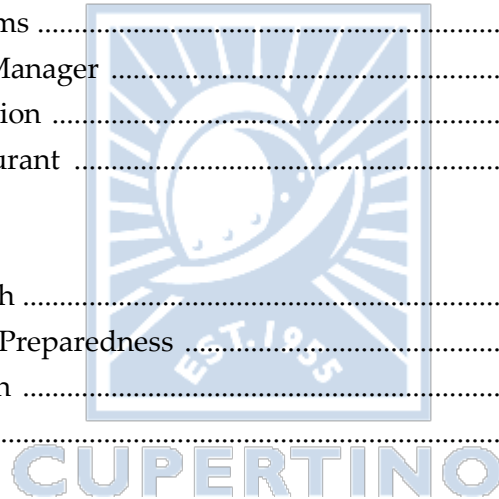
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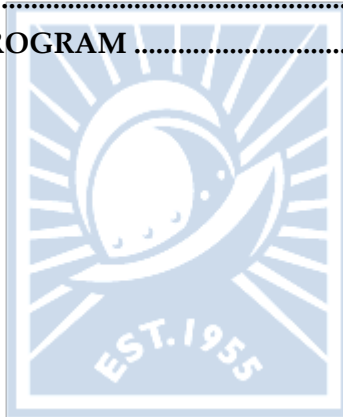


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**CUPERTINO**



**CITY OF CUPERTINO, CALIFORNIA**

**Fiscal Year 2016-17**

**CITY COUNCIL**



Barry Chang  
*Mayor*



Savita Vaidhyanathan  
*Vice Mayor*



Tqf 'Ukpmi  
*Council member*



Gilbert Wong  
*Council member*



Darcy Paul  
*Council member*

**DIRECTORY OF CITY OFFICIALS**

David Brandt – City Manager

Randolf Stevenson Hom – City Attorney

Timm Borden – Director of Public Works

Kristina Alfaro – Director of Administrative Services

Christine Hanel – Acting Director of Recreation and Community Services

Aarti Shrivastava – Assistant City Manager/Director of Community Development

**CITY OF CUPERTINO, CALIFORNIA**

**Fiscal Year 2016-17**

**COMMISSIONS AND COMMITTEES**

**AUDIT COMMITTEE**

Peter Shin  
Eno Schmidt  
Darcy Paul  
Rod Sinks  
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**HOUSING COMMISSION**

Harvey Barnett  
Shirley Chu  
Nina Daruwalla  
Rajeev Raman  
Krista Wilson

**FINE ARTS COMMISSION**

Janki Chokshi  
Russell Leong  
Rajeswari Mahaliagan  
Diana Matley  
Michael Sanchez

**PUBLIC SAFETY COMMISSION**

Neha Sahai  
Bob Cascone  
Andy Huang Robert  
McCoy Gerald  
Tallinger

**TEEN COMMISSION**

Andrew Fung      Varsha Swamy  
Harshitha Sriraman      Annabelle Chan  
Meesha Reisisieh      Steve Yang  
Anooj Vadodkar      Rishit Gundu

**TECHNOLOGY, INFORMATION &  
COMMUNICATIONS COMMISSION**

Shishir Chavan      Rod Livingood  
Keita Broadwater      Arnold de Leon  
Vaishali Deshpande

**SUSTAINABILITY COMMISSION**

Angela Chen      Meera Ramanathan  
Gary Latshaw      Anna Weber  
Vignesh Swaminathan

**RECREATION AND COMMUNITY  
SERVICES COMMISSION**

David Fung  
Carol Stanek  
Helene Davis  
Neesha Tambe  
Judy Wilson

**LIBRARY COMMISSION**

Rose Grymes  
Annie Ho  
Gopal Kumarappan  
Jerry Liu  
Ann Stevenson

**PLANNING COMMISSION**

Geoffrey Paulsen  
Margaret Gong  
Winnie Lee  
Don Sun  
Alan Takahashi

**BICYCLE PEDESTRIAN COMMISSION**

Vidula Aiyer  
Gary Jones  
Pete Heller  
Sean Lyn  
Erik Lindskog

**ECONOMIC DEVELOPMENT**

Geoffrey Paulsen      Angela Tsui  
Timm Borden      Rich Abdalah  
Savita Vaidhyanathan      David Brandt  
  
Aarti Shrivastava      Anjali Kausar  
Kevin McClelland      Mike Rohde  
Jason Lundegaard      Barry Chang

**FISCAL STRATEGIC COMMITTEE**

Kristina Alfaro      Aarti Shrivastava  
Rod Sinks      Darcy Paul  
Timm Borden      Lisa Taitano



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Cupertino  
California**

For the Fiscal Year Beginning

**July 1, 2015**

Executive Director

# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2015-2016***

*Presented to the*

***City of Cupertino***

For meeting the criteria established to achieve the Operating Budget Excellence Award.

***February 23, 2016***



A handwritten signature in black ink, appearing to read "Jesse Takahashi".

***Jesse Takahashi  
CSMFO President***

A handwritten signature in black ink, appearing to read "Michael Gomez".

***Michael Gomez, Chair  
Professional Standards and  
Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***

**RESOLUTION NO. 16-062**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO  
ADOPTING AN OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR  
FISCAL YEAR 2016-17 BY RATIFYING THE ADEQUACY OF ESTIMATED  
REVENUES AND FUND BALANCES IN EACH FUND TO COVER  
APPROPRIATED MONIES, APPROPRIATING MONIES THEREFROM FOR  
SPECIFIED ACTIVITIES AND ACCOUNTS, AND SETTING FORTH  
CONDITIONS OF ADMINISTERING SAID BUDGET**

WHEREAS, the orderly administration of municipal government is dependent on the establishment of a sound fiscal policy of maintaining a proper ratio of expenditures within anticipated revenues and available monies; and

WHEREAS, the extent of any project or program and the degree of its accomplishment, as well as the efficiency of performing assigned duties and responsibilities, is likewise dependent on the monies made available for that purpose; and

WHEREAS, the City Manager has submitted his estimates of anticipated revenues and fund balances, has determined that estimated revenues and fund balances are adequate to cover appropriations, and has recommended the allocation of monies for specified program activities;

WHEREAS, the City has independently studied the proposed Capital Improvements Program (CIP) and has determined that the CIP is exempt from environmental review pursuant to the exemption in 14 Cal. Code Regs. §15601(b)(3) in that it can be seen with certainty that there is no possibility that this action will have a significant effect on the environment because approval of the CIP is a budgeting action, and does not involve approval of any specific project that may have a significant effect on the environment;

WHEREAS, the City Council, using its independent judgment, before taking action on this Resolution, determines that the CIP is exempt from CEQA as stated above;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby adopt the following sections as a part of its fiscal policy:

Section 1: The estimates of available fund balances and anticipated resources to be received in each of the several funds during fiscal year 2016-17, as submitted by

the City Manager in his proposed budget and amended during the budget study sessions, are sufficient to cover appropriations.

Section 2. There is appropriated from each of the several funds the sum of money set forth as expenditures for the funds named in the Fiscal Year 2016-17 Proposed Budget Financial Overview by Fund (Attachment B1), as amended during the budget sessions, and stated for the purposes as expressed and estimated for each department.

Section 3. The City Manager is hereby authorized to administer and transfer appropriations between Budget Accounts within the Operating Budget when in his opinion such transfers become necessary for administrative purposes.


Section 4. The Director of Administrative Services shall prepare and submit to City Council quarterly a revised estimate of Operating Revenues.


Section 5. The Director of Administrative Services is hereby authorized to carry over, from the prior fiscal year, unexpended appropriations for Capital Improvement projects.

Section 6. The Director of Administrative Services is hereby authorized to continue appropriations for operating expenditures that are encumbered or scheduled to be encumbered at year end.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6<sup>th</sup> day of June, 2016, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, Vaidhyanathan, Paul, Wong
NOES:	None
ABSENT:	Sinks
ABSTAIN:	None

ATTEST:  
  
\_\_\_\_\_  
Grace Schmidt, City Clerk

APPROVED:  
  
\_\_\_\_\_  
Barry Chang, Mayor, City of Cupertino



**FISCAL YEAR 2016-17 PROPOSED BUDGET  
FINANCIAL OVERVIEW BY FUND**

Revenue Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2016-17 Proposed Budget Total
Sales Tax	\$ 22,440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,440,000
Property Tax	18,741,000	-	-	-	-	-	18,741,000
Transient Occupancy	6,708,000	-	-	-	-	-	6,708,000
Utility Tax	3,122,000	-	-	-	-	-	3,122,000
Franchise Fees	2,900,000	-	-	-	-	-	2,900,000
Other Taxes	1,600,000	33,034,404	-	-	-	-	34,634,404
Licenses & Permits	2,499,000	-	-	-	-	-	2,499,000
Use of Money & Property	776,980	10,000	-	-	213,200	-	1,000,180
Intergovernmental	230,500	2,843,069	-	-	-	-	3,073,569
Charges for Services	15,579,904	-	-	-	6,834,500	\$5,191,403	27,605,807
Fines & Forfeitures	600,000	502,000	-	-	-	-	1,102,000
Miscellaneous	\$383,300	\$251,672	-	-	-	-	\$634,972
Transfers In	-	8,181,679	3,167,538	5,907,000	1,764,091	\$2,645,673	21,665,981
<b>TOTAL REVENUE</b>	<b>\$ 75,580,684</b>	<b>\$ 44,822,824</b>	<b>\$ 3,167,538</b>	<b>\$ 5,907,000</b>	<b>\$ 8,811,791</b>	<b>\$ 7,837,076</b>	<b>\$ 146,126,913</b>

Appropriation Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2016-17 Proposed Budget Total
Employee Compensation	\$ 15,348,029	\$ 926,579	\$ -	\$ -	\$ 1,682,843	\$ 1,456,323	\$ 19,413,774
Employee Benefits	6,350,028	442,507	-	-	494,787	1,499,550	8,786,872
Materials	4,173,507	761,606	-	-	471,214	499,984	5,906,311
Contract Services	17,849,345	718,400	-	-	5,912,545	2,759,365	27,239,655
Contingencies	1,249,396	39,571	-	-	273,496	210,163	1,772,626
Cost Allocation	13,262,837	379,431	-	-	661,972	795,737	15,099,977
Special Projects	2,598,339	10,850,000	-	-	79,000	2,490,105	16,017,444
Capital Outlays	205,500	2,863,000	-	5,907,000	470,000	-	9,445,500
Debt Service/Other Uses	3,414,838	-	3,167,538	-	266,680	765,500	7,614,556
Transfers Out	9,793,835	-	-	9,165,000	-	-	18,958,835
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,245,654</b>	<b>\$ 16,981,094</b>	<b>\$ 3,167,538</b>	<b>\$ 15,072,000</b>	<b>\$ 10,312,537</b>	<b>\$ 10,476,727</b>	<b>\$ 130,255,550</b>
<b>Net Increase (Decrease) in Fund Balance/Retained</b>	<b>\$ 1,335,030</b>	<b>\$ 27,841,730</b>	<b>\$ -</b>	<b>\$ (9,165,000)</b>	<b>\$ (1,500,746)</b>	<b>\$ (2,639,651)</b>	<b>\$ 15,871,363</b>



**CUPERTINO**

# Budget Message



June 6, 2016

To the Citizens of Cupertino, Honorable Mayor and Members of the City Council:

Cupertino continues to remain financially sound with revenues outpacing expenditures over the next five years. The City is returning to a more stable level of growth after a two-year period of unprecedented short-term development activity. Strong growth is anticipated in the City's sales tax, property tax, and transient occupancy tax revenue in part due to Main Street, Apple Campus 2, and other development projects currently underway.

The short-term windfalls received during this two-year period allowed the City to make strategic one-time investments in capital infrastructure, transportation, and technology upgrades. With healthy reserves, multiple years of budget surplus, and increased demand for service, our focus in last year's budget was meeting operational needs and service enhancements. The City struggled to provide the high level of public service our residents, businesses, and customers have come to expect with limited growth in staffing as demands for service grew. Improved ongoing revenues allowed the City to make strategic investments in service delivery and corresponding staffing. A total of 12.0 new positions were approved last year, which have helped the City keep up with demands for service and enhance services in recreation, senior services, and sustainability.

Due to the cyclical nature of the economy and concerns about development, it is unclear to what extent the City will be able to rely on ongoing one-time development-related revenues. As a result, the budget forecast has been determined conservatively with the expectation that large-scale development activity will not continue at the same pace as the last few years.

The FY 2016-17 Final Budget takes a more conservative approach that reflects this expectation. Budget resources are proposed for maintaining existing service levels and infrastructure with few service level enhancements. The focus for next fiscal year will be on better utilizing existing resources to maximize efficiency in delivering services to our residents, including reorganizations. It's important to note that the City is in the process of negotiating new contract agreements with its bargaining units. I will be returning to request a budget amendment to account for changes to employee compensation once agreements have been reached.

## **Organizational Changes**

Periodically, I review of the City's organizational structure to ensure resources are in place for desired service levels, to identify areas of service enhancement, and to accommodate changing organizational needs. I've made two changes to the organization that will make the City a higher performing organization:

### *New Information Services Department*

In February, the City retained NexLevel Information Technology to assist with an Information Technology Assessment that would address project backlogs and service-level issues. The results of this assessment along with continuing project management issues made clear the need for executive-level leadership in the area of information services, which Council approved in October 2015. I created the Department of Information Services and hired the City's first Chief Technology Officer to oversee the new department, comprised of IT, GIS, and Communications. The CTO's focus will be on meeting the City's growing demand for technology solutions, effective project management, and improving customer service.

### *Recreation Reorganization*

This department-driven reorganization consolidates four divisions into three and creates a new Business and Community Services unit with a focus on marketing and customer engagement. Senior, adult, and youth services are now consolidated under the Recreation and Education Division. Activities in the corridor are now consolidated under the Sports, Safety & Outdoor Recreation Division. The realignment of programs into these three divisions breaks down existing silos and better aligns programs to meet changing demands for service. It also facilitates department succession planning by creating a clear career path for recreation professionals.

## **Organizational Accomplishments & Highlights**

The City is proud of its reputation as a green city. To further its sustainability goals, the following service level enhancements were implemented in FY 2015-16:

### *Environmental Education Center & Blacksmith Shop*

The Environmental Education Center (EEC) and renovated Blacksmith Shop located at McClellan Ranch Preserve opened in October 2015 with tremendous community support. This investment is another example of the City's commitment to sustainability and education. The EEC houses classrooms, a library, and offices to be used for robust environmental educational programming targeting local school children. The renovated Blacksmith shop displays historic artifacts and information.

### *Community Choice Energy*

This past year Cupertino, in partnership with the cities of Sunnyvale and Mountain View and the County teamed up with eight other Santa Clara communities to form the Silicon Valley Clean Energy Authority (SVCEA), which will operate the region’s first Community Choice Energy (CCE) program. CCEs enable local governments to pool the electricity demand within their jurisdictions to directly procure or generate electrical power supplies on behalf of the residents and businesses in their communities. Cupertino and its partners’ main interest in launching a CCE program is the opportunity to accelerate the shift to renewable and low greenhouse gas (GHG) emitting energy sources in support of climate action objectives. While electric supply is handled by the CCE program, the electricity grid and customer service remain with the incumbent utility, or PG&E in Santa Clara County. Three CCE programs now operate in California - Marin Clean Energy, Sonoma Clean Power and Lancaster Choice Energy. SVCEA hosted its first Board of Directors Meeting, including an appointed representative from Cupertino, in April 2016, and anticipates hiring its first Chief Executive Officers in May 2016. Service to residential customers is scheduled to begin in April 2017. To preview the work of SVCA to date and planned steps for SVCEA visit [www.svcleanenergy.org](http://www.svcleanenergy.org)

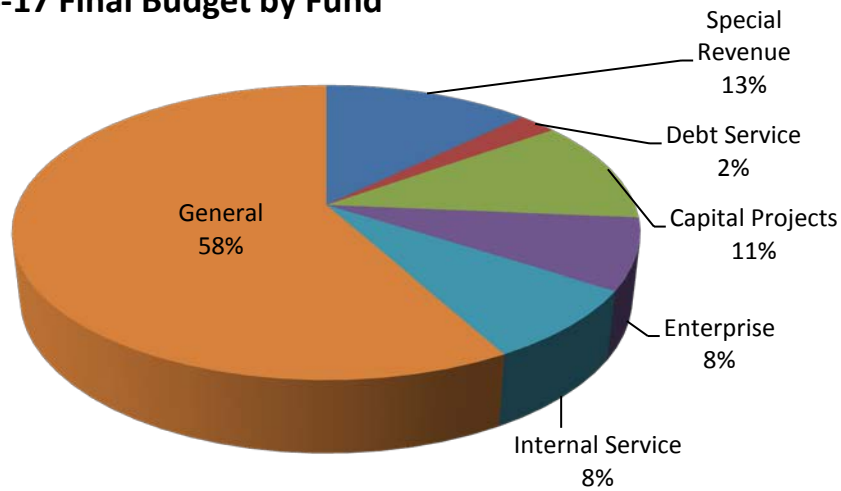
### **FINAL BUDGET OVERVIEW**

I’m pleased to submit a balanced FY 2016-17 Final Budget. The Final Budget reflects a total City budget of \$133.1 million, an increase of \$14.7 million or 12.4% when compared to the FY 2015-16 Final Budget. The City’s General Fund is recommended at \$77.2 million, an increase of \$9.6 million or 14% from the FY 2015-16 Adopted Budget. The General Fund is balanced through the use of General Fund revenue of \$79.0 million and is projected to end FY 2016-17 with approximately \$3.7 million dollars in unassigned fund balance that will be transferred to the Capital Reserve per the Reserve and One Time Use Policy as part of the City’s year-end process. The transfer is not reflected in the Final Budget.

<b>Fund Type</b>	<b>Total Final Expenditures</b>	<b>Total Final Revenue</b>	<b>Net Balance &amp; One Time Funding Required</b>
<b>General</b>	77,222,458	79,004,004	\$1,781,546
<b>Special Revenue</b>	16,891,094	39,022,824	22,131,730
<b>Debt Service</b>	3,167,538	0	-3,167,538
<b>Capital Projects</b>	15,072,000	5,907,000	-9,165,000
<b>Enterprise</b>	10,312,537	7,517,700	-2,794,837
<b>Internal Service</b>	10,476,727	5,191,403	-5,285,324
<b>Total</b>	<b>\$133,142,354</b>	<b>\$136,642,931</b>	<b>\$3,500,577</b>

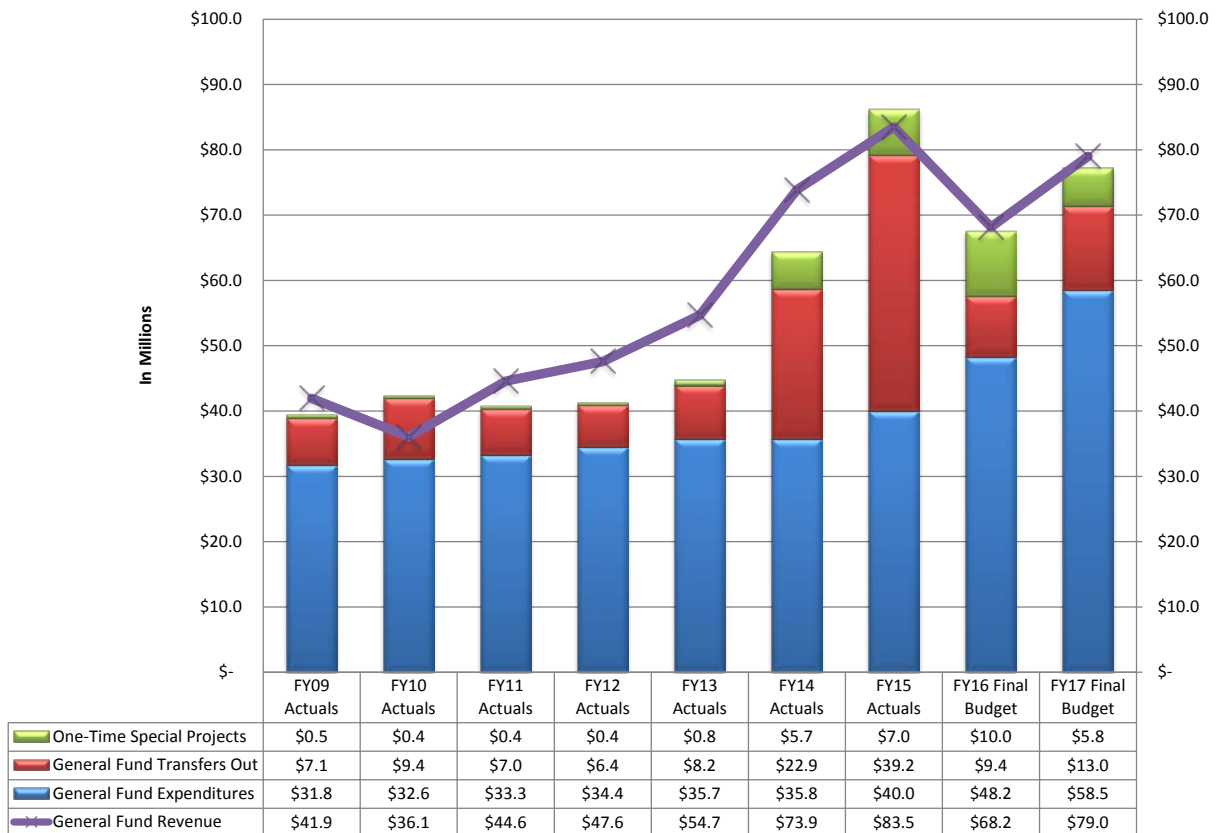
As shown in the chart below, the Final Budget is largely funded by the General Fund (58%).

### FY 16-17 Final Budget by Fund



The graph below summarizes the changes in the City's General Fund for an eight-year period:

### General Fund Revenues Expenditures and Transfers Out



A total of 185.75 positions are budgeted in FY 2016-17 with only three new requests as summarized below. I am requesting 3.0 new positions to: (1) meet the growing demand for GIS technology services (Asset Management Technician); (2) reduce a costly contract service agreement for IT Help Desk services (IT Assistant); and a Limited-Term Special Programs Coordinator to backfill as the Recreation and Community Services Department implements a new recreation management system and completes several staff transitions as a result of its reorganization.

<b>Current Authorized Positions</b>	<b>182.75</b>
<b><i>FY 2016-17 Final Budget Requests</i></b>	
Asset Management Technician – General Fund	1.00
IT Assistant – IT Internal Service Fund	1.00
Special Program Coordinator – General Fund (2-year Limited Term)	1.00
<b>Total Final FY2016-17 Benefitted Positions</b>	<b>185.75</b>

### **Changes to the Budget and Policies**

The FY 2016-17 budget document and process are very similar to those of the past few years. Below are a few highlights from the budget and process:

#### *Revised Fees and Cost Allocation Plan (CAP)*

Council approved a revised fee schedule revised cost allocation plan in April 2016, which is reflected in this budget. The CAP accounts for the full cost of providing specific services to the community by determining indirect (overhead) costs associated with operations. These overhead costs are used to calculate fees and also charged internally to user departments in the budget and credited as revenues to programs (HR, Finance, Facilities, etc.) that provide these indirect services. This new methodology increases the CAP from \$3.1 million to \$12.2 million in revenues and corresponding expenditures, a 294% increase with no net impact to the budget.

#### *Housing Mitigation Fees*






To further support affordable housing and strengthen the City’s Housing Mitigation Program, the City Council adopted updated housing mitigation fees on May 5, 2015. The updated housing mitigation fees officially went into effect on July 6, 2015. These revenues are expected to generate \$15.1 million for affordable housing projects in FY 2016-17.

#### *Performance Measures*

To highlight program effectiveness and showcase productivity beyond financial indices, we changed our approach to performance measures. Staff researched new templates and tools used by innovative cities and hosted performance measure redesign workshops and “office hours”. Staff also looked for opportunities to align ongoing departmental goals with our City’s broader mission statement, noted below, to ensure community-wide objectives are embedded in

the way we evaluate our performance on an ongoing basis. To map this connection to our mission, a key is provided below to share icons included in each department's performance indicators.

*The Mission of the City of Cupertino is to provide exceptional service, encourage all members of the community to take responsibility for one another, and to support the values of education, innovation and collaboration.*

Mission	Icon
Provide Exceptional Service	
Encourage Community to Take Responsibility for One Another	
Support Education	
Support Innovation	
Support Collaboration	

The City also complies with the following additional policies and limits not listed in the Financial Policy section but are updated and/or approved annually:

*Investment Policy*

The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy is available on the City website as part of the May 16, 2015 City Council agenda packet.

*GANN Appropriations Limit*

The City's appropriations limit for FY 2016-17 is \$91,867,014 this is \$10,887,035, or 13.4% higher than the FY 2015-16 limit of \$80,979,979. If a city exceeds the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The appropriations limit is not expected to present a constraint on current or future budget deliberations.



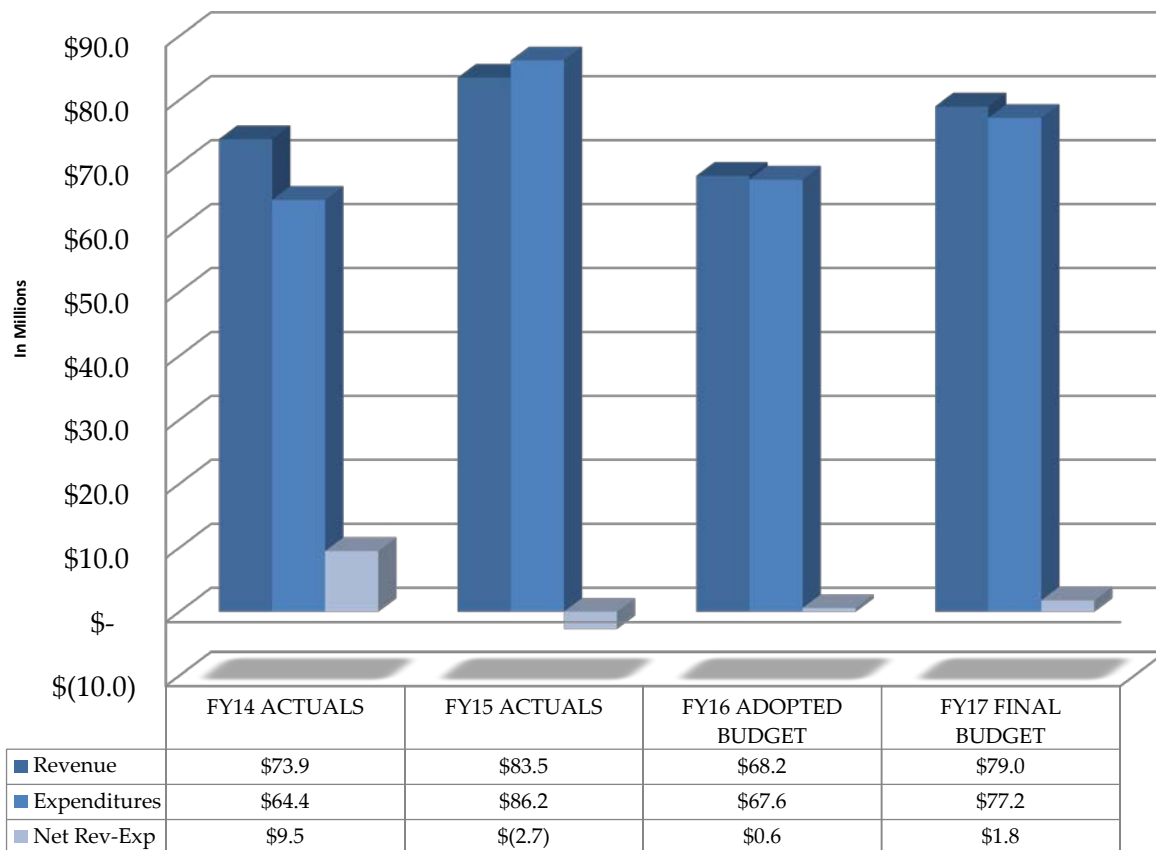
## Final Budget by Fund

### General Fund

The General Fund pays for core services such as public safety, recreation and community services, planning and community development, streets and trees, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, transient occupancy tax, charges for service, and a variety of other discretionary sources. As illustrated in the chart below, the majority of General Fund revenue supports funding for Public Works, Planning and Community Development, and Law Enforcement.

General Fund revenue is estimated at \$79.0 million in the FY 2016-17 Final Budget (excluding fund balance). This is an overall increase of \$10.8 million (16%) when compared to the FY 2015-16 Adopted Budget. It's important to note that a large increase in revenues (\$12 million) is related to the revised CAP, which is offset by corresponding expenditures. The local economic boom has driven strong gains in sales tax, property tax, and transient occupancy tax revenues, which have partially been offset by decreases in development-related fees and charges given the challenging political climate surrounding development in the City. The following chart shows four years of total revenue, expenditures and changes to fund balance for the General Fund:

General Fund Revenue, Expenditures and Changes in Fund Balance

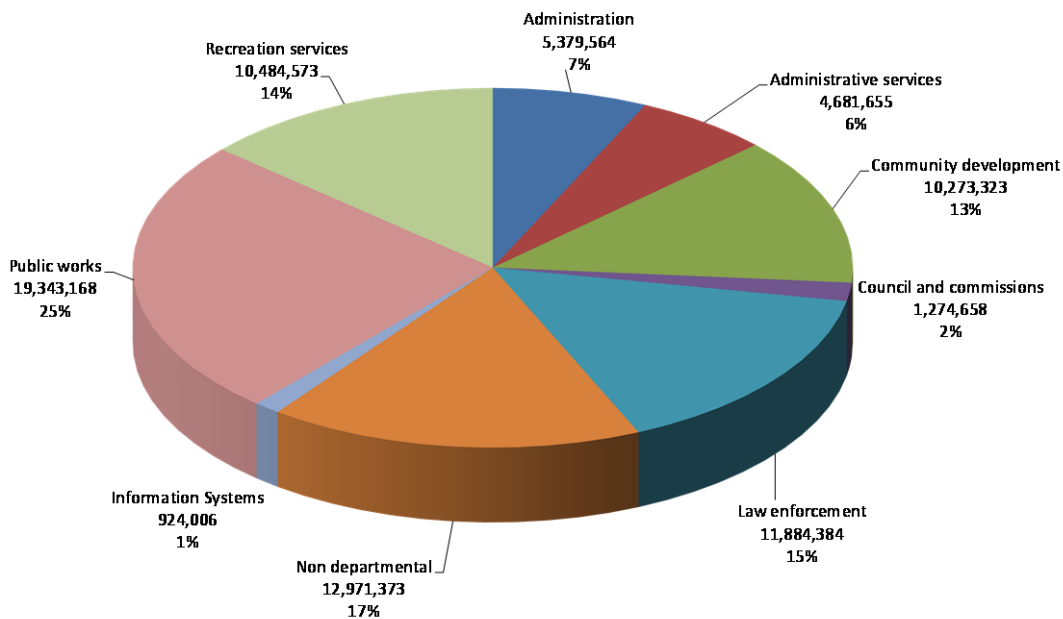


The General Fund unassigned fund balance is projected to increase from the current year estimate of \$1.9 million to \$3.7 million in FY 2016-17. As shown in the chart below, the FY 2016-17 ending fund balance is estimated to be \$33.1 million, or 6% higher than the FY 2015-16 year end estimate. The increase in unassigned fund balance is due to increases in revenue sources and decreases in expenditures mostly related to salary savings, special projects and other financing uses.

GENERAL FUND BALANCE					
Classification	FY 14-15 Actual	FY 15-16 Final	FY 15-16 Estimate	FY 16-17 Final	Percent Change
Unassigned	11,301,702	10,442,537	1,905,680	3,692,979	94%
All other classification	30,549,577	22,831,064	29,360,396	29,360,396	0%
<b>Total Fund Balance</b>	<b>\$41,851,279</b>	<b>\$33,273,601</b>	<b>\$31,266,076</b>	<b>\$33,053,375</b>	<b>6%</b>

As shown in the chart below, the majority of city resources are used to support public works (25%), non-departmental expenses (17%), law enforcement (15%), recreation (14%), and community development (13%).

**Total Expenditures by Department General Fund**



*Special Revenue Funds*

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds account for 8% of the citywide expenditure budget. The largest Special Revenue Fund is the one for streets, roads, and transportation. Other funds account for storm drain management, affordable housing programs, and park development. The Final Budget for Special Revenue

Funds for FY 2016-17 is \$17 million, a decrease of \$3.9 million from FY 2015-16 Adopted Budget. The decrease is primarily due to a decrease in capital project costs.

Budgets within the Special Revenue Funds are funded by \$39 million in restricted department revenue, and \$5.9 million in transfers from the General Fund, bringing total funding sources for the fund to \$44.9 million. This will result in a projected increase to fund balance of \$27.9 million, most of which is from Below Market dollars from developments within the City. The Special Revenue Funds are projected to end the year with fund balances of \$51.9 million.

#### *Capital Projects Funds*

The Capital Improvement Project Fund, Stevens Creek Corridor Park, and Capital Reserve are currently in the Capital Projects Fund type category. This fund type is typically used to account for financial resources that are used for the acquisition or construction of major capital facilities or to provide facilities for City departments, and are identified in the five-year Capital Improvement Program (CIP).

The final budget for the Capital Projects Funds for FY 2016-17 is \$15 million, comprised of \$5.9 million in new capital projects and \$9.2 million in transfers out to the Special Revenue and Enterprise funds to fund capital projects. The \$15 million total budget is \$6 million higher than FY 2015-16 final budget expenditures based on the cost of the recommended capital projects.

#### *Enterprise Funds*

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds consist of Resource Recovery for the solid waste collection franchise, Blackberry Farm for the City-owned golf course, the Cupertino Sports Center, and Recreation Programs for cultural, youth, teen, sports, and physical recreation programs.

The Final budget for Enterprise Funds for FY 2016-17 is \$10.3 million, an increase of \$0.7 million from the FY 2015-16 Adopted Budget.

Budgets within the Enterprise Funds are funded by \$7.0 million in program revenue and \$1.8 in transfers from the General Fund. The Enterprise Funds also rely on \$1.5 million of prior year fund balance, bringing total funding sources for the funds to \$10.3 million. The Enterprise Funds are projected to begin the fiscal year with \$7.8 million in fund balances and are projected to end the year with fund balances of \$6.3 million.

### *Internal Service Funds*

Internal Service Funds are used for areas where goods or services are provided to other City departments or governments on a cost-reimbursement basis. Internal Service Funds include funds and programs for information technology, City Channel, website, workers' compensation, equipment, compensated absence, long-term disability, and retiree medical insurance.

The Final budget for the Internal Service Funds is \$10.5 million, which is \$2.1 million higher than the FY 2015-16 Final Budget. This increase is primarily attributed to increased information technology costs and equipment, the purchase of several pieces of replacement equipment and vehicles costs.

Budgets within Internal Service Funds are funded by \$5.2 million in department revenue, \$2.6 from the General Fund, and \$2.6 million from depreciation reserves bringing total funding sources for the funds to \$10.4 million.

### **Special Projects**

The FY 2016-17 Final Budget includes funding for several one-time Special Projects. These projects are identified as part of the Special Project section within each program and are summarized in the table below. This list excludes one-time capital outlays and ongoing pavement management costs.

<b>Program Budget</b>	<b>Project Name</b>	<b>Expenditure</b>	<b>Funding Source</b>
<b>305 Government Channel</b>	Community Hall Upgrade	340,000	General Fund
<b>308 City Web Site</b>	New City Website	51,105	General Fund
<b>701 Current Planning</b>	Apple Campus 2	2,126,800	Pass Thru Revenues
	Planning Records Project	80,000	General Fund
<b>702 Mid Long Term Planning</b>	GPA Implementation	150,000	General Fund
<b>713 General Building</b>	Records Conversion	68,000	General Fund
<b>714 Construction Plan Check</b>	Hamptons	217,000	Pass Thru Revenues
	Marina	30,500	Pass Thru Revenues
<b>715 Building Code Enforcement</b>	Hamptons	217,000	Pass Thru Revenues
	Marina	30,500	Pass Thru Revenues
<b>800 Public Works Admin</b>	Landscape Conversions Rebate Program	115,000	General Fund
<b>806 CIP Administration</b>	Grant Facilitation	40,000	General Fund
<b>807 Service Center</b>	Office Improvements	175,000	General Fund

Program Budget	Project Name	Expenditure	Funding Source
<b>Administration</b>			
<b>812 School Site Maintenance</b>	Resurfacing of Asphalt Pathways	80,000	General Fund
<b>813 Neighborhood Parks</b>	New LED Lights at Linda Vista Park	25,000	General Fund
	Pathway Repairs at Various Locations	50,000	General Fund
<b>825 Street Tree Maintenance</b>	Drought Related Expenses	30,000	General Fund
<b>827 Bldg Maint City Hall</b>	Paint Entry Way	4,500	General Fund
	Repaint Stair Handrails	9,000	General Fund
<b>828 Bldg Maint Library</b>	Card Access System	10,000	General Fund
	Window Upgrade/Replacement	1,000	General Fund
	Granite Floor Restoration	8,500	General Fund
	Aquarium Education	40,000	General Fund
<b>829 Bldg Maint Service Center</b>	Paint Front of Shop	39,614	General Fund
	LED Lights Welding Shop	20,000	General Fund
	Radio Replacement	6,000	General Fund
	Bird Netting	10,000	General Fund
<b>830 Bldg Maint Quinlan Center</b>	Exterior Shutters	3,000	General Fund
	Panic Alarms, Blue Strobes	3,000	General Fund
	Music Room Acoustic	14,000	General Fund
	Social Room Sound Dampening	13,000	General Fund
	Repaint Social Room	18,000	General Fund
	Kitchen Upgrades	25,000	General Fund
	Door Replacement	9,000	General Fund
	Windows Replacement	10,000	General Fund
<b>831 Bldg Maint Senior Center</b>	Replace Front Counter	25,000	General Fund
	New Exterior Lights	2,500	General Fund
	Paint Trash Enclosure	6,000	General Fund
	New Dance Floor	20,000	General Fund
	Replace Fabric on Partitions	50,000	General Fund
<b>832 Bldg Maint McClellan Ranc</b>	New Wood Fencing	6,500	General Fund
	Informational Kiosk	2,500	General Fund
	Cement Pads	2,000	General Fund
<b>833 Bldg Maint Monta Vista Ct</b>	New Bathroom Partitions	12,000	General Fund
<b>834 Bldg Maint Wilson</b>	Repaint Interior	6,000	General Fund
	New Cabinets	3,000	General Fund
	New Sinks and Counter	6,700	General Fund
<b>835 Bldg Maint Portal</b>	Repaint Inside and Out	14,000	General Fund
	White Boards in Classroom	5,000	General Fund
<b>836 Bldg Maint Sports Center</b>	New Gates Between Courts	5,000	General Fund

Program Budget	Project Name	Expenditure	Funding Source
	LED Lights	4,000	General Fund
	Repaint Stair Handrails	9,000	General Fund
	New Carpet	20,000	General Fund
<b>837 Bldg Maint Creekside</b>	Window Film	5,000	General Fund
<b>838 Community Hall Maintenance</b>	Vehicle Charging Station	15,000	General Fund
	Replace Wood/Podium Council Dais	40,000	General Fund
	Carpet Replacement	60,000	General Fund
<b>840 Park Bathrooms</b>	New Partitions	7,000	General Fund
	Repaint Exteriors	11,000	General Fund
	Floor Repairs	8,000	General Fund
<b>841 BBF Facilities Maintenance</b>	Door Threshold/Sweep	5,000	General Fund
	Pool Sweep	6,500	General Fund
<b>844 Traffic Engineering</b>	Apple Traffic Mitigation	850,000	Pass Thru Revenues
<b>848 Street Lighting</b>	Light Pole/Arm Replacement and Upgrades	130,000	General Fund
	Rancho San Antonio Streetlight Upgrade	34,000	General Fund
<b>849 Equipment Maintenance</b>	Racks, Bins and Fire Cabinets	50,000	General Fund
	Fuel Management System	30,000	General Fund
	Oil Filter Crusher	3,500	General Fund
<b>986 GIS</b>	City Works - Add'l Log ins and Metrics API	12,000	General Fund
	<b>Total</b>	<b>5,535,719</b>	

## CURRENT ECONOMIC UPDATE

### *National and State Economic Conditions*

The U.S. economy is continuing to experience slow and steady growth. US Gross Domestic Product (GDP) increased by 2.4% in 2015 according to the Bureau of Economic Analysis, which is equal to the growth experienced in 2014. The increase in real GDP in 2015 primarily reflected positive contributions from personal consumption, residential and nonresidential fixed investment, and private inventory investments, exports, and state and local government spending. However, GDP growth has decelerated with only a 1.4% increase in the fourth quarter of 2015 and 0.5% increase in the first quarter of 2016.

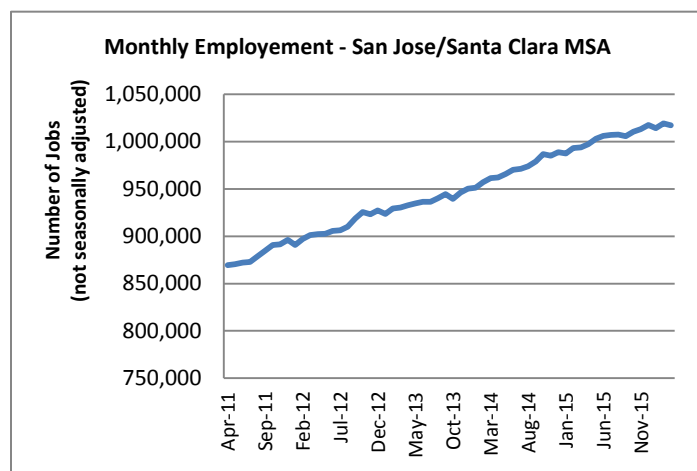
Consumer confidence, as reflected by The Conference Board Consumer Confidence Index, had modest gains in March but declined in April and now stands at 94.2 down from 96.1 last month. This month's retreat was prompted by a softening in current conditions, likely sparked by the recent lackluster performance in the economy.

Unemployment is falling while jobs are being created. The U.S. unemployment rate stood at 5.0% in March 2016 representing a 0.5% percentage point drop compared to the March 2015 unemployment rate of 5.5%, according to the Bureau of Labor Statistics. The unemployment rate has improved significantly from a high of 9.6% in 2010 and is nearing the full employment level of 4-5%.

The California economy is inching towards a full economic recovery. California's unemployment rate fell to 5.4% in March 2016, an improvement compared to last year's unemployment rate of 6.5% and its lowest rate since July 2007. Personal income grew at a faster pace than the nation, 6.3% versus 4.4%, mostly due to faster growth in wages. Growth in the housing market continues with the prices of single family homes up 4.0% and sales up 5.7% compared to March of last year according to the California Association of Realtors.

*Cupertino Economic Conditions*

Strong economic performance continues in Silicon Valley and Cupertino. Data from the State of California Employment Development Department paints a similar picture. Employment in the



San José/Sunnyvale/Santa Clara Metropolitan Statistical Area (MSA) continues to increase. The preliminary estimate of the March 2016 employment level in the MSA was 1.0 million, a 4.1% increase from the March 2013 level of 934,000. The March 2015 unemployment rate of 3.9% has dropped since January and is lower than 4.1% rate experienced a year ago. The March unemployment rate is lower than the national unemployment rate of 5.0%.

Housing prices remain strong compared to the same period in 2015. In March 2016, single family homes sold from a median home price of \$1.6 million, a 4.6% increase from the March 2015 median home price of \$1.5 million. Property Tax revenue is expected to increase compared to last year given the increase in the median home price, reassessments of development projects, and additional TEA property tax share. Construction activity remains strong in Cupertino with Apple Campus 2 driving development growth.

**KEY BUDGET ASSUMPTIONS**

### *Revenue Assumptions*

The FY 2016-17 Budget assumes moderate economic growth. Revenue projections for each category were based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Revenue assumptions are discussed in detail in the Fund Summary section under Financial Policies and Schedules.

### *Personnel Assumptions*

Budgeted personnel expenditures factor in salary step increases for approximately 41% of employees who have yet to reach the top step in their classification's salary range. Typically, a step increase is equivalent to a five percent increase in salary with a range of five salary steps.

Personnel cost assumptions are completed at the employee level. Staff begins with current salaries and adjusts for any anticipated changes in compensation and benefits through the end of the current fiscal year, including anticipated salary step adjustments. Then, benefit changes are added, which include retirement rate increases projected to increase by 5% in 2016-17. This comprises base personnel costs. Applied to this base are new position requests. A total of 185.75 positions are budgeted in FY 2016-17, an increase of 3.0 positions.

No negotiated salary increases are assumed in the FY 2016-17 Final Budget. The City is currently in negotiations with its two bargaining units and will likely be returning to Council in June to ratify new agreements. The budget will be adjusted for any increases in compensation when the agreements are ratified.

### *Non-Personnel Assumptions*

Non-Personnel budgets were developed based on actual expenditures in prior years, and then adjusted for FY 2016-17 funding needs. In addition, one-time projects will be separated out in FY 2016-17 to ensure that expenditure trends reflect ongoing expenditure needs. Contingency budgets are being reduced from 10% to 8% of the total General Fund budget for contractual services and supplies and materials for operating programs. An additional 5% will be allocated to the City Manager's Discretionary Program. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager's Discretionary Program will require City Manager approval.

## **ONGOING CHALLENGES**

### *Revenue Volatility*

The City's revenue mix is heavily reliant on volatile business-to-business sales tax, which makes up approximately 19% of the City's annual General Fund revenues, down from 21% a year ago.



Business-to-business sales taxes are very sensitive to economic fluctuations as evidenced by Cupertino's experience during the dotcom bust from 2000-2004. Our heavy reliance on the volatile high tech industry also makes us vulnerable. The loss of one of our top three sales tax producers in FY 2013-14 only made the City more reliant on a single tax producer, making us more vulnerable to its business volatility.

#### *Health Benefits*

There is uncertainty around how the implementation of the Affordable Care Act (ACA) will affect the City. Beginning in 2018, the so called "Cadillac Tax" will impose an excise tax for any employer-sponsored health coverage whose value exceeds \$10,200 per year for individuals and \$27,500 for families. A 40% excise tax will be imposed on the amount that exceeds the predetermined thresholds. Some of the City's current health plans would fall under the definition of a Cadillac plan. While CalPERS has assured cities its plans will remain under the Cadillac Tax level, the Federal Government is signaling that it may treat health reimbursement arrangements (HRAs) as a component of healthcare coverage, which may have implications for Cupertino's current health benefit offerings.

#### *Retirement Benefits*

Significant investment losses experienced by CalPERS during the great recession resulted in the overall funded status of the retirement system dropping to 60.0% for public agencies. Given the recovery, the funded status has improved to 73% for public agencies. The desired goal is 100% funded status, where assets on hand are equal to the desired level of assets needed to pay pension benefits. After a thorough analysis, CalPERS actuaries determined the retirement system was at significant risk of falling to dangerously low funded status levels under existing actuarial policies.

This prompted the CalPERS Board to adopt revised actuarial policies that aim to return the system to 100% funded level within 30 years. The new method includes changing the asset smoothing period from 15 years to 5 years and paying gains and losses over a fixed 30 year period with a 5-year ramp up at the beginning of the 30-year period and a 5-year ramp down at the end. The new method ramped up public agency retirement contributions beginning in FY 2015-16. The CalPERS rate increase for FY 2016-17 is 5%, with an expected additional increase of 5% in FY 2017-18-FY2019-2020 and 2% and 1% for the following 2 fiscal years. In addition to CalPERS actuarial methods, forecasted increases could result from future asset returns, changing demographics, and salary increases.

## **UNMET NEEDS**

As the City prepared its FY 2016-17 Final Budget, some issues surfaced for which funding had not yet been identified. These items include: Capital Improvement Projects – Several Capital Projects as listed in the unfunded project section of the Capital Improvement Plan (CIP). Current estimate for these unfunded projects is approximately \$17.6 million.

## **CONCLUSION**

The FY 2016-17 Final Budget is a balanced and fiscally responsible spending plan. As noted, I will be returning to request a budget amendment to account for changes to employee compensation once agreements have been reached with the City's bargaining units.

I want to take this opportunity to thank the budget team for their enormous effort in preparing the budget for Council consideration this year. I also want to thank the department heads and staff for their work on this year's budget. Last but not least, I want to thank the Council for their leadership, guidance and support in making Cupertino the best community to live, work, and enjoy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David Brandt', with a long horizontal flourish extending to the right.

David Brandt  
City Manager



# Budget Guide

Mission Statement

Budget Guide

Glossary

Commonly Used Acronyms

What is a Revenue, Expenditure and

Fund Balance Table

## *City of Cupertino*

### **MISSION STATEMENT**

*The Mission of the City of Cupertino is to provide exceptional service, encourage all members of the community to take responsibility for one another, and support the values of education, innovation and collaboration.*

## ELEMENTS OF THE BUDGET DOCUMENT

The budget is the City's fundamental policy document. It describes the City's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operations guide and a communications tool.

The budget guide provides an overview of the elements of the budget document. It includes a glossary of budget terminology.

## ELEMENTS OF THE BUDGET DOCUMENT

The budget document includes the following key elements:

1. **Budget Message:** The Budget Message is the City Manager's transmittal letter submitting the budget to the City Council. The Budget Message summarizes the City's current and long-term financial position, highlights new programs and organizational changes addressed in the budget and outlines both short and long-term goals of our city government.
2. **Fiscal Strategic Plan:** The Fiscal Strategic Plan Committee was formed to analyze current funding gaps and present a more accurate financial picture. The committee identifies one-time, non-recurring revenue.
3. **Budget Guide:** The Budget Guide includes the City's Mission Statement and other tools to assist the reader in identify key terminology in the budget document.
4. **Community Profile:** This section describes Cupertino's history, the economic and city profiles, community statistics, recreation and community services, education, and additional areas of interest in the city.
5. **Financial and Personnel Summaries:** The Financial Summaries section provides financial information on projected revenues, expenditures, fund balances and reserves. This section includes the Budget Summary of Funds as well as detailed fund descriptions and information on all revenue sources and expenditure projections.

This section includes fund balance trends and detailed revenue and expenditure projections for the next five years.

This section includes an analysis of all City revenues by category. Our major revenue projections are based on trends, current economic indicators and other agency input. Sales tax projections are based on input from our sales tax consultants, industry trends and major company forecasts. Property tax revenues are projected by the county and adjusted by staff based on known trends. Park dedication fees are estimated based on current development

projects and other taxes are reviewed quarterly and budgets are based on this trend analysis.

7. **Departmental Operating Budgets:** The Departmental Operating Budgets section details historical and proposed expenditures by operating department. The City is organized into seven key operating functions, including Administration, Law Enforcement, Public and Environmental Affairs, Administrative Services, Recreation and Community Services, Community Development and Public Works. Each department budget includes a summary narrative, financial information regarding the department and each of its major divisions and personnel information.

Expenditures for employee compensation and benefits are based on negotiated contracts. The materials categories of expenditures are based on trends. Contract services and capital outlay are justified each year by the departments. Special Projects include any one time project or cost.

Departmental expenditures are divided into eight categories, which include the following charges:

Employee Compensation represents permanent full-time and part-time salary costs and overtime.

Employee Benefits represents PERS retirement, health insurance costs, and other benefits.

Materials represents items purchased for repair and maintenance, operational activities such as books, uniforms and recreation supplies, and office supplies.

Contract Services represents legal, consulting and other professional services, contract repair and maintenance, utility charges, training and memberships, equipment rentals, insurance and employment services.

Cost Allocation represents Cost Allocation and Internal Service charges to user departments

Appropriations for Contingency represent 10% of total budgeted materials and contract costs and is place for unexpected expenditures and/or emergencies.

Capital Outlay represents expenditures for tangible fixed assets including land, buildings, furniture, equipment and City vehicles.

Special Projects represent any one time projects or costs.

Debt Service/Other represents principal and interest payments on outstanding debt and interfund transfers.

8. **Non-Departmental Operating Budgets:** The Non-Departmental Operating Budgets section details historical and proposed expenditures for the functions of interfund transfers and debt service.
9. **Capital Improvements:** The Capital Improvements section details the proposed capital projects for 2015-16 through 2019-20. These projects are organized into five categories: Parks, Buildings, Streets, Traffic Facilities, and Storm Drainage. The five-year budget denotes funding sources and a description of each project.

The City Council approves funding of Capital Improvements on a total project basis. The project may expend the funds over multiple years.

## **GLOSSARY OF BUDGET TERMINOLOGY**

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The City's budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terminology has been included in the document.

**Adopted Budget** - Revenues and appropriations approved by the City Council in June for the following fiscal year.

**Allocated Costs** - An expense charged by one department/division to another for services performed or expenditures of a general nature that are charged to one main account and allocated to other departments/divisions by a specified formula.

**Appropriation** - An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

**Budget** - A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budget Amendment** - A legal procedure utilized by the City Manager to revise a budget appropriation. Adjustments to expenditures within or between departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balance or new revenue sources.

**Capital Improvement Program** - A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

**Capital Outlay** - Expenditures relating to the purchase of equipment, land and other fixed assets.

**Cost Allocation Plan** – A plan that details how indirect costs are calculated and allocated to user departments.

**Cost Recovery** - The establishment of user fees that is equal to the full cost of providing services.

**Department** - A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Division** - A unit of organization that reports to a department.

**Enterprise Fund** - A fund established to account for activities that are financed and operated in a manner similar to private business enterprises, in which costs of providing services are primarily recovered through user fees.

**Estimated Budget** - The status of appropriations between July 1 and June 30 includes the adopted budget, budget amendments, prior year encumbrances, approved carryovers, and transfers between objects, divisions and departments.

**Expenditure** - Utilization of fund resources. Expenditures include operating expenses, debt service and capital outlays.

**Expenditure Category** - A basis for distinguishing types of expenditures. The major expenditure categories used by the City are: employee compensation, employee benefits, materials, contract services, appropriations for contingency, special projects, capital outlay and debt service.

**Fiscal Year** - A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 for its fiscal year.

**Fund** - A fiscal and accounting entity for which the recording of financial transactions is made for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources.

**Fund Balance** - The net effect of assets less liabilities at any given point in time.

**General Fund** - The fund used to account for the major operating revenues and expenditures of the City, except for those financial resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes.

**Goal** - Broad mission statements that define the purpose of a department.



**Infrastructure** – Long lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roadways, bridges, and drainage systems.

**Internal Service Fund** - A fund used to account for the services provided by one department to other departments on a cost-reimbursement basis.

**Operating Budget** - A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as employee compensation, materials, contract services, capital outlay and debt service. It does not include Capital Improvement Project expenditures.

**Reserve** - An account used to designate a portion of the fund balance for a specific future use and is, therefore, not available for general appropriation.

**Revenue** - Increases in fund resources. Revenues include income from user fees, taxes, permits, and other sources.

**Section** - A unit or organization that reports to a division.

**Self-Supporting Activity** - An enterprise activity where all service costs (including principal and interest debt payments) are primarily covered solely from the earnings of the enterprise.

**Subsidy** - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**User Fees** - Fees charged to users of a particular service provided by the City.

## COMMONLY USED ACRONYMS

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<b>ABAG</b>	Association of Bay Area Governments
<b>AYSO</b>	American Youth Soccer Organization
<b>B/PAC</b>	Bicycle/Pedestrian Advisory Committee
<b>BAAQMD</b>	Bay Area Air Quality Management District
<b>BMR</b>	Below Market Rate
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CAP</b>	Cost Allocation Plan
<b>CMTA</b>	California Municipal Treasures Association
<b>CPI</b>	Consumer Price Index
<b>CPUC</b>	California Public Utilities Commission
<b>CSMFO</b>	California Society of Municipal Finance
<b>CYSA</b>	California Youth Soccer Association
<b>EAP</b>	Employee Assistance Program
<b>EIR</b>	Environmental Impact Statement
<b>EOC</b>	Emergency Operations Center
<b>ERAF</b>	Education Revenue Augmentation Fund
<b>FEMA</b>	Federal Emergency Management Agency
<b>FLSA</b>	Fair Labor Standards Act
<b>FPPC</b>	Fair Political Practices Commission
<b>FSA</b>	Flexible Spending Account
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Governmental Finance Officers Association
<b>HVAC</b>	Heating Ventilation and Air Conditioning
<b>IPM</b>	Integrated Pest Management
<b>JPA</b>	Joint Powers Authority
<b>LTD</b>	Long Term Disability
<b>MOU</b>	Memorandum of Understanding
<b>MTC</b>	Metropolitan Transportation Commission
<b>OES</b>	Office of Emergency Services
<b>OPEB</b>	Other-Post Employment Benefits
<b>PC</b>	Planning Commission
<b>PEMHCA</b>	Public Employees' Medical and Hospital Care Act
<b>PERS</b>	(aka Calpers) Public Employees' Retirement Systems
<b>PIO</b>	Public Information Officer
<b>PTA</b>	Parent Teacher Association
<b>RDA</b>	Redevelopment Agency
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Requests for Qualifications
<b>RHNA</b>	Regional Housing Needs Allocation
<b>RMS</b>	Records Management System
<b>RWQCB</b>	Regional Water Quality Control Board
<b>UBC</b>	Uniform Building Code
<b>YAC</b>	Youth Advisory Commission
<b>VSP</b>	Vision Service Plan

## WHAT IS A REVENUE, EXPENDITURE AND FUND BALANCE TABLE?

### Administration - City Manager

Category	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Legal Budget	Recommended Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	138,497
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,497</b>
<u>Expenditures</u>				
Employee Compensation	240,187	253,346	267,696	341,585
Employee Benefits	74,550	83,477	89,514	136,310
Materials	35,838	24,391	51,750	32,203
Contract Services	313	-	10,000	10,000
Appropriations for Contingency	-	-	-	4,220
Cost Allocation	3,000	2,900	22,900	131,050
Capital Outlay	-	-	14,500	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 353,888</b>	<b>\$ 364,114</b>	<b>\$ 456,360</b>	<b>\$ 655,368</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 353,888</b>	<b>\$ 364,114</b>	<b>\$ 456,360</b>	<b>\$ 516,871</b>

REVENUE	EXPENDITURE	TOTALS
Taxes – Money received from tax revenue	Employee Compensation – Full time and part time salaries	Total Revenue – Total all revenue categories
Licenses and Permits – Money received from these sources	Employee Benefits – Employee benefits including health insurance and retirement	Total Expenditures – Total all expenditure categories
Use of Money and Property – Interest earnings, facility and concession rents	Materials – All material, conference and training costs	Fund Balance – Revenue not spent in the previous year
Intergovernmental Revenue – Funds received from Federal, State or Local government such as grants	Contract Services – All contracted goods and services	General Fund Costs – Total Expenditures minus Total Revenue minus fund balance equals General Fund Costs
Charges for Services – Fees collected for services provided by the department	Appropriations for Contingency – Fund for unexpected expenses and emergencies	
Fines and Forfeitures – Money received from fines and penalties	Cost Allocation – Cost of services from other City departments and depreciation expenses	
Miscellaneous Revenue – Money received from various sources such as donations, salvage and legal settlement	Capital Outlay – Land, Buildings, vehicles, infrastructure & assets used in operation beyond 1 yr	
Interdepartmental Revenue – Interdepartmental service charges and transfers	Special Projects – One time projects or costs	



CUPERTINO

# Community Profile

## History

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Cupertino owes its name and earliest mention in recorded history to the 1776 expedition led by the Spanish explorer Captain Juan Bautista de Anza. Starting in Sonora, Mexico, Anza led a group up the coast of California, aiming to establish a presidio (fort) on San Francisco Bay.



In late March, Anza left the majority of his party of men, women, and children in Monterey to rest and pressed on through the Santa Clara Valley to his San Francisco destination with 18 men and Pedro Font, a diarist, cartographer, and Franciscan priest.

With the expedition encamped in what is now Cupertino, Font christened the creek next to the encampment the Arroyo San Joseph Cupertino in honor of his patron, San Guiseeppe (San Joseph) of Copertino, Italy. The arroyo is now known as Stevens Creek.

The village of Cupertino sprang up at the crossroads of Saratoga-Sunnyvale Road (now DeAnza Boulevard) and Stevens Creek Boulevard. It was first known as West Side, but by 1898, the post office at the Crossroads needed a more unique name. John T. Doyle, a San Francisco lawyer and historian, had given the name Cupertino to his winery in recognition of the name bestowed on the nearby creek – likewise, in 1904, the same name was applied to the Crossroads and to the post office as the Home Union Store in the northeast corner of the Crossroads changed its name to The Cupertino Store.



Although Cupertino's pioneer settlers planted grapes in the late 1800s, many switched to keeping orchards when phylloxera, a root louse, struck the thriving wine industry in 1895. As the orchards flourished, the valley became known for the spring profusion of blossoms.

In the late 1940's Cupertino was swept up in Santa Clara Valley's postwar population explosion. Concerned by unplanned development, higher taxes, and piecemeal annexation to adjacent cities, Cupertino's community leaders began a drive for incorporation in 1954. The incorporation was approved in the September 27, 1955 election, and Cupertino officially became Santa Clara County's 13<sup>th</sup> City on October 10, 1955.

A major milestone in Cupertino's development was the creation of Vallco Business and Industrial Park by some of the city's largest landowners in the early 1960's. Of the 25 property owners, 17 decided to pool their land to form Vallco Park and six sold their land to Varian Associates, a thriving young electronics firm founded by Russell Varian. The name Vallco was derived from the names of the principal developers: Varian Associates and the Leonard, Lester, Craft, and Orlando families.

## 2016 Community Economic Profile

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Cupertino, with a population of 60,668 and the city limits stretching across 13 square miles, is considered one of the most prestigious cities to live and work in the San Francisco Bay Area.

Economic health is an essential component to maintaining a balanced city, which provides high-level opportunities and services that create and help sustain a sense of community and quality of life. Public and private interests must be mutual so that our success as a partnership is a direct reflection of our success as a community. The cornerstone of this partnership is a cooperative and responsive government that fosters business and residential prosperity and strengthens working relationships among all sectors of the community.

Our economic development strategies are tailored to address the specific needs of Cupertino. Because Cupertino is a mature, 90% built-out city, we focus on business retention and revitalization. For example, business recruitment is site-specific and targeted to industries that enhance, rather than draw from, our existing business base.

Cupertino is home to many well-known high-tech companies, offering a dynamic and exciting business climate. Apple Inc., Verigy, Durect Corporation, and Trend Micro are headquartered in the city. DeAnza College, one of the largest single-campus community colleges in the country, is another major employer.



The City's proactive economic development efforts have resulted in a number of innovative, mutually beneficial partnerships with local companies. The City strives to retain and attract local companies through active outreach and a responsive and customer-oriented entitlement process.

Another popular shopping venue is the Cupertino Marketplace, located just across Vallco Mall. A popular destination by high school students in the area, the Marketplace has a variety of hangout locations such as Yogurtland, Super Cue, La Patisserie Bakery, and Beard Papa's. In addition to shopping for Japanese groceries and goods at Marukai and Daiso,



customers can eat at one of the many culturally diverse restaurants, including Merlion Restaurant, Harumi Sushi, Gyu-Kaku Japanese BBQ, One Pot Shabu Shabu, Kong's Korean Tofu & BBQ, PotSticker King, Wingstop, Erik's Deli Café, J.T. McHart's Pizza, and Elephant Bar.



On the other side of Vallco Mall is the Cupertino Village, home to 99 Ranch Market, Ten Ren Tea, Fantasia Coffee & Tea, Joy Luck Palace, and other Asian restaurants, bakeries, and shops.

The city features many other stores, including TJ Maxx and Home Goods, Whole Foods, Target, and over 160 restaurants to serve the local workforce and residents. Cupertino features five hotels: Cupertino Inn, Hilton

Garden Inn, Marriott Courtyard, the Cypress Hotel, operated by the Kimpton Group and The Aloft Cupertino Hotel, operated by Starwood Hotels & Resorts.

In addition, Cupertino is excited to have new retail commercial development projects underway, including Main Street Cupertino on Stevens Creek Boulevard, the Biltmore on DeAnza Boulevard, and Saich Way Station on Stevens Creek Boulevard and Saich Way. Each project features mixed use to accommodate the growing retail and residential needs of the community.



The City of Cupertino has a history of providing high-level municipal services to complement the sense of community and quality of life enjoyed by our constituents. The City will continue to enhance and promote a strong local economy to provide municipal services that make Cupertino a place that people are proud to call home.

## 2016 City Profile

The City of Cupertino operates as a general law city with a City Council-City Manager form of government. Five council members serve four year, overlapping terms, with elections held every two years. The council meets twice a month on the first and third Tuesday at 6:45 p.m. in the Community Hall. The meetings can be viewed on the City website.

The City has 184.75 authorized full-time benefited employee positions. City departments include Administration (City Council, Commissions, City Clerk, City Manager, City Attorney, Environmental Affairs); Administrative Services (Finance, Human Resources); Community Development (Planning, Building, Housing Services, Economic Development, Code Enforcement); Recreation and Community Services (Parks and Recreation, Community Events,

Sports and Fitness, Senior Programs, Youth and Teen Programs, Neighborhood Services, Emergency Preparedness); Public Works (Engineering, Maintenance, Transportation, Solid Waste, and Storm Drain Management); and Information Services (IT, GIS, Public Affairs). Police service is provided by the Santa Clara County Sheriff’s Department, and fire service is provided through the Santa Clara County Fire District.

Assisting the City Council are several citizen advisory commissions/committees including housing, telecommunications, fine arts, library, planning, audit, parks and recreation, bicycle and pedestrian, teens, economic development, strategic planning, sustainability, and public safety. Members of the volunteer boards are appointed by the City Council and vacancies are announced so that interested residents can apply for the positions. Residents are kept informed about city services and programs through the *Cupertino Scene*, a monthly newsletter; the *City Channel*, Cupertino’s government access cable TV channel; and the city’s website.

**Housing**

The average listing of an existing single-family home is \$1,634,245 as of 2015 For housing programs in Cupertino, please see “Programs & Applications.”

**Community Health Care Facilities**

Cupertino is served by the Cupertino Medical Clinic, NovaCare Occupational Health Services. Nearby hospitals include Kaiser Permanente Medical Center in Santa Clara, El Camino Hospital in Mountain View, O’Connor Hospital in San Jose, Community Hospital of Los Gatos, Stanford Hospital in Palo Alto, and the Saratoga Walk-in Clinic in Saratoga.

**Utilities**

<i>Gas &amp; Electric</i>	Pacific Gas and Electric, 800-743-5000
<i>Phone</i>	AT&T residential service, 800-894-2355 AT&T business service, 800-750-2355
<i>Cable</i>	Comcast, 800- 945-2288
<i>Solid Waste &amp; Recycling</i>	Recology, 408-725-0420
<i>Water</i>	San Jose Water Company, 408-279-7900 California Water, 650-917-0152
<i>Sewer Service</i>	Cupertino Sanitary District, 408-253-7071

**Tax Rates and Government Services**

Residential, commercial, and industrial property is appraised at full market value as it existed on March 1, 1975, with increases limited to a maximum of 2% annually. Property created or sold since March 1, 1975 bears full cash value as of the time created or sold, plus the 2% annual increase. The basic tax rate is \$1.00 per \$100 (full cash value) plus any tax levied to cover bonded indebtedness for county, city, school, and other taxing agencies. Assessed valuations and tax rates are published annually after July 1.



*Assessed Valuation (Secured and Unsecured)*

Cupertino: \$17,218,254,668 (7/1/15)

County: \$373,922,973,322 (7/1/15)

*Retail Sales Tax*

Grand Total = 8.7500%.

Breakdown = Cupertino 1%, State General Fund 3.9375%, State and Local Revenue Fund 1.0625%, State Local Public Safety 0.5%, State Local Revenue 0.5%, State Education Protection 0.25%, County Transportation 0.25%, Local District (Valley Transportation Authority) 1.25%.

**Transportation**

*Rail:* The CalTrain station is four miles north of city. The Amtrak station is 10 miles south.

*Air:* The San Francisco International Airport is located roughly 30 miles north, and the Mineta San Jose International Airport is located approximately 11 miles south.

*Bus:* Cupertino is served by the Santa Clara Valley Transportation Authority. The routes listed below pass through the City. For Cupertino-specific schedules and maps visit their online website:

Route 23 San Jose – Mountain View/Palo Alto

Route 25 San Jose – De Anza College

Route 26 Eastridge – Lockheed

Route 36 East San Jose – Vallco

Route 51 Vallco – Moffett/Ames

Route 53 Westgate – Sunnyvale

Route 54 West Valley – Fair Oaks/ Tasman

Route 55 De Anza – Great America

Route 81 East San Jose – Vallco

Express 101 Camden/Branham – Palo Alto

Express 501 Palo Alto – I.B.M Bailey

*Car:* The City of Cupertino is in the heart of the world renowned Silicon Valley. The major highway transportation facilities are Interstate Route 280 and State Route 85 freeways. The City is linked internally by several principal arterials and Santa Clara County expressways. Principal arterials are De Anza Boulevard, Stevens Creek Boulevard, and Wolfe Road. Nearby expressways are Lawrence Expressway and Foothill Expressway.

**Sister Cities**

Cupertino has four sister cities: Copertino, Italy; Hsinchu, Taiwan; Toyokawa, Japan, and Bhubaneswar, India.

## Education

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Winner of numerous state and national awards for excellence, our city's schools are widely acknowledged as models of quality instruction.

Cupertino Union School District serves 18,000 students in a 26 square mile area that includes Cupertino and portions of five other cities. The district has 20 elementary schools and five middle schools, including several choice programs. Eighteen schools have received state and/or national awards for educational excellence.



Student achievement is exceptionally high. Historically, district test scores place Cupertino among the premier public school districts in California. The district is a leader in the development of standards-based system of education and is nationally recognized for leadership in the use of technology as an effective tool for learning. Quality teaching and parent involvement are the keys to the district's success.

The Fremont Union High School District serves 10,000 students in a 42 square mile area covering all of Cupertino, most of Sunnyvale, and portions of San Jose, Los Altos, Saratoga, and Santa Clara. The five high schools of the district have garnered many awards and recognition based on both the achievement of students and the programs designed to support student achievements. Many high schools in the district exceed their established achievement targets for the State Academic Performance Index. District students are encouraged to volunteer and provide service to organizations within the community. During their senior year, if students complete 80 hours of service to a non-profit community organization, they are recognized with a "Community Service Award" medal that may be worn at their graduation ceremonies.

*Cupertino is served by two local institutions of higher education: DeAnza College and the University of San Francisco. In addition to these schools, Cupertino's location offers easy access to Stanford University, Santa Clara University and San Jose State University.*

Building on its tradition of excellence and innovation, DeAnza College challenges students of every background to develop their intellect, character, and abilities; to achieve their educational goals; and to serve their community in a diverse and changing world.

DeAnza College offers a wide range of quality programs and services to meet the work force development needs of our region. The college prepares current and future employees of Silicon Valley in traditional classroom settings and customized training arranged by employers. Several DeAnza programs encourage economic development through college credit courses, short-term programs, services for manufacturers, technical assistance, and/or recruitment and retention services.

# Programs & Applications

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## Community Outreach Programs

### *Leadership 95014*

Leadership 95014 is a program designed by the City of Cupertino, Wilfred Jarvis Institute, and other local sponsors to offer an exciting adult program that is guaranteed to enhance the participants' leadership skills. The ten full-day sessions feature inside looks at local governments, the social sector, local non-profit organizations, and educational institutions. This 9-month program is offered annually, September to May, and applications can be found online.



### *Neighborhood Block Leader Program*

Good neighborhoods are those where neighbors work together on common issues and look out for each other. Block leaders take extra steps to connect neighbors and build community, making our neighborhoods safer and more harmonious. The Block Leader Program teaches residents how to get to know their neighbors and how to organize activities so neighbors can more easily communicate with each other. Block leaders are vital links between City Hall and the neighborhoods, and leaders gain the inside track on neighborhood development activities.



### *Neighborhood Watch*

Neighborhood Watch is a crime prevention program that enlists the active participation of citizens in cooperation with law enforcement to reduce crime in our communities. It involves: neighbors getting to know each other and working together in a program of mutual assistance; citizens being trained to recognize and report suspicious activities in their neighborhoods; and implementation of crime prevention techniques such as home security and operation identification. To organize a Neighborhood Watch program in your neighborhood, please contact the Neighborhood Watch Coordinator at 408.777.3177.

### *eCAP*

Email Community Alert Program (eCAP) was created by the Santa Clara County Sheriff's Office to prevent and reduce crime by raising community awareness, minimizing opportunities for crime, and increasing the possibility of solving crimes with the public's help. Cupertino residents may voluntarily register their email addresses with the Sheriff's Office for community alert messages. Citizens can sign-up at a Neighborhood Watch meeting or log-on to the City of Cupertino's eCAP online registration.

## Affordable Housing: BMR (Below Market Rate) Program

The City of Cupertino requires 15% of all new construction be affordable to households below 120% of the County median income. Rental units are affordable to very low and low-income households while ownership units are affordable to median and moderate-income households.

The City of Cupertino contracts with West Valley Community Services (WVCS) to screen and place qualified households in most of the city's BMR units. WVCS maintains a waiting list of interested persons for these BMR units. If interested, please call 408.255.8033. More information can be found online.

## Smart Phone Applications

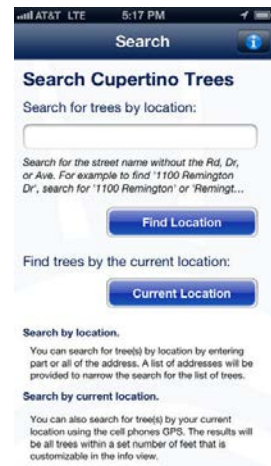


### *Mobile 95014*

City of Cupertino's Mobile 95014 app offers latest listing of Cupertino news and events as well as local parks, schools, and recreation offerings in the city. This app showcases environmental services and community services such as Block Leaders and Neighborhood Watch programs. Users can learn about public safety and contact City Council members and City officials. The app also offers links to Cupertino's social media sites.

### *Trees 95014*

Trees 95014 is an iPhone/iPad and Android app which provides details about the city-planted trees in Cupertino. Users can search for trees by street name or by current location. The search results show the picture of the tree and details such as location, height, diameter, and species. Cupertino residents can also sign up their tree, name their tree, and request tree service through this app.



### *Eats 95014*

Eats 95014 is the local restaurant app that showcases Cupertino's dining options such as restaurants, grocery stores, farmers' markets, and vineyards. The app provides information on the services offered at such eating places including store hours, parking information, noise level, directions, and website link.



### *Ready 95014*

Ready 95014 is an app that puts safety information into the hands of Cupertino residents. Steps to prepare and respond to emergencies including earthquakes, floods, fires, and pandemics are outlined in an easy-to-understand format. The app also streams Cupertino's own AM radio station (1670 AM) and has a map of the City's Area Resource Centers, satellite locations opened after disasters to provide public assistance.

## Geographic Information System (GIS)



For local governments, a GIS is a computer technology that combines geographic data (the locations of manmade and natural features on the earth's surface) and other types of information (names, classifications, addresses, and much more) to generate visual maps and reports. A GIS uses geographic location to relate otherwise disparate data and provides a systematic way to collect and manage location-based information crucial to local government.

The City of Cupertino has been using GIS within individual departments to enhance both operational and analytical functions since 1977. The City has organized their GIS efforts by placing GIS into the Information Technology Division.

### *Cupertino at a Glance*

The Cupertino at a Glance application can be accessed online at:  
[gis.cupertino.org/CupertinoAtAGlance](http://gis.cupertino.org/CupertinoAtAGlance).

### **Cupertino's Green Program**

Cupertino is committed to maintaining the City as a sustainable place to live, learn, work, and play for all the community members. To achieve this goal of safeguarding the community's well-being and environmental health, Cupertino is actively working to implement its first Climate Action Plan (CAP) and provide residents, businesses, and schools with clear and easy-to-access programs and services to jumpstart green leadership. More information can be found online.



### **Social Media Sites**

#### *Facebook Sites*

City of Cupertino Facebook  
Cupertino Parks and Recreation Facebook  
Cupertino Teen Center Facebook  
McClellan Ranch Preserve Facebook  
Cupertino Senior Center Facebook  
Cupertino Sports Center Facebook  
Cupertino Block Leader Facebook

#### *Twitter Sites*

City of Cupertino Twitter  
Cupertino Fields Twitter  
Cupertino Parks and Recreation Twitter

#### *YouTube Site*

City of Cupertino, City Channel

# Community Statistics

## Facts and Figures<sup>1</sup>

Population in City Limits	60,668
Median Household Income	\$134,872
Median Age	40
Registered Voters	25,516
Democrats	9,558
Republicans	4,887
American Independent	373
Other	206
No Political Party designated	10,445

## Top 40 Sales Tax Producers

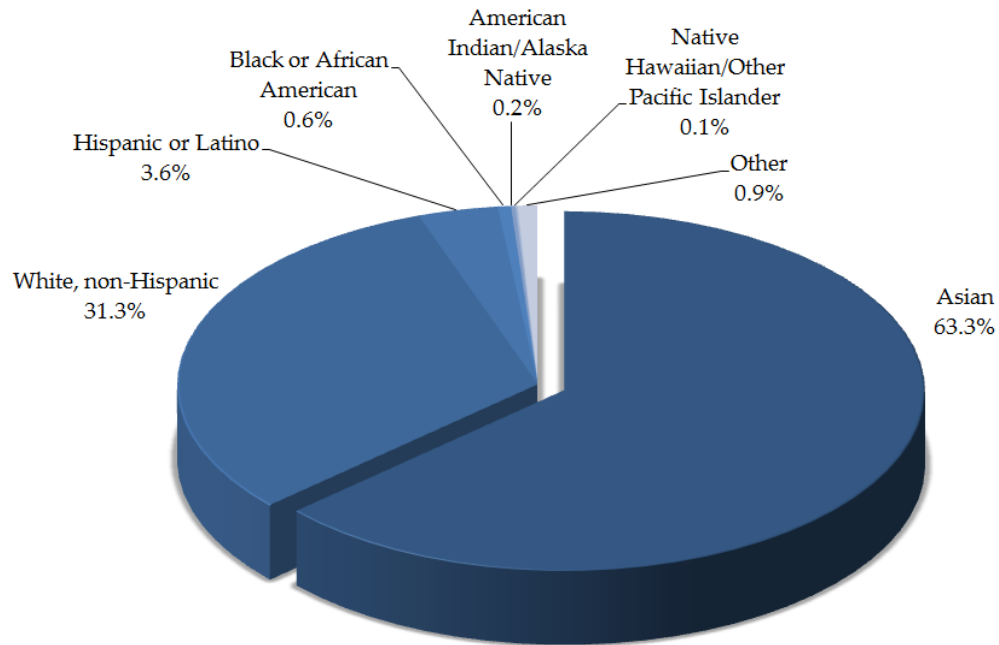
Third Quarter 2015, in Alphabetical Order

A2Z Development	Harris Climate Control	Shell Service Stations
Alamillo Rebar	Insight Direct	Skanska
Alexander's Steakhouse	J C Penney Company	Staples Office Superstore
Apple Computers Corp.	Macy's	Superior Air Handling
Argonaut Window & Doors	Michael's Arts & Crafts	Target Stores
Benihana of Tokyo Restaurant	Mirapath	TJ Maxx
BJ's Restaurant and Brewery	Permasteelisa	US Gas Service Stations
California Dental Arts	Rotten Robbie Service St.	Valero Service Stations
Cemex Const Materials	Safeway	Verizon Wireless
Chevron Service Station	Scandinavian Designs	Whole Foods Market
Clark Pacific	Schuff Steel Company	99 Ranch Market
De Anza College Campus Ctr.	Sears	
Dynasty Chinese Seafood	Seele	
Granite Rock Company	Shane Diamond Jewelers	

**Cupertino is ranked as #33 under the 50 Safest Cities in California listed in the Safe Wise (safewise.com) report, a source for home security and safety advice.**

<sup>1</sup> U.S. Census Bureau

## Demographic Information

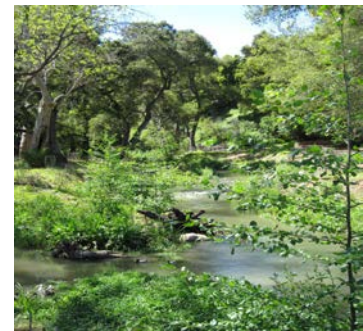


## Community and Recreation Services

### *Blackberry Farm*

Blackberry Farm has been upgraded and restored to improve the natural habitat for native trees, animals, and fish. Improvements to the park include construction of a new ticket kiosk, re-plastered pools, a new water slide, bocce ball, horseshoe courts, and numerous upgrades to the west bank picnic area. The park is located at 21979 San Fernando Avenue. Telephone: 408-777-3140.

*The Blackberry Farm Golf Course* is located at 22100 Stevens Creek Boulevard. Telephone: 408-253-9200.



### *The Quinlan Community Center*

The City of Cupertino's Quinlan Community Center is a 27,000 square foot facility that provides a variety of recreational opportunities.

Most prominent is the Cupertino Room - a multi-purpose room that can accommodate 300 people in a banquet format. Telephone: 408-777-3120.

### *Cupertino Sports Center*

The Sports Center is a great place to meet friends. The facility features 17 tennis courts, complete locker room facilities, and a fully-equipped fitness center featuring free weights, Cybex, and cardio equipment. A teen center and a child-watch center are also included. The center is located at the corner of Stevens Creek Boulevard and Stelling Road. Telephone: 408-777-3160.

***Cupertino Senior Center***

The Senior Center provides a welcome and friendly environment for adults over age 50. There is a full calendar of opportunities for learning, volunteering, and enjoying life. There are exercise classes, computer lab classes, and English as a second language classes, and cultural and special interest classes. The center also coordinates trips and socials.

The Senior Center is located at 21251 Stevens Creek Boulevard and is open Monday through Friday, 8 a.m. to 5 p.m. Telephone: 408-777-3150.

***Civic Center and Library***

The complex has a 6,000 square foot Community Hall, plaza with fountain, trees, and seating areas. City Council meetings, Planning Commission sessions, and Parks and Recreation Commission sessions are held in the Community Hall.

The 54,000 square foot library continues to be one of the busiest libraries in the Santa Clara County Library system. For more information, call 408-446-1677.

***McClellan Ranch Park***

A horse ranch during the 1930's and 40's, this 18-acre park has the appearance of a working ranch. Preserved on the property are the original ranch house, milk barn, and livestock barn. Two historic buildings have been recently renovated: Baer's Blacksmith Shop, originally located at DeAnza and Stevens Creek, and the Environmental Education Center which houses the Nature Museum. Cupertino is famous for its continued dedication to education and environmental sustainability. The original ranch house houses Santa Clara Valley Audubon and Friends of Stevens Creek Trail. Rolling Hills 4-H Club members raise rabbits, chickens, sheep, swine, and cattle. McClellan Ranch is located at 22221 McClellan Road. Telephone: 408-777-3149.





## Things to do and See

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### *Euphrat Museum of Art*

The highly regarded Euphrat Museum of Art, at its new location next to the new Visual Arts and Performance Center at DeAnza College, presents one-of-a-kind exhibitions, publications, and events reflecting the rich diverse heritage of our area. The Museum prides itself on its changing exhibitions of national and international stature emphasizing Bay Area artists. Museum hours are 10 a.m. – 3 p.m. Monday through Thursday. Telephone: 408-864-5464.

### *Fujitsu Planetarium*

The Fujitsu Planetarium on the DeAnza College campus is a must-visit Cupertino facility for stargazers. It hosts a variety of planetarium shows and events, including educational programs for school groups and family astronomy evenings. For more information, visit the website at <http://planetarium.deanza.edu> or call 408-864-8814.

### *Flint Center*

The cultural life of the Peninsula and South Bay is enhanced by programs presented at the Flint Center for Performing Arts located at 21250 Stevens Creek Boulevard in the DeAnza College campus. The center opened in 1971 and was named in honor of Calvin C. Flint, the first chancellor of the Foothill-DeAnza Community College District. The box office is open 10 a.m. – 4 p.m. Tuesday through Friday and 1.5 hours prior to any performance. Box office: 408-864-8816; administrative office: 408-864-8820.



### *Cupertino Historical Society*

The Cupertino Historical Society was founded in 1966 by a group of 177 longtime residents and is dedicated to the preservation and exhibition of the city's history. Their museum, located at the Quinlan Community Center, develops and expands the learning opportunities that it offers to the ethnically diverse community of the City of Cupertino. Telephone: 408-973-1495.

### *Farmers' Market*

There are two farmers' markets located in the City of Cupertino. One is held on Fridays from 9:00 a.m. to 1:00 p.m. at the Vallco Shopping Mall parking lot behind J.C. Penney, and the other is held every Sunday from 9:00 a.m. to 1:00 p.m. at the Cupertino Oaks Shopping Center, 21275 Stevens Creek Blvd.

### *California History Center*

The California History Center and Foundation is located on the DeAnza College campus. The center has published 37 volumes on California history and has a changing exhibit program. The center's Stocklmeir Library Archives boast a large collection of books, pamphlet files, oral history tapes, videotapes, and a couple thousand



student research papers. The library's collection is for reference only. Heritage events focusing on California's cultural and/or natural history are offered by the center each quarter. For more information, call 408-864-8987. The center is open September through June, Tuesday through Thursday, from 9:30 a.m. to noon and 1:00 p.m. to 4:00 p.m.



# Financial Policies and Schedules

## THE ANNUAL BUDGET PROCESS

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The City's annual budget is prepared on a July 1 to June 30 fiscal year basis. The budget process is an ongoing process that includes the phases of development, proposal, adoption, monitoring and budget amendments.

The budget development phase begins in December with the preparation of budget instructions and work program development by the City Council and City Manager. During March, departments prepare the budgets for which they are responsible. These proposed department budgets are reviewed by the Finance Division using current and prior year trends data. The City Manager then reviews the proposals with the Director of Administrative Services and departmental staff and makes final decisions which form the basis of the City Managers Proposed Budget. The proposed budget is then submitted to the City Council in May.

During the months of May and June, the City Council considers the budget proposals at a study session and public hearing. At these times, the Council hears from Boards, Commissions, community groups, and the public regarding budget requests and recommendations. The final budget is adopted by resolution in June and takes effect on July 1.

### *Budget Amendment Process*

After the budget is adopted, the City enters the budget monitoring phase. Throughout the year, expenditures are monitored by the Finance Division staff and department managers to ensure that funds are used in an approved manner. Adjustments to expenditures within or between departmental budgets are accomplished on an as-needed basis administratively throughout the year. The City Manager and Department Heads can transfer funds between their line items and/or divisions as needed.

City Council approval is required for additional appropriations from fund balances or for new revenue sources.

# STRUCTURE OF CITY FINANCES

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## **COST ACCOUNTING**

The City of Cupertino has six internal service funds that account for information technology, city channel and website, equipment replacement, workers compensation, long-term disability and compensated absence, and retiree health costs experienced by City departments. Fund costs are allocated to user departments or operating funds based on salaries, equipment and software purchase price, actuarial studies and actual and projected service level. Please view the Cost Allocation Plan and Changes to the Internal Service Fund section of this document for details.

Other employee fringe benefits such as medical, dental, life insurance, and pensions are directly added to department costs as a percentage of salaries. Staff salary and benefit costs are split among departments and related funds based on the anticipated percentage of time spent working in various departments.

## **OVERHEAD COST ALLOCATION**

All overhead costs are allocated to the appropriate program within the limits of local, State and federal laws. The City will utilize a two-step method (double step down method) where costs are first allocated among the central service department support programs to arrive at the total costs of central service programs. Beginning in FY14 overhead/indirect costs associated with service department in the General Fund will be allocated based on Cost Allocation Plan (CAP).

These total costs are then allocated to the departments and funds that are benefiting from these expenses. The corresponding revenue is collected by the General Fund for indirect/overhead costs associated with Cost Allocation Plan (CAP) and Internal Service Funds and allocated directly to the department providing the service.

## **BASIS OF BUDGETING**

Basis of Budgeting refers to the method used to recognize revenues and expenditures in the budget. For the City of Cupertino, the basis of budgeting is the same basis used for accounting. The modified accrual basis is followed in the Governmental Funds, including the General, Capital, Debt Service, and Special Revenue funds. Under this basis, revenues are recognized when they become "susceptible to accrual", which means they are both measurable and available. Measurable means the transaction can be determined.

The budget is split into nine divisions: City Council and Commissions, Administration, Law Enforcement, Public Affairs, Administrative Services, Parks and Recreation, Planning and Community Development, Public Works and Non Departmental (includes budget that are not attributable to any specific division). These divisions are further split into department then programs. The programs within the divisions are balanced at the department level within a given fund.

### **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

The Comprehensive Annual Financial Report (CAFR) is prepared by Maze and Associates according to “Generally Accepted Accounting Principles” (GAAP).

### **CITIZEN PARTICPATION**

Every two years the City of Cupertino has a Community Survey completed by Godbe Research to measure resident’s satisfaction with living in the City, City Services and to identify issues facing the City. In addition, the budget study session and budget hearings are public meetings where citizen are given the opportunity to comment on the budget. The public can also provide feedback to two Council sub-committees, the Fiscal Strategic Planning and Audit Committees.

# FUND STRUCTURE

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For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is viewed as a collection of smaller separate businesses known as ‘funds’. Fund accounting is an accounting system emphasizing accountability rather than profitability. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

The City’s finances are structured in a variety of funds that are the basic accounting and reporting entities in governmental accounting. The funds that comprise the FY 2013-14 budget are grouped into two major categories, Governmental Funds and Proprietary Funds. The purpose of each of the various funds within these two categories is described below:

## GOVERNMENTAL FUNDS

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City’s expendable financial resources and the related liabilities (except those accounted for in the proprietary funds) are accounted for through governmental funds. Governmental funds include Tax Supported Funds, Special Revenue Funds and Federal Grant Funds. They are accounted for under the modified accrual basis of accounting.

### *Tax Supported Funds*

Tax Supported Funds include the General and Capital Improvement Funds. The General Fund is the primary operating fund for governmental services. The Capital Improvements Fund is utilized for the acquisition or construction of major capital facilities.

<b>Tax Supported Funds</b>	<b>Purpose</b>
General	The General Fund is used to pay for core services such as public safety, parks and recreation, planning and community development, public works, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, franchise fees, charges for services, and a variety of other discretionary sources.
Capital Improvement	
Capital Improvement Projects	This fund pays for the acquisition and/or construction of major capital facilities.
Stevens Creek Corridor Park Capital Projects	This fund pays for the design and construction of the Stevens Creek Corridor Park projects.

*Special Revenue Funds*

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, and Environmental Management/Clean Creeks funds.

<b>Special Revenue Funds</b>	<b>Purpose</b>
Storm Drain Improvement	This fund pays for the construction and maintenance of storm drain facilities, including drainage and sanitary sewer facilities.
Park Dedication	This fund pays for the activity granted by the business and professions code of the State of California in accordance with the open space and conservation element of the City's General Plan.
Environmental Management/Clean Creek/ Storm Drain	This fund pays for all activities related to operating the Non-Point Source pollution program.
Transportation	This fund pays for expenditures related to the maintenance and construction of City streets.
Housing & Community Development	This fund pays for the Federal Housing and Community Development Grant Program activities administered by the City. This fund also pays for activities related to the Below Market Rate Housing Program.

*Federal Grant Funds*

Federal Grant Funds include the Community Development Block Grant program. The Community Development Block Grant is a federally funded program for housing assistance and public improvements.

<b>Federal Grant Funds</b>	<b>Purpose</b>
Community Development Block Grant	This fund pays for activities related to the Community Development Block Grant (CDBG).



## PROPRIETARY FUNDS

Proprietary Funds are used to account for “business-type” activities. Proprietary Funds include Enterprise Funds and Internal Service funds. They are accounted for under the full accrual basis of accounting.

### *Enterprise Funds*

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

<b>Enterprise Fund</b>	<b>Purpose</b>
Resource Recovery	This fund pays for operating costs related to the collection, disposal, and recycling of solid waste performed under a franchise agreement with Recology.
Blackberry Farm Golf Course	This fund pays for operating costs related to the Blackberry Farm Golf Course.
Sports Center	This fund pays for operating costs related to the Sports Center.
Recreation Programs	This fund pays for operating costs related to the City’s community centers and park facilities.

### *Internal Service Funds*

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Information Technology, City Channel and Website, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

<b>Internal Service Funds</b>	<b>Purpose</b>
Information Technology	This fund pays for all technology related expenses for the citywide management of information services. This fund pays for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide. Equipment is depreciated based on the acquisition or historical costs for the useful life of the asset using the straight line method.
City Channel and Website	This fund pays for all operating and equipment costs related to City Channel and the City Website.
Workers’ Compensation	This fund pays for claims and insurance premiums related to workers’ compensation.

<b>Internal Service Funds</b>	<b>Purpose</b>
Equipment Maintenance and Fixed Asset Acquisition	This fund pays for the purchase and maintenance of fleet and general equipment having a value greater than \$5,000 and expected life of more than one year. Assets are depreciated based on the acquisition or historical costs for the useful life of the asset and using the straight line method.
Compensated Absences & Long Term Disability	This fund pays for liabilities associated with employees retiring or leaving service and claims and premiums associated with long term disability.
Retiree Medical	This fund pays for Retiree Medical costs.

## **FISCAL POLICIES –Revenue Policies**

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### **PURPOSE**

To establish revenue policies that assist the City in striving for and maintaining a diversified and stable revenue system to prevent undue or unbalanced reliance on any one source of funds. This revenue diversity will shelter the City from short-run fluctuations in any one revenue source.

### **SCOPE**

All revenue sources across all funds.

### **POLICY**

To the extent possible, maximize investment yield while maintaining a high level of liquidity for the City's anticipated capital costs.

Identify and recommend sources of revenue necessary to maintain the services desired by the community and to maintain the City's quality of life.

Perform ongoing evaluations of existing sources of revenue to maximize the City's revenue base.

Recover costs of special services through user fees.

Pursue full cost recovery and reduce the General Fund fee subsidy to the degree feasible.

Allocate all internal service and Cost Allocation Plan charges to appropriate user departments and

Ensure that Enterprise activities remain self-supporting in the long term.

## **FISCAL POLICIES – Expenditure Policies**

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### **PURPOSE**

To establish expenditure control policies through the appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted or amended budget.

### **SCOPE**

All expenditure categories across all funds.

### **POLICY**

Each Department or Division Manager will be responsible for the administration of their department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limits.

Accurately charge expenditures to the appropriate chart of accounts;

Maintain operating activities at levels which are offset by revenues;

The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and tax payers are cost effective and efficient;

Evaluate expenditures at the department and project levels to ensure control;

Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed assets or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years;

All compensation planning and collective bargaining will include analysis of total cost of compensation which includes analysis of salary increases, health benefits, pension contributions, fringe benefits and other personnel costs. The City will only propose operating personnel costs which can be sustained by on-going operating revenues;

Reduce costs and improve productivity through the use of efficiency and effective measures and

Structure debt financing to provide the necessary capital while minimizing future debt service costs.

## **FISCAL POLCIES – Capital Improvement Policy**

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### **PURPOSE**

To establish a Capital Improvement Policy to assist in future planning.

### **SCOPE**

All anticipated Capital Improvement Projects for the current fiscal year plus four additional fiscal years.

### **POLICY**

The City will prepare and update a five year Capital Improvement Plan (CIP) encompassing all City facilities

Projects included in the CIP will have complete information on the need for the project (project justification), description and scope of work, total cost estimates, future cost estimates, future operating and maintenance costs and how the project will be funded.

An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a priority ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.

Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Manager and City Council approval.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.

The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.

The City will utilize "pay-as-you-go" funding for capital improvement expenditures considered recurring, operating or maintenance in nature. The City may also utilize "pay-as-you-go" funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City's credit rating.

The City will consider the use of debt financing for capital projects under the following circumstances:

- When the project's useful life will exceed the terms of the financing
- When resources are deemed sufficient and reliable to service the long-term debt
- When market conditions present favorable interest rates for City financing
- When the issuance of debt will not adversely affect the City's credit rating and debt coverage ratios.

## **FISCAL POLCIES –Pension and Retirement Funding Policy**

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### **PURPOSE**

To establish a policy for the funding of Retirement and Retiree health.

### **SCOPE**

Retirement and Retiree Health costs citywide, across all funds.

### **POLICY**

Fund all current pension liabilities shall be funded on an annual basis.

Monitor certain health and dental care benefits for retired employees. Funding the liability for future retiree benefits will be determined by City Council action.

## **FISCAL POLICIES –Long Term Financial Stability Policies**

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### **PURPOSE**

To establish a policy for Long Term Financial Stability

### **SCOPE**

All programs across all funds

### **POLICY**

Ensure ongoing productivity through employee training and retention programs.

Pursue consolidation of resources and activities with other agencies and jurisdictions where beneficial.

Ensure financial planning flexibility by maintaining adequate fund balances and reserves.

Provide for major maintenance and repair of City buildings and facilities on a timely basis.

Provide for infrastructure asset preservation that maximizes the performance of these assets at minimum life-cycle costs.

Continually evaluate and implement long-term financial planning including technology automation, multiple year capital improvement programs, revenue and expenditure forecasting, automating and streamlining service delivery, stabilizing and repositioning revenue sources, and decreasing expenditures and risk exposure.



# FISCAL POLICIES – Assigned and Unassigned Fund Balance and Use of One Time Funds Policy

## PURPOSE

To establish assigned and unassigned fund balance and one time use policies.

## SCOPE

The General Fund and Capital Funds.

## POLICY

To maintain sufficient assigned and unassigned fund balance (general fund only) in each fund for the ability to meet following economic uncertainties:

**Economic Uncertainty I** –\$19,000,000 and represents two months of General Fund (GF) operating expenditures excluding transfers out plus a two year drop in total general fund revenue of 13% or approximately 1.5 months, excluding the use of reserves. Transfers out are primarily used to fund Capital Projects and do not represent on going expenditures. This assignment will change from year to year based on budgeted general fund expenditures and revenues.

- Mitigate short-term economic downturns and volatility in revenues (2 years or less)
- Sustain city services in the event of an emergency
- Meet requirements for debt reserves
- Meet operating cash flow requirements as a result of delay in the receipt of taxes, grant proceeds and other operating revenues

**Economic Fluctuations** – \$1,400,000 and represents the most recent transfer of local funds to the State. This reserve may change from year to year based on the Consumer Price Index (CPI).

- For shifts of City funds to the state to address State budget deficits.

**PERS**– \$100,000 and represents the highest retirement rate increase based on the most recent five years of rate increases. This assignment may change from year to year based on retirement rates and citywide budgeted retirement costs.

- For pension cost increases

**Unassigned** – \$500,000 and represents 1% of the total general fund operating budget. This assignment may change from year to year based on budgeted general fund expenditures.

- Absorb unanticipated operating needs that arise during the fiscal year that were not anticipated during the budget process
- Absorb unexpected claims or litigation settlements

**Capital Improvement** – \$5,000,000 and represents average dollars spent for capital projects in the last three fiscal years. This assignment may change from year to year based on actuals dollars spent on capital projects and anticipated future capital project needs.

- Meet future capital project needs so as to minimize future debt obligations

The City shall not use fund balances/reserves in lieu of revenues to pay for ongoing expenses except as specifically provided in the City’s reserve policy.

The chart below summarizes reserve policy levels as described above:

Funding Priority	Reserve	Reserve Level	Escalator <sup>1</sup>	Description
<b>GENERAL FUND</b>				
1	Economic Uncertainty	\$19,000,000	GF Budgeted Operating Expenditures <sup>2</sup> GF Budget Revenue <sup>3</sup>	For economic downturns and major revenue changes.
2	Economic Fluctuations	\$1,400,000	CPI	For shifts of City funds to the state to address state budget deficits.
3	PERS	\$100,000	Budgeted Citywide retirement costs	For pension cost increases.
4	Unassigned	\$500,000	Budgeted GF Operating Expenditures <sup>4</sup>	For mid-year budget adjustments and redeployment into the five year budget.
<b>CAPITAL PROJECT FUNDS</b>				
5	Capital Improvement	\$5,000,000	None	Reserves set aside for future capital projects.

<sup>1</sup> Rounded to the nearest hundred thousand

<sup>2</sup> Excludes Transfers Out

<sup>3</sup> Excludes the use of reserves

<sup>4</sup> Excludes Transfers Out

**Changes to Assigned Fund Balance** – All reserves listed in this policy are classified as Assigned Fund Balance under Government Accounting Standards Board (GASB) Statement 54. Assigned fund balance is comprised of amounts intended to be used by the government for specific purposes that are neither committed nor restricted. Intent can be expressed by the governing body or by an official body to which the governing body delegates the authority. Changes to assigned fund balances must be approved by City Council. This policy will be reviewed annually as part of the budget process.

**Replenishment process** – Should the City need to utilize any of the assigned fund balances listed in this policy, with the exception of the annual Infrastructure assignment, a plan to replenish the assignment will be developed in conjunction with its use.

**Excess** – Funding of these reserves will come generally from one-time revenues, annual net income, and transfers from other reserves that exceed policy levels. They will be funded in the following priority order with any remaining funds to be placed in the Capital Reserve:

- 1) Economic Uncertainty
- 2) Economic Fluctuations
- 3) PERS
- 4) Unassigned

## **FISCAL POLICIES – Investment Policy**

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The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy is available on the City website as part of the May 6, 2014 City Council agenda packet.

# DEBT LIMIT

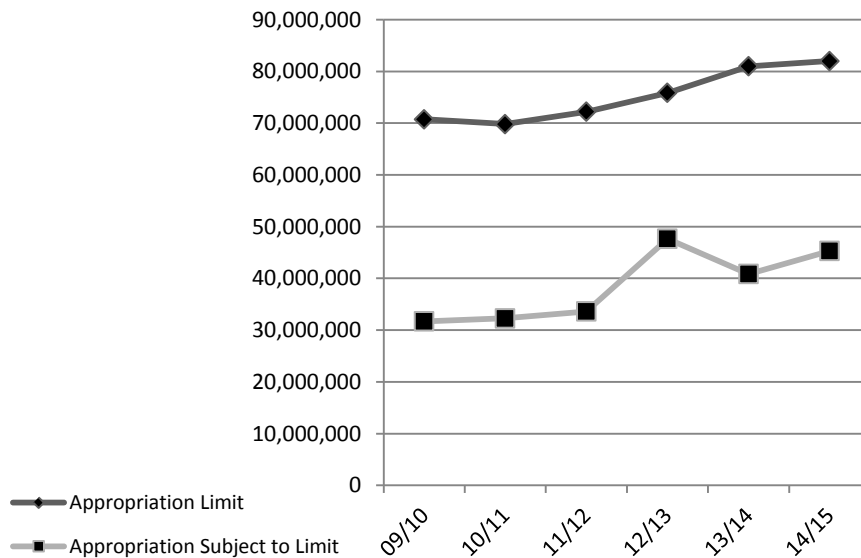
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## GANN APPROPRIATIONS LIMIT

Fiscal Year 2014-15

Article XIII B of the California State Constitution as enacted by Proposition 4, the Gann initiative of 1979, mandates a limit on the amount of proceeds of taxes that state and local governments can receive and appropriate (authorize to spend) each year. The purpose of this law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. The original Article XIII B was further modified by Proposition 111 and SB 88 approved by California voters in June of 1990. Proposition 111 allows cities more flexibility in choosing certain inflation and population factors to calculate the limit. As of the time of the printing of this document the FY 2015 debt had not been updated by the State of California Department of Finance. As part of the Final Budget the GANN appropriations limit will be updated.

### Appropriations Subject to Limit



The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified those factors to allow cities to choose either the growth in California Per Capita Income or the growth in non-residential assessed valuation due to new construction in the city. Alternatively, the city could select a population growth factor represented by the

population growth in Santa Clara County. Each year the city establishes its appropriations limit for the following fiscal year.

The City's appropriations limit for FY 2014-15 of \$82,005,631 is \$1,025,652 or 1.27% higher than the fiscal year 2013/14 limit of \$80,979,979. For FY 2014-15, the City's estimated appropriations of proceeds from taxes, less statutory exclusions, are \$45,307,000. This is 55.25% of the legal limit. If a city exceeds the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The appropriations limit is not expected to present a restraint on current or future budget deliberations.

# Information Technology Replacement and Capitalization Policy

## Purpose

The purpose of this policy is to establish guidelines for replacing and capitalizing technology equipment and systems. Replacement is indicated when a product has run its useful life and updating/upgrading is no longer an option. Capitalization of equipment requires the set aside of funding for future replacement.

Generally, technology equipment with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Software with an expected life of at least 7 years or a cost of over \$10,000 shall also be capitalized.

Technology upgrades are determined by the Information Technology Division (IT) and user departments based on functionality, vendor support, and industry standards.

## Scope

This policy covers the City of Cupertino: network infrastructure (routers, switches, firewalls, security appliances); server infrastructure (files servers, database servers, mail servers, web servers, etc); user laptops and workstations; mission-critical systems, telephone system (telephone equipment not already listed previously); desktop software; enterprise software; workgroup software; and broadcast video and audiovisual equipment.

Cell phones, printers, and tablet devices are not covered by this policy as these items do not meet the minimum criteria for capitalization. Replacement of these items are at the discretion of the department.

## Policy

All technology shall be replaced according to the following:

**Network infrastructure** (routers, switches, firewalls) shall be replaced when no longer functional, as determined by the Information Technology Division (IT), or when parts or support are no longer available from the manufacturer. Replacement needs will be determined by IT annually as part of the operating budget process. Network infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

**Server infrastructure** shall be replaced when it is no longer functional (defined as not being able to meet its intended purpose), or when parts or support are no longer available from the manufacturer. These needs are evaluated annually by IT and user departments as part of the operating budget process. Servers are evaluated as they approach 3 years in service, and placed

on the schedule accordingly. Server lifetime may be extended by the purchase of additional memory or disk. Server infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

**User workstations** shall be replaced, on average, after 4 years as is industry standard. Zero Client work stations shall be replaced, on average, every 8 years. IT will determine the need for specific replacements. User workstations shall not be capitalized as they do not meet the minimum criteria for capitalization.

**Interoperable systems** are defined as a group of interdependent and/or interoperable components that together form a single functional unit. These components may be interconnected by their structural relationships, their common functional behavior, or by both. Generally, for a system to be eligible for capitalization, the cumulative value of its components should be at least \$5,000 and have a life expectancy of five years or more.

**Telephone system components** (desktop and user equipment) is either repaired or replaced when determined no longer functional; telephone servers may be leased over 5 years and replaced at those times; the replacement period may exceed 5 years if the products are supported by vendors and parts are readily available. Telephone system components shall not be capitalized as they do not meet the minimum criteria for capitalization. Telephone system software is maintained under agreement with vendors and kept within 2 major versions to ensure functionality and vendor support.

**Enterprise Software** replacement shall be determined individually by IT and the end users. Only those large enterprise systems with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized.

**Desktop Software** is replaced/updated according to Microsoft's releases of Windows and Office. Software shall not be more than one version out of date to ensure functionality and vendor support. IT will generally wait at least 90 days after a new release to roll out new versions. Only software with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized. Desktop software generally does not meet this criterion.

**Broadcast Video and Audiovisual Equipment/Systems** shall be repaired or replaced when determined no longer functional. Replaced will occur on average after 10 years. Broadcast video and audiovisual equipment/systems with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Equipment that does not meet these criteria may still be capitalized if the item is a component of interoperable systems.



# COMMUNITY FUNDING POLICY

## Purpose

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. This policy establishes a standard application process whereby funding decisions of non-profit requests can be addressed on a fair and consistent basis by establishing a set of criteria for evaluating requests, ensuring that all entities follow a formal application process and pre-approving a dollar limit for those requests.

## Scope

All requests for funding must comply with this policy.

## Policy

The applicant should identify the services provided, purpose for the funds, how the expenditure aligns to City priorities and how the funds will be used to benefit the Cupertino community.

A recurring organization should state how prior year funds, if any, were used.

The applicant should include information about the organization, its budget and its purpose.

Non-profit organizations which serve multi-jurisdictions should state what they have requested from other cities/organizations they service in regards to this program request.

Cupertino does not fund ongoing operational costs. Requests should be for one-time, project specific needs.

The organization must show that their staff has the experience to implement and manage the project. More than 75% of the budget must go to direct service costs versus administrative costs.

Staff should include all requests and funding recommendations for Council consideration. Staff report will reference City rules and regulations.

Non-profits will be notified of our process in advance and no proposals will be entertained after **March 1 of each year**.

City Council will make the final decision as part of the budget process

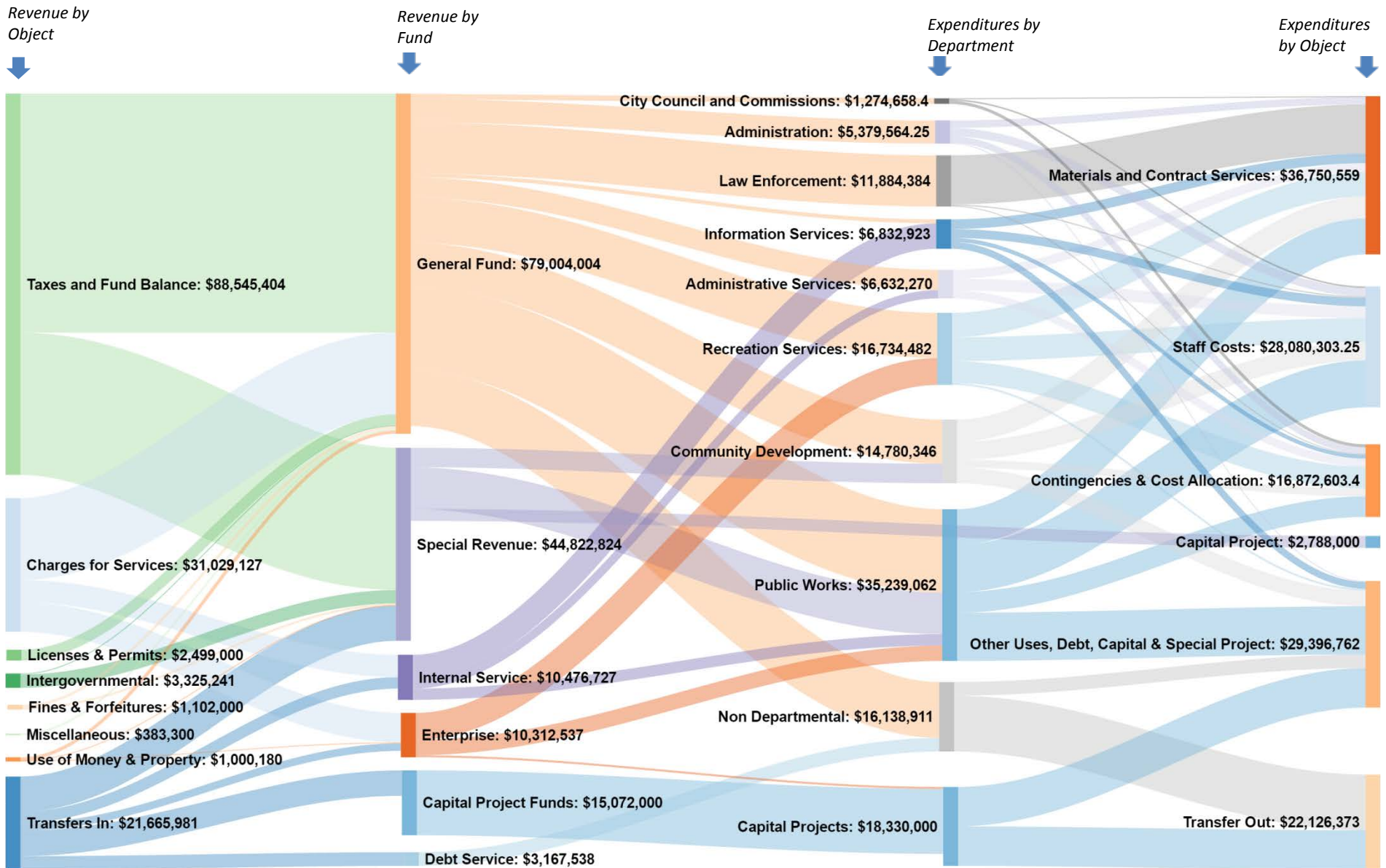
**FISCAL YEAR 2016-17 FINAL BUDGET  
FINANCIAL OVERVIEW BY FUND**

Revenue Categories	2016-17 Final Budget							2016-17 Final Budget Total
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Sales Tax	\$ 22,440,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,440,000
Property Tax	18,741,000	-	-	-	-	-	-	18,741,000
Transient Occupancy	6,708,000	-	-	-	-	-	-	6,708,000
Utility Tax	3,122,000	-	-	-	-	-	-	3,122,000
Franchise Fees	2,900,000	-	-	-	-	-	-	2,900,000
Other Taxes	1,600,000	33,034,404	-	-	-	-	-	34,634,404
Licenses & Permits	2,499,000	-	-	-	-	-	-	2,499,000
Use of Money & Property	776,980	10,000	-	-	213,200	-	-	1,000,180
Intergovernmental	230,500	2,843,069	-	-	-	-	-	3,073,569
Charges for Services	19,003,224	-	-	-	6,834,500	\$5,191,403	-	31,029,127
Fines & Forfeitures	600,000	502,000	-	-	-	-	-	1,102,000
Miscellaneous	\$383,300	\$251,672	-	-	-	-	-	\$634,972
Transfers In	-	8,181,679	3,167,538	5,907,000	1,764,091	\$2,645,673	-	21,665,981
<b>TOTAL REVENUE</b>	<b>\$ 79,004,004</b>	<b>\$ 44,822,824</b>	<b>\$ 3,167,538</b>	<b>\$ 5,907,000</b>	<b>\$ 8,811,791</b>	<b>\$ 7,837,076</b>	<b>\$ -</b>	<b>\$ 149,550,233</b>

Appropriation Categories	2016-17 Final Budget							2016-17 Final Budget Total
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Employee Compensation	\$ 15,348,029	\$ 926,579	\$ -	\$ -	\$ 1,682,843	\$ 1,456,323	\$ -	\$ 19,413,774
Employee Benefits	6,350,028	442,507	-	-	494,787	1,499,550	-	8,786,872
Materials	4,173,507	761,606	-	-	471,214	499,984	-	5,906,311
Contract Services	17,849,345	4,218,400	-	-	5,912,545	2,759,365	-	30,739,655
Contingencies	1,249,396	39,571	-	-	273,496	210,163	-	1,772,626
Cost Allocation	13,262,837	379,431	-	-	661,972	795,737	-	15,099,977
Special Projects	5,575,139	7,350,000	-	-	79,000	2,490,105	-	15,494,244
Capital Outlays	205,500	2,863,000	-	5,907,000	470,000	-	-	9,445,500
Debt Service/Other Uses	3,414,838	-	3,167,538	-	266,680	765,500	-	7,614,556
Transfers Out	9,793,835	-	-	9,165,000	-	-	-	18,958,835
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,222,454</b>	<b>\$ 16,981,094</b>	<b>\$ 3,167,538</b>	<b>\$ 15,072,000</b>	<b>\$ 10,312,537</b>	<b>\$ 10,476,727</b>	<b>\$ -</b>	<b>\$ 133,232,350</b>
<b>Net Increase (Decrease) in Fund Balance/Retained Earnings</b>	<b>\$ 1,781,550</b>	<b>\$ 27,841,730</b>	<b>\$ -</b>	<b>\$ (9,165,000)</b>	<b>\$ (1,500,746)</b>	<b>\$ (2,639,651)</b>	<b>\$ -</b>	<b>\$ 16,317,883</b>

# FISCAL YEAR 2016-17 FINAL BUDGET FLOW OF FUNDS CHART

## SOURCE OF FUNDS



**FISCAL YEAR 2016-17 FINAL BUDGET  
GENERAL FUND CONTRIBUTION SCHEDULE**

Fund Type	Final Budget Expenditures	Projected Program Revenues	Final Budget Fund Balance/ Retained Earnings (Usage) /	Final General Fund Contribution
<b>General Fund</b>				
<i>10 City Council</i>				
100 City Council	779,318	779,523	-	(205)
101 Community Funding	41,153	-	-	41,153
110 Sister Cities	25,441	-	-	25,441
<i>11 Commissions</i>				
131 Telecommunication Commission	31,493	-	-	31,493
140 Library Commission	19,758	-	-	19,758
142 Fine Arts Commission	48,261	-	-	48,261
150 Public Safety Commission	17,166	-	-	17,166
155 Bike/Ped Safety Commission	5,943	-	-	5,943
160 Recreation Commission	60,972	-	-	60,972
165 Teen Commission	62,842	-	-	62,842
170 Planning Commission	132,762	-	-	132,762
175 Housing Commission	38,633	-	-	38,633
180 Sustainability Commission	16,666	-	-	16,666
<i>12 City Manager</i>				
120 City Manager	1,166,272	1,016,065	-	150,207
122 Sustainability Division	762,583	31,452	-	731,131
<i>13 City Clerk</i>				
130 City Clerk	723,658	398,724	-	324,934
132 Duplicating/Mail Services	73,829	-	-	73,829
133 Elections	296,868	-	-	296,868
<i>14 City Manager Discretion</i>				
123 City Manager Contingency	540,000	-	-	540,000
<i>15 City Attorney</i>				
141 City Attorney	1,816,354	1,387,751	-	428,603
<i>20 Law Enforcement</i>				
200 Law Enforcement SC Sherif	11,206,195	450,000	-	10,756,195
201 Interoperability Project	48,807	-	-	48,807
202 Code Enforcement	629,382	250,000	-	379,382
<i>30 Public Affairs</i>				
300 Public Affairs	719,926	208,843	-	511,083
304 Cupertino Scene	135,103	-	-	135,103
<i>31 Government Channel</i>				
307 Public Access Support	68,977	-	-	68,977
<i>40 Administrative Services</i>				
400 Admin Services Administration	744,393	721,237	-	23,156
<i>41 Finance</i>				
405 Accounting	1,474,158	1,167,381	-	306,777
406 Business Licenses	206,973	-	-	206,973
<i>44 Human Resources</i>				
412 Human Resources	1,385,824	1,452,672	-	(66,848)
417 Insurance Administration	870,307	488,740	-	381,567
<i>60 Recreation &amp; Community Service</i>				
601 Parks and Recr Admin	1,058,343	104,741	-	953,602
634 Park Planning and Restoration	250,289	-	-	250,289
636 Library Services	1,163,464	-	-	1,163,464
<i>61 Business and Community Services</i>				
602 Administration	785,335	-	-	785,335

**FISCAL YEAR 2016-17 FINAL BUDGET  
GENERAL FUND CONTRIBUTION SCHEDULE**

<b>Fund Type</b>	<b>Final Budget Expenditures</b>	<b>Projected Program Revenues</b>	<b>Final Budget Fund Balance/ Retained Earnings (Usage) /</b>	<b>Final General Fund Contribution</b>
605 Cultural Events	376,492	-	-	376,492
630 Facilities	1,047,133	1,250,288	-	(203,155)
632 Comm Outreach & Neigh Watch	322,196	-	-	322,196
<i>62 Recreation and Education</i>				
608 Administration	1,201,693	19,000	-	1,182,693
609 Youth Program	-	-	-	-
623 Youth, Teen and Senior Adult Rec	2,022,927	715,750	-	1,307,177
638 Senior Center Case Manager	-	-	-	-
<i>63 Sports, Safety &amp; Outdoor Rec</i>				
612 Park Facilities	1,883,351	349,000	-	1,534,351
615 Administration	276,720	-	-	276,720
633 Disaster Preparedness	96,630	10,500	-	86,130
<i>70 Planning &amp; Community Development</i>				
700 Administration	240,545	-	-	240,545
701 Current Planning	4,665,943	3,042,300	-	1,623,643
702 Mid Long Term Planning	825,558	-	-	825,558
704 Annexations	10,837	-	-	10,837
705 Economic Development	123,282	-	-	123,282
712 Human Service Grants	41,910	-	-	41,910
<i>73 Building</i>				
713 General Building	758,945	721,000	-	37,945
714 Construction Plan Check	1,484,289	1,410,000	-	74,289
715 Building Code Enforcement	1,845,840	1,754,000	-	91,840
718 Muni-Bldg Code Enforcement	276,174	-	-	276,174
<i>80 PW Admin</i>				
800 Public Works Admin	1,531,851	266,238	-	1,265,613
<i>82 Developmental Services</i>				
804 Plan Review	1,012,224	1,210,000	-	(197,776)
806 CIP Administration	1,175,322	-	-	1,175,322
<i>83 Service Center</i>				
807 Service Center Administration	1,660,327	-	-	1,660,327
<i>84 Grounds and Fleet</i>				
808 McClellan Ranch Park	65,540	-	-	65,540
809 Memorial Park	578,633	-	-	578,633
812 School Site Maintenance	769,372	-	-	769,372
813 Neighborhood Parks	1,560,033	-	-	1,560,033
814 Sport Fields Jollyman CRK	514,581	-	-	514,581
815 Civic Center Ground Maint	526,688	182,985	-	343,703
<i>85 Streets</i>				
818 Storm Drain Maintenance	462,391	-	-	462,391
848 Street Lighting	550,658	-	-	550,658
850 Environmental Materials	127,681	-	-	127,681
<i>86 Trees and Right of Way</i>				
824 Over Passes and Medians	1,365,888	-	-	1,365,888
825 Street Tree Maintenance	947,730	-	-	947,730
826 Weekend Work Program	456,082	-	-	456,082
<i>87 Facilities</i>				
827 Bldg Maint City Hall	595,032	653,222	-	(58,190)
828 Bldg Maint Library	622,835	727,159	-	(104,324)
829 Bldg Maint Service Center	335,567	465,181	-	(129,614)

**FISCAL YEAR 2016-17 FINAL BUDGET  
GENERAL FUND CONTRIBUTION SCHEDULE**

Fund Type	Final Budget Expenditures	Projected Program Revenues	Final Budget Fund Balance/ Retained Earnings (Usage) /	Final General Fund Contribution
830 Bldg Maint Quinlan Center	448,638	228,304	-	220,334
831 Bldg Maint Senior Center	357,438	246,095	-	111,343
832 Bldg Maint McClellan Ranc	134,854	-	-	134,854
833 Bldg Maint Monta Vista Ct	153,197	151,450	-	1,747
834 Bldg Maint Wilson	69,237	-	-	69,237
835 Bldg Maint Portal	48,887	-	-	48,887
837 Bldg Maint Creekside	67,785	81,781	-	(13,996)
838 Comm Hall Bldg Maint	311,722	250,130	-	61,592
839 Teen Center Bldg Maint	43,549	40,287	-	3,262
840 Park Bathrooms	157,933	-	-	157,933
841 BBF Facilities Maintenanc	297,782	345,925	-	(48,143)
<i>88 Transportation</i>				
844 Traffic Engineering	1,758,401	-	-	1,758,401
845 Traffic Signal Maintenanc	635,310	-	-	635,310
<i>90 Citywide - Non Departmental</i>				
001 Transfers Out	12,961,373	-	-	12,961,373
502 EE Housing Loan	10,000	-	-	10,000
<b>GENERAL FUND SUBTOTAL I \$ 77,222,455 \$ 22,577,724 \$ - \$ 54,644,731</b>				
<b><u>General Fund Revenue/Fund Balance</u></b>				
General Fund Revenue	-	56,426,280	-	(56,426,280)
Unassigned Fund Balance	-	-	\$ -	-
<b>GENERAL FUND SUBTOTAL II \$ - \$ 56,426,280 \$ - \$ (56,426,280)</b>				
<b>TOTAL GENERAL FUND \$ 77,222,455 \$ 79,004,004 \$ - \$ (1,781,549)</b>				
<b><u>Special Revenue Fund</u></b>				
Minor Storm Drain Improvement	75,000	100,000	25,000	-
CIP - Citywide Storm Drain Improvement	50,000	50,000	-	-
Non Point Source	671,613	630,679	-	54,071
HCD General Administration	63,768	62,918	(850)	-
CDBG- Capital Grants	284,484	204,484	(80,000)	-
Public Service Grants	47,188	47,188	-	-
Below Market Rate Housing	4,111,583	15,113,279	11,001,696	-
Sidewalk, Curb and Gutter Maint	1,001,932	253,554	51,622	800,000
Street Pavement Maintenance	7,275,167	1,800,606	(474,561)	5,000,000
Street Signs/Markings	662,359	160,840	(501,519)	-
Parkland Fund	-	17,821,125	17,821,125	-
CIP - Storm Drain Impv Foothill & Cupertino Rd	1,900,000	1,900,000	-	-
CIP - Bridget Minor Rehab	535,000	575,151	40,151	-
CIP - Street Median Irrigation Replacement	220,000	220,000	-	-
CIP - Bicycle/Ped Facility Improvement	83,000	83,000	-	-
<b>TOTAL SPECIAL REVENUE FUNDS \$ 16,981,094 \$ 39,022,824 \$ 27,882,664 \$ 5,854,071</b>				
<b><u>Debt Service</u></b>				
Public Facilities Corporation	3,167,538	-	-	3,167,538
<b>TOTAL DEBT SERVICE \$ 3,167,538 \$ - \$ - \$ 3,167,538</b>				
<b><u>Capital Funds</u></b>				
CIP - McClellan Ranch Trash Enclosure	154,000	154,000	-	-

**FISCAL YEAR 2016-17 FINAL BUDGET  
GENERAL FUND CONTRIBUTION SCHEDULE**

<b>Fund Type</b>	<b>Final Budget Expenditures</b>	<b>Projected Program Revenues</b>	<b>Final Budget Fund Balance/ Retained Earnings (Usage) /</b>	<b>Final General Fund Contribution</b>
CIP - McClellan Ranch Community Garden Improvements	30,000	30,000	-	-
CIP - Memorial Park Parking Improvements	150,000	150,000	-	-
CIP - ADA Improvements	75,000	75,000	-	-
CIP - Tennis Court Resurfacing	588,000	588,000	-	-
CIP - Sport Center Exterior Upgrades	270,000	270,000	-	-
CIP - Sport Center Interior Upgrades	20,000	20,000	-	-
CIP - McClellan West Parking Lot Improvements	400,000	400,000	-	-
CIP - Facilities Monument Signs	385,000	385,000	-	-
CIP - Turf Reduction	320,000	320,000	-	-
CIP - Service Center Shed	100,000	100,000	-	-
CIP - Stockmeir New Sewer Lateral	50,000	50,000	-	-
CIP - Bike Plan Implementation	2,000,000	2,000,000	-	-
CIP - Bikeway Enhancements and Branding Study	60,000	60,000	-	-
CIP - Fiber Network Extension to Service Center	350,000	350,000	-	-
CIP - Pedestrian Master Plan	120,000	120,000	-	-
CIP - Retaining Wall Repair Cardova Rd	350,000	350,000	-	-
CIP - Retaining Wall Repair Regnart Rd	450,000	450,000	-	-
CIP - New Admin Building Feasibility Study	35,000	35,000	-	-
Transfer Out	9,165,000	-	(9,165,000)	-
<b>TOTAL CAPITAL FUNDS</b>	<b>\$ 15,072,000</b>	<b>\$ 5,907,000</b>	<b>\$ (9,165,000)</b>	<b>\$ -</b>
<b><u>Enterprise Funds</u></b>				
Resources Recovery	3,197,464	1,924,000	(1,273,464)	-
Golf Course	686,628	403,000	43,301	326,929
Sports Center	2,329,238	2,286,200	87,941	130,979
Sports Center Maintenance	395,164	-	2,911	398,075
Youth Teen Recreation	1,960,007	1,396,000	(125,899)	438,108
Outdoor Recreation	1,274,036	1,038,500	(235,536)	-
CIP - Sport Center Childrens Play Area	470,000	470,000	-	-
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 10,312,537</b>	<b>\$ 7,517,700</b>	<b>\$ (1,500,746)</b>	<b>\$ 1,294,091</b>
<b><u>Internal Service Funds</u></b>				
Information Technology	2,691,744	2,691,744	-	-
Information Tech Equip Acquisition	721,500	193,227	(528,273)	-
GIS	647,264	-	-	647,264
Government Channel	1,479,086	-	-	1,479,086
City Web Site	369,323	-	-	369,323
Equipment Maintenance	1,395,195	1,416,325	21,130	-
Equipment Fixed Asset Acquisition	1,222,000	305,500	(916,500)	-
Workers' Compensation Claims	500,732	500,732	-	-
Disability Claims	83,875	83,875	-	-
Leave Payouts	434,673	-	(284,673)	150,000
Retiree Medical Insurance	931,335	-	(931,335)	-
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 10,476,727</b>	<b>\$ 5,191,403</b>	<b>\$ (2,639,651)</b>	<b>\$ 2,645,673</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 133,232,351</b>	<b>\$ 136,642,931</b>	<b>\$ 14,577,267</b>	<b>\$ 11,179,824</b>

# FISCAL YEAR 2016-17 FINAL BUDGET

## FUND BALANCE REPORT

FUND	Fund			Projected Fund	
	Balance 7/1/2015	Balance 7/1/2016	Projected Program Revenue	Final Budget Expenditures	Projected Fund Balance 7/1/2017
110 <u>GENERAL FUND</u>	41,851,279	44,266,076	79,004,004	77,222,455	46,047,625
<u>SPECIAL REVENUE</u>					
210 Storm Drain Improvement	4,277,056	398,513	2,050,000	2,025,000	423,513
230 Environmental Management/ Clean Creek / Storm Drain	436,991	420,764	630,679	671,613	379,830
260 Housing & Community Development 265	12,884,402	12,590,629	15,427,869	4,507,023	23,511,475
270 Transportation	10,856,105	1,856,105	8,893,151	9,777,458	971,798
280 Park Dedication	8,809,056	8,809,056	17,821,125	-	26,630,181
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 37,263,611</b>	<b>\$ 24,075,068</b>	<b>\$ 44,822,824</b>	<b>\$ 16,981,094</b>	<b>\$ 51,916,798</b>
<u>Debt Service</u>					
365 Public Facilities Corporation	\$ 1,594,190	\$ 1,594,136	\$ 3,167,538	\$ 3,167,538	\$ 1,594,136
<u>Capital Funds</u>					
420 Capital Improvement Fund	8,071,018	-	5,907,000	5,907,000	-
427 Stevens Creek Corridor Park	290,399	290,399	-	-	290,399
429 Capital Reserve	12,304,325	20,904,325	-	9,165,000	11,739,325
<b>TOTAL CAPITAL FUNDS</b>	<b>\$ 20,665,741</b>	<b>\$ 21,194,724</b>	<b>\$ 5,907,000</b>	<b>\$ 15,072,000</b>	<b>\$ 12,029,724</b>
<u>Enterprise Funds</u>					
520 Resource Recovery	5,733,534	4,575,308	1,924,000	3,197,464	3,301,844
560 Blackberry Farm	545,470	545,470	729,929	686,628	588,771
570 Sports Center	296,136	272,946	3,285,254	3,194,402	363,798
580 Recreation Programs	2,108,918	2,408,943	2,872,608	3,234,043	2,047,508
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 8,684,058</b>	<b>\$ 7,802,667</b>	<b>\$ 8,811,791</b>	<b>\$ 10,312,537</b>	<b>\$ 6,301,921</b>
<u>Internal Service Funds</u>					
610 Information Technology	3,336,943	1,426,652	3,532,235	4,060,508	898,379
615 City Channel and Website	820,132	420,132	1,848,409	1,848,409	420,132
620 Workers' Compensation	220,303	220,303	500,732	500,732	220,303
630 Equipment	3,607,565	2,838,179	1,721,825	2,617,195	1,942,809
641 Compensated Absence & LTD	141,506	350,000	233,875	518,548	65,327
642 Retiree Medical	10,048,066	10,048,066	-	931,335	9,116,731
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 18,174,515</b>	<b>\$ 15,303,332</b>	<b>\$ 7,837,076</b>	<b>\$ 10,476,727</b>	<b>\$ 12,663,681</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 128,233,395</b>	<b>\$ 114,236,003</b>	<b>\$ 149,550,233</b>	<b>\$ 133,232,351</b>	<b>\$ 130,553,885</b>



## GENERAL FUND SUMMARY

The General Fund is the City's primary operating fund. It accounts for basic services such as public safety, public works, planning and development, park maintenance, code enforcement, and the administrative services required to support them. The fund also accounts for the City's discretionary funding sources (e.g., property tax, sales tax, transient occupancy tax and utility tax). As a rule, general fund resources are used only to fund operations that do not have other dedicated (restricted) funding sources. Operations that rely heavily upon non-general fund resources, such as street maintenance, solid waste collection, and recreation are accounted for in other funds. Information on these funds may be found in the Other Funds section of this document.

For FY 2016-17, final General Fund revenue estimates (excluding fund balance) total \$79.0 million, representing a 15.9% increase from the FY 2015-16 Adopted Budget. When fund balance carryover is included, General Fund resources total \$45 million, which is 5% above the prior year. Final General Fund expenditure estimates total \$77.2 million, representing a 12% increase from FY 2015-16 Adopted Budget, mostly due to the City's new cost allocation plan methodology. The General Fund's ending fund balance is projected to increase by 4% from FY 2015-16 Final Budget level.

GENERAL FUND OPERATING SUMMARY					
	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Projected	FY 16-17 Proposed	Percent Change
Beginning Fund Balance	36,604,873	45,680,396	42,983,333	45,398,130	-1%
Operating Revenue	73,999,513	83,505,137	69,570,878	79,004,004	-5%
Operating Expenditures	(64,363,426)	(86,202,200)	(67,156,081)	(77,216,705)	-10%
Net Revenue/Expenditures	9,636,087	(2,697,063)	2,414,797	1,787,299	-166%
Ending Fund Balance					
Assigned/Other	19,763,065	26,541,766	29,360,396	28,261,693	6%
Unassigned	25,917,331	16,441,567	16,037,734	16,692,979	2%
Total Ending Funding Balance	45,680,396	42,983,333	45,398,130	44,954,672	5%

This section provides information on the FY 2016-17 General Fund budget including, expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

## General Fund Revenue

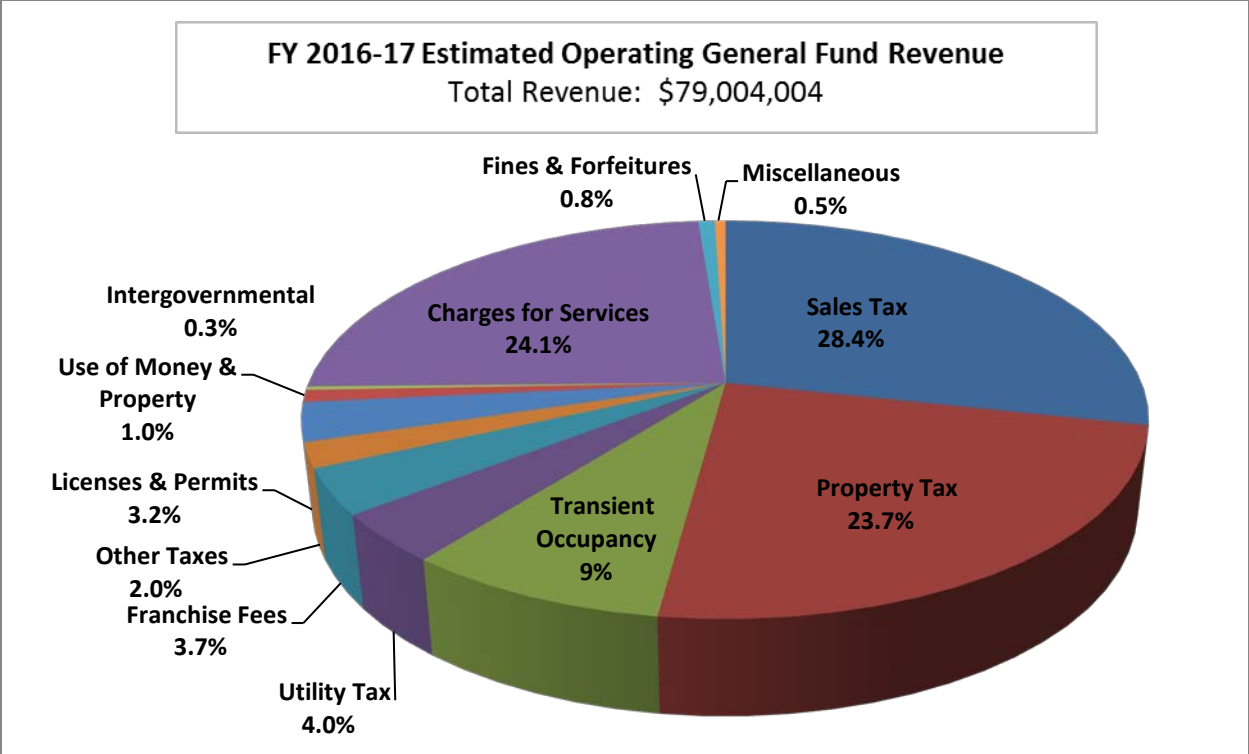
Estimates for the FY 2016-17 beginning fund balance and for the individual General Fund revenue accounts are based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. FY 2016-17 revenue estimates are based on the anticipated increase or decrease in activity and receipts over the current year. Each source of revenue can be influenced by external (outside of the City's control) and/or internal factors. The FY 2016-17 revenue estimates are built on the assumption that the economic recovery continues to positively impact on the City's tax revenues, while uncertainty surrounding development activities will reduce development-related fees and charges.

As shown in the chart below, FY 2016-17 revenues are estimated at \$79.0 million, a 15.9% increase over the FY 2015-16 Adopted Budget.

<b>GENERAL FUND REVENUE SUMMARY</b>					
<b>REVENUES</b>	<b>FY 14-15 Actuals</b>	<b>FY 15-16 Adopted</b>	<b>FY 15-16 Estimate</b>	<b>FY 16-17 Proposed</b>	<b>Percent Change*</b>
Sales Tax	21,750,534	20,360,000	22,000,000	22,440,000	10.2%
Property Tax	15,751,773	16,055,000	17,680,000	18,741,000	16.7%
Transient Occupancy	5,582,096	5,072,000	6,500,000	6,708,000	32.3%
Utility Tax	2,861,858	3,100,000	3,100,000	3,122,000	0.7%
Franchise Fees	2,849,991	2,800,000	2,800,000	2,900,000	3.6%
Other Taxes	1,812,664	1,400,000	1,400,000	1,600,000	14.3%
Licenses & Permits	3,170,446	6,171,000	3,000,000	2,499,000	-59.5%
Use of Money & Property	807,963	742,530	800,000	776,980	4.6%
Intergovernmental	831,781	600,000	600,000	230,500	-61.6%
Charges for Services	3,139,629	10,590,878	10,590,878	19,003,224	79.4%
Fines & Forfeitures	551,278	550,000	550,000	600,000	9.1%
Miscellaneous	24,395,123	720,895	550,000	383,300	-46.8%
<b>TOTAL REVENUE</b>	<b>83,505,137</b>	<b>68,162,303</b>	<b>69,570,878</b>	<b>79,004,004</b>	<b>15.9%</b>

\*FY16-17 Proposed to FY 15-16 Adopted

Approximately 52% of Cupertino's General Fund operating revenues are generated by sales and property taxes followed by charges for service and other taxes made up largely by construction tax. The chart on the next page illustrates the sources of General Fund revenue by category.



The FY 2016-17 General Fund revenue estimates are discussed by category in the material that follows.

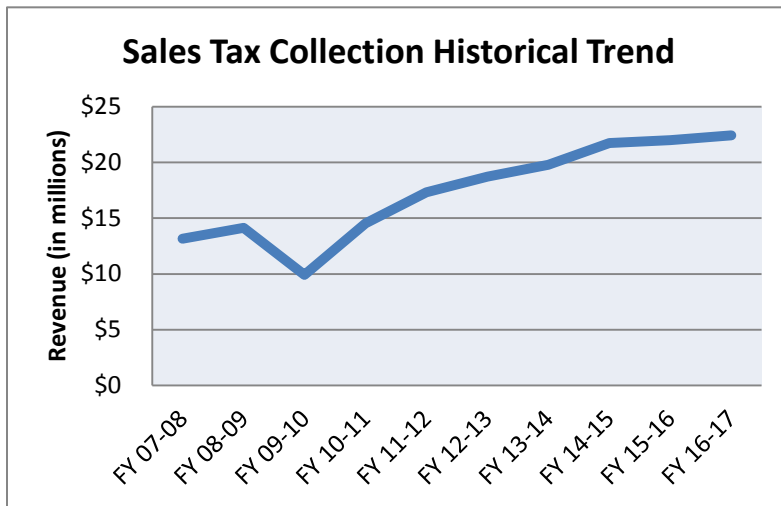
SALES & USE TAX	
FY 14-15 Actual	21,750,534
FY 15-16 Adopted	20,360,000
FY 15-16 Estimate	22,000,000
FY 16-17 Proposed	22,440,000
% of General Fund	28.7%
% Change from FY 15-16 Adopted	10.2%

Sales tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. The Use Tax is an excise tax imposed on a person for the storage use, or other consumption of tangible personal property purchased from any retailer. The proceeds of sales and use taxes imposed within the boundaries of Cupertino are distributed by the State to various agencies, with the City of Cupertino receiving one percent, as shown in the chart to the right.

Agency	Sales Tax Distribution
State	6.250%
Valley Transportation Authority	1.125%
City of Cupertino	1.000%
County Transportation	0.250%
County General Purpose	0.125%
<b>Total:</b>	<b>8.750%</b>

The City's tax revenues are generated from five principal economic categories: business-to-business 67.0% (includes electronic equipment and software manufacturers and distributors), construction 13.2%, general retail 8.2%, food products 8.2%, and transportation 3.0%.

Our two largest sales tax payers in the business-to-business category represent a large part of that sector and therefore can significantly affect sales tax trends. The top tax payer's corporate growth and increased business technology spending has driven growth in this sector. Sales tax activity has increased across all sectors, particularly business-to-business and construction. Given this trend, the City's FY 2016-17 sales tax revenue is expected to increase modestly.



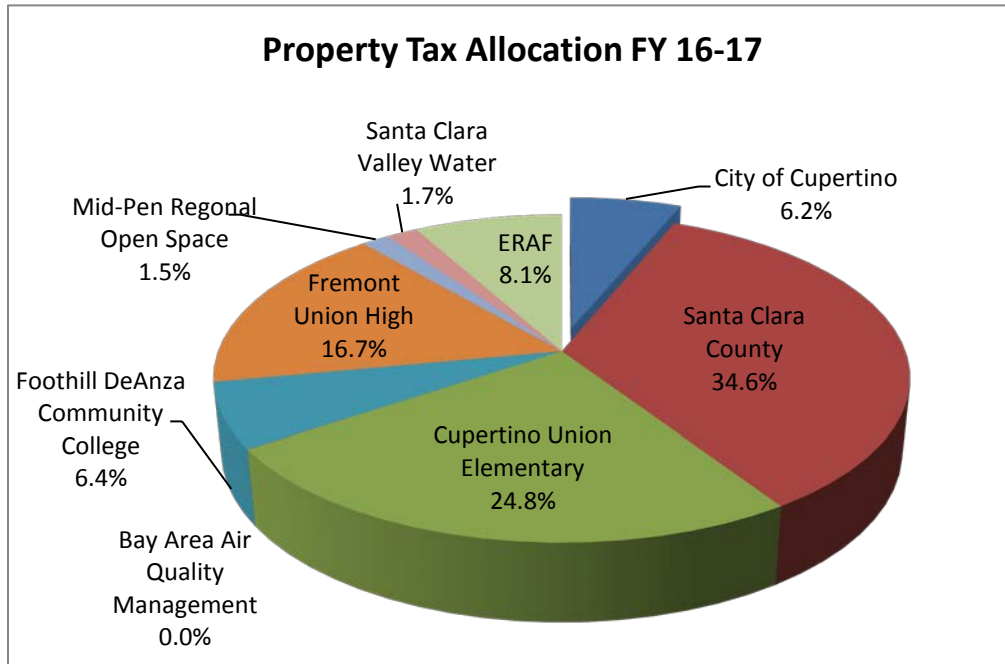
Sales and Use Tax receipts increased 5.7% in FY 2013-14 and another 9.9% in FY 2014-15. This chart reflects the FY 2015-16 actuals are expected to increase modestly by 1.1%. Sales Tax revenues are estimated to generate \$22.4 million in FY 2016-17, which is up 10.2% from the FY 2015-16 Budget.

PROPERTY TAX	
FY 14-15 Actual	15,751,773
FY 15-16 Adopted	17,680,000
FY 15-16 Estimate	16,055,000
FY 16-17 Proposed	18,741,000
% of General Fund	23.9%
% Change from FY 15-16 Adopted	6.0%

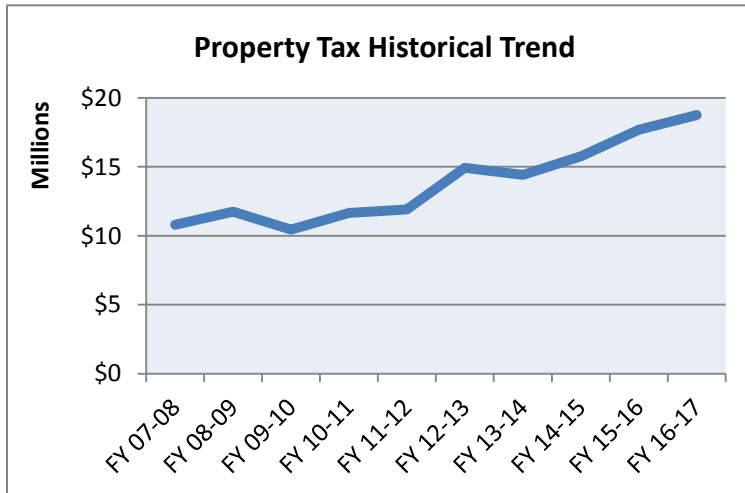
Under current law, property is assessed at actual full cash value with the maximum levy being 1% of the assessed valuation. The assessed value of real property that has not changed ownership can be adjusted by the change in the California Consumer Price Index (CCPI) up to a maximum of 2% per year. Property which changes ownership, property which is substantially altered, newly-constructed property, State-assessed property, and personal property are assessed at the full market value in the first year and subject to the two percent cap, thereafter.

In 1978, voters approved the passage of Proposition 13, which froze property tax rates and limited the amount that rates could increase each year. Cupertino had one of the lowest property tax rates in Santa Clara County receiving \$.02 for every \$1.00 paid. Subsequent

legislation required Counties to provide “no/low tax” cities with a Tax Equity Allocation (TEA) equal to 7% of the property tax share, however, the property tax distribution for the no/low tax cities in Santa Clara County was limited to 55% of what other TEA cities in the state received.



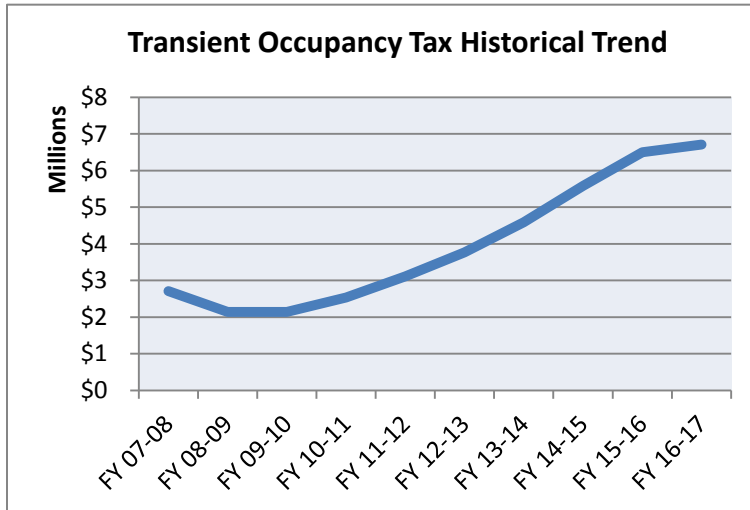
In FY 2006-07 West Valley cities won the passage of State legislation which restored a portion of TEA property tax revenue. This TEA change provided an additional \$1.35 million in property tax annually and increased the City’s share of property taxes to 5.6%.



Cupertino, in conjunction with three other West Valley cities, continued its legislative efforts to gain parity with other no/low property tax cities in the state. In FY 2015-16, Governor Brown agreed to restore TEA revenues over a five-year period. As shown in the graph above, Cupertino will keep 6.16% of property tax revenues compared to 5.88% in FY 2015-16. TEA will be fully restored to 7% by FY 19-2020.

Property Tax receipts increased 9.3% in FY 2014-15. Even stronger gains are anticipated in FY 2015-16 due in part to the restoration of TEA funds. Property Tax revenues are estimated to generate \$18.7 million in FY 2016-17, which is up 16.7% from the FY 2015-16 Budget.

TRANSIENT OCCUPANCY TAX	
FY 14-15 Actual	5,582,096
FY 15-16 Adopted	5,072,000
FY 15-16 Estimate	5,072,000
FY 16-17 Proposed	6,500,000
% of General Fund	8.6%
% Change from FY 15-16 Adopted	28.2%



Transient occupancy taxes (TOT) are levied on five hotels located in the City at the rate of 12% of room revenues. In November 2011, 83% of voters approved increasing the rate from 10% to 12%. This rate increase contributed to the upwards trend shown in the TOT Tax Historical Trend graph to the right. In addition, the new Aloft Hotel, which opened in December 2012, has increased ongoing TOT collections significantly.

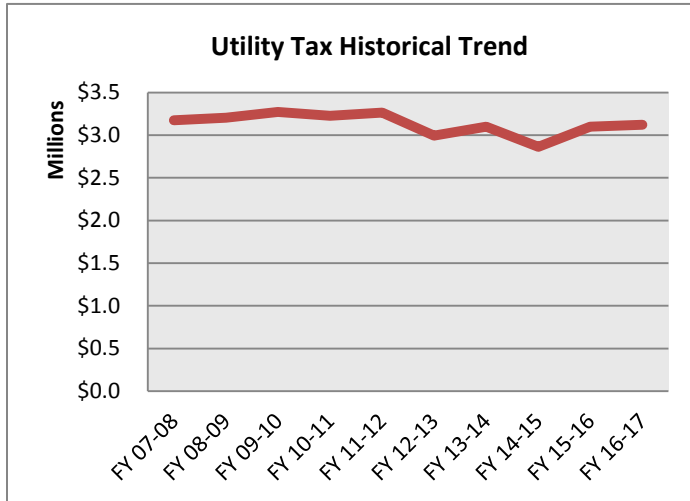
UTILITY TAX	
FY 14-15 Actual	2,861,858
FY 15-16 Adopted	3,100,000
FY 15-16 Estimate	3,100,000
FY 16-17 Proposed	3,122,000
% of General Fund	4.0%
% Change from FY 15-16 Adopted	0.7%

The utility user tax (UUT), approved by voters in 1990, is assessed on gas, electricity and telecommunication service provided within the City’s jurisdiction at a rate of 2.4% of billed charges. Revenues generated from this tax can be used for general City purposes.

Utility User Tax Comparison				
	Gas/Electric	Cable	Water	Telecom
Sunnyvale	2.00%	--	--	2.00%
Cupertino	2.40%	--	--	2.40%
Mountain View	3.00%	--	--	3.00%
Los Altos	3.50%	3.20%	3.50%	3.20%
Palo Alto	5.00%	--	5.00%	5.00%
Gilroy	5.00%	4.50%	--	4.50%
San Jose	5.00%	--	5.00%	4.50%

The City’s tax rate is generally lower than that of other cities within Santa Clara County, as shown in the chart to the right.

In March 2002, voters approved extending the utility tax’s sunset date from 2015 to 2030. This extension corresponded with the extended debt maturity date resulting from the refinancing of debt for capital improvement projects. To maintain tax revenues currently received from telecom services, voters passed a measure in 2009 to update the ordinance to the changing technology in this area.

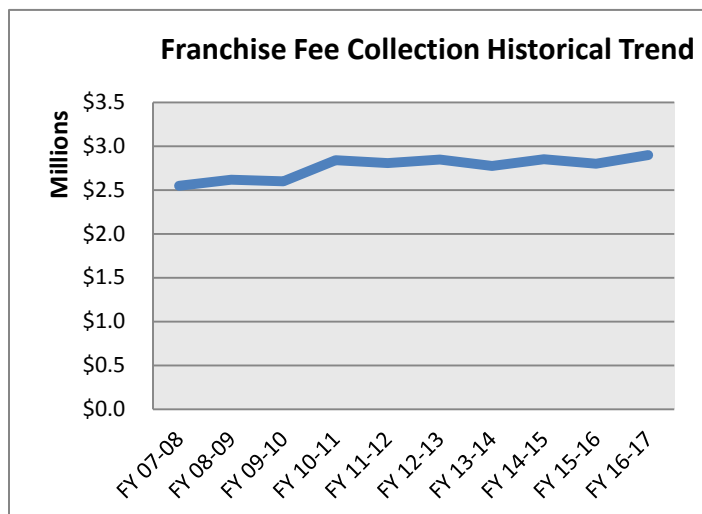


In FY 2014-15, UUT revenues declined by 7.6% compared to FY 2013-14, primarily due to lower electricity usage resulting from large investments in solar infrastructure made by educational institutions in Cupertino. UUT revenues are anticipated to make a slight recovery in FY 2015-16 with an 8.3% increase. Further increases are not anticipated for UUT and budgeted revenues will remain at \$3.1 million for FY 2016-17. This revenue source will be monitored closely as the fiscal year progresses.

FRANCHISE FEES	
FY 14-15 Actual	2,849,991
FY 15-16 Adopted	2,800,000
FY 15-16 Estimate	2,800,000
FY 16-17 Proposed	2,900,000
% of General Fund	4.0%
% Change from FY 15-16 Adopted	3.6%

Franchise fees are received from cable, solid waste, water, gas and electricity franchisees that operate in the City. The fees range from 1% to 12% of the franchisee’s gross revenues depending on each particular agreement. As shown in the graph below, these revenues are relatively steady and not sensitive to economic fluctuations.

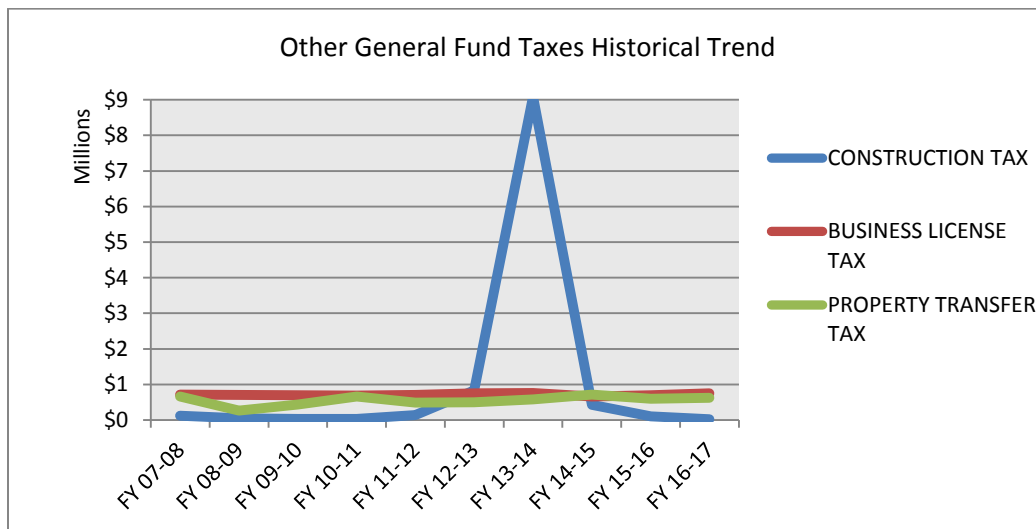
Franchise fee revenues increased by 2.7% in FY 2014-15 from the previous year but



are expected to decline slightly in FY 2015-16. Budgeted revenues are expected to remain at approximately \$2.9 million for FY 2016-17. This revenue source will be monitored closely as the fiscal year progresses.

OTHER TAXES	
FY 14-15 Actual	1,812,664
FY 15-16 Adopted	1,400,000
FY 15-16 Estimate	1,400,000
FY 16-17 Proposed	1,600,000
% of General Fund	4.0%
% Change from FY 15-16 Adopted	14.3%

Other taxes are comprised mainly of business license taxes, construction taxes, and property transfer taxes. As shown in the graph, business license taxes are relatively steady while construction and property transfer taxes are extremely volatile and sensitive to economic fluctuations.



With the influx of several major construction projects beginning in 2012, revenues began increasing. The largest of the projects included the Apple Campus 2 and Main Street developments. These projects coupled with a strong housing recovery created a record year for revenues in FY 2013-14. These revenues have since returned to historic levels. In FY 2016-17 revenues are expected to be at \$1.6 million.

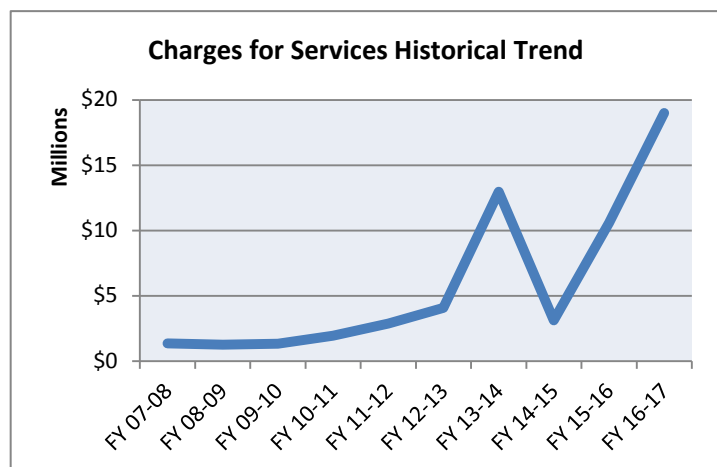


<b>CHARGES FOR SERVICES</b>	
FY 14-15 Actual	3,139,629
FY 15-16 Adopted	10,590,878
FY 15-16 Estimate	10,590,878
FY 16-17 Proposed	19,003,224
% of General Fund	4.0%
% Change from FY 15-16 Adopted	79.4%

This category accounts for charges to users of City services funded by the General Fund as well as internal City-wide overhead. The City attempts to recover the cost of the services, including planning, zoning, and engineering permit processing for new property development as well as some recreation-related fees. As such, this revenue source is sensitive to economic fluctuations, as shown in the graph below. The Apple Campus 2 generated large one-time revenues in FY 2013-14 and is expected to continue bringing in healthy revenue in FY 2016-17.

Large development projects attributed to a spike in revenues in this category in FY 2013-14. In addition, beginning in FY 2013-14, enterprise funds, internal service funds, and special funds began charging for overhead services previously subsidized by the General Fund. Some internal strategic support services (HR, Finance, City Clerk, etc.) also began charging internal departments for their services to accurately capture the true cost of providing various programs and services within City operations. After a comprehensive cost allocation plan (CAP) was approved by Council in April 2016, new CAP charges are included to capture internal strategic support services that were previously excluded (City Council, Facilities, Maintenance, etc.). In FY 2015-16, the City’s administration changed its methodology for tracking developer deposits driven by increased developer activity and, as a result, both budgets for revenues and expenses were increased by anticipated deposit amounts leading to another large increase in revenue.

For FY 2016-17, Charges for Services will increase to \$19.0 million due largely to the new CAP (\$12.2 million). It’s important to note that an offsetting expenditure in CAP charges to General Fund programs results in a net revenue to the General Fund of only \$1.2 million. In addition, revised fees approved by Council in April will go into effect beginning in FY 16-17 and are also contributing to increased revenue estimates.

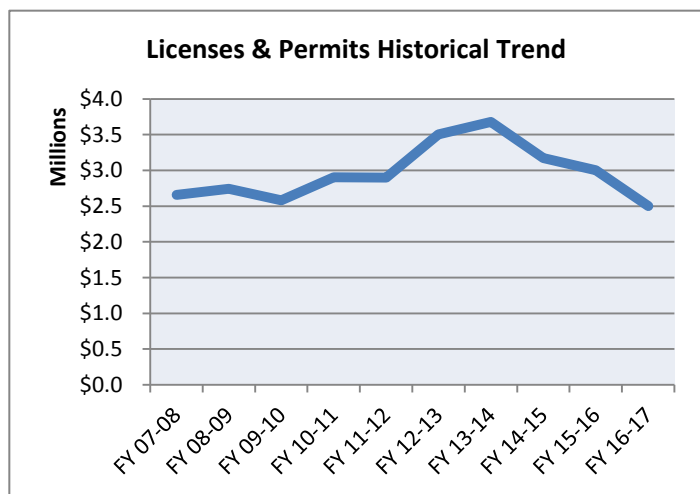


<b>LICENSES &amp; PERMITS</b>	
FY 14-15 Actual	3,170,446
FY 15-16 Adopted	6,171,000
FY 15-16 Estimate	3,000,000
FY 16-17 Proposed	2,499,000
% of General Fund	4.0%
% Change from FY 15-16 Adopted	-59.5%

Licenses and permits include fees for reviewing building plans, building inspections, construction, tenant improvements, and commercial/residential installations for compliance with state and municipal building codes.

Past referendums limited the height and density of new construction and building of condominium housing. Some residential developers hesitated to invest in Cupertino for fear that their project will not be approved or will be reversed by voter referendum. However, this trend began to reverse in FY 2011-12 with the economic recovery.

The Apple Campus 2 project and large residential projects (Rosebowl, Biltmore expansion, Main Street) generated significant permitting revenues in FY 2013-14. Since then, activity has slowed. FY 2015-16 revenues are tracking lower than projected by \$3.2 million as no new large development projects have been approved as previously anticipated. Revenue is anticipated to decline further in FY 2016-17 as development activity continues to slow.

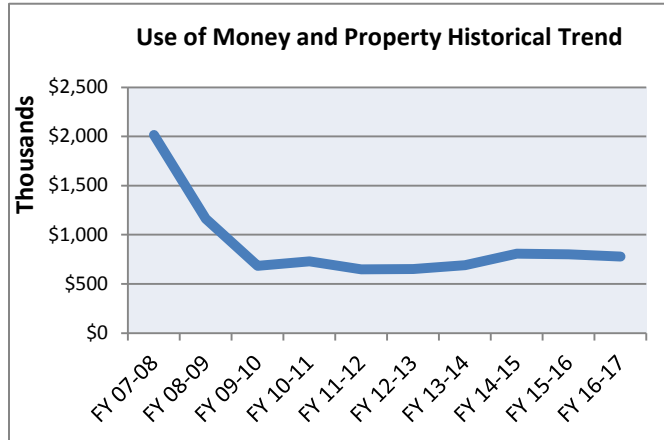


<b>USE OF MONEY AND PROPERTY</b>	
FY 14-15 Actual	807,963
FY 15-16 Adopted	742,530
FY 15-16 Estimate	800,000
FY 16-17 Proposed	776,980
% of General Fund	1.0%
% Change from FY 15-16 Adopted	4.6%

The use of money and property category is comprised of General Fund interest earnings as well as facility and concession rental income of City-owned property. The City's portfolio is

approximately \$122.8 million. Fluctuations in this revenue category are a result of investment earnings, as rental income is fairly steady.

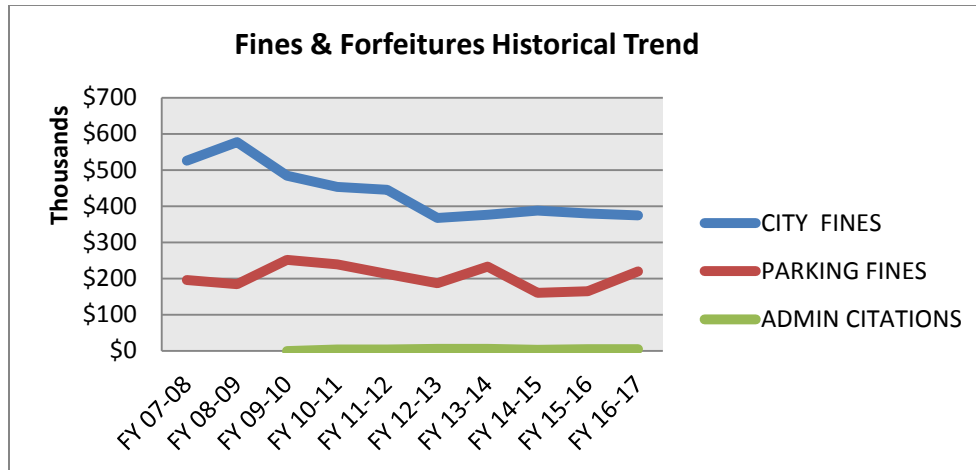
Investment earnings are a function of the amount of excess cash available for investment, current interest rates, and composition of investments. The City’s investment policy requires investments to be made in this order of priority: safety, liquidity, and yield. The unprecedented turmoil in the financial markets and state cash flow problems necessitated a weighting of the portfolio toward safety and lower average yields. The Federal Reserve has kept short-term interest rates down to almost zero and has increased money supply to support credit markets and spur the economy. As a result, the rate of return was 0.70% in the last quarter.



Investment earnings are expected to remain low as the Federal Reserve remains cautious with interest rates. Economists predicted interest rates would increase in FY 2015-16 when the unemployment rate was projected to fall below 6.5%. The unemployment rate did fall below that threshold but the Federal Reserve did not increase key rates until December 2015 from range of 0%-0.25% to a range of 0.25%-0.5%. Lackluster GDP growth will likely keep rates low. Revenue in this category is estimated to increase slightly in FY 2016-17 as General Fund reserves stabilize and interest rates cautiously ease up.

FINES AND FORFEITURES	
FY 14-15 Actual	551,278
FY 15-16 Adopted	550,000
FY 15-16 Estimate	550,000
FY 16-17 Proposed	600,000
% of General Fund	0.8%
% Change from FY 15-16 Adopted	9.1%

Fines and forfeiture account for revenues generated from vehicle, parking, and miscellaneous code violations issued by the County Sheriff and the City’s Code Enforcement officers. The recent downtrend in County fines, resulting from lower court assessed fines and forfeitures, have leveled off in recent years as shown on the chart on the next page. Parking fine revenues have also leveled off but are expected to increase with approval of a part-time Code Enforcement Officer expected to begin in May 2016. Fines and Forfeitures revenue is expected to increase by 9.1% to \$600,000 in FY 2016-17.



<b>INTERGOVERNMENTAL</b>	
FY 14-15 Actual	831,781
FY 15-16 Adopted	600,000
FY 15-16 Estimate	240,000
FY 16-17 Proposed	230,500
% of General Fund	0.3%
% Change from FY 15-16 Adopted	-61.6%

Intergovernmental revenues are made up of federal, state, and regional grants, including miscellaneous intergovernmental revenue. The FY 2014-15 Budget was markedly higher due to increases in grant awards for housing. Current year estimates are down compared to budgeted levels. In FY 2016-17, revenues of \$230,500 are anticipated.

<b>MISCELLANEOUS</b>	
FY 14-15 Actual	23,395,123
FY 15-16 Adopted	720,895
FY 15-16 Estimate	737,389
FY 16-17 Proposed	383,300
% of General Fund	0.5%
% Change from FY 15-16 Adopted	-46.8%

Miscellaneous revenues account for the sale of land and other miscellaneous revenues. The sale of Pruneridge Avenue to Apple, Inc. as part of the Apple Campus 2 development project closed in FY 2014-15. No significant miscellaneous revenues are anticipated in FY 2016-17.

## General Fund Expenditures

Estimates for the FY 2016-17 General Fund expenditures are based upon anticipated personnel and non-personnel cost increases. This year department budgets reflect actual projected costs based on the 2015-16 Final Adopted Budget, removing any one time costs, and accounting for changes in personnel costs and any other anticipated/known increased costs in FY 2016-17. In addition, most budgets were given additional funds for any unexpected expenditures that is accounted for in the contingency account. This account was reduced by approximately 15% from prior year to account for the actual level of contingencies used. Lastly, per the City's new Reserve policy and unassigned General Fund balance above the \$500,000 maximum balance will be transferred to the Capital Fund for future capital and infrastructure projects, however this transfer will now be completed as part of the year end close and not in the budget. As shown in the chart below, FY 2016-17 expenditures are estimated at \$77.2 million, a 12% increases over the final budget. The major sources of this increase come from increased charges for services due to increased information systems costs and changes to the City's Cost Allocation Plan (CAP).

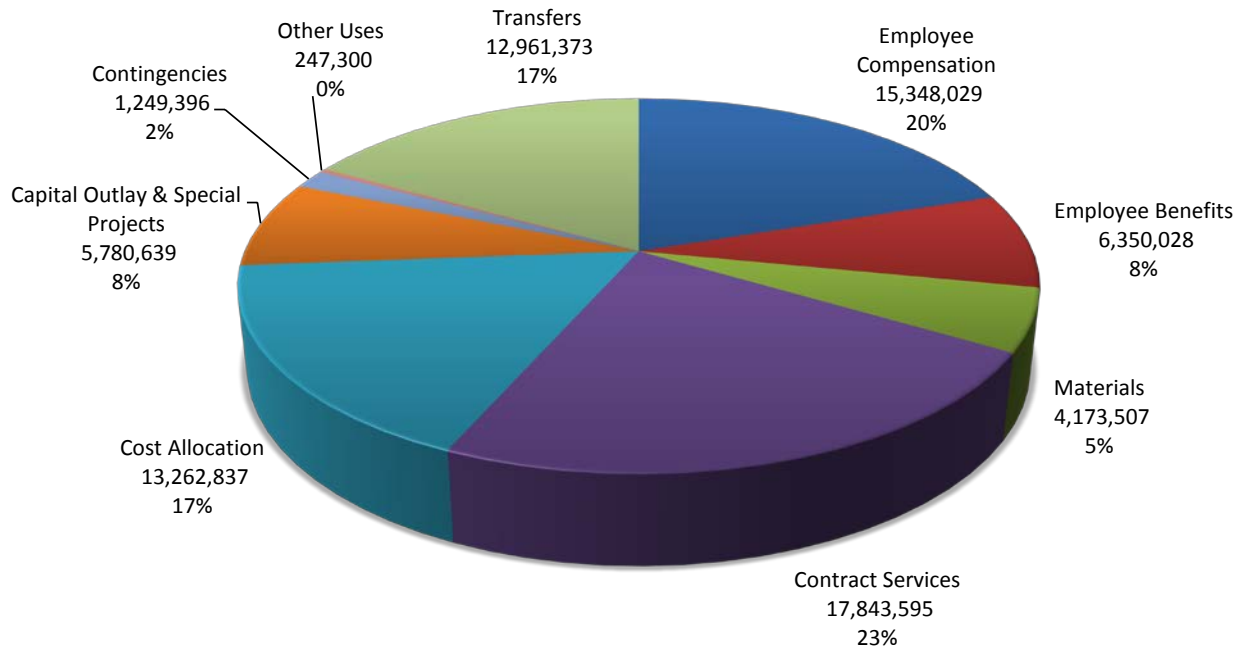
GENERAL FUND EXPENDITURE SUMMARY					
EXPENDITURES	2014-2015 Actuals	2015-2016 Final	2015-2016 Amended	2016-2017 Proposed	Percent Change
Employee Compensation	12,843,889	14,556,371	15,135,400	15,348,029	5%
Employee Benefits	5,243,862	6,260,605	6,353,357	6,350,028	1%
<b>Total Personnel Costs</b>	<b>18,087,751</b>	<b>20,816,976</b>	<b>21,488,757</b>	<b>21,698,057</b>	<b>4%</b>
Non-Personnel Costs					
Materials	4,020,636	3,971,681	4,048,964	4,173,507	5%
Contract Services	14,554,123	16,677,546	19,131,149	17,843,595	7%
Cost Allocation	3,336,264	3,078,842	3,078,842	13,262,837	77%
Capital Outlay & Special Projects	7,016,144	9,986,674	20,828,400	5,780,639	-73%
Contingencies	9,916	1,432,349	1,374,049	1,249,396	-15%
Other Uses	82	2,239,763	2,239,763	247,300	-806%
<b>Total Non-Personnel</b>	<b>28,937,166</b>	<b>37,386,855</b>	<b>50,701,167</b>	<b>42,557,274</b>	<b>12%</b>
<b>Transfers</b>	<b>39,177,284</b>	<b>9,371,222</b>	<b>12,889,947</b>	<b>12,961,373</b>	<b>28%</b>
<b>TOTAL EXPENDITURES</b>	<b>86,202,200</b>	<b>67,575,053</b>	<b>85,079,871</b>	<b>77,216,705</b>	<b>12%</b>

The largest General Fund operating expenditure categories include personnel costs (28%), contract services (23%), Cost Allocation (17%), and Transfers Out (17% each) as illustrated in the FY 2016-17 General Fund Expenditures by Category chart on the next page.

**Personnel Costs**

Personnel cost total \$21.7million in FY 2016-17, comprising 28% of General Fund expenditures. These costs are made up of salaries and compensation for benefitted and part time staff (71%), retirement benefits (17%), and other fringe benefits (12%), including health coverage.

**General Fund Expenditures by Category**



Costs were calculated by taking an extract of payroll system information. This individual position-level information was then reviewed, corrected, and updated by each department to include current vacancies and filled positions, accurate salary step status, as well as any position reallocations. Also, all categories of benefit costs in the coming year were projected. The most recent retirement plan and health plan information for each position was also updated from the payroll system. Not included in personnel costs, is the ongoing contribution for retiree healthcare which is included in the transfers category.

Life and Long-Term disability rates are projected to remain flat in FY 2016-17 and retirement rates are projected to increase a net 3%.

A total of 185.75 FTEs are budgeted in FY 2016-17, up from 179.75 in FY 2015-16. This increase of 6.0 FTE represents a 3% increase in staffing. The growth in positions is summarized below:

<b>FY 2015-16 Adopted Budget</b>	<b>179.75</b>
Senior Planner (Council Item)	1.00
Chief Technology Officer (Council Item)	1.00
Accountant I/II (Mid-Year Budget)	1.00
Environmental Program Specialist (Mid-Year Budget)	1.00
Limited Term Account Clerk	-1.00
<i>FY 2016-17 Proposed Budget Requests</i>	
Special Program Coordinator	1.00
Asset Management Technician	1.00
IT Assistant	1.00
<b>Proposed FY2016-17 Benefitted Positions</b>	<b>185.75</b>

Positions requested as part of the Proposed Budget are summarized below:

Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
<b>Recreation and Community Services</b>	Special Programs Coordinator	\$64,472	\$33,204	\$97,676	General Fund and Charges for Service
<b>Public Works</b>	Asset Management Technician	\$80,235	\$34,812	\$115,047	General Fund for continued implementation of Asset Management Software
<b>POSITIONS FUNDED BY THE GENERAL FUND</b>		<b>\$144,707</b>	<b>\$68,016</b>	<b>\$212,723</b>	
<b>Information Systems</b>	IT Assistant	\$83,414	\$36,929	\$120,343	Information Technology Fund to decrease contract expenses
<b>POSITIONS FUNDED BY THE INTERNAL SERVICE FUNDS</b>		<b>\$83,414</b>	<b>\$36,929</b>	<b>\$120,343</b>	

### Non-Personnel

Non-personnel cost total \$42.6 million in FY 2016-17, comprising 55% of General Fund expenditures. These costs are made up of contractual services (23%), cost allocation charges (17%), materials (5%), capital outlays and special projects (7%), other uses (3%), and program contingencies (2%). Costs were developed based on FY 2015-16 Adopted budget and actual expenditures in prior years, and then adjusted for FY 16-17 funding needs. One-time projects were moved to a separated category in FY 13-14 to ensure that expenditure trends reflect ongoing expenditure needs and this continues in the current year.

Contingencies totaling 13% of the total General Fund budget for contractual services and supplies and materials have been established. This contingency level is within the

recommended range by the Government Finance Officers Association. Of the 6% contingency, 8.0% is allocated proportionately amongst operating programs based on each program's share of General Fund budget for contractual services and supplies and materials. The remaining 5.0% is allocated to the City Manager's Discretionary Program. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager's Discretionary Program will require City Manager approval. This brings total contingencies to 13%. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommends a 5-15% contingency.



## General Fund Transfers

Transfers out represent transfers of monies out of the General Fund to various other funds. These transfers provide resources to the receiving fund to support operating and capital project costs. For Fiscal Year 2016-17, budgets have been established for the following transfers.

<b>Transfer Out from General Fund</b>	<b>Description</b>	<b>Amount</b>
<b>Special Revenue Funds</b>	Pavement, Sidewalk, Curb and Gutter Maintenance	\$5,854,071
<b>Debt Service Fund</b>	Annual Debt Payment	\$ 3,167,538
<b>Enterprise Fund</b>	General Fund subsidy of several Recreation Enterprise Funds	\$1,294,091
<b>Internal Service Funds</b>	General Fund Subsidy of Government Channel, City Website, GIS and Compensated Absence Funding	\$2,645,673
<b>TOTAL GENERAL FUND TRANSFERS OUT</b>		<b>\$12,961,373</b>

## GENERAL FUND—RESERVES AND CLASSIFICATION OF FUND BALANCE

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The Government Accounting Standards Board (GASB) Statement No. 54 establishes five categories for the classification of fund balance: Non-spendable, Restricted, Committed, Assigned and Unassigned.

Although only the General Fund is addressed in this section, Statement No. 54 applies to the Special Revenue and Capital Project funds as well.

**Non-spendable** fund balance includes amounts that are not in a spendable form or are legally or contractually required to be maintained intact. Loans receivable or prepaid expenses comprise this category in the City.

**Restricted** fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external parties (such as creditors, grant providers or contributors) or through enabling legislation. Franchise fees collected for public, educational, and governmental access purposes comprise this classification.

**Committed** fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, such as the City Council. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. The City has no fund balance in this category.

**Assigned** fund balance is comprised of amounts intended to be used by the government for specific purposes that are neither restricted nor committed. Intent can be expressed by the governing body or by an official body to which the governing body delegates the authority. Reserves discussed in the Reserve and Use of One Time Funds Policy are assigned to this classification. General Fund assigned reserves at June 30, 2013 are projected to be at policy levels.

**Unassigned** fund balance is the classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

# FISCAL YEAR 2016-17 PROPOSED BUDGET

## General Fund Classification of Fund Balance

CLASSIFICATION	Actual 2013-14	Actuals 2014-15	Final Budget 2015-16	Year End Projection 2015-16	Proposed Budget 2016-17
<u>Non Spendable</u>					
Loans Receivable	3,296,637	886,148	1,032,275	1,032,275	1,032,275
Prepaid Items	66,428	52,097	66,428	66,428	66,428
<b>Total Non Spendable</b>	<b>3,363,065</b>	<b>938,245</b>	<b>1,098,703</b>	<b>1,098,703</b>	<b>1,098,703</b>
				-	-
<u>Restricted</u>					
<u>Encumbered Fund Balance</u>					
Public Access Television	-	761,653	761,693	761,693	761,693
<b>Total Restricted</b>	<b>-</b>	<b>761,653</b>	<b>761,693</b>	<b>761,693</b>	<b>761,693</b>
				-	-
<u>Committed</u>					
None in this classification	-	-	-	-	-
<b>Total Committed</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
				-	-
<u>Assigned</u>					
Economic Uncertainty I	12,500,000	18,000,000	19,000,000	19,000,000	19,000,000
Economic Uncertainty II	1,400,000	-	-	-	-
Economic Fluctuation	2,000,000	1,400,000	1,400,000	1,400,000	1,400,000
CIP Future Project	-	8,099,679	-	-	-
PERS	500,000	100,000	100,000	100,000	100,000
Reserve for Encumbrances	1,267,233	-	2,081,064	7,000,000	7,000,000
Revenue Liability	3,920,000	-	-	-	-
General Building	1,148,549	-	-	-	-
Wolfe Road Transportation Study	1,000,000	1,000,000	1,000,000	-	-
I-280 Trail Study	250,000	250,000	250,000	-	-
<b>Total Assigned</b>	<b>23,985,782</b>	<b>28,849,679</b>	<b>23,831,064</b>	<b>27,500,000</b>	<b>27,500,000</b>
				-	-
<b>Total UnAssigned</b>	<b>18,331,549</b>	<b>11,301,702</b>	<b>10,885,246</b>	<b>14,905,680</b>	<b>16,692,979</b>
				-	-
<b>TOTAL FUND BALANCE</b>	<b>45,680,396</b>	<b>41,851,279</b>	<b>36,576,706</b>	<b>44,266,076</b>	<b>46,053,375</b>

## **Five-Year General Fund Forecast**

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The financial forecast is a planning tool that helps staff identify important trends and anticipate the longer term consequences of budget decisions. The forecast tools can be instrumental in modeling the effects of such recent issues as rising retirement system costs, increases in employee compensation, and potential scenarios of future revenue performance.

The forecast is not a plan but a model based on cost and revenue assumptions that are updated regularly as new information becomes available. Of these components, future costs projections based on known costs, are relatively reliable. Revenue forecasts, on the other hand, are based on assumptions related to future economic conditions, which are fraught with uncertainty. Economic forecasts in the financial markets and the media swing from optimistic to pessimistic on a seemingly daily basis and demonstrate the difficulties of committing to a particular prediction of the future. For this reason the forecast should be updated regularly.

A discussion of both the national and local economic outlooks used to develop the revenue estimates for the 2016-2017 Forecast is discussed below. Key economic forecasts were reviewed in the development of the revenue estimates, including the national, State and regional economic forecasts produced by the Congressional Budget Office, California's Legislative Analyst's Office (LAO), and economist Steven Levy of the Center for Continuing Study of the California Economy (CCSCE). The City also uses a sales tax consultant to assist in the development of sales tax revenue estimates.

While economic conditions are the primary drivers for economically sensitive revenues like the sales tax and property tax categories, performance is primarily driven by other factors for non-economically sensitive categories such as the utility user tax and franchise fee categories. These revenue categories are more heavily impacted by rate changes, energy prices, and consumption levels. Collections from local, State, and federal agencies are primarily driven by the grant and reimbursement funding available from these agencies. As a result, these General Fund revenues experience no significant net gain or loss in times of an economic expansion or slowdown. All revenue projections based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year.

### **National Economic Outlook**

Moderate economic growth is likely during the next two years, according to several economic forecasts. Growth will be driven by housing construction, strong auto sales, the technology industry. Economists are expecting the growth in the economy to be hampered by low oil prices, and a less than desired rate inflation rate. In addition, despite the Federal Reserve Board's aggressive monetary policy, inflation has remained low. The CPI only increased by 0.7% in 2015, below the Federal Reserve Board's core annual inflation target of 2%. According to economists, modest inflation is a key driver for business and consumer demand as well as

future property and sales taxes. Economists anticipate that will increase modestly during the forecast period.

### **Cupertino Economic Outlook**

The outlook for Cupertino and the Silicon Valley overall has been positive, with steady growth in this Forecast. Sales taxes continue to be very strong, driven by business to business sales in the City's technology sector. Property taxes have also had a strong performance the last two years but are expected to stabilize as interest rates begin to rise during the forecast period. The limited supply of housing may eventually dampen growth as well.

Large construction projects have generated strong development-related revenue for the City's coffers but have started to level off. The majority of revenues associated with the Apple Campus 2 project have already been collected per the development agreement. No other major projects are anticipated at this time. Development projects that have yet to be approved and permitted are not included in this Forecast out of prudence. It would be risky to rely on these one-time revenues given the political uncertainty around development projects.

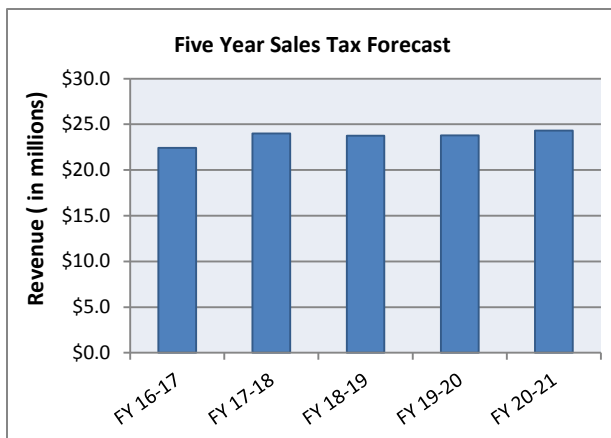
In summary, the steady recovery from the great recession is expected to continue impacting the City's revenue performance. The economically sensitive revenues, such as sales tax and property tax receipts, are expected to experience moderate growth over the forecast period. Development-related revenue such as licenses and permits, construction tax, and charges for service are expected to decline from the peak experienced in FY 2013-14 due to one-time projects.

As shown in the chart on the next page, operating expenditures are expected to exceed operating revenues in all five years of the forecast. In addition, reserve levels are projected to increase as the City proactively prepares for future expenditure liabilities. Per the City's new Reserve Policy any additional unassigned fund balance above the \$400,000 maximum will be transferred out to the Capital Reserve at the end of the year.

<b>FIVE-YEAR GENERAL FUND FORECAST</b>						
	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Estimate</b>	<b>Proposed</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>EXPENDITURES</b>						
Personnel Costs	17,405,893	21,698,057	21,978,538	22,263,094	22,551,790	22,844,695
Non-Personal (ongoing)	21,068,665	22,264,402	22,665,903	23,329,270	23,984,178	24,646,123
Non-Personal (one-time)	8,506,366	5,780,639	2,000,000	2,000,000	2,000,000	2,000,000
Cost Allocation/Contingencies	2,671,211	14,512,233	14,512,233	14,512,233	14,512,233	14,512,233
Total Non-Personnel	49,652,135	64,255,332	61,156,674	62,104,597	63,048,202	64,003,052
Transfers	12,889,947	12,961,373	13,000,000	13,000,000	13,000,000	13,000,000
<b>TOTAL EXPENDITURES</b>	<b>62,542,082</b>	<b>77,216,705</b>	<b>74,156,674</b>	<b>75,104,597</b>	<b>76,048,202</b>	<b>77,003,052</b>
<b>ENDING FUND BALANCE</b>						
Assigned/Other	29,360,396	28,261,693	28,261,693	28,261,693	28,261,693	28,261,693
Unassigned	16,037,734	16,692,979	20,590,805	25,358,208	29,030,006	32,972,954
<b>TOTAL EFB</b>	<b>\$45,398,130</b>	<b>\$44,954,672</b>	<b>\$48,852,498</b>	<b>\$53,619,901</b>	<b>\$57,291,699</b>	<b>\$61,234,647</b>

<b>FIVE-YEAR SALES TAX FORECAST</b>						
	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Estimate</b>	<b>Proposed</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>Sales Tax</b>	22,000,000	22,440,000	24,002,000	23,763,000	23,806,000	24,330,000

The City's heavy reliance on the volatile business-to-business sector of its sales tax revenue base has made it vulnerable to large swings. Currently, the City's two largest sales tax generators—both technology companies—account for a large portion of the City's total sales tax. Moderate growth in base sales tax revenues are anticipated in the range of 2-3% annually in the out years. Larger increases to the base are anticipated in the first three years of the forecast due to Apple Campus 2 and the Main Street retail development openings in FY 2016-17 and FY 2017-18. These two projects are expected to generate an additional \$1.5 million in sales tax revenue when fully operational. These increases will be somewhat offset by a reduction of sales tax related to construction once Apple Campus 2 is complete.

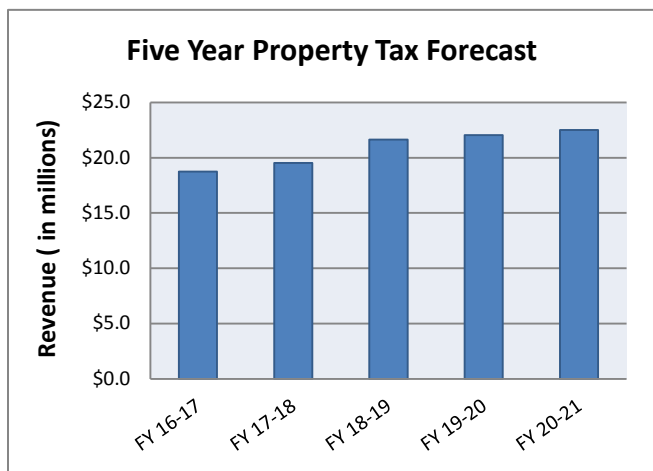


Given the volatility of business-to-business revenue, which accounts for 68.3% of the City's sales tax, a key goal of the City's long-term fiscal strategic plan is to diversify its sales tax base by

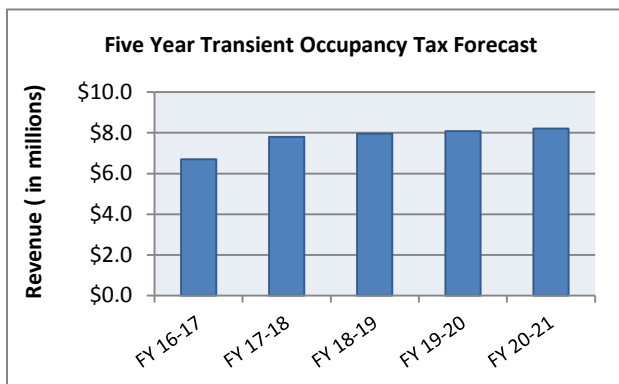
building up the general retail and food product sectors. Development projects such as the Rosebowl, Main Street, and Marina Plaza are expected to generate new or replacement retail. When fully operational, these developments should help boost retail sales and reduce the City’s reliance on business-to-business revenues.

<b>FIVE-YEAR PROPERTY TAX FORECAST</b>						
	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Estimate</b>	<b>Proposed</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>Property Tax</b>	17,680,000	18,741,000	19,513,000	21,623,000	22,055,000	22,496,000

As the housing recovery experienced in the last few years slows, property taxes in Cupertino are expected to continue experiencing strong growth through FY 2018-19 due to the reassessment of large development projects and additional tax equity allocation (TEA) funds. Assessed values for Cupertino properties are estimated to increase by \$708.7 million in FY 2015-16 but only \$480.1 million in FY 2016-17. In FY 2017-18, however, the Apple Campus 2 property is expected to be reassessed, increasing property tax revenues by nearly 9%.



<b>FIVE-YEAR TRANSIENT OCCUPANCY TAX FORECAST</b>						
	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Estimate</b>	<b>Proposed</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>Transient Occupancy</b>	6,500,000	6,708,000	7,800,000	7,956,000	8,091,000	8,212,000

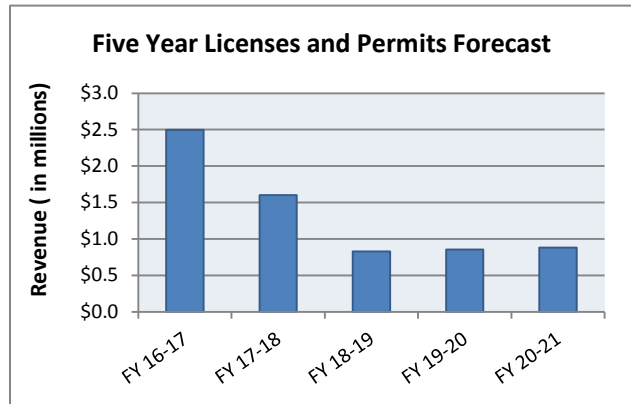


Transient occupancy tax (TOT) revenues are projected to continue with moderate growth into FY 2016-17 as occupancy rates are at record levels given our strong local economy. In FY 2016-17, the 148 rooms in the Hyatt House hotel project located at Vallco Park is expected to open for business. These additional rooms are expected to fill unmet demand and increase TOT revenues by

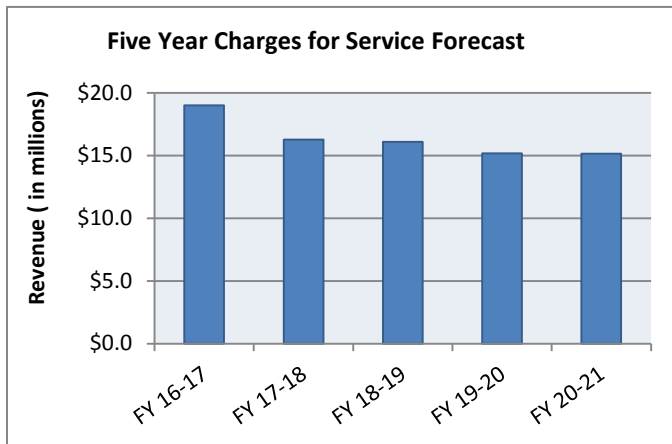
\$920,000 in FY 2017-18. Beyond FY 2016-17, the forecast assumes that out year growth between 1.5% and 2.0%. Not included in the forecast is the proposed hotel at Marina Plaza, which is still under review.

FIVE-YEAR LICENSES & PERMITS FORECAST						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Licenses &amp; Permits</b>	2,800,000	2,499,000	1,600,000	830,000	857,000	884,000

As development activity slows, licenses and permit revenue has declined. FY 2015-16 revenues are tracking 11% below prior year actuals. After the completion of a comprehensive fee study, Council adopted a revised fee schedule effective July 1, 2016 that better reflects the City’s cost recovery goals. Revenues are expected to decline due to decreased development activity over the next two years and will stabilize by FY 18-19. This forecast does not assume any development activity related to the proposed redevelopment of the Vallco Park Mall or the Oaks Shopping Center.



FIVE-YEAR CHARGES FOR SERVICES FORECAST						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Charges for Services</b>	10,590,878	19,003,224	16,291,500	16,093,000	15,176,000	15,159,000



FY 2016-17 revenues from charges and services are markedly higher due to the implementation of a new cost allocation plan (CAP), which spreads overhead costs to user departments and reflects the true cost of providing services in each program. In addition, revenues are expected to increase based on the revised fee schedule that goes into effect July 1, 2016. For out years, the revenue stream is expected to decrease as development-related activity slows.



### FIVE-YEAR FORECAST - OTHER REVENUE

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Utility User Tax</b>	3,100,000	3,122,000	3,144,000	3,166,000	3,188,000	3,210,000
<b>Franchise Fees</b>	2,800,000	2,900,000	2,903,000	2,952,000	3,008,000	3,065,000
<b>Other Taxes</b>	1,400,000	1,600,000	1,128,000	1,156,000	1,185,000	1,215,000
<b>Intergovernmental</b>	600,000	230,500	265,000	265,000	265,000	265,000
<b>Use of Money &amp; Property</b>	800,000	776,980	808,000	808,000	808,000	808,000
<b>Fines &amp; Forfeitures</b>	550,000	600,000	600,000	600,000	600,000	600,000
<b>Miscellaneous/Non-Op</b>	737,389	383,300	0	0	0	0

*Utility user taxes* are not sensitive to economic fluctuations as they are based on usage and rates. The forecast assumes no growth as declining consumption is offsetting projected rate increases.

*Franchise fee* agreements have escalators based on CPI and the forecast assumes annual growth in collections tracks with CPI. The solid waste management contract was renewed and did not significantly impact projections for this revenue source.

*Other taxes* are made up of construction, property transfer, and business license tax revenue. These revenues have continued to decelerate from a peak in FY 2013-14 driven by construction taxes from large development projects. The forecast assumes collections will return to base levels in FY 2016-17 with minimal growth in the out years.

*Intergovernmental revenues* will decrease in FY 2016-17 due to a reduction in grant awards. Once this new base level is reached, grant revenues are assumed to remain at base levels throughout the forecast period.

*Use of money and property* is expected to remain relatively flat throughout the forecast period based on the City's current conservative investment strategy and low interest rates. The Federal Reserve have been hesitant to increase the Fed Funds rate due to mixed economic indicators.

*Fines and Forfeitures* are anticipated to increase in FY 2016-17 to account for the addition of a new PT Code Enforcement Officer. The forecast assumes collections will remain flat in the out years.

*Miscellaneous and non-operational* revenues are not assumed in the forecast.

FIVE-YEAR GENERAL FUND EXPENDITURE FORECAST							
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21-17
	ACTUAL	FINAL	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
PERSONNEL COSTS	18,087,751	21,252,542	21,698,057	21,978,538	22,263,094	22,551,790	22,844,695
NON-PERSONNEL (ongoing)	21,920,940	26,611,771	36,529,335	37,178,136	37,841,503	38,496,411	39,158,357
NON-PERSONNEL (one-time)	7,016,226	21,943,396	6,027,939	2,000,000	2,000,000	2,000,000	2,000,000
Total Non-Personnel	28,937,166	48,555,167	42,557,274	39,178,136	39,841,503	40,496,411	41,158,357
TRANSFERS OUT	39,177,284	9,371,222	12,961,373	13,000,000	13,000,000	13,000,000	13,000,000
Total Expenditures	86,202,200	79,178,931	77,216,705	74,156,674	75,104,597	76,048,202	77,003,052

An in-depth analysis of the General Fund expenditure categories was completed to develop the FY 2016-17 expenditure estimates included in this Forecast. As displayed in the chart above, General Fund expenditures are projected to decrease from \$86.2 million in FY 2015-16 to \$77.2 million in FY 2016-17 and decline for the following year before increasing in the third year of the forecast. The swings in expenditures are mostly driven by special projects that can range from development projects to facility improvements.

It is important to note that the Forecast is adjusted to eliminate one-time additions/deletions and annualize partial year allocations that were included in the 2015-16 Adopted Budget. Various one-time additions totaling \$21.9 million scheduled to expire in June 2016 were eliminated in the out years of the Forecast.

The following discussion focuses on the assumptions used for estimating each of the expenditure categories in the General Fund Forecast.

### **Personnel Expenditures**

Personnel costs in FY 2016-17 are increasing due to increases in compensation as employees progress thru the five salary steps available for each position and the recommendation to add three additional positions. These costs are projected to increase 1% annually in the out years of the Forecast. As discussed in more detail below, these cost increases are driven mostly by assumed changes in salary and retirement costs.

#### *Health Benefits*

Health benefits account for about 9% of all personnel costs in the General Fund, mostly made up of health insurance costs. Given that the City pays employees a fixed dollar amount for health and dental insurance costs, as opposed to covering a percentage of premiums, cost increases in health and dental are fully absorbed by employees.

While not factored into the forecast, there is uncertainty around how the implementation of the Affordable Care Act (ACA) will affect the City. Beginning in 2018, the so called "Cadillac Tax" will impose an excise tax for any employer-sponsored health coverage whose value exceeds \$10,200 per year for individuals and \$27,500 for families. A 40% excise tax will be imposed on the amount that exceeds the predetermined thresholds. Most of the City's current health plans

would fall under the definition of a Cadillac plan, which could increase the City’s cost of providing health benefits to employees. The City’s health care administrator, CalPERS, has given assurances that coverage plans will fall below the Cadillac Tax threshold.

*Retirement Benefits*

The chart below shows the current breakdown of retirement costs borne by the City and employees for the three retirement tiers. Virtually all employees in the City are currently covered under the Tier 1 retirement system. Savings from the Tier 2 and Tier 3 are not expected to be substantial for another 10-15 years.

Tier	EEs	Benefits	Employer Share	Employer Pickup	Total Employer Share	Employee Share	Total Rate
I	130	2.7@ 55 Highest Year	24.43%	1.75%	26.18%	6.25%	32.43%
II	15	2% @ 60 Highest 3 Yr Avg	24.43%	.75%	25.18%	6.25%	31.43%
II	41	2% @62 Highest 3 Yr Avg	24.43%	0.00%	24.43%	6.25%	30.68%

Significant investment losses experienced by CalPERS during the great recession resulted in overall funded status of the retirement system dropping to 60.8%.<sup>1</sup> Given the economic recovery, the funded status of the system has improved to 70%.<sup>2</sup> However, the desired goal is 100% funded status, where assets on hand are equal to the desired level of assets needed to pay pension benefits. After a thorough analysis, CalPERS actuaries determined the retirement system was at significant risk of falling to dangerously low funded status levels under existing actuarial policies.

Based on CalPERS most recent actuary the average annual retirement rate increase assumed in the Forecast is 5%.

*Other Benefits*

The Forecast assumes an annual 2% cost escalator for life insurance, long-term disability insurance, and the employee assistance program. Workers’ compensation costs vary widely depending on the number and type of claims, which makes these costs very hard to predict. The forecast assumes a 2% annual increase. No increases were forecasted for the following benefits: car allowance, internet allowance, excess medical pay, stand by pay and recreation bucks.

<sup>1</sup> CalPERS Pension & Health Benefits Committee, Agenda Item 9A: Amortization Periods and Smoothing Methods for Retirement Trust Funds. April 16, 2013.

<sup>2</sup> See Footnote #1.

### Non-Personnel Expenditures

Non-personnel expenditures in FY 2016-17 were adjusted to remove one-time uses and build forecast projections off of base levels. For the out years of the Forecast, a growth rate based on projected CPI has been assumed from the FY 2015-16 non-personnel base levels in each of the four years. The average growth rate for the non-personnel category is 3% annually.

Transfers represent the General Fund’s contributions to other City funds to support debt payments, pay retiree health costs, finance capital projects, replenish capital project reserves, acquire new equipment, and to subsidize enterprises and operations. With the implementation of full cost allocation in FY 2015-16, General Fund expenses will be shifted to other City funds causing some of those funds’ revenues to fall short of expenses and necessitating the use of fund balances to cover expenses. The General Fund benefits in the near term with the cost shift, however, after fund balances in those other funds are drawn down to minimum levels, and absent aggressive revenue or cost actions in those other funds, General Fund subsidies are projected to kick in and remain flat in the forecast in order to maintain those fund balance minimums.

FIVE-YEAR GENERAL FUND RESERVE FORECAST							
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21-17
	ACTUAL	FINAL	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Economic Uncertainty I	12,500,000	30,434	19,000,000	19,000,000	19,000,000	19,000,000	19,000,000
Economic Uncertainty II	1,400,000	12,500,000	-	-	-	-	-
Economic Fluctuation	2,000,000	2,000,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
CIP Future Project	-	1,400,000					
PERS	500,000	500,000	100,000	100,000	100,000	100,000	100,000
One Time Revenue	-	-	-	-	-	-	-
Equipment Fund Loan for 1A	-	-	-	-	-	-	-
Reserve for Encumbrances	1,267,233	7,000,976	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Revenue Liability	3,920,000	-	-	-	-	-	-
General Building	1,148,549						
Wolfe Road Transportation Study	1,000,000	1,000,000	-	-	-	-	-
I-280 Trail Study	250,000	250,000	-	-	-	-	-
<b>Total Assigned</b>	<b>23,985,782</b>	<b>24,681,410</b>	<b>27,500,000</b>	<b>27,500,000</b>	<b>27,500,000</b>	<b>27,500,000</b>	<b>27,500,000</b>

General Fund reserves are projected to increase by \$2.9 million over the Forecast period. This driven by the City’s One-Time Use and Reserve Policy that consolidated prior reserves and established an escalator for most reserves listed.

FIVE-YEAR GENERAL FUND UNASSIGNED FUND BALANCE FORECAST						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Unassigned EFB</b>	<b>16,037,734</b>	<b>16,692,979</b>	<b>20,590,805</b>	<b>25,358,208</b>	<b>29,030,006</b>	<b>32,972,954</b>

Although the General Fund unassigned fund balance is expected grow substantially over the forecast period, it is anticipated that any unassigned fund balance will over the \$500,000 will be transferred to the Capital Reserve. As mentioned several times throughout this document any General Fund unassigned fund balances above the \$500,000 maximum will be transferred out to the Capital Reserve.

## ALL FUNDS SUMMARY

This section provides information on the FY 2016-17 Special Revenue, Debt Service, Capital Project, Enterprise and Internal Service Funds budgets including, expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

### Revenue Estimates

Estimates for the FY 2016-17 beginning fund balance and for the individual revenue accounts are based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Each source of revenue can be influenced by external (outside of the City's control) and/or internal factors. The FY 2016-17 revenue estimates are built on the assumption that the economy will continue to experience modest growth, which will positively impact the City's economic performance.

### Special Revenue Funds

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, and Environmental Management/Clean Creeks funds.

### Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Other Taxes	4,525,318	766,652	33,034,404
Use of Money & Property	142,235	0	10,000
Intergovernmental	3,685,181	1,012,723	3,094,741
Charges for Services	383,015	0	0
Miscellaneous Revenue	2,724	502,000	502,000
Fines and Forfeitures	19,621	0	0
Transfers In	20,066,358	10,340,270	8,181,679
<b>Total Revenue Sources</b>	<b>\$28,824,453</b>	<b>\$12,621,645</b>	<b>\$44,822,824</b>

Revenues are projected increase by \$34 million dollars due to some large one time below market housing dollars associated with developments in the City.

*Expenditures*

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Employee Compensation	759,090	899,197	926,579
Employee Benefits	361,660	444,742	442,507
Materials	987,591	831,465	761,606
Contract Services	332,267	440,400	4,218,400
Cost Allocation	436,083	453,701	379,431
Capital Outlays	362,412	10,895,994	2,863,000
Special Projects	10,850,492	6,880,000	7,350,000
Contingencies	0	49,462	39,571
Transfers Out	0	0	0
<b>Total Expenditures Uses</b>	<b>\$14,089,594</b>	<b>\$20,894,961</b>	<b>\$16,981,094</b>

Expenditures are projected to decrease by \$4 million dollars this is driven primarily due to a decrease in costs related to new capital projects.

*Fund Balance*

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2014-15	2015-16	2016-17
	Actuals	Final Budget	Final Budget
Beginning Balance	24,075,068	38,809,927	30,536,611
Net Increase (Decrease) in Fund Balance	14,734,859	\$ (8,273,316)	27,841,730
<b>Ending Balance</b>	<b>\$38,809,927</b>	<b>\$30,536,611</b>	<b>\$58,378,341</b>

The biggest drop in fund balance was due to the Lawrence Mitty project that is anticipated to use over \$8 million in Park Land fund dollars in FY2015-16 and a substantial increase in FY2016-17 due to one-time below market housing dollars do to new developments in the City.

### Debt Service Fund

The Debt Service Fund provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

#### Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2014-15 Actuals	2016-15 Final Budget	2016-17 Final Budget
Use of Money & Property	791	0	0
Transfers In	3,171,840	3,167,538	3,167,538
<b>Total Revenue Sources</b>	<b>\$3,172,631</b>	<b>\$3,167,538</b>	<b>\$3,167,538</b>

There is no projected change to revenues.

#### Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2014-15 Actuals	2016-15 Final Budget	2016-17 Final Budget
Debt Service	3,175,138	3,167,538	3,167,538
Transfers Out	0	0	0
<b>Total Expenditures Uses</b>	<b>\$3,175,138</b>	<b>\$3,167,538</b>	<b>\$3,167,538</b>

Expenditures are expected to remain the same. This represents a repayment of debt and payments are fixed for the life of the loan that is set to be paid off in 2030.

#### Fund Balance

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.



CHANGES TO FUND BALANCE	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Beginning Balance	1,594,190	1,591,683	1,591,683
Net Increase (Decrease) in Fund Balance	(2,507)	\$ -	0
<b>Ending Balance</b>	<b>\$1,591,683</b>	<b>\$1,591,683</b>	<b>\$1,591,683</b>

### Capital Project Funds

This fund pays for the acquisition and/or construction of major capital facilities.

#### Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Intergovernmental	2,693,600	0	0
Transfers In	16,170,792	0	5,907,000
<b>Total Revenue Sources</b>	<b>\$18,864,392</b>	<b>\$0</b>	<b>\$5,907,000</b>

Revenue is projected to increase by \$5.9 million dollars. This increase represents the movement of fund balance between the Capital Reserve and Capital Fund.

#### Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Employee Compensation	0	0	0
Employee Benefits	0	0	0
Materials	3,418	0	0
Contract Services	104,509	0	0
Contingencies	0	0	0
Cost Allocation	0	0	0
Special Projects	3,423,925	3,260,000	5,907,000
Transfers Out	0	5,690,000	9,165,000
<b>Total Expenditures Uses</b>	<b>\$3,531,852</b>	<b>\$8,950,000</b>	<b>\$15,072,000</b>

Expenditures are projected to increase by \$5.5 million dollars this is due to an increase in the transfer out of funds to fund capital projects in other funds.

*Fund Balance*

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Beginning Balance	21,194,724	36,527,264	27,577,264
Net Increase (Decrease) in Fund Balance	15,332,540	\$ (8,950,000)	(9,165,000)
<b>Ending Balance</b>	<b>\$36,527,264</b>	<b>\$27,577,264</b>	<b>\$18,412,264</b>

**Enterprise Funds**

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

*Revenue*

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Use of Money & Property	65,799	7,000	213,200
Intergovernmental	0	0	0
Charges for Services	7,651,826	4,434,855	6,834,500
Miscellaneous Revenue	-10,427	0	0
Transfers In	113,652	4,291,990	1,764,091
<b>Total Revenue Sources</b>	<b>\$7,820,850</b>	<b>\$8,733,845</b>	<b>\$8,811,791</b>

Revenue is projected to increase by \$1.0 this is driven by increased charges for services that are more inline with prior year actuals. As part of the budget process each fund is evaluated, funds that bringing in less revenue than they are expending require the use of fund balance or a subsidy from the General Fund.

*Expenditures*

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Employee Compensation	1,366,587	1,684,519	1,599,429
Employee Benefits	357,653	492,698	457,858
Materials	360,232	457,468	471,214
Contract Services	4,985,360	5,484,662	6,032,888
Contingencies	13,052	341,869	273,496
Cost Allocation	583,511	592,675	661,972
Special Projects	-182,564	256,500	549,000
Transfers Out	1,209,759	266,680	266,680
<b>Total Expenditures Uses</b>	<b>\$8,693,589</b>	<b>\$9,577,071</b>	<b>\$10,312,537</b>

Expenditures are projected to increase by \$0.8 million dollars. This decrease is driven primarily a reduction salary and benefits due to position reallocation and increased in contract services.

*Fund Balance*

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Beginning Balance	4,575,308	3,702,569	2,859,343
Net Increase (Decrease) in Fund Balance	-872,739	\$ (843,226)	(1,500,746)
<b>Ending Balance</b>	<b>\$3,702,569</b>	<b>\$2,859,343</b>	<b>\$1,358,597</b>

### Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Information Technology, City Channel and Website, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

#### Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Use of Money & Property	40,752	0	0
Charges for Services	4,293,851	3,892,776	5,191,403
Miscellaneous Revenue	5,030	0	0
Transfers In	640,634	2,220,163	2,645,673
<b>Total Revenue Sources</b>	<b>\$4,980,268</b>	<b>\$6,112,939</b>	<b>\$7,837,076</b>

Revenues are project to increase by \$1.7 million dollars. The increase is due to increased charges for services driven primarily by increased costs in Information Services and increased transfers in from the General Fund to fund Government Channel and website operations.

#### Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Employee Compensation	1,114,644	1,233,363	1,456,323
Employee Benefits	1,678,428	1,531,662	1,499,550
Materials	367,064	429,618	499,984
Contract Services	1,530,398	2,253,039	2,759,365
Cost Allocation	210,072	210,027	795,737
Special Projects	511,915	1,715,105	2,490,105
Contingencies	4,798	262,701	210,163
Transfers Out	665,550	765,500	765,500
<b>Total Expenditures Uses</b>	<b>\$6,082,869</b>	<b>\$8,401,015</b>	<b>\$10,476,727</b>

Expenditures are projected to increase by \$10.1 this is due to increased costs related equipment and vehicle purchases costs.

*Retained Earnings*

Internal Service Funds carry retained earnings instead of fund balance. Retained earnings represent a fund's savings and are calculated in the same manner as fund balance, taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO RETAINED EARNINGS	2014-15	2016-15	2016-17
	Actuals	Final Budget	Final Budget
Beginning Balance	18,174,515	17,071,914	14,783,838
Net Increase (Decrease) in Fund Balance	-1,102,601	\$ (2,288,076)	(2,639,651)
<b>Ending Balance</b>	<b>\$17,071,914</b>	<b>\$14,783,838</b>	<b>\$12,144,187</b>

**FISCAL YEAR 2016-2017 FINAL BUDGET  
FIVE YEAR FORECAST - GENERAL FUND REVENUE**

OBJECT	2014-15	2015-16	FY2015-16	5 YEAR FORECAST				
	Actuals	Amended	Estimate	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Sales Tax	21,750,534	20,360,000	22,000,000	22,440,000	24,002,000	23,763,000	23,806,000	24,330,000
Property Tax	15,751,773	16,055,000	17,680,000	18,741,000	19,513,000	21,623,000	22,055,000	22,496,000
Transient Occupancy	5,582,096	5,072,000	6,500,000	6,708,000	7,800,000	7,956,000	8,091,000	8,212,000
Utility Tax	2,861,858	3,100,000	3,100,000	3,122,000	3,144,000	3,166,000	3,188,000	3,210,000
Franchise Fees	2,849,991	2,800,000	2,800,000	2,900,000	2,903,000	2,952,000	3,008,000	3,065,000
Other Taxes	1,812,664	1,400,000	1,400,000	1,600,000	1,128,000	1,156,000	1,185,000	1,215,000
Licenses & Permits	3,170,446	6,171,000	2,800,000	2,499,000	1,600,000	1,490,000	1,538,000	1,586,000
Use of Money & Property	807,963	742,530	800,000	776,980	808,000	808,000	808,000	808,000
Intergovernmental	831,781	600,000	600,000	230,500	265,000	265,000	265,000	265,000
Charges for Services	3,139,629	10,590,878	10,590,878	19,003,224	16,291,500	16,093,000	15,176,000	15,159,000
Fines & Forfeitures	551,278	585,000	550,000	600,000	600,000	600,000	600,000	600,000
Miscellaneous/Other	24,395,123	737,389	737,389	383,300	0	0	0	0
<b>TOTAL REVENUE</b>	<b>83,505,137</b>	<b>68,213,797</b>	<b>69,558,267</b>	<b>79,004,004</b>	<b>78,054,500</b>	<b>79,872,000</b>	<b>79,720,000</b>	<b>80,946,000</b>

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - GENERAL FUND EXPENDITURES**

OBJECT	2014-15	2015-16	FY2015-16	5 YEAR FORECAST				
	Actuals	Amended	Estimate	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Employee Compensation	11,915,729	13,557,481	13,656,167	15,348,029	15,501,509	15,656,524	15,813,090	15,971,221
Employee Benefits	4,777,772	5,795,013	5,795,013	6,350,028	6,477,029	6,606,569	6,738,701	6,873,475
<b>Personnel Costs</b>	<b>16,693,502</b>	<b>19,352,494</b>	<b>19,451,180</b>	<b>21,698,057</b>	<b>21,978,538</b>	<b>22,263,094</b>	<b>22,551,790</b>	<b>22,844,695</b>
Materials	3,206,363	3,359,738	3,642,483	4,173,507	4,287,000	4,399,000	4,486,000	4,563,000
Contract Services	12,998,291	14,976,577	16,879,015	17,849,345	18,378,903	18,930,270	19,498,178	20,083,123
Appropriations for Contingencies	-	1,232,747	1,233,659	1,249,396	1,249,396	1,249,396	1,249,396	1,249,396
Cost Allocation	2,875,422	3,336,132	3,336,132	13,262,837	13,262,837	13,262,837	13,262,837	13,262,837
Debt Service/Other Uses	2,903	1,256,000	1,256,000	247,300	-	-	-	-
Capital Outlays & Special Projects	5,730,232	2,410,995	13,813,771	5,780,639	2,000,000	2,000,000	2,000,000	2,000,000
Total Non-Personnel	24,813,210	26,572,189	40,161,060	42,563,024	39,178,136	39,841,503	40,496,411	41,158,357
<b>Net Transfers</b>	<b>22,891,804</b>	<b>31,627,286</b>	<b>39,177,286</b>	<b>12,961,373</b>	<b>13,000,000</b>	<b>13,000,000</b>	<b>13,000,000</b>	<b>13,000,000</b>
<b>TOTAL EXPENDITURES</b>	<b>64,398,516</b>	<b>77,551,969</b>	<b>98,789,526</b>	<b>77,222,455</b>	<b>74,156,674</b>	<b>75,104,597</b>	<b>76,048,202</b>	<b>77,003,052</b>

FISCAL YEAR 2016-17 FINAL BUDGET  
 FIVE YEAR FORECAST - GENERAL FUND FUND BALANCE

Classification	2014-15	2015-16	FY2015-16	5 YEAR FORECAST				
	Actuals	Amended	Estimate	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Beginning Fund Balance</b>	45,680,396	42,317,331	31,302,617	34,129,020	44,954,672	48,852,498	52,750,324	56,422,122
Assigned/Other	23,985,782	30,466,398	22,831,064	28,261,693	28,261,693	28,261,693	28,261,693	28,261,693
Unassigned	18,331,549	836,219	11,297,956	16,692,979	20,590,805	25,358,208	29,030,006	32,972,954
<b>Total Ending Fund Balance</b>	<b>42,317,331</b>	<b>31,302,617</b>	<b>34,129,020</b>	<b>44,954,672</b>	<b>48,852,498</b>	<b>52,750,324</b>	<b>56,422,122</b>	<b>60,365,070</b>



**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - SPECIAL REVENUE FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>STORM DRAIN IMPROVEMENT</b>								
Investment Earnings	16,640	-	1,000	-	-	-	-	-
Developer Fees	144,553	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer in from Capital Reserve	-	-	-	1,950,000	-	-	-	-
Transfer from General Fund	1,635,000	-	210,000	-	210,000	210,000	210,000	210,000
<b>TOTAL</b>	<b>1,796,193</b>	<b>100,000</b>	<b>311,000</b>	<b>2,050,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>
<b>PARK DEDICATION</b>								
Park Dedication Fee	329,500	100,000	200,000	17,821,125	200,000	200,000	200,000	200,000
Investment Earnings	37,905	-	1,000	-	-	-	-	-
<b>TOTAL</b>	<b>367,405</b>	<b>100,000</b>	<b>201,000</b>	<b>17,821,125</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN</b>								
Investment Earnings	665	-	1,000	-	-	-	-	-
Fees	371,393	502,000	365,000	502,000	365,000	365,000	365,000	365,000
Transfer in from Capital Reserve	-	128,679	-	128,679	-	-	-	-
Transfer from General Fund	158,004	-	135,000	-	-	-	-	-
<b>TOTAL</b>	<b>530,062</b>	<b>630,679</b>	<b>501,000</b>	<b>630,679</b>	<b>365,000</b>	<b>365,000</b>	<b>365,000</b>	<b>365,000</b>
<b>TRANSPORTATION</b>								
Investment Earnings	32,889	-	2,000	10,000	10,000	10,000	10,000	10,000
Transfer from General Fund	8,913,357	-	7,913,357	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000
Transfer from Capital Reserves	9,359,997	9,966,353	-	6,103,000	-	-	-	-
Vehicle Registration Fee	734,281	359,000	330,000	720,000	330,000	330,000	330,000	330,000
Grants	1,043,376	110,000	-	575,151	-	-	-	-
Gasoline Tax	1,345,397	482,414	1,717,000	1,485,000	1,485,000	1,485,000	1,485,000	1,485,000
<b>TOTAL</b>	<b>21,429,297</b>	<b>10,917,767</b>	<b>9,962,357</b>	<b>14,693,151</b>	<b>7,625,000</b>	<b>7,625,000</b>	<b>7,625,000</b>	<b>7,625,000</b>

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - SPECIAL REVENUE FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>HOUSING &amp; COMMUNITY DEVELOPMENT</b>								
Investment Earnings	53,702	-	30,000	-	-	-	-	-
Grants	581,249	306,547	310,000	314,590	314,590	314,590	314,590	314,590
Housing Mitigation Fees	4,051,266	566,652	100,000	15,113,279	100,000	100,000	100,000	100,000
Transfer from General Fund	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>4,686,216</b>	<b>873,199</b>	<b>440,000</b>	<b>15,427,869</b>	<b>414,590</b>	<b>414,590</b>	<b>414,590</b>	<b>414,590</b>
<hr/>								
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>28,809,173</b>	<b>12,621,645</b>	<b>11,415,357</b>	<b>50,622,824</b>	<b>8,914,590</b>	<b>8,914,590</b>	<b>8,914,590</b>	<b>8,914,590</b>

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - DEBT SERVICE FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
<b>PUBLIC FACILITIES CORPORATION</b>									
Investment Earnings	791	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-
Transfer from General Fund	3,171,840	3,167,538	3,079,000	3,167,538	3,173,038	3,169,438	3,172,838	3,169,138	
<b>TOTAL</b>	3,172,631	3,167,538	3,079,000	3,167,538	3,173,038	3,169,438	3,172,838	3,169,138	

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - CAPITAL PROJECT FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>CAPITAL IMPROVEMENT PROJECTS</b>								
Transfers from Capital Reserves	4,968,004	-	590,000	5,907,000	-	-	-	-
Transfers from Enterprise Fund	986,000	-	-	-	-	-	-	-
Grants/Other Income	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5,954,004</b>	<b>-</b>	<b>590,000</b>	<b>5,907,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL RESERVES</b>								
Transfers from Stevens Creek Corridor Park	-	-	-	-	-	-	-	-
Transfers from Capital Improvement	-	-	-	-	-	-	-	-
Transfers from Transportation	-	-	-	-	-	-	-	-
Transfers from General Fund	10,216,788	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>10,216,788</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STEVENS CREEK CORRIDOR PARK</b>								
Transfers from Park Dedication	-	-	-	-	-	-	-	-
Transfers from Capital Reserves	-	-	-	-	-	-	-	-
Transfers from Recreation	-	-	-	-	-	-	-	-
Grants	2,693,600	-	289,000	-	-	-	-	-
<b>TOTAL</b>	<b>2,693,600</b>	<b>-</b>	<b>289,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL FUNDS</b>	<b>18,864,392</b>	<b>-</b>	<b>879,000</b>	<b>5,907,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - ENTERPRISE FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>RESOURCE RECOVERY</b>								
Investment Earnings	27,085	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Charges for Services	2,591,277	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000
Grants	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,618,362</b>	<b>1,924,000</b>	<b>1,924,000</b>	<b>1,924,000</b>	<b>1,924,000</b>	<b>1,924,000</b>	<b>1,924,000</b>	<b>1,924,000</b>
<b>BLACKBERRY FARM GOLF COURSE</b>								
Investment Earnings	3,020	-	1,000	-	-	-	-	-
Rentals	21,713	-	15,000	22,000	22,000	22,000	22,000	22,000
Charges for Services	480,034	410,000	358,000	381,000	381,000	381,000	381,000	381,000
Transfer from Capital Reserve	-	-	-	-	-	-	-	-
Transfer from General Fund	-	262,004	-	326,929	326,929	326,929	326,929	326,929
<b>TOTAL</b>	<b>504,767</b>	<b>672,004</b>	<b>374,000</b>	<b>729,929</b>	<b>729,929</b>	<b>729,929</b>	<b>729,929</b>	<b>729,929</b>
<b>SPORTS CENTER</b>								
Investment Earnings	1,976	-	1,000	-	-	-	-	-
Rent	1,555	-	1,000	1,200	1,200	1,200	1,200	1,200
Charges for Services	2,150,939	2,107,000	1,640,000	2,285,000	2,285,000	2,285,000	2,285,000	2,285,000
Transfer from General Fund	-	657,732	154,000	999,054	154,000	154,000	154,000	154,000
<b>TOTAL</b>	<b>2,154,469</b>	<b>2,764,732</b>	<b>1,796,000</b>	<b>3,285,254</b>	<b>2,440,200</b>	<b>2,440,200</b>	<b>2,440,200</b>	<b>2,440,200</b>
<b>RECREATION PROGRAMS</b>								
Investment Earnings	10,450	-	5,000	-	-	-	-	-
Charges for Services	2,532,802	2,517,885	-	2,434,500	2,434,500	2,434,500	2,434,500	2,434,500
Transfer from General Fund	-	855,254	-	438,108	150,000	150,000	150,000	150,000
Transfer from Capital Reserves	-	-	-	-	-	-	-	-
Transfer from Capital Improvement	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,543,252</b>	<b>3,373,139</b>	<b>5,000</b>	<b>2,872,608</b>	<b>2,584,500</b>	<b>2,584,500</b>	<b>2,584,500</b>	<b>2,584,500</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>7,820,850</b>	<b>8,733,875</b>	<b>4,099,000</b>	<b>8,811,791</b>	<b>7,678,629</b>	<b>7,678,629</b>	<b>7,678,629</b>	<b>7,678,629</b>

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - INTERNAL SERVICE FUND REVENUE**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
<b>INFORMATION TECHNOLOGY</b>									
Investment Earnings	14,370	-	5,000	-	-	-	-	-	
Charges for Services	1,653,966	1,658,064	1,400,000	2,884,971	2,884,971	2,884,971	2,884,971	2,884,971	
Transfers In from General Fund	241,604	-	333,000	647,264	-	-	-	-	
<b>TOTAL</b>	<b>1,909,940</b>	<b>1,658,064</b>	<b>1,738,000</b>	<b>3,532,235</b>	<b>2,884,971</b>	<b>2,884,971</b>	<b>2,884,971</b>	<b>2,884,971</b>	
<b>CITY CHANNEL</b>									
Investment Earnings	3,524	-	-	-	-	-	-	-	
Charges for Services	956,484	779,668	939,000	-	-	-	-	-	
Transfers In from General Fund	-	-	50,000	1,848,409	1,448,409	1,448,409	1,448,409	1,448,409	
<b>TOTAL</b>	<b>960,008</b>	<b>779,668</b>	<b>989,000</b>	<b>1,848,409</b>	<b>1,448,409</b>	<b>1,448,409</b>	<b>1,448,409</b>	<b>1,448,409</b>	
<b>WORKERS' COMPENSATION</b>									
Investment Earnings	9,289	-	2,000	-	-	-	-	-	
Charges for Services	346,524	719,365	-	500,732	500,732	500,732	500,732	500,732	
Transfers In from General Fund	10,968	-	10,970	-	-	-	-	-	
<b>TOTAL</b>	<b>366,781</b>	<b>719,365</b>	<b>12,970</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>	
<b>VEHICLE/EQUIPMENT REPLACEMENT</b>									
Investment Earnings	11,499	-	-	-	-	-	-	-	
Charges for Services	1,437,440	1,430,537	1,436,672	1,721,825	1,290,825	1,290,825	1,290,825	1,290,825	
<b>TOTAL</b>	<b>1,448,939</b>	<b>1,430,537</b>	<b>1,436,672</b>	<b>1,721,825</b>	<b>1,290,825</b>	<b>1,290,825</b>	<b>1,290,825</b>	<b>1,290,825</b>	
<b>COMPENSATED ABSENCE &amp; LONG-TERM DISABILITY</b>									
Investment Earnings	809	-	-	-	-	-	-	-	
Charges for Services	81,275	84,810	84,810	83,875	83,875	83,875	83,875	83,875	
Transfers In from General Fund	211,254	440,000	440,000	150,000	150,000	150,000	150,000	150,000	
<b>TOTAL</b>	<b>293,338</b>	<b>524,810</b>	<b>524,810</b>	<b>233,875</b>	<b>233,875</b>	<b>233,875</b>	<b>233,875</b>	<b>233,875</b>	

FISCAL YEAR 2016-17 FINAL BUDGET  
 FIVE YEAR FORECAST - INTERNAL SERVICE FUND REVENUE

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>RETIREE MEDICAL</b>								
Investment Earnings	1,260	-	-	-	-	-	-	-
Transfers In from General Fund	-	1,000,495	-	931,335	931,335	931,335	931,335	931,335
<b>TOTAL</b>	<b>1,260</b>	<b>1,000,495</b>	<b>-</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>
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<b>TOTAL ALL PROGRAMS</b>	<b>4,980,266</b>	<b>6,112,939</b>	<b>4,701,452</b>	<b>8,768,411</b>	<b>7,290,147</b>	<b>7,290,147</b>	<b>7,290,147</b>	<b>7,290,147</b>

**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - SPECIAL REVENUE FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>STORM DRAIN IMPROVEMENT</b>								
210-90-978 Minor Storm Drain Improvements	4,898	75,000	75,000	75,000	-	-	-	-
210-90-979 2012-13 Minor Storm Drain Improvements	18,505	-	-	-	-	-	-	-
210-90-980 SD Master Plan Update	-	-	75,000	50,000	-	-	-	-
210-99-042 Storm Drain Improvement - Foothill/Cupertino Rd.	-	-	-	1,900,000	-	-	-	-
215-90-982 Bubb Road/Elm Court SD Improvement	107,696	-	-	-	-	-	-	-
210-90-983 Monta Vista Storm Drain System	89,667	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>220,766</b>	<b>75,000</b>	<b>150,000</b>	<b>2,025,000</b>				
<b>PARK DEDICATION</b>								
280-99-009 CIP - Lawrence Mitty Park	-	8,270,994	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>8,270,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN</b>								
230-81-802 Non Point Source	456,935	630,679	630,679	671,613	671,613	671,613	671,613	671,613
<b>TOTAL</b>	<b>456,935</b>	<b>630,679</b>	<b>630,679</b>	<b>671,613</b>	<b>671,613</b>	<b>671,613</b>	<b>671,613</b>	<b>671,613</b>
<b>TRANSPORTATION</b>								
270-85-820 Sidewalk, Curb and Gutter Maint	1,151,135	962,547	387,000	1,001,932	1,001,932	1,001,932	1,001,932	1,001,932
270-85-821 Street Pavement Maintenance	10,281,775	6,698,224	4,600,000	7,275,167	2,000,000	2,000,000	2,000,000	2,000,000
270-85-822 Street Signs/Markings	721,333	768,990	701,111	662,359	662,359	662,359	662,359	662,359
270-90-957 Phase I McClellan Sidwalk Improvements	32,594	-	-	-	-	-	-	-
270-90-958 Orange and Byrne Sidewalk Improvements	-	500,000	-	-	-	-	-	-
270-90-959 Access Transition Plan Upgrade	42,058	-	-	-	-	-	-	-
270-90-960 Bridge Rehab Minor	-	-	-	535,000	-	-	-	-
270-90-961 Street Median Irrigation Plant Replacement	408	220,000	-	220,000	-	-	-	-
270-90-962 Bicycle Pedestrian Facility Improvements	22,039	700,000	-	83,000	-	-	-	-
270-90-963 Mary Pedestrian Stsca Improvements	21,268	-	-	-	-	-	-	-
270-90-976 Phase 2 McClellan Sidewalk Improvements	-	935,000	-	-	-	-	-	-
270-90-977 SCB Perimeter Turn Ext.	25,200	105,000	105,000	-	-	-	-	-
270-99-042 Storm Drain Improvement - Foothill/Cuperitno Rd.	-	90,000	90,000	-	-	-	-	-
<b>TOTAL</b>	<b>12,297,809</b>	<b>10,979,761</b>	<b>5,883,111</b>	<b>9,777,458</b>	<b>3,664,291</b>	<b>3,664,291</b>	<b>3,664,291</b>	<b>3,664,291</b>



**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - SPECIAL REVENUE FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
<b>HOUSING &amp; COMMUNITY DEVELOPMENT</b>									
260-72-707 General Administration	61,564	61,309	61,309	63,768	63,768	63,768	63,768	63,768	
260-72-709 Affordable Housing	532,077	370,103	370,103	284,484	284,484	284,484	284,484	284,484	
260-72-710 Public Service Grants	48,141	45,982	45,982	47,188	47,188	47,188	47,188	47,188	
265-72-711 Below Market Rate Housing	472,301	461,133	454,681	4,111,583	475,000	475,000	475,000	475,000	
<b>TOTAL</b>	<b>1,114,084</b>	<b>938,527</b>	<b>932,075</b>	<b>4,507,023</b>	<b>870,440</b>	<b>870,440</b>	<b>870,440</b>	<b>870,440</b>	
<hr/>									
<b>TOTAL ALL SPECIAL REVENUE</b>	<b>14,089,594</b>	<b>20,894,961</b>	<b>7,595,865</b>	<b>16,981,094</b>	<b>5,206,344</b>	<b>5,206,344</b>	<b>5,206,344</b>	<b>5,206,344</b>	

FISCAL YEAR 2016-17 FINAL BUDGET  
 FIVE YEAR FORECAST - DEBT SERVICE FUND EXPENDITURES

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>PUBLIC FACILITIES CORPORATION</b>								
5301 Principal	2,055,000	2,090,000	2,090,000	2,135,000	2,180,000	2,220,000	2,290,000	2,290,000
5301 Interest + Fees	1,118,638	1,077,538	1,077,538	1,035,738	993,038	949,438	882,838	882,838
5301 Debt Refinancing	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>3,173,638</b>	<b>3,167,538</b>	<b>3,167,538</b>	<b>3,170,738</b>	<b>3,173,038</b>	<b>3,169,438</b>	<b>3,172,838</b>	<b>3,172,838</b>

**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - CAPITAL PROJECT FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>CAPITAL IMPROVEMENT PROJECTS</b>								
420-90-880 McClellan Environmental Ed Facility	1,810,009	-	-	-	-	-	-	-
420-90-890 Civic Center Master Plan	245,521	-	-	-	-	-	-	-
420-90-893 McClellan Ranch Signage	40,515	-	-	-	-	-	-	-
420-90-898 SCCP Chain MP-McClellan to SCB	211,323	-	-	-	-	-	-	-
420-90-903 McClellan Ranch Ped. Parking Landscape	51,980	-	-	-	-	-	-	-
420-90-904 Sports Center-Resurface Tennis Courts	544	1,000,000	1,000,000	-	-	-	-	-
420-90-906 Portal Cricket Cage Replacement	1,500	-	-	-	-	-	-	-
420-90-932 McClellan Barn Eval & Renovation	450	-	-	-	-	-	-	-
420-90-934 Solar Assessment Public Bldgs-Phase 1	8,538	-	-	-	-	-	-	-
420-90-936 Senior Center Various Improvements	29,952	-	-	-	-	-	-	-
420-90-938 Public Building Solar - Service Center	542,246	-	-	-	-	-	-	-
420-90-939 Library Story Room Expansion	51,360	-	-	-	-	-	-	-
420-90-940 Civic Center Parking Structure	319,514	-	-	-	-	-	-	-
420-90-942 Civic Master Plan Implementation	89,897	-	-	-	-	-	-	-
420-90-944 Senior Center/Mary Landscape	6,262	106,000	-	-	-	-	-	-
420-99-002 Blackberry Farm Splash Pad	-	70,000	70,000	-	620,000	-	-	-
420-99-003 McClellan Ranch Trash Enclosure	-	-	-	154,000	-	-	-	-
420-99-004 McClellan Ranch - Community Garden Improvements	-	-	-	30,000	66,000	-	-	-
420-99-005 Memorial Park MP and Parking	-	-	-	150,000	-	-	-	-
420-99-007 ADA Improvements	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000
420-99-010 Memorial Park Phase I Concept Design	-	-	-	-	250,000	-	-	-
420-99-014 Stevens Creek Bank Repair Concept	-	-	-	-	100,000	-	-	-
420-99-015 Tennis Court Resurfacing - Various Parks	-	-	-	588,000	280,000	235,000	-	-
420-99-016 Wilson Park Phase I Concept Design	-	-	-	-	55,000	-	-	-
420-99-017 Sports Center Exterior Upgrades	-	-	-	270,000	-	-	-	-
420-99-018 Sports Center Interior Upgrades	-	-	-	20,000	250,000	-	-	-
420-99-020 McClellan Ranch West - Simms House Removal	-	220,000	-	-	-	-	-	-
420-99-022 Quinlan Cupertino Room Lighting	-	108,000	-	-	-	-	-	-
420-99-023 Quinlan Fire Alarm Control Panel Upgrade	-	135,000	-	-	-	-	-	-
420-99-025 Service Center Parking Lot Modifications	-	176,000	-	-	-	-	-	-
420-99-026 Bicycle Transportation Plan Update	-	50,000	-	-	-	-	-	-
420-99-027 Pasadena Avenue Public Improvements/Granada	-	827,000	-	-	-	-	-	-
420-99-030 McClellan West - Parking Lot Improvements	-	-	-	400,000	-	-	-	-

**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - CAPITAL PROJECT FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
420-99-031 Recreation Facilities Monument Signs	-	-	-	385,000	-	-	-	-
420-99-033 City Hall Turf Reduction	-	-	-	320,000	-	-	-	-
420-99-034 Service Center Shed No. 3 Improvement	-	-	-	100,000	400,000	-	-	-
420-99-035 Stockmeir House - New Sewer Lateral	-	-	-	50,000	-	-	-	-
420-99-036 2016 Bike Plan Implementation	-	-	-	2,000,000	1,000,000	-	-	-
420-99-037 Bikeway Enhancements and Branding Study	-	-	-	60,000	-	-	-	-
420-99-038 Fiber Network Extension to Service Center	-	-	-	350,000	-	-	-	-
420-99-039 Pedestrian Master Plan	-	-	-	120,000	-	-	-	-
420-99-040 Retaining Wall Repair - Cordova Road	-	-	-	350,000	-	-	-	-
420-99-041 Retaining Wall Replacement - Regnart Road	-	-	-	450,000	-	-	-	-
420-99-043 Service Center New Admin Building Feasibility Study	-	-	-	35,000	-	-	-	-
420-99-885 Golf Irrigation Upgrades	-	493,000	-	-	-	-	-	-
420-99-XXX Blackberry Farm New Maint. and Restroom Feas. Study	-	-	-	-	25,000	-	-	-
420-99-XXX Blackberry Farm Pool Modification Study	-	-	-	-	25,000	-	-	-
420-99-XXX Blackberry Farm Pool Building Modification Feas. Study	-	-	-	-	25,000	-	-	-
420-99-XXX Blackberry Farm San Fernando Entry Feasibility Study	-	-	-	-	35,000	-	-	-
420-99-XXX Memorial Park - Tennis Court Restroom Replacement	-	-	-	-	-	146,000	300,000	-
420-99-XXX Memorial Park Phase I Construction	-	-	-	-	-	1,000,000	-	-
420-99-XXX Monta Vista Park Master Plan	-	-	-	-	55,000	-	-	-
420-99-XXX Portal Park Renovation Master Plan	-	-	-	-	-	55,000	-	-
420-99-XXX Quinlan - Turf Reduction/Landscape Modification	-	-	-	-	-	750,000	743,000	-
420-99-XXX Traffic Signal:Foothill/I-280 SB Off-ramp	-	-	-	-	100,000	-	-	-
<b>Capital Projects</b>	<b>3,409,611</b>	<b>3,260,000</b>	<b>1,145,000</b>	<b>5,907,000</b>	<b>3,361,000</b>	<b>2,261,000</b>	<b>1,118,000</b>	<b>75,000</b>
Transfers Out:								
0100 Transfer to Recreation Programs	-	-	-	-	-	-	-	-
0100 Transfer to Capital Reserves	-	-	-	-	-	-	-	-
0100 Transfer to General Fund	-	-	-	-	-	-	-	-
<b>Transfers Out from Current Operations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL IMPROVEMENT</b>	<b>3,409,611</b>	<b>3,260,000</b>	<b>1,145,000</b>	<b>5,907,000</b>	<b>3,361,000</b>	<b>2,261,000</b>	<b>1,118,000</b>	<b>75,000</b>

**CAPITAL RESERVES**

**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - CAPITAL PROJECT FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
429-90-001 Transfer to Capital Improvement	-	5,690,000	5,690,000	9,165,000	-	-	-	-	
<b>TOTAL</b>	-	5,690,000	5,690,000	9,165,000	-	-	-	-	
<b>STEVENS CREEK CORRIDOR PARK</b>									
427-90-870 Stevens Creek Corridor Park-Phase 1	(2,000)	-	-	-	-	-	-	-	
427-90-881 Stevens Creek Corridor Park-Phase 2	124,241	-	-	-	-	-	-	-	
<b>TOTAL</b>	122,241	-	-	-	-	-	-	-	
<b>TOTAL ALL CAPITAL PROJECTS</b>	3,531,852	8,950,000	6,835,000	15,072,000	3,361,000	2,261,000	1,118,000	75,000	

**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - ENTERPRISE FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
<b>RESOURCE RECOVERY</b>									
520-81-801 Resource Recovery	2,548,461	2,707,226	2,358,541	3,197,464	3,197,464	3,197,464	3,197,464	3,197,464	
<b>TOTAL</b>	<b>2,548,461</b>	<b>2,707,226</b>	<b>2,358,541</b>	<b>3,197,464</b>	<b>3,197,464</b>	<b>3,197,464</b>	<b>3,197,464</b>	<b>3,197,464</b>	
<b>BLACKBERRY FARM GOLF COURSE</b>									
560-63-616 Golf Course	553,184	672,004	6,665,635	686,628	686,628	686,628	686,628	686,628	
560-90-885 CIP Golf Irrigation Upgrade	(6,000)	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>547,184</b>	<b>672,004</b>	<b>6,665,635</b>	<b>686,628</b>	<b>686,628</b>	<b>686,628</b>	<b>686,628</b>	<b>686,628</b>	
<b>SPORTS CENTER</b>									
570-63-621 Sports and Physical	1,983,716	2,353,022	2,353,022	2,329,238	2,329,238	2,329,238	2,329,238	2,329,238	
570-87-836 Maintenance	285,781	411,710	411,710	395,164	395,164	395,164	395,164	395,164	
570-99-032 Children's Play Area				470,000					
<b>TOTAL</b>	<b>2,269,497</b>	<b>2,764,732</b>	<b>2,764,732</b>	<b>3,194,402</b>	<b>2,724,402</b>	<b>2,724,402</b>	<b>2,724,402</b>	<b>2,724,402</b>	
<b>RECREATION PROGRAMS</b>									
580-62-613 Youth Teen Recreation	1,594,504	1,983,544	1,869,438	1,960,007	1,960,007	1,960,007	1,960,007	1,960,007	
580-63-620 Sports, Safety and Outdoor Recreation	1,026,532	1,249,565	1,278,718	1,274,036	1,274,036	1,274,036	1,274,036	1,274,036	
580-90-001 Transfer out to CIP	985,992	-	-	-	-	-	-	-	
580-90-879 Linda Vista Pond Renovation Study	(12,518)	-	-	-	-	-	-	-	
580-90-884 Fenced Dog Park	(429,351)	-	22,503	-	-	-	-	-	
580-90-896 Sports Center Sport Court	99,489	-	250,000	-	-	-	-	-	
580-90-907 Wilson Ball Safety Net Screen	11,505	-	65,000	-	-	-	-	-	
580-90-908 Wilson Bleacher Shade Canopy	31,196	-	190,000	-	-	-	-	-	
580-90-945 Wilson Building Landscape Improvments	21,097	140,000	65,000	-	-	-	-	-	
580-99-019 Blacksmith Forge Restoration	-	60,000	-	-	-	-	-	-	
<b>TOTAL</b>	<b>3,328,446</b>	<b>3,433,109</b>	<b>3,740,659</b>	<b>3,234,043</b>	<b>3,234,043</b>	<b>3,234,043</b>	<b>3,234,043</b>	<b>3,234,043</b>	
<b>TOTAL ALL ENTERPRISE FUNDS</b>	<b>8,693,589</b>	<b>9,577,071</b>	<b>15,529,567</b>	<b>10,312,537</b>	<b>9,842,537</b>	<b>9,842,537</b>	<b>9,842,537</b>	<b>9,842,537</b>	

**FISCAL YEAR 2016-17 FINAL BUDGET**  
**FIVE YEAR FORECAST - INTERNAL SERVICE FUND EXPENDITURES**

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>INFORMATION TECHNOLOGY</b>								
610-34-310 Information Technology	1,651,865	1,866,370	1,866,370	2,691,744	2,691,744	2,691,744	2,691,744	2,691,744
610-35-986 GIS	872	352,589	352,589	647,264	647,264	647,264	647,264	647,264
610-90-986 Non-Departmental - GIS	102,441	-	-	-	-	-	-	-
610-90-989 Network Upgrade	190,055	392,000	-	721,500	-	-	-	-
610-90-991 New Project Contingency	11,269	-	-	-	-	-	-	-
610-90-992 Video Division	101,596	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,058,098</b>	<b>2,610,959</b>	<b>2,218,959</b>	<b>4,060,508</b>	<b>3,339,008</b>	<b>3,339,008</b>	<b>3,339,008</b>	<b>3,339,008</b>
<b>CITY CHANNEL</b>								
615-31-305 Government Channel	833,059	1,220,119	1,220,119	1,479,086	1,479,086	1,479,086	1,479,086	1,479,086
615-32-308 City Web Site	224,267	295,092	295,092	369,323	369,323	369,323	369,323	369,323
<b>TOTAL</b>	<b>1,057,326</b>	<b>1,515,211</b>	<b>1,515,211</b>	<b>1,848,409</b>	<b>1,848,409</b>	<b>1,848,409</b>	<b>1,848,409</b>	<b>1,848,409</b>
<b>WORKERS' COMPENSATION</b>								
620-44-418 Workers Comp Insurance	345,128	719,365	719,365	500,732	500,732	500,732	500,732	500,732
<b>TOTAL</b>	<b>345,128</b>	<b>719,365</b>	<b>719,365</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>	<b>500,732</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT</b>								
630-85-849 Equipment Maintenance	919,606	1,184,175	1,184,175	1,395,195	1,395,195	1,395,195	1,395,195	1,395,195
630-90-985 Fixed Asset Acquisition	106,056	846,000	846,000	1,222,000	1,222,000	1,222,000	1,222,000	1,222,000
<b>TOTAL</b>	<b>1,025,662</b>	<b>2,030,175</b>	<b>2,030,175</b>	<b>2,617,195</b>	<b>2,617,195</b>	<b>2,617,195</b>	<b>2,617,195</b>	<b>2,617,195</b>
<b>COMPENSATED ABSENCE &amp; LONG-TERM DISABILITY</b>								
641-44-419 Long Term Disability	51,384	84,810	84,810	83,875	83,875	83,875	83,875	83,875
641-44-420 Compensated Absence	246,486	440,000	440,000	434,673	434,673	434,673	434,673	434,673
<b>TOTAL</b>	<b>297,870</b>	<b>524,810</b>	<b>524,810</b>	<b>518,548</b>	<b>518,548</b>	<b>518,548</b>	<b>518,548</b>	<b>518,548</b>
<b>RETIREE MEDICAL</b>								
642-44-414 Retiree Benefits	1,298,785	1,000,495	1,000,495	931,335	931,335	931,335	931,335	931,335
<b>TOTAL</b>	<b>1,298,785</b>	<b>1,000,495</b>	<b>1,000,495</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>	<b>931,335</b>

FISCAL YEAR 2016-17 FINAL BUDGET  
 FIVE YEAR FORECAST - INTERNAL SERVICE FUND EXPENDITURES

PROGRAM	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
TOTAL ALL INTERNAL SERVICE	6,082,868	8,401,015	8,009,015	10,476,727	9,755,227	9,755,227	9,755,227	9,755,227



**FISCAL YEAR 2016-17 FINAL BUDGET  
FIVE YEAR FORECAST - SPECIAL FUNDS FUND BALANCE**

Classification	2014-15	2015-16	FY 2015-16	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b><u>SPECIAL REVENUE</u></b>								
Beginning Fund Balance	15,782,669	2,233,308	2,233,308	2,233,308	35,875,038	39,583,284	43,291,530	46,999,776
Assigned	6,711,969	2,233,308	2,233,308	35,875,038	39,583,284	43,291,530	46,999,776	50,708,022
Unassigned	-	-	-	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<b>6,711,969</b>	<b>2,233,308</b>	<b>2,233,308</b>	<b>35,875,038</b>	<b>39,583,284</b>	<b>43,291,530</b>	<b>46,999,776</b>	<b>50,708,022</b>
<b><u>DEBT SERVICE</u></b>								
Beginning Fund Balance	1,674,624	1,681,000	1,681,000	1,558,162	1,554,963	1,554,963	1,554,964	1,554,964
Assigned	1,681,000	1,588,162	1,558,162	1,554,963	1,554,963	1,554,964	1,554,964	1,551,265
Unassigned	-	-	-	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<b>1,681,000</b>	<b>1,588,162</b>	<b>1,558,162</b>	<b>1,554,963</b>	<b>1,554,963</b>	<b>1,554,964</b>	<b>1,554,964</b>	<b>1,551,265</b>
<b><u>CAPITAL PROJECT</u></b>								
Beginning Fund Balance	3,646,072	1,866,000	1,866,000	3,477,500	(5,687,500)	(9,048,500)	(11,309,500)	(12,427,500)
Assigned	5,299,905	3,477,500	3,477,500	(5,687,500)	(9,048,500)	(11,309,500)	(12,427,500)	(12,502,500)
Unassigned	-	-	-	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<b>5,299,905</b>	<b>3,477,500</b>	<b>3,477,500</b>	<b>(5,687,500)</b>	<b>(9,048,500)</b>	<b>(11,309,500)</b>	<b>(12,427,500)</b>	<b>(12,502,500)</b>
<b><u>ENTERPRISE</u></b>								
Beginning Fund Balance	10,057,000	8,540,000	8,540,000	7,646,279	6,145,533	3,981,625	1,817,717	(346,191)
Assigned	10,802,474	7,646,279	7,646,279	6,145,533	3,981,625	1,817,717	(346,191)	(2,510,099)
Unassigned	-	-	-	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<b>10,802,474</b>	<b>7,646,279</b>	<b>7,646,279</b>	<b>6,145,533</b>	<b>3,981,625</b>	<b>1,817,717</b>	<b>(346,191)</b>	<b>(2,510,099)</b>
<b><u>INTERNAL SERVICE</u></b>								
Beginning Fund Balance	5,441,000	5,084,000	5,084,000	4,598,692	2,890,376	425,296	(2,039,784)	(4,504,864)
Assigned	4,988,272	4,598,692	4,598,692	2,890,376	425,296	(2,039,784)	(4,504,864)	(6,969,944)
Unassigned	-	-	-	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<b>4,988,272</b>	<b>4,598,692</b>	<b>4,598,692</b>	<b>2,890,376</b>	<b>425,296</b>	<b>(2,039,784)</b>	<b>(4,504,864)</b>	<b>(6,969,944)</b>



# Council and Commissions

City Council

Technology, Information &

Communications

Library

Public Safety

Bicycle & Pedestrian

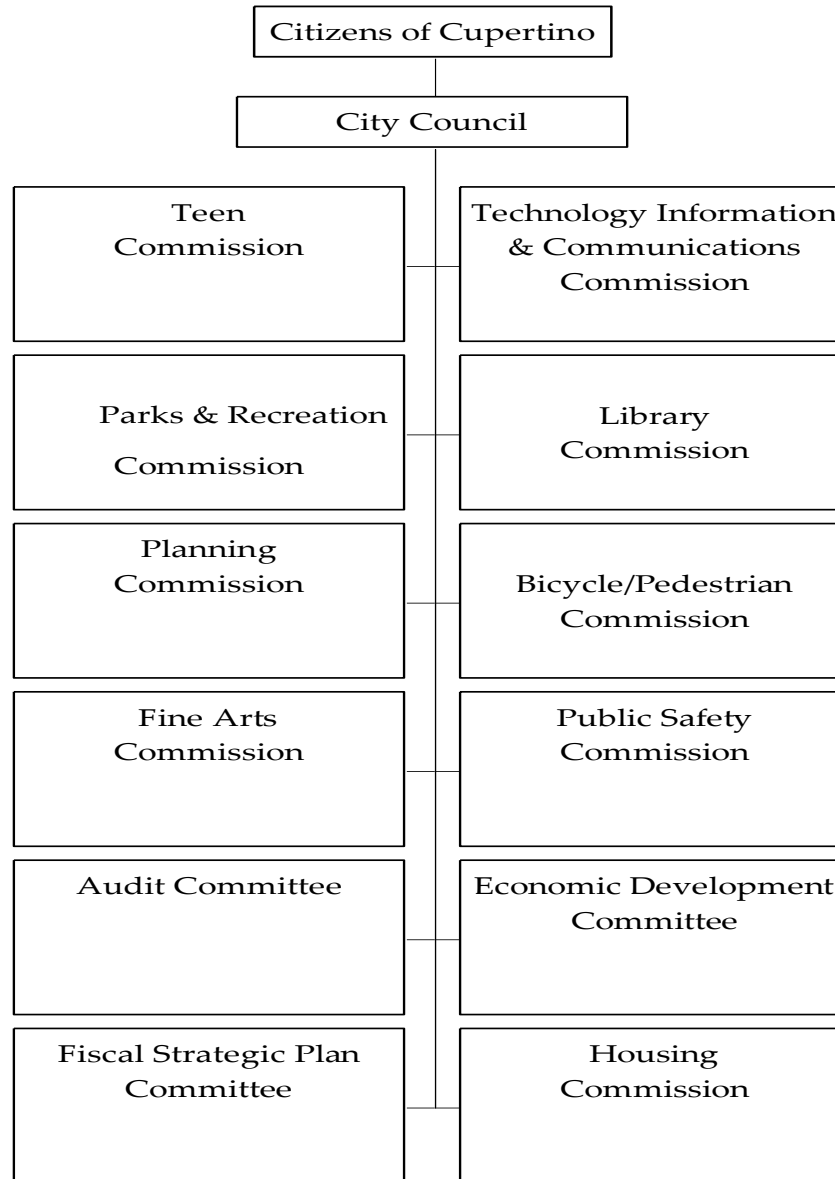
Parks & Recreation

Teen

Planning

Housing

Sustainability





# City Council and Commissions

		Final Adopted 2016-17
<b>Page</b>	<b>CITY COUNCIL</b>	<b>\$ 845,912</b>
	GI Org	
138	100-10-100 City Council	779,318
142	100-10-101 Communtiy Funding	41,153
145	100-10-110 Sister Cites	25,441
<b>COMMISSIONS</b>		<b>\$ 434,496</b>
	GI Org	
148	100-11-131 Technology, Information & Community Commission	31,493
151	100-11-140 Library	19,758
142	100-11-142 Fine Arts	48,261
159	100-11-150 Public Safety	17,166
162	100-11-155 Bicycle and Pedestrian	5,943
165	100-11-160 Parks and Recreation	60,972
169	100-11-165 Teen	62,842
172	100-11-170 Planning	132,762
176	100-11-175 Housing	38,633
180	100-11-180 Sustainability	16,666
<b>TOTAL CITY COUNCIL AND COMMISSIONS</b>		<b>\$ 1,280,408</b>

# Division Summary

## City Council and Commissions - Summary

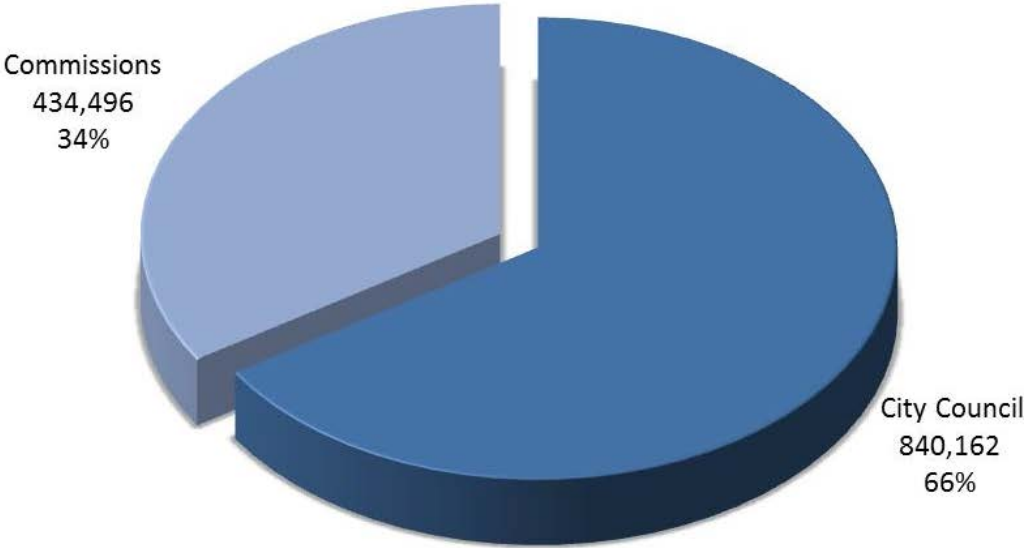
Category	2013-2014	2014-2015	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	112,892	31,436	779,523
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 112,892</b>	<b>\$ 31,436</b>	<b>\$ 779,523</b>
<u>Expenditures</u>				
Employee Compensation	206,406	201,434	214,146	226,934
Employee Benefits	112,172	127,323	137,534	143,813
Materials	97,828	128,605	123,499	125,956
Contract Services	76,982	64,025	114,738	78,312
Cost Allocation	212,702	161,208	161,199	683,989
Appropriations for Contingency	-	-	19,453	15,567
Capital Outlay	-	-	-	-
Special Projects	-	-	108	87
<b>TOTAL EXPENDITURES</b>	<b>\$ 706,089</b>	<b>\$ 682,595</b>	<b>\$ 770,677</b>	<b>\$ 1,274,658</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 516,768</b>	<b>\$ 569,703</b>	<b>\$ 654,618</b>	<b>\$ 495,135</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,274,658 for the programs that are a part of the City Council and Commissions Department. Overall the budget has increased by \$503,981. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY 2015-16, offset by decreases in contract services.

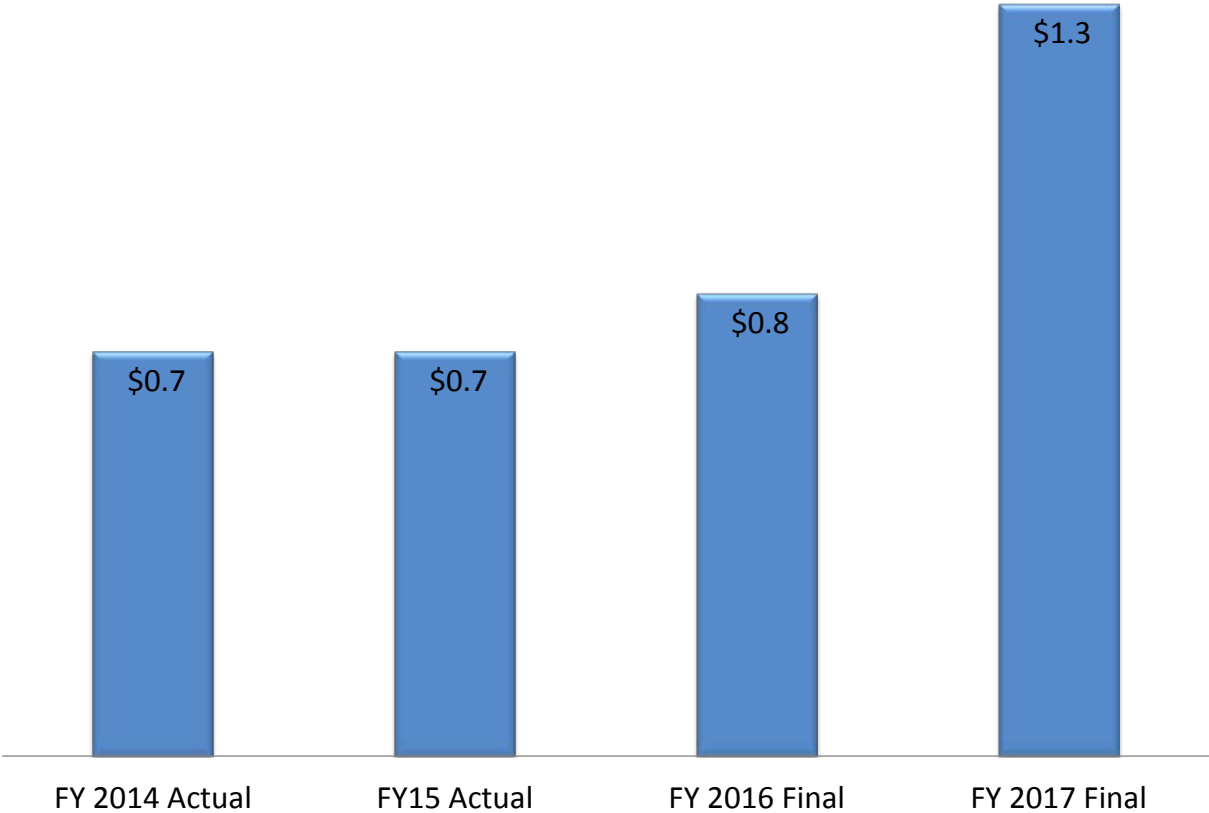
This budget is funded from \$779,523 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$495,135 contribution from the General Fund.

# Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions



**City of Cupertino**  
**Fiscal Year 2016-2017**



**CUPERTINO**

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**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS**

**Barry Chang, Mayor**

**Savita Vaidhyanathan, Vice Mayor**

**Darcy Paul, Council Member**

**Rod Sinks, Council Member**

**Gilbert Wong, Council Member**

**BUDGET AT A GLANCE**

Total Revenue	\$ 779,523
Total Expenditures	1,274,658
Fund Balance	-
<hr/>	
General Fund Costs	\$ 495,135
Total Staffing	1.60
% Funded by General Fund	38.8%

Budgets within City Council and Commissions include:

- City Council
- Community Funding
- Sister Cities
- Technology, Information and Community Commission
- Library Commission
- Fine Arts Commission
- Public Safety Commission
- Bicycle and Pedestrian Commission
- Recreation and Community Services Commission
- Teen Commission
- Planning Commission
- Housing Commission
- Sustainability Commission

**City of Cupertino**  
**Fiscal Year 2016-2017**



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-**  
**CITY COUNCIL**  
 Budget Unit 100-10-100  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 779,523
Total Expenditures	779,318
Fund Balance	-
General Fund Costs	\$ (205)
Total Staffing	0.45
% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

The Mayor and Council members, acting as the elected representatives of the residents of Cupertino, establish public policies to meet community needs and assure orderly development of the City.

**SERVICE OBJECTIVES**

- The City Council objectives are carried out by city staff under the sole direction of the City Manager.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$779,318 for the City Council Budget. This represents an increase of \$360,219 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY 2015-16.

This budget is funded from \$779,523 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and is projected to return \$205 to the General Fund as a result of CAP true-up costs.

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



**City Council and Commissions - City Council**

Category	2013-2014	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	112,892	31,436	779,523
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 112,892</b>	<b>\$ 31,436</b>	<b>\$ 779,523</b>
<u>Expenditures</u>				
Employee Compensation	86,529	83,544	82,629	75,909
Employee Benefits	70,031	82,732	82,776	82,063
Materials	80,133	101,455	90,268	91,000
Contract Services	24,220	473	387	387
Cost Allocation	204,999	151,740	151,738	520,918
Appropriations for Contingency	-	-	11,301	9,041
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 465,912</b>	<b>\$ 419,943</b>	<b>\$ 419,099</b>	<b>\$ 779,318</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 276,592</b>	<b>\$ 307,051</b>	<b>\$ 378,691</b>	<b>\$ (205)</b>

**STAFFING**

Total current authorized positions – .3

There are no changes in staffing levels.

Total authorized positions – .3

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>100 City Council</b>				
<b>05 - Employee compensation</b>				
500.501 - Salaries Full Time	35,473	35,045	35,540	27,101
500.502 - Salaries Part Time	47,843	45,275	43,814	46,000
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	514	433	0	0
500.507 - Taxable Life Premium		0	575	108
500.509 - Internet Allowance	2,700	2,790	2,700	2,700
500.510 - Employee Agency Serv				0
<b>05 - Employee compensation Total</b>	<b>86,529</b>	<b>83,544</b>	<b>82,629</b>	<b>75,909</b>
<b>10 - Employee benefits</b>				
501.500 - Retirement System	20,437	19,686	20,640	18,285
501.502 - Pers 1959 Surv Empr	279	164	93	0
501.505 - Health Insurance	36,309	47,192	46,440	45,488
501.506 - Dental Insurance	5,162	5,166	1,281	4,893
501.507 - Medicare	1,280	1,226	1,196	1,059
501.508 - Life Insurance	532	540	527	208
501.509 - Long Term Disability	213	240	230	191
501.510 - Workers Compensation	325	324	610	610
501.511 - Vision Insurance	985	986	1,196	950
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	4,509	7,207	10,563	10,379
<b>10 - Employee benefits Total</b>	<b>70,031</b>	<b>82,732</b>	<b>82,776</b>	<b>82,063</b>
<b>15 - Materials</b>				
600.601 - General Office Supplies	2,087	1,762	5,000	5,000
600.602 - Printing and Duplication		1,518	500	1,000
600.606 - Software		10	0	0
600.608 - Small Tools and Equipment	0	1,147	3,000	4,400
600.613 - General Supplies	46,685	40,124	50,000	50,000
600.618 - Utilities and Phone	0	0	1,600	0
600.624 - Councilmember R Sinks	1,120	8,964	0	0
600.625 - Councilmember Darcy Paul	0	1,670	0	0
600.626 - Councilmember Mahoney	537	173	0	0
600.627 - Councilmember G. Wong	8,484	14,374	0	0
600.628 - Councilmember Savita Vaihysnatha	0	1,902	0	0
600.629 - Conference and Meeting	10,414	11,901	15,000	15,000
600.630 - Councilmember B. Chang	541	1,618	0	0
600.631 - Councilmember Santoro	75	0	0	0
600.632 - Mileage Reimbursement		47	0	0
600.635 - Special Departmental Exp	3,650	8,044	3,000	3,000
600.637 - Mayor's Fund	4,826	6,954	12,168	10,000
600.642 - Telephone and Data Services	1,714	1,247	0	2,600
<b>15 - Materials Total</b>	<b>80,133</b>	<b>101,455</b>	<b>90,268</b>	<b>91,000</b>
<b>20 - Contract services</b>				
700.702 - General Service Agreement	23,833	0	0	0
700.703 - Maintenance of Equipment	387	473	387	387
<b>20 - Contract services Total</b>	<b>24,220</b>	<b>473</b>	<b>387</b>	<b>387</b>
<b>25 - Cost allocation</b>				
800.802 - IT Reimbursement	3,187	4,560	4,559	6,309
800.803 - City Channel Reimb	201,223	146,484	146,485	0

800.804 - Web Site Reimbursement	589	696	694	0
800.823 - Strategic Support CAP				514,609
25 - Cost allocation Total	204,999	151,740	151,738	520,918
35 - Contingencies				
719.705 - Contingencies	0	0	11,301	9,041
35 - Contingencies Total	0	0	11,301	9,041
<b>100 City Council Total</b>	<b>465,912</b>	<b>419,943</b>	<b>419,099</b>	<b>779,318</b>



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
COMMUNITY FUNDING**  
Budget Unit 100-10-101  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		41,153
Fund Balance		-
<hr/>		
	General Fund Costs \$	41,153
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

This budget provides funding for various community activities and community-based organizations throughout the fiscal year.

**SERVICE OBJECTIVES**

- Provide funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public.
- Grant funding requests in a fair and equitable manner.
- Grant funding requests per the Community Funding Policy adopted by City Council on April 2, 2013.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$41,153 for the Community Funding Budget. This represents a decrease of \$28,847 from the FY 2015-16 Final Adopted Budget. The decrease is attributed to a decreased funding request of \$40,000 from KMVT offset by an increase in funding request from the Cupertino Historical Society and Deer Hollow Farm of \$5,000 each in addition to a new \$750 request from the Iranian Federated Women’s Club. This budget is funded from a \$41,153 contribution from the General Fund.

The following table shows the requests for the prior two fiscal years and the current funding requests that have been received:

Non-Profit Organization	Actual Funding
FY14-15	
Deer Hollow	10,000
Historical Society	10,000
Euphrat Museum	10,000
TOTAL FY 14-15	<b>30,000</b>
FY15-16	
Deer Hollow	10,000
Historical Society	10,000
Euphrat Museum	10,000
KMVT	40,000
TOTAL FY 15-16	<b>\$70,000</b>
FY16-17	
Deer Hollow	15,000
Historical Society	15,000
Euphrat Museum	10,000
Iranian Federated Women's Club	750
TOTAL FY 16-17	<b>\$40,750</b>

In addition to the Community Funding requests shown in the table above, the City provides additional funding for community festivals through in kind contributions of staff time and use of City facilities. The City also provides \$40,000 through the Human Services grant funding from its General Fund for non-profit agencies providing services to low and very-low income Cupertino residents.

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

**City Council and Commissions - Community Funding**

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	30,000	30,000	70,000	40,750
Cost Allocation	-	-	-	403
Appropriations for Contingency	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 70,000</b>	<b>\$ 41,153</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 41,153</b>

**STAFFING**

There is no staffing associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
101 Community Funding				
20 - Contract services				
700.702 - General Service Agreement	30,000	30,000	70,000	40,750
20 - Contract services Total	30,000	30,000	70,000	40,750
25 - Cost allocation				
800.805 - CC CAP Allocation				278
800.806 - CM CAP Allocation				83
800.814 - Finance CAP Allocation				42
25 - Cost allocation Total				403
<b>101 Community Funding Total</b>	<b>30,000</b>	<b>30,000</b>	<b>70,000</b>	<b>41,153</b>



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 SISTER CITIES**

Budget Unit 100-10-110  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	25,441
Fund Balance	-
<hr/>	
General Fund Costs	\$ 25,441
Total Staffing	0.05
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Cupertino has four active sister cities registered with Sister Cities International; Toyokawa, Japan; Hsinchu, Taiwan; Cupertino, Italy; and Bhubaneswar, India.

**SERVICE OBJECTIVES**

- To further international communication and understanding through the Sister City Program
- To foster educational, technical, economic and cultural exchanges
- To encourage student exchange programs to promote communication and understanding among people of different cultures

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$25,441 for the Sister Cities program. This represents an increase of \$759 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY 2015-16.

This budget is funded from a \$25,441 contribution from the General Fund.

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

City Council and Commissions - Sister Cities

Category	2014-2015	2014-2015	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	3,453	1,912	4,578	3,397
Employee Benefits	1,312	613	2,004	1,602
Materials	6,465	443	3,100	3,100
Contract Services	9,320	9,320	15,000	15,000
Cost Allocation	-	-	-	2,342
Appropriations for Contingency	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,550</b>	<b>\$ 12,288</b>	<b>\$ 24,682</b>	<b>\$ 25,441</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 20,550</b>	<b>\$ 12,288</b>	<b>\$ 19,500</b>	<b>\$ 25,441</b>

**STAFFING**

Total current authorized positions – .05

There are no changes to the current level of staffing.

Total authorized positions – .05



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>110 Sister Cities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	3,453	1,773	4,564	3,383
500.502 - Salaries Part Time		139	-	0
500.507 - Taxable Life Premium		-	14	14
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	3,453	1,912	4,578	3,397
10 - Employee benefits				
501.500 - Retirement System	899	470	1,295	923
501.502 - Pers 1959 Surv Empr	2	-	-	0
501.505 - Health Insurance	276	18	421	421
501.506 - Dental Insurance	42	25	48	48
501.507 - Medicare	50	29	66	49
501.508 - Life Insurance	26	15	35	28
501.509 - Long Term Disability		-	32	24
501.510 - Workers Compensation		-	-	0
501.511 - Vision Insurance	8	5	9	9
501.513 - Rec Bucks		-	-	0
501.516 - HRA City Contribution	8	51	98	100
10 - Employee benefits Total	1,312	613	2,004	1,602
15 - Materials				
600.601 - General Office Supplies	707	-	-	0
600.613 - General Supplies	1,360	-	3,100	3,100
600.632 - Mileage Reimbursement			0.00	0
600.635 - Special Departmental Exp	2,252	443	-	0
600.637 - Mayor's Fund	2,147	-	-	0
15 - Materials Total	6,465	443	3,100	3,100
20 - Contract services				
700.702 - General Service Agreement	9,320	9,320	15,000	15,000
20 - Contract services Total	9,320	9,320	15,000	15,000
25 - Cost allocation				
800.802 - IT Reimbursement				701
800.805 - CC CAP Allocation				98
800.806 - CM CAP Allocation				29
800.814 - Finance CAP Allocation				849
800.817 - Community Hall/Quinlan CAP				393
800.820 - Grounds Maintenance CAP				15
800.821 - Building Maintenance CAP				257
25 - Cost allocation Total				2,342
<b>110 Sister Cities Total</b>	<b>20,550</b>	<b>12,288</b>	<b>24,682</b>	<b>25,441</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 TECHNOLOGY, INFORMATION &  
 COMMUNICATIONS COMMISSION**

Budget Unit 100-11-131

General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		31,493
Fund Balance		-
<hr/>		
	General Fund Costs \$	31,493
Total Staffing		0.10
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Technology, Information & Communications Commission (TICC) advises the City Council and informs the community about issues relating to the rapidly changing fields of communication and technology. Commissioners also serve as a resource for the Planning Commission in offering technical guidance for antenna sightings. The Information Technology Manager serves as staff liaison.

The commission also supports public and educational access to cable services.

**SERVICE OBJECTIVES**

- Continue to work with appropriate companies in bringing advanced services to interested residents.
- Monitor AT&T and Comcast services and revenue.
- Negotiate and manage public access provider KMVT to insure maximum programming value for Cupertino residents.
- Work with Community Development and Public Works regarding antenna placement and negotiate agreements for communication services that serve Cupertino.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$31,493 for the Technology, Information and Communications Commission. This represents an increase of \$7,616 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

This budget is funded from a \$31,493 contribution from the General Fund.

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

**City Council and Commissions - Technology, Information & Community Commission**

<b>Category</b>	<b>2014-2015 Actual</b>	<b>2014-15 Actual</b>	<b>2015-2016 Final Adopted Budget</b>	<b>2016-17 Final Adopted Budget</b>
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	14,145	14,376	14,194	14,031
Employee Benefits	5,129	5,358	5,663	5,458
Materials	362	-	450	450
Contract Services	-	-	-	-
Cost Allocation	755	1,056	1,051	9,538
Appropriations for Contingency	-	-	2,519	2,016
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,390</b>	<b>\$ 20,790</b>	<b>\$ 23,877</b>	<b>\$ 31,493</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 20,390</b>	<b>\$ 20,790</b>	<b>\$ 21,201</b>	<b>\$ 31,493</b>

**STAFFING**

Total current authorized positions – .10

There are no changes to the current level of staffing.

Total authorized positions – .10

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>131 Telecommunication Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	14,145	14,307	14,170	14,007
500.506 - Car Allowance		69	0	0
500.507 - Taxable Life Premium		0	24	24
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	14,145	14,376	14,194	14,031
10 - Employee benefits				
501.500 - Retirement System	3,577	3,737	4,024	3,819
501.502 - Pers 1959 Surv Empr	5	2	2	0
501.505 - Health Insurance	942	898	842	842
501.506 - Dental Insurance	92	95	96	96
501.507 - Medicare	205	217	203	202
501.508 - Life Insurance	70	74	70	69
501.509 - Long Term Disability	57	58	94	94
501.510 - Workers Compensation	65	60	118	118
501.511 - Vision Insurance	18	18	18	18
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	98	200	196	200
10 - Employee benefits Total	5,129	5,358	5,663	5,458
15 - Materials				
600.601 - General Office Supplies	362	0	450	450
600.613 - General Supplies	0	0	0	0
600.621 - Calrecylce City Payment Prgm Adm	0	0	0	0
600.629 - Conference and Meeting	0	0	0	0
15 - Materials Total	362	0	450	450
20 - Contract services				
700.702 - General Service Agreement	0	0	0	0
20 - Contract services Total	0	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	637	912	912	1,402
800.804 - Web Site Reimbursement	118	144	139	0
800.805 - CC CAP Allocation				358
800.806 - CM CAP Allocation				94
800.814 - Finance CAP Alloc				4,905
800.815 - Human resources CAP Alloc				728
800.817 - Community Hall/Quinlan CAP				1,214
800.820 - Grounds Maintenance CAP				68
800.821 - Building Maintenance CAP				769
25 - Cost allocation Total	755	1,056	1,051	9,538
35 - Contingencies				
719.705 - Contingencies	0	0	2,519	2,016
35 - Contingencies Total	0	0	2,519	2,016
<b>131 Telecommunication Commission Total</b>	<b>20,390</b>	<b>20,790</b>	<b>23,877</b>	<b>31,493</b>



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 LIBRARY COMMISSION**

Budget Unit 100-11-140

General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		19,758
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 19,758
Total Staffing		0.05
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Library Commission is a five member commission appointed by the City Council to review and make recommendations related to the operations and services of the Cupertino Library. The Cupertino Library is operated by Santa Clara County Library Services. The building is provided by the City of Cupertino for which the County pays a rental fee.

County Library management serves as Commission staff and Recreation and Community Services personnel serves as City liaison.

**SERVICE OBJECTIVES**

- Monitor the various service activities of the library and make recommendations for improvements to appropriate bodies.
- Support library advocacy groups, including Friends of the Cupertino Library and Cupertino Library Foundation.
- Advocate library funding and service levels at the city, county, and state levels.
- Represent the Cupertino library in the local community.
- Participate in state and local library workshops and conferences.
- Participate in the long range planning of quality library services for the City.
- Develop potential resources to expand volunteer efforts in the library.
- Investigate ways to expand access to non-traditional media.
- Continue library advocacy in Cupertino activities and with other organizations.
- Initiate and coordinate the Cupertino Poet Laureate program.
- Continue emphasis on integrating additional technology into library services.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$19,758 for the Library Commission. This represents an increase of \$9,092 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY 2015-16.

This budget is funded from \$19,758 contribution from the General Fund.

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

### City Council and Commissions - Library Commission

Category	2014-2015 Actual	2014-15 Actual	2015-2016 Final Adopted Budget	2016-17 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	4,733	5,018	4,971	4,919
Employee Benefits	1,922	1,970	2,200	2,129
Materials	148	176	700	700
Contract Services	1,134	1,514	2,000	2,000
Cost Allocation	378	528	525	9,794
Appropriations for Contingency	-	-	270	216
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,316</b>	<b>\$ 9,206</b>	<b>\$ 10,666</b>	<b>\$ 19,758</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 8,316</b>	<b>\$ 9,206</b>	<b>\$ 10,422</b>	<b>\$ 19,758</b>

## STAFFING

Total current authorized positions – .05

There are no changes to staffing

Total authorized positions – .05

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>140 Library Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	4,733	5,004	4,943	4,886
500.505 - Overtime		14	0	0
500.507 - Taxable Life Premium		0	28	33
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	4,733	5,018	4,971	4,919
10 - Employee benefits				
501.500 - Retirement System	1,246	1,279	1,404	1,332
501.502 - Pers 1959 Surv Empr	3	1	1	0
501.505 - Health Insurance	451	400	421	421
501.506 - Dental Insurance	47	48	48	9
501.507 - Medicare	69	76	71	71
501.508 - Life Insurance	36	38	35	35
501.509 - Long Term Disability	27	30	34	34
501.510 - Workers Compensation	33	36	79	79
501.511 - Vision Insurance	9	9	9	48
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	1	53	98	100
10 - Employee benefits Total	1,922	1,970	2,200	2,129
15 - Materials				
600.601 - General Office Supplies	33	14	200	200
600.613 - General Supplies	115	162	300	300
600.629 - Conference and Meeting	0	0	200	200
15 - Materials Total	148	176	700	700
20 - Contract services				
700.702 - General Service Agreement	1,134	1,514	2,000	2,000
20 - Contract services Total	1,134	1,514	2,000	2,000
25 - Cost allocation				
800.802 - IT Reimbursement	319	456	456	0
800.804 - Web Site Reimbursement	59	72	69	0
800.805 - CC CAP Allocation				174
800.806 - CM CAP Allocation				45
800.814 - Finance CAP Alloc				5,009
800.815 - Human resources CAP Alloc				364
800.817 - Community Hall/Quinlan CAP				2,458

800.820 - Grounds Maintenance CAP				107
800.821 - Building Maintenance CAP				1,637
25 - Cost allocation Total	378	528	525	9,794
35 - Contingencies				
719.705 - Contingencies	0	0	270	216
35 - Contingencies Total	0	0	270	216
<b>140 Library Commission Total</b>	<b>8,316</b>	<b>9,206</b>	<b>10,666</b>	<b>19,758</b>





**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 FINE ARTS**

Budget Unit 100-11-142

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		48,261
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 48,261
Total Staffing		0.15
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Fine Arts Commission is charged with advancing the arts in the City through a number of activities and programs. These include overseeing the “Quarter Percent for Art” requirement for developments over 50,000 square feet; promoting art in public places; making recommendations to City Council regarding arts opportunities; awarding grants to individuals and organizations; and selecting the “Distinguished Artist of the Year” and the “Emerging Artist of the Year.”

In prior years, grants had been awarded to a diverse group of individuals and organizations, including the Cherry Blossom Festival, the Euphrat Museum of Art and its Arts in Schools program, and local performing arts groups, sculptors, and artists. Budget constraints resulted in the elimination of fine arts grants for several years, although a small portion of the grant money has been reinstated and annual awards have been made to the Distinguished Artist of the Year and the Emerging Artist of the Year, and to help defray the expenses of a professional art judge for the Fine Arts League’s annual exhibition and auction at the Fall Festival.

**SERVICE OBJECTIVES**

- Foster, encourage and assist the realization, preservation, advancement and development of fine arts for the benefit of the citizens of Cupertino.
- Act as a catalyst for the promotion of fine arts activities and provide liaison and coordination between fine arts activities, groups and facilities.
- Enhance the interaction between arts and business; review and approve public art projects required for developments over 50,000 square feet.
- Screen and/or review fine arts activities wishing to obtain city funds or utilize public facilities.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$48,261 for the Final Arts Commission Budget. This represents an increase of \$20,725 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

This budget is funded from a \$48,261 contribution from the General Fund.

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

### City Council and Commissions - Fine Arts Commission

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	3,180	12,099	15,252	15,120
Employee Benefits	1,272	4,842	6,583	6,191
Materials	1,611	2,420	3,450	4,550
Contract Services	270	187	300	450
Cost Allocation	755	1,572	1,576	21,650
Appropriations for Contingency	-	-	375	300
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,088</b>	<b>\$ 21,120</b>	<b>\$ 27,536</b>	<b>\$ 48,261</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 7,088</b>	<b>\$ 21,120</b>	<b>\$ 26,851</b>	<b>\$ 48,261</b>

## STAFFING

Total current authorized positions – .15

There are no changes to staffing

Total authorized positions – .15

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>142 Fine Arts Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	3,180	11,864	15,210	14,823
500.502 - Salaries Part Time	0	0	0	0
500.503 - Excess Med Pay		4	0	0
500.505 - Overtime		231	0	0
500.506 - Car Allowance				240
500.507 - Taxable Life Premium		0	42	57
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	3,180	12,099	15,252	15,120
10 - Employee benefits				
501.500 - Retirement System	834	3,146	4,319	3,848
501.502 - Pers 1959 Surv Empr	1	2	0	0
501.505 - Health Insurance	237	958	1,264	1,342
501.506 - Dental Insurance	27	115	143	144
501.507 - Medicare	60	194	218	213
501.508 - Life Insurance	21	82	97	97
501.509 - Long Term Disability	22	67	104	102
501.510 - Workers Compensation	65	60	118	118
501.511 - Vision Insurance	5	22	27	27
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution		195	293	300
10 - Employee benefits Total	1,272	4,842	6,583	6,191
15 - Materials				
600.601 - General Office Supplies	61	179	500	1,300
600.602 - Printing and Duplication		340	1,000	1,000
600.605 - Meeting Expenses		334	400	400
600.613 - General Supplies	50	50	50	50
600.623 - Grant Expenditures	1,500	1,517	1,500	1,800
600.629 - Conference and Meeting	0	0	0	0
15 - Materials Total	1,611	2,420	3,450	4,550
20 - Contract services				
700.702 - General Service Agreement	270	187	300	450
20 - Contract services Total	270	187	300	450
25 - Cost allocation				

800.802 - IT Reimbursement	637	1,368	1,368	3,505
800.804 - Web Site Reimbursement	118	204	208	0
800.805 - CC CAP Allocation				504
800.806 - CM CAP Allocation				131
800.814 - Finance CAP Alloc				5,394
800.815 - Human resources CAP Alloc				1,091
800.817 - Community Hall/Quinlan CAP				6,346
800.820 - Grounds Maintenance CAP				292
800.821 - Building Maintenance CAP				4,387
25 - Cost allocation Total	755	1,572	1,576	21,650
35 - Contingencies				
719.705 - Contingencies	0	0	375	300
35 - Contingencies Total	0	0	375	300
<b>142 Fine Arts Commission Total</b>	<b>7,088</b>	<b>21,120</b>	<b>27,536</b>	<b>48,261</b>



**CUPERTINO**

**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 PUBLIC SAFETY**

Budget Unit 100-11-150

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		17,166
Fund Balance		-
	General Fund Costs	\$ 17,166
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Public Safety Commission (PSC), a five member board appointed by the City Council, assists the Council by reviewing and recommending public safety services associated with police, fire, emergency planning, and traffic. The Sheriff’s West Valley Patrol Division Commander, who is the City’s Chief of Police, serves as staff liaison.

**SERVICE OBJECTIVES**

- Review safety issues and concerns and make recommendations to the City Council.
- Promote public education programs concerning safety issues.
- Provide assistance in implementing public safety programs approved by the City Council.
- Work with various city departments to resolve issues and concerns related to public safety.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$17,166 for the Public Safety Commission Budget. This represents an increase of \$4,736 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

This budget is funded from a \$17,166 contribution from the General Fund.

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

City Council and Commissions - Public Safety Commission

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	274	3,241	300	300
Contract Services	6,390	11,680	11,000	11,000
Cost Allocation	-	-	-	4,962
Appropriations for Contingency	-	-	1,130	904
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,664</b>	<b>\$ 14,921</b>	<b>\$ 12,430</b>	<b>\$ 17,166</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 6,664</b>	<b>\$ 14,921</b>	<b>\$ 13,310</b>	<b>\$ 17,166</b>

**STAFFING**

There is no staffing associated with the budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
150 Public Safety Commission				
10 - Employee benefits Total		-	-	0
15 - Materials				
600.601 - General Office Supplies	274	-	300	300
600.623 - Grant Expenditures		3,241	-	0
600.636 - WV Mayors CM Meeting	-	-	-	0
<b>15 - Materials Total</b>	<b>274</b>	<b>3,241</b>	<b>300</b>	<b>300</b>

20 - Contract services				
700.702 - General Service Agreement	6,390	11,680	11,000	11,000
20 - Contract services Total	6,390	11,680	11,000	11,000
25 - Cost allocation				
800.805 - CC CAP Allocation				49
800.806 - CM CAP Allocation				15
800.814 - Finance CAP Allocation				488
800.817 - Community Hall/Quinlan CAP				2,865
800.820 - Grounds Maintenance CAP				85
800.821 - Building Maintenance CAP				1,460
25 - Cost allocation Total				4,962
35 - Contingencies				
719.705 - Contingencies	-	-	1,130	904
35 - Contingencies Total	-	-	1,130	904
150 Public Safety Commission Total	6,664	14,921	12,430	17,166



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 BICYCLE AND PEDESTRIAN**  
 Budget Unit 100-11-155  
 General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		5,943
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 5,943
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Bicycle and Pedestrian Commission (BPC) is a five-member board appointed by the City Council, which assists the Council by reviewing, monitoring, and making recommendations on City transportation matters pertaining to bicycle and pedestrian traffic, parking, education, and recreation within Cupertino. The City’s Senior Civil Engineer serves as staff liaison.

**SERVICE OBJECTIVES**

- Review and make recommendations on City transportation infrastructure, development standards, public and private development projects, and citizen outreach and education efforts as they affect bicycle and pedestrian traffic in the City of Cupertino.
- Promote safe, efficient, and enjoyable travel for bicycle and pedestrian traffic within Cupertino.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$5,943 for the Bicycle and Pedestrian Commission Program. This represents an increase of \$1,543 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

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



**City Council and Commissions - Bicycle and Pedestrian Commission**

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	3,405	4,000	4,000
Cost Allocation	-	-	-	1,623
Appropriations for Contingency	-	-	400	320
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 3,405</b>	<b>\$ 4,400</b>	<b>\$ 5,943</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 3,405</b>	<b>\$ -</b>	<b>\$ 5,943</b>

**STAFFING**

There is no full time staffing associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
155 Bike/Ped Safety Commission				
20 - Contract services				
700.702 - General Service Agreement		3,405	4,000	4,000
20 - Contract services Total		3,405	4,000	4,000
25 - Cost allocation				
800.805 - CC CAP Allocation				17
800.806 - CM CAP Allocation				5
800.814 - Finance CAP Allocation				42

800.817 - Community Hall/Quinlan CAP				1,013
800.820 - Grounds Maintenance CAP				30
800.821 - Building Maintenance CAP				516
25 - Cost allocation Total				1,623
35 - Contingencies				
719.705 - Contingencies	-	-	400	320
35 - Contingencies Total	-	-	400	320
<b>155 Bike/Ped Safety Commission Total</b>	-	<b>3,405</b>	<b>4,400</b>	<b>5,943</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
PARKS AND RECREATION**

Budget Unit 100-11-160

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		60,972
<b>Fund Balance</b>		<b>-</b>
	General Fund Costs \$	60,972
Total Staffing		0.10
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Parks and Recreation Commission is a five-member citizen’s commission appointed by the City Council to make recommendations pertaining to parks, recreation and community services. The Director of Recreation and Community Services serves as staff liaison.

**SERVICE OBJECTIVES**

- Engage the public in dialog regarding the design of new programs and facilities. Make recommendations regarding these projects to the City Council.
- Work with staff and the public to draft and/or revise policies for use of Recreation and Community Services facilities.
- Consider public input regarding the operation of Recreation and Community Services facilities and make recommendations for their improvement.
- Participate on a number of special committees dealing with Recreation and Community Services.
- Serve as ambassadors for the Recreation and Community Services Department.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$60,972 for the Parks and Recreation Commission Budget. This represents an increase of \$39,885 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

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

City Council and Commissions - Parks and Recreation Commission

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	6,738	4,398	13,906	31,491
Employee Benefits	2,642	1,652	5,467	12,357
Materials	171	346	581	581
Contract Services	-	225	500	500
Cost Allocation	755	528	525	15,956
Appropriations for Contingency	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	108	87
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,306</b>	<b>\$ 7,149</b>	<b>\$ 21,087</b>	<b>\$ 60,972</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 10,306</b>	<b>\$ 7,149</b>	<b>\$ 6,954</b>	<b>\$ 60,972</b>

**STAFFING**

Total current authorized positions – .10

There are no changes to authorized staffing.

Total authorized positions – .10

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>160 Recreation Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	6,738	3,980	13,557	30,730
500.502 - Salaries Part Time		417	0	0
500.505 - Overtime	0	0	0	0
500.506 - Car Allowance			210	540
500.507 - Taxable Life Premium		0	139	221
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	6,738	4,398	13,906	31,491
10 - Employee benefits				
501.500 - Retirement System	1,764	1,038	3,850	8,379
501.502 - Pers 1959 Surv Empr	4	1	1	0
501.505 - Health Insurance	415	154	842	2,322
501.506 - Dental Insurance	80	50	96	240
501.507 - Medicare	128	69	195	443
501.508 - Life Insurance	49	31	62	104
501.509 - Long Term Disability	38	27	89	207
501.510 - Workers Compensation	65	168	118	118
501.511 - Vision Insurance	15	10	18	45
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	83	103	196	499
10 - Employee benefits Total	2,642	1,652	5,467	12,357
15 - Materials				
600.601 - General Office Supplies	76	97	56	56
600.602 - Printing and Duplication	0	0	0	0
600.605 - Meeting Expenses	87	0	0	0
600.613 - General Supplies	0	22	525	525
600.629 - Conference and Meeting	8	225	0	0
600.632 - Mileage Reimbursement	0	1	0	0
15 - Materials Total	171	346	581	581
20 - Contract services				
700.702 - General Service Agreement		225	500	500
20 - Contract services Total		225	500	500
25 - Cost allocation				
800.802 - IT Reimbursement	637	456	456	1,402
800.804 - Web Site Reimbursement	118	72	69	0
800.805 - CC CAP Allocation				347
800.806 - CM CAP Allocation				90
800.814 - Finance CAP Alloc				5,074
800.815 - Human resources CAP Alloc				728
800.817 - Community Hall/Quinlan CAP				4,858
800.820 - Grounds Maintenance CAP				213
800.821 - Building Maintenance CAP				3,244
25 - Cost allocation Total	755	528	525	15,956
35 - Contingencies				

719.705 - Contingencies	0	0	108	87
35 - Contingencies Total	0	0	108	87
<b>160 Recreation Commission Total</b>	<b>10,306</b>	<b>7,149</b>	<b>21,087</b>	<b>60,972</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-TEEN**

Budget Unit 100-11-165  
General Fund

Total Revenue	\$	-
Total Expenditures		62,842
Fund Balance		-
<hr/>		
	General Fund Costs \$	62,842
Total Staffing		0.30
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Teen Commission is comprised of nine teens representing grades 8-12. The Teen Commission advises the City Council and staff on teen issues. A Recreation Coordinator in Recreation and Community Services serves as the staff liaison.

**SERVICE OBJECTIVES**

- Engage the public in dialog regarding the design of new programs, and make recommendations regarding these projects to City staff.
- Assist staff with the programming and promotion of the Teen Center.
- Assist staff with the evaluation of teen programming.
- Work with staff and the public to create new avenues to interact with teens.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$62,842 for the Teen Commission Budget. This represents an increase of \$28,410 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16. This budget is funded entirely by the General Fund.

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

City Council and Commissions - Teen Commission

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	21,055	17,283	19,855	23,542
Employee Benefits	7,258	6,578	9,282	10,357
Materials	898	884	1,700	1,700
Contract Services	334	163	725	725
Cost Allocation	1,888	2,628	2,627	26,324
Appropriations for Contingency	-	-	243	194
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,433</b>	<b>\$ 27,537</b>	<b>\$ 34,432</b>	<b>\$ 62,842</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 31,433</b>	<b>\$ 27,537</b>	<b>\$ 29,887</b>	<b>\$ 62,842</b>

**STAFFING**

Total current authorized positions – .25

Staff time is being reallocated to better reflect actual time spent in this program.

Total authorized positions – .30



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>165 Teen Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	15,059	14,822	19,819	23,510
500.502 - Salaries Part Time	5,919	2,435	0	0
500.505 - Overtime	76	26	0	0
500.507 - Taxable Life Premium		0	36	32
05 - Employee compensation Total	21,055	17,283	19,855	23,542
10 - Employee benefits				
501.500 - Retirement System	3,967	3,934	5,628	6,001
501.502 - Pers 1959 Surv Empr	13	4	4	0
501.505 - Health Insurance	2,196	1,581	2,142	2,570
501.506 - Dental Insurance	241	192	235	287
501.507 - Medicare	392	293	285	339
501.508 - Life Insurance	148	120	139	166
501.509 - Long Term Disability	93	99	138	164
501.510 - Workers Compensation	163	0	177	177
501.511 - Vision Insurance	46	37	45	54
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	0	319	489	599
10 - Employee benefits Total	7,258	6,578	9,282	10,357
15 - Materials				
600.601 - General Office Supplies	172	424	150	150
600.613 - General Supplies	722	460	1,550	1,550
600.623 - Grant Expenditures			0	0
600.632 - Mileage Reimbursement	4	0	0	0
15 - Materials Total	898	884	1,700	1,700
20 - Contract services				
700.701 - Training and Instruction	180	0	225	225
700.702 - General Service Agreement	154	163	500	500
20 - Contract services Total	334	163	725	725
25 - Cost allocation				
800.802 - IT Reimbursement	1,593	2,280	2,280	4,206
800.804 - Web Site Reimbursement	295	348	347	0
800.805 - CC CAP Allocation				794
800.806 - CM CAP Allocation				204
800.814 - Finance CAP Alloc				4,994
800.815 - Human resources CAP Alloc				1,819
800.817 - Community Hall/Quinlan CAP				7,934
800.820 - Grounds Maintenance CAP				407
800.821 - Building Maintenance CAP				5,966
25 - Cost allocation Total	1,888	2,628	2,627	26,324
35 - Contingencies				
719.705 - Contingencies	0	0	243	194
35 - Contingencies Total	0	0	243	194
<b>165 Teen Commission Total</b>	<b>31,433</b>	<b>27,537</b>	<b>34,432</b>	<b>62,842</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 PLANNING**

Budget Unit 100-11-170

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	132,762
Fund Balance	-
<hr/>	
General Fund Costs	\$ 132,762
Total Staffing	0.25
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Planning Commission is a five-member citizen board appointed by the City Council. The functions of the Planning Commission are as follows:

- Advise the City Council on land use and development policy related to the General Plan;
- Implement the General Plan through review and administration of specific plans and related ordinances;
- Review land use applications for conformance with the General Plan and ordinances; and
- Promote the coordination of local plans and programs with regional and other agencies.

**SERVICE OBJECTIVES**

- Conduct periodic reviews of the General Plan. These reviews test the fundamental goals and measure performance of short-term objectives.
- Conduct public hearings for approximately 80 land development applications. Ensure that decisions are made fairly and expeditiously in accordance with adopted General Plan policies, zoning ordinances, development plans, and design guidelines.
- Review specific plans, zoning ordinance amendments, and amendments to the General Plan and make recommendations to Council.
- Serve on the Planning Commission Design Review Committee, the Environmental Review Committee, and in an advisory role to the Housing Commission and Economic Development Committee.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$132,762 for the Planning Commission Budget. This represents an increase of \$31,997 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16, offset by a decrease in employee compensation and benefits.

This budget is funded from a \$132,762 contribution from the General Fund.

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

### City Council and Commissions - Planning Commission

Category	2014-2015	2014-15	2015-2016	2016-17
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	60,856	49,666	44,555	32,440
Employee Benefits	20,310	16,012	17,693	12,974
Materials	7,764	19,640	22,900	22,900
Contract Services	4,935	5,485	9,250	9,250
Cost Allocation	3,172	3,156	3,152	52,626
Appropriations for Contingency	-	-	3,215	2,572
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 97,038</b>	<b>\$ 93,960</b>	<b>\$ 100,765</b>	<b>\$ 132,762</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 97,038</b>	<b>\$ 93,960</b>	<b>\$ 94,854</b>	<b>\$ 132,762</b>

## STAFFING

Total current authorized positions – .30

There is a .05 recommended decrease to staffing to better reflect actual time spent on this program.

Total authorized positions – .25

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>170 Planning Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	58,156	45,730	44,014	32,155
500.502 - Salaries Part Time	2,700	3,850	-	-
500.503 - Excess Med Pay			-	-
500.505 - Overtime		2	-	-
500.506 - Car Allowance		83	420	180
500.507 - Taxable Life Premium		-	121	105
500.510 - Employee Agency Serv				-
05 - Employee compensation Total	60,856	49,666	44,555	32,440
10 - Employee benefits				
501.500 - Retirement System	14,785	11,826	12,499	8,627
501.502 - Pers 1959 Surv Empr	22	7	7	-
501.505 - Health Insurance	3,060	2,052	2,614	2,192
501.506 - Dental Insurance	391	304	285	240
501.507 - Medicare	915	795	632	464
501.508 - Life Insurance	283	221	194	159
501.509 - Long Term Disability	209	175	289	215
501.510 - Workers Compensation	273	36	532	532
501.511 - Vision Insurance	75	58	54	45
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	297	538	587	500
10 - Employee benefits Total	20,310	16,012	17,693	12,974
15 - Materials				
600.601 - General Office Supplies	242	241	400	400
600.608 - Small Tools and Equipment		753	900	900
600.613 - General Supplies	-	-	100	100
600.619 - Advertising and Legal Notices	859	5,108	4,500	4,500
600.629 - Conference and Meeting	6,664	13,539	17,000	17,000
15 - Materials Total	7,764	19,640	22,900	22,900

20 - Contract services				
700.701 - Training and Instruction	60	-	250	250
700.702 - General Service Agreement	4,875	5,485	9,000	9,000
20 - Contract services Total	4,935	5,485	9,250	9,250
25 - Cost allocation				
800.802 - IT Reimbursement	2,677	2,736	2,736	4,206
800.804 - Web Site Reimbursement	495	420	416	-
800.805 - CC CAP Allocation				1,189
800.806 - CM CAP Allocation				316
800.814 - Finance CAP Alloc				6,480
800.815 - Human resources CAP Alloc				2,183
800.817 - Community Hall/Quinlan CAP				23,218
800.820 - Grounds Maintenance CAP				897
800.821 - Building Maintenance CAP				14,137
25 - Cost allocation Total	3,172	3,156	3,152	52,626
35 - Contingencies				
719.705 - Contingencies	-	-	3,215	2,572
35 - Contingencies Total	-	-	3,215	2,572
<b>170 Planning Commission Total</b>	<b>97,038</b>	<b>93,960</b>	<b>100,765</b>	<b>132,762</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
 HOUSING**

Budget Unit 100-11-175

General Fund

<b>BUDGET AT A GLANCE</b>			
Total Revenue		\$	-
Total Expenditures			38,633
Fund Balance			-
		General Fund Costs	\$ 38,633
Total Staffing			0.15
		% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Housing Commission (CHC) is a five-member board appointed by the City Council to assist the Planning Commission and the City Council in developing housing policies and strategies for implementation of General Plan Housing Element goals. The Commission also oversees the Community Development Block Grant (CDBG) program.

**SERVICE OBJECTIVES**

Make recommendations to the City Council as follows:

- Develop housing policies and strategies for implementation of general plan housing element goals.
- Develop Affordable housing proposals, innovative approaches to affordable housing development and number and type of affordable units and the target groups to be served.
- Identify sources of funds to develop and build affordable housing.
- Evaluate funding requests from CDBG and the Affordable Housing funds, possible fee waivers or other incentives.
- CDBG Action Plan.
- City’s Housing Element.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$38,633 for the Housing Commission Budget. This represents an increase of \$16,930 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix in FY 2015-16.

This budget is funded from a \$38,633 contribution from the General Fund.

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

**City Council and Commissions - Housing Commission**

<b>Category</b>	<b>2014-2015 Actual</b>	<b>2014-15 Actual</b>	<b>2015-2016 Final Adopted Budget</b>	<b>2016-17 Final Adopted Budget</b>
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	5,718	13,138	14,206	14,146
Employee Benefits	2,296	7,566	5,866	5,955
Materials	-	-	50	675
Contract Services	378	1,572	1,576	-
Cost Allocation	-	-	5	17,853
Appropriations for Contingency	-	-	-	4
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,392</b>	<b>\$ 22,275</b>	<b>\$ 21,703</b>	<b>\$ 38,633</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 8,392</b>	<b>\$ 22,275</b>	<b>\$ 22,948</b>	<b>\$ 38,633</b>

## STAFFING

Total current authorized positions – .15

There are no recommended changes to staffing.

Total authorized positions – .15

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>175 Housing Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	5,718	13,083	14,164	14,103
500.505 - Overtime		55	0	0
500.507 - Taxable Life Premium		0	42	43
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	5,718	13,138	14,206	14,146
10 - Employee benefits				
501.500 - Retirement System	1,445	3,380	3,668	3,742
501.502 - Pers 1959 Surv Empr	3	5	1	0
501.505 - Health Insurance	500	1,218	1,278	1,285
501.506 - Dental Insurance	55	142	142	144
501.507 - Medicare	78	201	203	203
501.508 - Life Insurance	42	103	97	97
501.509 - Long Term Disability	30	87	98	98
501.510 - Workers Compensation	33	2,148	59	59
501.511 - Vision Insurance	10	27	27	27
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	100	255	293	300
10 - Employee benefits Total	2,296	7,566	5,866	5,955
15 - Materials				
600.601 - General Office Supplies	0	0	50	675
15 - Materials Total	0	0	50	675
25 - Cost allocation				
800.802 - IT Reimbursement	319	1,368	1,368	2,103
800.804 - Web Site Reimbursement	59	204	208	0
800.805 - CC CAP Allocation				481
800.806 - CM CAP Allocation				124
800.814 - Finance CAP Alloc				5,097
800.815 - Human resources CAP Alloc				1,091
800.817 - Community Hall/Quinlan CAP				5,002
800.820 - Grounds Maintenance CAP				252
800.821 - Building Maintenance CAP				3,703
25 - Cost allocation Total	378	1,572	1,576	17,853
35 - Contingencies				



719.705 - Contingencies	0	0	5	4
35 - Contingencies Total	0	0	5	4
<b>175 Housing Commission Total</b>	<b>8,392</b>	<b>22,275</b>	<b>21,703</b>	<b>38,633</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**CITY COUNCIL AND COMMISSIONS-  
SUSTAINABILITY**

Budget Unit 100-11-180

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		16,666
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 16,666
Total Staffing		0.10
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Sustainability Commission is a five-member board appointed by the City Council to serve in an advisory capacity by providing expertise and guidance on major policy and programmatic areas related to the environmental, economic and societal goals noted within Cupertino’s CAP and General Plan Environmental Resources/Sustainability Element.

**SERVICE OBJECTIVES**

To fulfill their mission, the Commission engages in the following activities:

- Monitor and update the CAP based upon quantified metrics to measure and evaluate mitigated impacts and community benefits;
- Suggest recommendations, review, and monitor the City’s General Plan Environmental Resources/Sustainability Element and its intersections with the CAP;
- Advise the City Council how to strategically accelerate Cupertino’s progress towards sustainability and recommend priorities to promote continued regional leadership in sustainability;
- Periodically review policies governing specific practices and programs, such as greenhouse gas emissions reduction, water conservation, renewable energy, energy efficiency, materials management, and urban forestry. Illustrative examples include creation of infrastructure for low emissions vehicles, installation of renewable energy or energy efficiency technologies, drafting of water conservation or waste reduction policies, delivery of habitat restoration and conservation programs, design and roll-out of pollution prevention campaigns, etc.;
- Make recommendations regarding the allocation of funds for infrastructure and technology improvements to elevate operational performance of City facilities, businesses, educational institutions and homes by reducing costs, improving public health, and serving community needs;

- Accept public input on the subject areas noted above and advise the City Council on ways to drive community awareness, behavior change, education and participation in City programs modeled upon the field's best practices.
- Review and make recommendations to the City Council on Federal, State and regional policies related to sustainability that have the potential to impact City Council's goals and policies.
- Pursue any other activity or scope that may be deemed appropriate and necessary by the City Council.

### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$16,666 for the Sustainability Commission Budget to fund employee costs associated with staff working on the commission.

This budget is funded from a \$16,666 contribution from the General Fund.

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

City Council and Commissions - Sustainability Commission

Category	2014-2015 Actual	2014-15 Actual	2015-2016 Final Adopted Budget	2016-17	Final Adopted Budget
<u>Revenue</u>					
Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Use of Money and Property	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Interdepartmental Revenue	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<u>Expenditures</u>					
Employee Compensation	-	-	-	-	11,939
Employee Benefits	-	-	-	-	4,727
Materials	-	-	-	-	-
Contract Services	-	-	-	-	-
Cost Allocation	-	-	-	-	-
Appropriations for Contingency	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Special Projects	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>16,666</b>
Fund Balance (Use of)	-	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>16,666</b>

**STAFFING**

Total current authorized positions – .10

There are no recommended changes to staffing.

Total authorized positions – .10

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>180 Sustainability Commission</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				11,917
500.507 - Taxable Life Premium				22
05 - Employee compensation Total				11,939
10 - Employee benefits				
501.500 - Retirement System				3,249
501.502 - Pers 1959 Surv Empr				-
501.505 - Health Insurance				842
501.506 - Dental Insurance				96
501.507 - Medicare				172
501.508 - Life Insurance				69
501.509 - Long Term Disability				81
501.510 - Workers Compensation				-
501.511 - Vision Insurance				18
501.516 - Hra City Contribution				200
10 - Employee benefits Total				4,727
15 - Materials				
600.601 - General Office Supplies			-	-
15 - Materials Total			-	-
<b>180 Sustainability Commission Total</b>			<b>-</b>	<b>16,666</b>



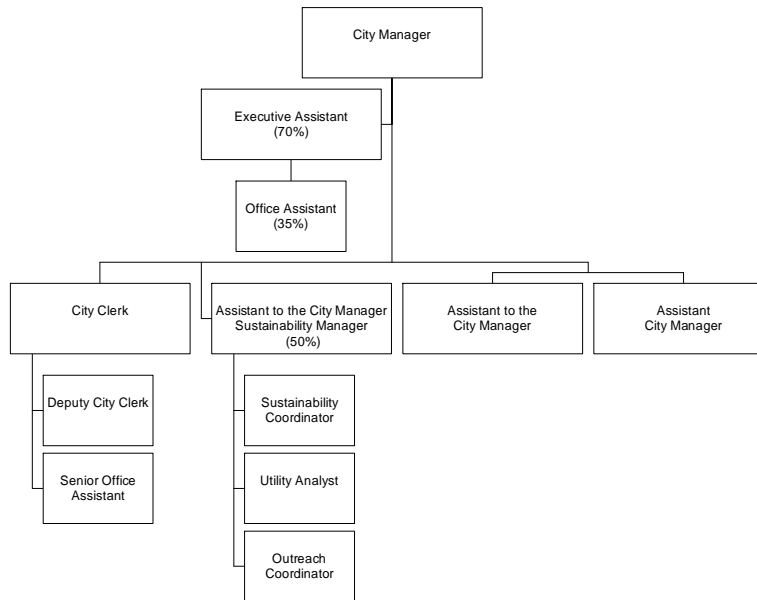
CUPERTINO

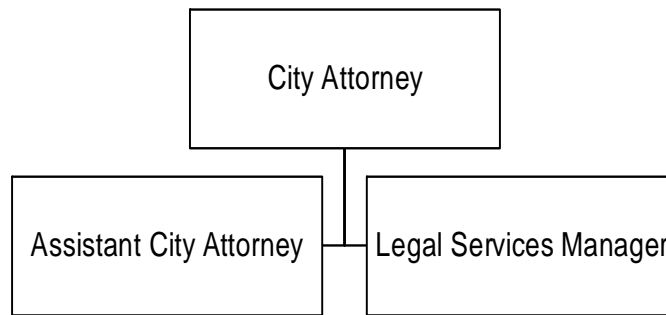
# Administration

City Manager

City Clerk

City Attorney









**CUPERTINO**

# Administration

			<b>Final Adopted 2016-17</b>
<b>Page</b>	<b>City Manager</b>		<b>\$ 1,928,855</b>
	GI Org		
191	100-12-120	City Manager	1,166,272
195	100-12-122	Sustainability	762,583
201	100-12-125	Economic Development	-
<b>City Clerk</b>			<b>\$ 1,094,355</b>
	GI Org		
202	100-13-130	City Clerk	723,658
206	100-13-132	Duplicating and Mail Services	73,829
209	100-13-133	Elections	296,868
<b>City Manager Discretionary Fund</b>			<b>\$ 540,000</b>
	GI Org		
212	100-14-123	City Manager Discretionary Fund	540,000
<b>City Attorney</b>			<b>\$ 1,816,354</b>
	GI Org		
215	100-15-141	City Attorney	1,816,354
<b>TOTAL ADMINISTRATION</b>			<b>\$ 5,379,564</b>

# Division Summary

## Administration - Summary

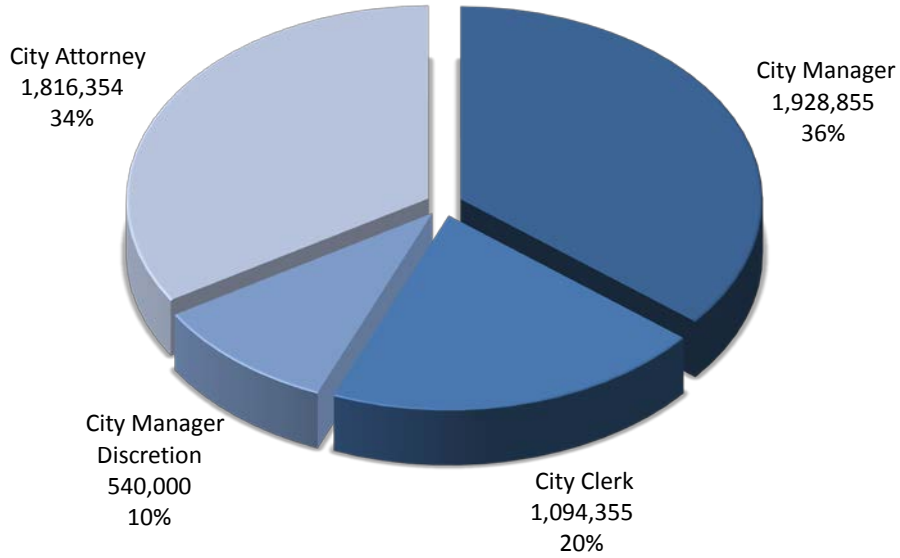
Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	326,907	259,314	210,393	2,833,992
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	55,000	20,000	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 381,907</b>	<b>\$ 279,314</b>	<b>\$ 210,393</b>	<b>\$ 2,833,992</b>
<u>Expenditures</u>				
Employee Compensation	1,272,322	1,433,337	1,508,708	1,409,025
Employee Benefits	426,823	465,291	576,529	520,513
Materials	167,977	211,074	159,143	206,520
Contract Services	458,029	787,877	1,186,107	1,513,000
Cost Allocation	408,675	315,180	294,809	922,878
Capital Outlay	2,058	-	-	-
Special Projects	515,764	75,809	589,036	215,000
Appropriations for Contingency	-	2,353	614,532	592,628
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,251,649</b>	<b>\$ 3,290,920</b>	<b>\$ 4,928,864</b>	<b>\$ 5,379,564</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 2,869,742</b>	<b>\$ 3,011,606</b>	<b>\$ 4,718,471</b>	<b>\$ 2,545,572</b>

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$5,379,564 be adopted for the Administration Department. This represents an increase of \$450,700 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY 2015-16 and increased contract cost due to the election costs.

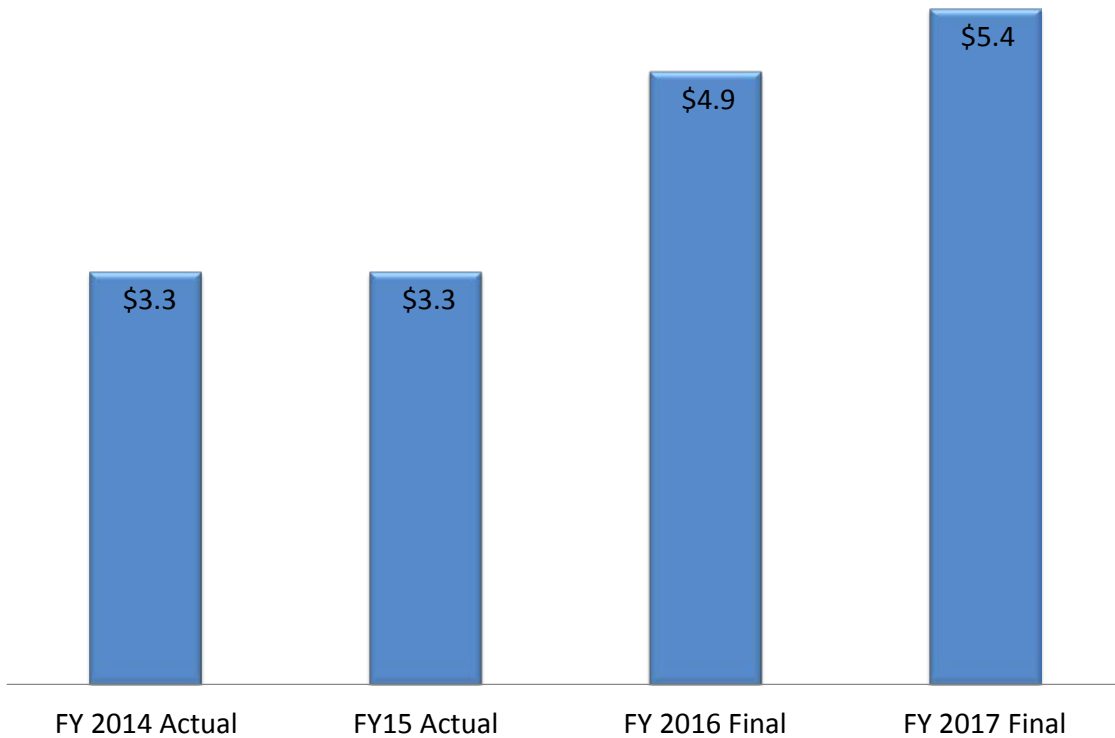
This budget is funded from \$2,833,992 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$2,545,572 contribution from the general fund.

## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions



# City of Cupertino

Fiscal Year 2015-16



CUPERTINO

## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### ADMINISTRATON

David Brandt, City Manager

Randolph Hom, City Attorney

Grace Schmidt, City Clerk

#### BUDGET AT A GLANCE

Total Revenue	2,833,992
Total Expenditures	5,379,564
Fund Balance	-
	General Fund Costs \$ 2,545,572
Total Staffing	10.40
% Funded by General Fund Dollars	47.3%

#### KEY PERFORMANCE MEASURES BY DIVISION

City of Cupertino

FY16/17 Budget Performance Measures

City Clerk Department



**GOAL:** Streamline information processing for Council, staff and community members for compliance with State requirements and facilitate independent and transparent access to public information.

#### Enabled by...

Online information and updated records that can be easily accessed in a timely manner.

#### Enabled by...

Response to records requests to comply with State law of 10 days.

Mission	Measure	2015	2016 Target	2017	Ongoing Target
	City Council minutes for regular meetings presented for Council approval by the following regular meeting		80%		100%
	Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document		90%		100%

**So that...**

All can fully participate in local government to achieve the community & organizational goals.



Public Record Act requests responded to by the Statutory deadline date		100%		100%
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**City of Cupertino  
FY16/17 Budget Performance Measures  
Sustainability Division**

**GOAL: Implement Cupertino’s Climate Action Plan and General Plan Sustainability Element to achieve quantifiable emissions reductions, conserve finite resources, and achieve utility cost avoidance and savings across municipal operations and community partners.**

**Enabled by...**

An agency implementing Council and community sustainability goals to effectively safeguard shared resources.



**Enabled by...**



Engaged community partners and volunteers supporting CAP implementation.



**So that...**

Cupertino is a healthy, resilient, environmentally - vibrant City for current and future residents to live, work, learn and play.



Mission	Measure	2015	2016 Target	2017 Target	Ongoing Target	
	Reduce community-wide emissions by a minimum of 15% below baseline by 2020.	Complete Progress Report	Complete 2015 GHG Inventory	Complete Progress Report	15% by 2020	
		Initiate and implement all Climate Action Plan near-term measures (x% of total initiated; x% complete).	100% initiated	100% initiated	70% ongoing or complete	100% complete
		Dedicated sustainability staff and resources to cross-coordinate CAP implementation across municipal divisions and community	1.55 FTE	1.55 FTE	1.55 FTE	2 FTE

# City of Cupertino

Fiscal Year 2016-2017



CUPERTINO

## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### CITY MANAGER

Budget Unit 100-12-120

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$ 1,016,065
Total Expenditures	1,166,272
Fund Balance	-
	<hr/>
	General Fund Costs \$ 150,207
Total Staffing	2.95
% Funded by General Fund Dollars	12.9%

#### PROGRAM OVERVIEW

The City Manager is responsible to the City Council for the effective and efficient operation of the City. Under the direction of the City Council as a whole, the City Manager carries out the City's adopted goals and objectives. The City Manager also oversees the Sustainability Programs and is responsible for developing and sustaining community-building activities that increase citizen involvement in the community.

#### SERVICE OBJECTIVES

- Accomplish the City Council's work program.
- Manage City operations.
- Ensures all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses, and privileges granted by the City are faithfully performed and observed.
- Advise the City Council on the financial conditions and needs of the City.
- Investigate all complaints concerning the operation of the City.
- Supervise the use and condition of buildings, public parks, streets and other public property.
- Prepare reports and initiate recommendations as may be desirable or as requested by the City Council.
- Ensure that the City's policies and procedures provide a foundation for a secure financial position.
- Develop strategies to enhance the City's tax base and to position the City to take advantage of economic opportunities.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,166,272 be adopted for the City Manager Budget. This represents an increase of \$324,927 over the FY 2015-16 Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from \$1,106,065 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$150,207 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and general fund contribution by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

### Administration - City Manager

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	143,649	124,512	124,491	1,016,065
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 143,649</b>	<b>\$ 124,512</b>	<b>\$ 124,491</b>	<b>\$ 1,016,065</b>
<u>Expenditures</u>				
Employee Compensation	350,259	423,648	494,422	524,865
Employee Benefits	122,133	125,030	189,290	184,325
Materials	36,361	45,303	31,529	43,880
Contract Services	2,370	11,011	12,040	12,040
Cost Allocation	131,050	108,180	108,171	397,676
Capital Outlay	-	-	-	-
Special Projects	-	-	1,536	-
Appropriations for Contingency	-	123	4,357	3,486
<b>TOTAL EXPENDITURES</b>	<b>\$ 642,172</b>	<b>\$ 713,295</b>	<b>\$ 841,345</b>	<b>\$ 1,166,272</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 498,523</b>	<b>\$ 588,783</b>	<b>\$ 716,854</b>	<b>\$ 150,207</b>

## STAFFING

Total current authorized positions – 3.30

Staffing is being reallocated to better reflect actual staff time spent in the program.

Total authorized positions – 2.95

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>12 City Manager</b>				
<b>120 City Manager</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	339,253	345,069	480,812	492,912
500.502 - Salaries Part Time	6,584	74,021	6,500	27,000
500.503 - Excess Med Pay	-	-	-	-
500.505 - Overtime	221	197	-	-
500.506 - Car Allowance	4,200	4,362	4,200	3,612
500.507 - Taxable Life Premium		-	1,095	1,146
500.509 - Internet Allowance		-	-	-
500.510 - Employee Agency Serv	-	-	1,620	-
500.513 - Sick Leave			195	195
05 - Employee compensation Total	350,259	423,648	494,422	524,865
10 - Employee benefits				
501.500 - Retirement System	86,374	93,304	135,740	133,772
501.502 - Pers 1959 Surv Empr	120	70	40	-
501.504 - Employee Benefits	-	87	-	-
501.505 - Health Insurance	21,531	16,079	28,354	25,945
501.506 - Dental Insurance	2,139	1,977	3,149	2,891
501.507 - Medicare	5,089	6,939	6,902	7,111
501.508 - Life Insurance	1,576	1,480	2,189	2,093
501.509 - Long Term Disability	1,216	1,353	3,169	3,242
501.510 - Workers Compensation	2,144	-	2,700	2,700
501.511 - Vision Insurance	409	378	592	544
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	1,535	3,364	6,455	6,027
10 - Employee benefits Total	122,133	125,030	189,290	184,325
15 - Materials				
600.601 - General Office Supplies	655	1,244	1,000	1,000
600.602 - Printing and Duplication	81	385	100	200
600.605 - Meeting Expenses	-	1,039	500	2,180
600.608 - Sml Tools and Equipment	2,665	782	500	1,500



600.613 - General Supplies	2,497	2,963	2,600	2,600
600.618 - Utilities and Phone	-	741	3,129	-
600.621 - Calrecylce City Payment Prgm Adm	-	-	-	-
600.629 - Conference and Meeting	9,547	18,181	8,400	12,000
600.632 - Mileage Reimbursement	10,660	11,429	10,000	5,500
600.635 - Special Departmental Exp	299	315	-	15,000
600.636 - WV Mayors CM Meeting	1,927	540	300	300
600.637 - Mayor's Fund	5,000	5,000	5,000	-
600.642 - Telephone and Data Services	3,030	2,682	-	3,600
15 - Materials Total	36,361	45,303	31,529	43,880
20 - Contract services				
700.702 - General Service Agreement	176	8,355	10,000	10,000
700.703 - Maintenance of Equipment	2,194	2,656	2,040	2,040
20 - Contract services Total	2,370	11,011	12,040	12,040
25 - Cost allocation				
800.802 - IT Reimbursement	16,252	23,256	23,252	41,361
800.803 - City Channel Reimb	111,792	81,384	81,382	-
800.804 - Web Site Reimbursement	3,006	3,540	3,537	-
800.823 - Strategic Support CAP				356,315
25 - Cost allocation Total	131,050	108,180	108,171	397,676
31 - Special projects				
900.945 - Fixed Asset Acquisition	-	-	1,536	-
31 - Special projects Total	-	-	1,536	-
35 - Contingencies				
719.705 - Contingencies	-	123	4,357	3,486
35 - Contingencies Total	-	123	4,357	3,486
<b>120 City Manager Total</b>	<b>642,172</b>	<b>713,295</b>	<b>841,345</b>	<b>1,166,272</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Other General

#### CITY MANAGER- SUSTAINABILITY

Budget Unit 100-12-122

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	31,452
Total Expenditures		762,583
Fund Balance		-
	General Fund Costs	\$ 731,131
Total Staffing		1.55
% Funded by General Fund Dollars		95.9%

### PROGRAM OVERVIEW

The Sustainability Division of the City Manager's Office works to bring environmental awareness across departments and engage staff, students, residents and businesses in building public good through activities that mitigate financial and regulatory risk, provide utility cost assurances, conserve scarce resources, and prioritize public health. In this capacity, the Division teams with regional partners and adjacent jurisdictions to develop collective approaches to traditionally costly renewable and alternative energy, transportation, waste management, and long-term planning projects that pool demand, concentrate labor, save taxpayer dollars, and facilitate economic development opportunities.

### SERVICE OBJECTIVES

- Collect and analyze relevant data to demonstrate municipal compliance with current and burgeoning state and federal regulations.
- Serve as technical resource on sustainability initiatives by preparing staff reports, developing local policies and ordinances, coordinating educational events, and making presentations to Council, City departments and applicable outside organizations.
- Coordinate municipal and community-wide greenhouse gas emissions inventories, develop emissions targets, execute a community-wide climate action plan, and track progress to achieve emissions reductions over time.
- Expand existing compliance-focused environmental services to offer innovative energy, water and resource conservation programs that effectively engage employees and community members.
- Evaluate existing departmental programs and benchmark environmental achievements on an ongoing basis.
- Research tools and best practices for efficient utilities management and conservation and adapt these into the City's organizational culture, operations and budgets.

- Manage or perform resource audits, identify energy conservation and renewable energy generation opportunities, calculate feasibility and develop projects that are cost effective and conserve resources.
- Foster community access to city, partner agency and local utility programs and services that reduce operational and capital costs, conserve finite resources and contribute to employee health.
- Work with schools to expand successful municipal programs into educational institutions through effective partnerships that empower students as environmental leaders.

### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$762,583 be adopted for the Sustainability Division for this fiscal year. This represents a decrease of \$225,144 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the completion of the Division's Climate Action Plan Measure C-E-7 special project to advance a Community Choice Energy option for residents and businesses in Cupertino (\$525,000). City funding for this highly impactful initiative ended with the launch of the Silicon Valley Clean Energy Authority, a local nonprofit public agency (Joint Powers Authority) in April of 2015 ([www.svcleanenergy.org](http://www.svcleanenergy.org)). The program is tasked with bringing cleaner, greener power to Silicon Valley residents and businesses by the Winter of 2016/17, with Cupertino continuing to lead all community outreach and engagement and human resource functions via Sustainability Division staff to the forming Authority through the fall of next year.

Sustainability Division expenses for this fiscal year are attributed to expanded professional services required to monitor, track, implement and market the 219 Climate Action Plan measures throughout the Plan's respective time horizons (i.e. 2020, 2035, and 2050). Staff continue to pursue Council's direction to limit mandatory requirements originally proposed in the draft CAP (i.e. Residential Energy Conservation Ordinance, increased Green Building Requirements) by prioritizing more costly voluntary programs, services and outreach targeting resource efficiencies and associated emissions reductions across all sectors, thereby reducing costs that would have been associated with the development, noticing, and enforcement of such mandates. Additional consulting capacity will enable the Division accelerate the deployment of near-term and ongoing Climate Action Plan Measures (e.g. C-E-1 Energy Use Data and Analysis; C-E-5 Community-wide Solar Photovoltaic Development; C-T-7 Communitywide Alternative Fuel Vehicles, etc.), anticipated to be further prioritized with the launch of the Sustainability Commission. In addition, the Division continues to develop an effective streamlined environmental review process of projects enabled by the CAP's adherence to the California Environmental Quality Act (CEQA) Guidelines Section 15183.5, Tiering and

Streamlining the Analysis of Greenhouse Gas Emissions. Effective implementation of the latter yielding cost savings to both the Division and future project developers.

Further, building upon the prior fiscal year Division-led resource accounting and conservation efforts to establish a systematized energy and water utility accounting methodology via a recently procured and deployed enterprise utility accounting tool, the Division seeks to identify added efficiency gains through partnership with firms to conduct comprehensive audits of facilities and grounds. Findings will drive implementation of onsite pilots, demonstration projects, and future funding priorities for forthcoming community-aligned energy and water conservation initiatives. Specifically anticipated for this fiscal year are varied special projects, highlighted below, to accelerate the agency’s targeted drought response actions including turf replacements, lawn conversions, rainwater harvesting, graywater reuse, demonstration gardens, and more. Also, a funding request to reimagine the City’s residential energy efficiency outreach services from the volunteer-driven Green@Home assessments of years past to one that leverages advanced technologies as the keystone of modern era home performance including utility conservation.

This budget is funded from \$31,452 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$731,131 contribution from the general fund.

**SPECIAL PROJECTS**

This budget includes funding for the following special projects:

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Water Conservation 2.0 Municipal Pilots (CAP C-W- 2)</b>	\$65,000	N/A	General Fund	Turf Replacement Rainwater, Demonstration Gardens
<b>Water Conservation 2.0 Community Pilots (CAP C-W-2)</b>	\$110,000	N/A	General Fund	WaterLink, Lawn Conversion
<b>Power for the Planet Energy Efficiency Pilots (CAP C-E-3)</b>	\$110,000	N/A	General Fund	Energy analytics, Low Carbon Diet, Community-Based Social Marketing Campaigns

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

**Administration - Sustainability**

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	45,518	31,464	31,452	31,452
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	55,000	20,000	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 100,518</b>	<b>\$ 51,464</b>	<b>\$ 31,452</b>	<b>\$ 31,452</b>
<i>Expenditures</i>				
Employee Compensation	80,090	77,337	145,416	164,097
Employee Benefits	28,584	27,541	65,824	63,252
Materials	9,110	12,058	14,612	35,885
Contract Services	67,017	54,603	137,000	147,000
Cost Allocation	19,437	22,212	22,214	125,220
Capital Outlay				
Special Projects	19,216	56,889	587,500	215,000
Appropriations for Contingency	-	2,230	15,161	12,129
<b>TOTAL EXPENDITURES</b>	<b>\$ 223,455</b>	<b>\$ 252,869</b>	<b>\$ 987,727</b>	<b>\$ 762,583</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 122,937</b>	<b>\$ 201,405</b>	<b>\$ 956,275</b>	<b>\$ 731,131</b>

**STAFFING**

Total current authorized positions – 1.55

No staffing changes are proposed for this fiscal year for the Sustainability Division. Helping to actualize the City’s Climate Action Plan across the City and within the agency’s own operations are the Division’s Assistant to the City Manager/Sustainability Manager, Sustainability Coordinator, Utility & Efficiency Analyst, Environmental Outreach Coordinator and a Safe Routes to School Coordinator. Funding for these Division’s staff members will continue to be allocated across additional Departments, based upon the relative scope of work and gains accomplished via these unique positions (e.g. Resource Recovery, Finance, Service Center).

The Sustainability Division does propose to extend its Utility and Efficiency Analyst position to a three-year limited term from its previous two-year designation. This proposal will not impact the FY16/17 Budget. Within the first eight months of hiring this role, the agency's Utility Analyst generated more than \$181,000 in cost savings and cost avoidance for the City through meter verification exercises, water retailer refunds, and number of other services. Extending the position's runway will allow the Analyst to expand her reach beyond water utilities, emphasized due to the urgency of the drought, into new sectors prioritized by Council during its Work Plan development to realize new energy utility efficiencies and added improvements in this fiscal year and next.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>122 Sustainability Division</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	69,329	69,823	138,640	153,425
500.502 - Salaries Part Time	10,761	7,513	5,000	10,000
500.507 - Taxable Life Premium		0	1,626	522
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			150	150
05 - Employee compensation Total	80,090	77,337	145,416	164,097
10 - Employee benefits				
501.500 - Retirement System	18,018	18,487	44,967	40,375
501.502 - Pers 1959 Surv Empr	32	13	32	0
501.505 - Health Insurance	6,800	5,121	12,347	13,273
501.506 - Dental Insurance	570	579	1,310	1,483
501.507 - Medicare	1,311	1,189	2,006	2,213
501.508 - Life Insurance	438	450	879	1,074
501.509 - Long Term Disability	317	372	966	1,070
501.510 - Workers Compensation	391	0	391	391
501.511 - Vision Insurance	109	111	246	279
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	598	1,219	2,680	3,094
10 - Employee benefits Total	28,584	27,541	65,824	63,252
15 - Materials				
600.601 - General Office Supplies	2,225	372	2,225	2,225
600.602 - Printing and Duplication	513	966	1,000	15,200
600.608 - Small Tools and Equipment	0	529	500	500
600.613 - General Supplies	2,482	4,608	5,200	5,200
600.618 - Utilities and Phone		60	660	660
600.619 - Advertising and Legal Notices	0	0	1,000	6,600
600.629 - Conference and Meeting	3,827	4,026	3,827	5,000
600.632 - Mileage Reimbursement	63	0	200	500

600.642 - Telephone and Data Services		1,498	0	0
15 - Materials Total	9,110	12,058	14,612	35,885
20 - Contract services				
700.702 - General Service Agreement	66,501	53,978	135,000	145,000
700.703 - Maintenance of Equipment	516	625	0	0
700.704 - Insurance Fees, Claims, Premiums		0	2,000	2,000
20 - Contract services Total	67,017	54,603	137,000	147,000
25 - Cost allocation				
800.802 - IT Reimbursement	3,824	10,536	10,531	21,732
800.803 - City Channel Reimb	14,906	10,848	10,851	0
800.804 - Web Site Reimbursement	707	828	832	0
800.805 - CC CAP Allocation				8,915
800.806 - CM CAP Allocation				2,415
800.810 - City Attorney CAP Alloc				29,155
800.814 - Finance CAP Alloc				9,382
800.815 - Human resources CAP Alloc				37,704
800.820 - Grounds Maintenance CAP				1,301
800.821 - Building Maintenance CAP				14,616
25 - Cost allocation Total	19,437	22,212	22,214	125,220
31 - Special projects				
900.943 - Climate Action Plan	19,216	56,889	587,500	215,000
31 - Special projects Total	19,216	56,889	587,500	215,000
35 - Contingencies				
719.705 - Contingencies	0	2,230	15,161	12,129
35 - Contingencies Total	0	2,230	15,161	12,129
<b>122 Sustainability Division Total</b>	<b>223,455</b>	<b>252,869</b>	<b>987,727</b>	<b>762,583</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative



#### CITY MANAGER- ECONOMIC DEVELOPMENT

Budget Unit 100-12-125

General Fund

The Economic Development program is being transferred to the Community Development Department budget. This budget is included to preserve historical data only.

#### Administration - Economic Development

Category	2013-2014 Actuals	2014-2015 Actuals	2015-2016 Final Adopted Budget	2016-17 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	34,869	44,004	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 34,869</b>	<b>\$ 44,004</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	59,469	64,732	-	-
Employee Benefits	17,296	22,042	-	-
Materials	27,427	29,829	-	-
Contract Services	1,679	36,831	-	-
Cost Allocation	29,910	16,272	-	-
Capital Outlay	2,058	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 137,839</b>	<b>\$ 169,706</b>	<b>\$ -</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 102,970</b>	<b>\$ 125,702</b>	<b>\$ -</b>	<b>\$ -</b>



# City of Cupertino

Fiscal Year 2016-2017



## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### CITY CLERK

Budget Unit 100-13-130

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$ 398,724
Total Expenditures	723,658
Fund Balance	-
<hr/>	
General Fund Costs	\$ 324,934
Total Staffing	3.00
% Funded by General Fund Dollars	44.9%

#### PROGRAM OVERVIEW

The City Clerk's office responsibilities include administrative duties associated with the City Council's agenda and actions; publishing legal notices; posting notice of all commission vacancies; processing codification of City's Municipal Code, records management; and compliance with Public Records Act requests.

#### SERVICE OBJECTIVES

- The division's goals are to ensure compliance with the Brown Act open meetings requirements, Maddy Act Commission vacancy requirements and the Public Records Act, to accurately process documents and maintain a records management system that facilitates timely access to information, including digital access to City records.
- Provide complete, accurate and timely information to the public, staff and City Council.
- Respond to internal routing requests within two working days; respond to internal requests requiring archival research within five working days.
- Respond to Public Record Act requests within the time specified by State law.
- Provide a digital City Council packet to members of the City Council and staff for use on mobile devices.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$723,658 be adopted for City Clerk. This represents an increase of \$151,634 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from \$398,724 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$324,934 contribution from the general fund.

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

**Administration - City Clerk**

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	42,709	14,400	27,252	398,724
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 42,709</b>	<b>\$ 14,400</b>	<b>\$ 27,252</b>	<b>\$ 398,724</b>
<u>Expenditures</u>				
Employee Compensation	214,659	257,360	292,005	286,942
Employee Benefits	78,458	92,194	124,918	121,175
Materials	15,702	32,792	19,123	19,509
Contract Services	38,650	34,087	38,650	54,295
Cost Allocation	156,374	95,640	91,551	237,115
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	5,777	4,622
<b>TOTAL EXPENDITURES</b>	<b>\$ 503,843</b>	<b>\$ 512,073</b>	<b>\$ 572,024</b>	<b>\$ 723,658</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 461,134</b>	<b>\$ 497,673</b>	<b>\$ 544,772</b>	<b>\$ 324,934</b>

## STAFFING

Total current authorized positions – 3.00

There are no changes to the current level of staffing.

Total authorized positions – 3.00

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>130 City Clerk</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	200,853	241,148	284,773	276,050
500.502 - Salaries Part Time	9,666	7,790	-	-
500.503 - Excess Med Pay	191	-	191	-
500.505 - Overtime	949	5,306	3,200	5,600
500.506 - Car Allowance	3,000	3,115	3,000	4,200
500.507 - Taxable Life Premium		-	841	1,092
500.509 - Internet Allowance		-	-	-
500.510 - Employee Agency Serv		-	-	-
05 - Employee compensation Total	214,659	257,360	292,005	286,942
10 - Employee benefits				
501.500 - Retirement System	50,064	61,977	78,212	74,618
501.502 - Pers 1959 Surv Empr	142	66	142	-
501.505 - Health Insurance	13,972	14,255	25,416	25,416
501.506 - Dental Insurance	2,525	2,891	2,851	2,871
501.507 - Medicare	3,102	3,884	4,088	3,983
501.508 - Life Insurance	1,590	1,797	1,940	1,940
501.509 - Long Term Disability	1,069	1,496	1,969	1,925
501.510 - Workers Compensation	3,894	780	3,894	3,894
501.511 - Vision Insurance	483	552	538	540
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	1,616	4,496	5,868	5,988
10 - Employee benefits Total	78,458	92,194	124,918	121,175
15 - Materials				
600.601 - General Office Supplies	884	4,020	884	1,000
600.602 - Printing and Duplication	122	-	122	122
600.608 - Small Tools and Equipment	38	6,644	150	150
600.613 - General Supplies	930	1,024	930	1,200
600.618 - Utilities and Phone	-	-	4,112	-
600.619 - Advertising and Legal Notices	6,691	14,557	10,000	10,000
600.629 - Conference and Meeting	2,502	3,061	2,502	2,502
600.632 - Mileage Reimbursement	423	177	423	423
600.642 - Telephone and Data Services	4,112	3,308	-	4,112
15 - Materials Total	15,702	32,792	19,123	19,509

20 - Contract services				
700.701 - Training and Instruction	3,295	1,357	3,295	3,295
700.702 - General Service Agreement	32,903	29,823	32,903	47,903
700.703 - Maintenance of Equipment	2,452	2,907	2,452	3,097
20 - Contract services Total	38,650	34,087	38,650	54,295
25 - Cost allocation				
800.801 - Equipment Reimbursement	6,690	9,864	5,780	-
800.802 - IT Reimbursement	71,620	27,360	27,356	48,063
800.803 - City Channel Reimb	74,528	54,252	54,254	-
800.804 - Web Site Reimbursement	3,536	4,164	4,161	-
800.823 - Strategic Support CAP				189,052
25 - Cost allocation Total	156,374	95,640	91,551	237,115
35 - Contingencies				
719.705 - Contingencies	-	-	5,777	4,622
35 - Contingencies Total	-	-	5,777	4,622
<b>130 City Clerk Total</b>	<b>503,843</b>	<b>512,073</b>	<b>572,024</b>	<b>723,658</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative



#### CITY CLERK- DUPLICATING AND MAIL SERVICES

Budget Unit 100-13-132

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		73,829
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 73,829
Total Staffing		0.60
% Funded by General Fund Dollars		100.0%

#### PROGRAM OVERVIEW

The City Clerk's office provides mail service for all City Departments.

#### SERVICE OBJECTIVES

- Administer mail services to each department and satellite facilities in a timely manner.
- Process and deliver routine incoming and outgoing mail and packages daily to each department and satellite facilities.
- Provide weekly delivery of documents to members of the City Council.
- Provide additional special deliveries as needed to commissions and committees.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$73,829 be adopted for Duplicating and Mail Services. This represents a decrease of \$2,099 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in materials and cost allocation.

This budget is funded from a \$73,829 contribution from the general fund.

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

Administration - City Clerk - Duplication

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	33,179	28,929	16,222	23,725
Employee Benefits	15,335	13,739	237	237
Materials	34,333	41,221	34,333	32,000
Contract Services	9,699	14,001	14,000	14,000
Cost Allocation	4,531	6,300	6,303	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	4,833	3,867
<b>TOTAL EXPENDITURES</b>	<b>\$ 97,076</b>	<b>\$ 104,190</b>	<b>\$ 75,928</b>	<b>\$ 73,829</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 97,076</b>	<b>\$ 104,190</b>	<b>\$ 75,928</b>	<b>\$ 73,829</b>

**STAFFING**

Total current authorized positions – 0.60

There are not recommended changes to the current staffing level.

Total authorized positions – 0.60

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>132 Duplicating/Mail Services</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	30,425	27,507	-	0
500.502 - Salaries Part Time	2,632	1,324	15,750	18,250
500.505 - Overtime	122	97	-	0
500.507 - Taxable Life Premium		-	-	0
500.513 - Sick Leave			472	5,470
05 - Employee compensation Total	33,179	28,929	16,222	23,725
10 - Employee benefits				
501.500 - Retirement System	6,395	6,490	-	237
501.502 - Pers 1959 Surv Empr	30	32	-	0
501.505 - Health Insurance	5,959	4,551	-	0
501.506 - Dental Insurance	540	540	-	0
501.507 - Medicare	540	440	237	0
501.508 - Life Insurance	248	252	-	0
501.509 - Long Term Disability	188	191	-	0
501.510 - Workers Compensation	779	-	-	0
501.511 - Vision Insurance	103	103	-	0
501.513 - Rec Bucks		-	-	0
501.516 - HRA City Contribution	552	1,142	-	0
10 - Employee benefits Total	15,335	13,739	237	237
15 - Materials				
600.601 - General Office Supplies	15,061	10,923	15,061	12,000
600.604 - Postage	19,272	30,291	19,272	20,000
600.632 - Mileage Reimbursement		7	-	0
15 - Materials Total	34,333	41,221	34,333	32,000
20 - Contract services				
700.702 - General Service Agreement		-	-	0
700.703 - Maintenance of Equipment	9,699	14,001	14,000	14,000
20 - Contract services Total	9,699	14,001	14,000	14,000
25 - Cost allocation				
800.802 - IT Reimbursement	3,824	5,472	5,471	0
800.804 - Web Site Reimbursement	707	828	832	0
25 - Cost allocation Total	4,531	6,300	6,303	0
35 - Contingencies				
719.705 - Contingencies	-	-	4,833	3,867
35 - Contingencies Total	-	-	4,833	3,867
<b>132 Duplicating/Mail Services Total</b>	<b>97,076</b>	<b>104,190</b>	<b>75,928</b>	<b>73,829</b>

# City of Cupertino

Fiscal Year 2016-2017



## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### CITY CLERK- ELECTIONS

Budget Unit 100-13-133  
General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		296,868
Fund Balance		-
	General Fund Costs	\$ 296,868
Total Staffing		-
% Funded by General Fund Dollars		0.0%

#### PROGRAM OVERVIEW

The City Clerk's office administers the legislative process including management of local elections and filings of Fair Political Practices Commission documents.

#### SERVICE OBJECTIVES

- Administer elections and Fair Political Practices Commission filings in compliance with State law.
- Conduct a local election in even-numbered years and ballot measure elections as necessary, in compliance with the California Elections Code.
- Facilitate timely filing of required and voluntary documentation from candidates and election committees, including Nomination Papers, Candidate Statements of Qualification, Campaign Financial Disclosure Statements, and Statements of Economic Interest, as well as candidate biographies and photographs.
- Make election-related information available to the public and news media in a timely manner.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$296,868 be adopted for Elections. This represents an increase of \$296,868 over the FY 2015-16 Adopted Budget. The increase is due to the General Municipal Election occurring in even years and the inclusion of ballot measures.

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



Administration - City Clerk - Elections

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	159	5,660	-	15,700
Contract Services	10,932	57,393	-	281,168
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,091</b>	<b>\$ 63,053</b>	<b>\$ -</b>	<b>\$ 296,868</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 11,091</b>	<b>\$ 63,053</b>	<b>\$ -</b>	<b>\$ 296,868</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
133 Elections				
15 - Materials				
600.601 - General Office Supplies	159	80	-	100
600.619 - Advertising and Legal Notices		5,580	-	15,600
15 - Materials Total	159	5,660	-	15,700
20 - Contract services				
700.702 - General Service Agreement	10,932	57,393	-	281,168
20 - Contract services Total	10,932	57,393	-	281,168
25 - Cost allocation				
800.814 - Finance CAP Allocation				0
25 - Cost allocation Total				0
35 - Contingencies				
719.705 - Contingencies	-	-	-	0

35 - Contingencies Total	-	-	-	0
<b>133 Elections Total</b>	<b>11,091</b>	<b>63,053</b>	<b>-</b>	<b>296,868</b>

# City of Cupertino

Fiscal Year 2016-2017



## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### CITY MANAGER- DISCRETIONARY FUND

Budget Unit 100-14-123

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		540,000
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 540,000
Total Staffing		-
% Funded by General Fund Dollars		100.0%

#### PROGRAM OVERVIEW

This fund is established to meet city wide unexpected expenses that may occur during the year. In FY 2013-14, an Appropriations for Contingency expenditure category was added to each General Fund department to serve as a contingency for any unexpected expenditures that might occur. This category is 10% of each program's budgeted materials and contract services. A second level of contingency was also built in for unexpected expenditures that may occur over the 10% contingency. For all programs within the General Fund, 5% of the total budgeted materials and contract services were placed in this program. This brings total Appropriations for Contingencies for the General Fund to 15% of total budgeted materials and contract services. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommended 5-15% contingency. Any unspent contingency funds will go to fund balance at the end of the year. It is anticipated that this budget along with appropriations for contingency levels in program budget will decrease over the next few years to somewhere between the 5-10% level based on historical trends.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$540,000 for the City Manager – Discretionary Fund Budget. This budget is unchanged from the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$540,000 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and general fund contribution by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Administration - City Manager - Discretionary Fund**

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	-	1,114	-	-
Employee Benefits	-	20	-	-
Materials	-	1,357	-	-
Contract Services	-	45,354	35,000	35,000
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	505,000	505,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 47,845</b>	<b>\$ 540,000</b>	<b>\$ 540,000</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 47,845</b>	<b>\$ 540,000</b>	<b>\$ 540,000</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
14 City Manager Discretion				
123 City Manager Contingency				
05 - Employee compensation				
500.505 - Overtime		1,113.52	0.00	0
05 - Employee compensation Total		1,114	-	0
10 - Employee benefits				
501.507 - Medicare		20	-	0
10 - Employee benefits Total		20	-	0

15 - Materials			
600.605 - Meeting Expenses	1,357.08	0.00	0
15 - Materials Total	1,357	-	0
20 - Contract services			
700.702 - General Service Agreement	45,354	35,000	35,000
20 - Contract services Total	45,354	35,000	35,000
35 - Contingencies			
719.705 - Contingencies	-	505,000	505,000
35 - Contingencies Total	-	505,000	505,000
<b>123 City Manager Contingency Total</b>	<b>47,845</b>	<b>540,000</b>	<b>540,000</b>

# City of Cupertino

Fiscal Year 2016-2017



## FISCAL GENERAL SERVICES

### Counsel

#### CITY ATTORNEY

Budget Unit 100-15-141

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$ 1,387,751
Total Expenditures	1,816,354
Fund Balance	-
General Fund Costs	\$ 428,603
Total Staffing	3.00
% Funded by General Fund Dollars	23.6%

#### PROGRAM OVERVIEW

The City Attorney is the legal counsel to the City Council, City Commissions, City Manager and staff. These legal services include providing legal advice, research and analysis, preparing and reviewing legislation including ordinances and resolutions and drafting or reviewing legal documents, contracts and agreements. The City Attorney also represents the City, its departments and City staff in any litigation, code enforcement, claims or administrative actions involving City business.

#### SERVICE OBJECTIVES

- Attend City Council meetings and provide the Council with high quality legal advice and services, staff Planning Commission meetings and attend other Commission and staff meetings as requested.
- Provide legal services to the City Manager and staff necessary to accomplish their objectives in a timely and cost-effective manner.
- Administer general liability claims filed against the City in a manner that minimizes City exposure and liability.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,816,354 for the City Attorney Budget. This represents a decrease of \$95,486 from the FY 2015-16 Final Adopted Budget. The decrease is primarily attributed to the removal of a temporary one-year limited-term Deputy City Attorney that had been recommended in the prior year.

This budget is funded from \$1,387,751 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$428,603 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and general fund contribution by category for the two prior fiscal years and the Final Adopted Budget for the current and prior Fiscal Years:

**Administration - City Attorney**

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	60,162	44,934	27,198	1,387,751
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 60,162</b>	<b>\$ 44,934</b>	<b>\$ 27,198</b>	<b>\$ 1,387,751</b>
<i>Expenditures</i>				
Employee Compensation	534,667	580,217	560,643	409,396
Employee Benefits	165,018	184,725	196,260	151,524
Materials	44,885	42,854	59,546	59,546
Contract Services	327,681	534,597	949,417	969,497
Cost Allocation	67,373	66,576	66,570	162,867
Capital Outlay	-	-	-	-
Special Projects	496,548	18,920	-	-
Appropriations for Contingency	-	-	79,404	63,524
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,636,172</b>	<b>\$ 1,427,889</b>	<b>\$ 1,911,840</b>	<b>\$ 1,816,354</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,576,010</b>	<b>\$ 1,382,955</b>	<b>\$ 1,884,642</b>	<b>\$ 428,603</b>

**STAFFING**

Total current authorized positions – 3.00

There are no recommended changes to authorized positions.

Total authorized positions – 3.00

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>141 City Attorney</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	467,186	537,925	524,111	376,249
500.502 - Salaries Part Time	60,339	34,392	26,675	26,675
500.503 - Excess Med Pay	-	-	-	-
500.505 - Overtime	2,942	3,538	2,000	2,000
500.506 - Car Allowance	4,200	4,362	4,200	2,400
500.507 - Taxable Life Premium		-	2,857	1,272
500.509 - Internet Allowance		-	-	-
500.510 - Employee Agency Serv		-	-	-
500.512 - Vacancy Salary Savings	-	-	-	-
500.513 - Sick Leave			800	800
05 - Employee compensation Total	534,667	580,217	560,643	409,396
10 - Employee benefits				
501.500 - Retirement System	117,194	137,633	143,881	99,752
501.502 - Pers 1959 Surv Empr	159	86	53	-
501.504 - Employee Benefits	-	-	1,789	-
501.505 - Health Insurance	27,544	25,338	20,860	26,712
501.506 - Dental Insurance	2,772	2,896	2,868	2,871
501.507 - Medicare	8,601	8,973	7,524	5,429
501.508 - Life Insurance	2,129	2,250	2,709	2,079
501.509 - Long Term Disability	1,567	1,888	2,605	2,543
501.510 - Workers Compensation	2,522	-	5,610	5,610
501.511 - Vision Insurance	530	553	537	540
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	2,001	5,107	7,824	5,988
10 - Employee benefits Total	165,018	184,725	196,260	151,524
15 - Materials				
600.601 - General Office Supplies	7,771	10,997	11,750	11,750
600.608 - Small Tools and Equipment	5,890	2,883	3,000	3,000
600.613 - General Supplies	17,937	16,150	20,154	20,154
600.618 - Utilities and Phone	1,438	979	12,867	12,867
600.621 - Calrecylce City Payment Prgm Adm	-	-	-	-
600.629 - Conference and Meeting	3,726	3,754	10,525	10,525
600.632 - Mileage Reimbursement	406	351	1,250	1,250
600.642 - Telephone and Data Services	7,719	7,741	-	-
15 - Materials Total	44,885	42,854	59,546	59,546
20 - Contract services				
700.701 - Training and Instruction	805	8,921	5,300	5,300
700.702 - General Service Agreement	275,716	479,745	879,420	899,500
700.703 - Maintenance of Equipment	4,047	5,087	5,000	5,000
700.704 - Insurance Fees, Claims, Premiums		-	-	-

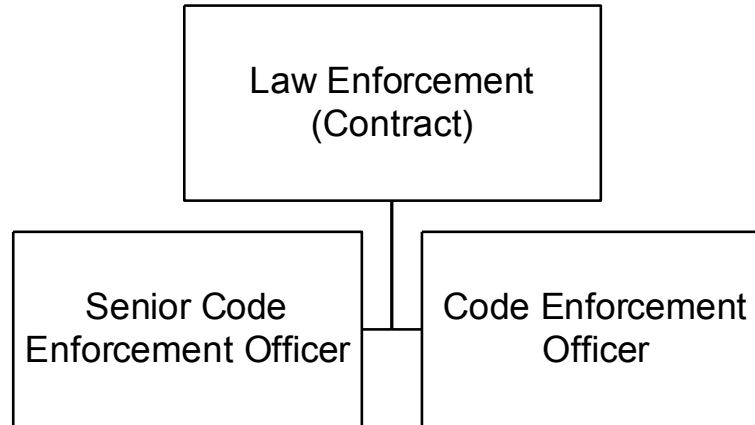


700.706 - Rent Expense	47,113	40,844	59,697	59,697
20 - Contract services Total	327,681	534,597	949,417	969,497
25 - Cost allocation				
800.802 - IT Reimbursement	19,120	29,856	29,856	42,063
800.803 - City Channel Reimb	44,717	32,556	32,553	-
800.804 - Web Site Reimbursement	3,536	4,164	4,161	-
800.823 - Strategic Support CAP				120,804
25 - Cost allocation Total	67,373	66,576	66,570	162,867
31 - Special projects				
900.923 - Apple Campus 2	496,548	18,920	-	-
900.945 - Fixed Asset Acquisition	-	-	-	-
31 - Special projects Total	496,548	18,920	-	-
35 - Contingencies				
719.705 - Contingencies	-	-	79,404	63,524
35 - Contingencies Total	-	-	79,404	63,524
<b>141 City Attorney Total</b>	<b>1,636,172</b>	<b>1,427,889</b>	<b>1,911,840</b>	<b>1,816,354</b>



# Law Enforcement

Law Enforcement  
Interoperability Project  
Code Enforcement  
COPS Grant





CUPERTINO

# Law Enforcement

Final  
Adopted  
2016-17

<b>Page</b>	<b>Law Enforcement</b>	<b>\$ 11,206,195</b>
	GI Org	
224	100-20-200 Law Enforcement	11,206,195
<b>Interoperability Project</b>		<b>\$ 48,807</b>
	GI Org	
227	100-20-201 Interoperability Project	48,807
<b>Code Enforcement</b>		<b>\$ 629,382</b>
	GI Org	
229	100-20-202 Code Enforcement	629,382
<b>TOTAL LAW ENFORCEMENT</b>		<b>\$ 11,884,384</b>

<sup>1</sup> This budget was transferred to the Law Enforcement budget in FY14

# Division Summary

## Law Enforcement - Summary

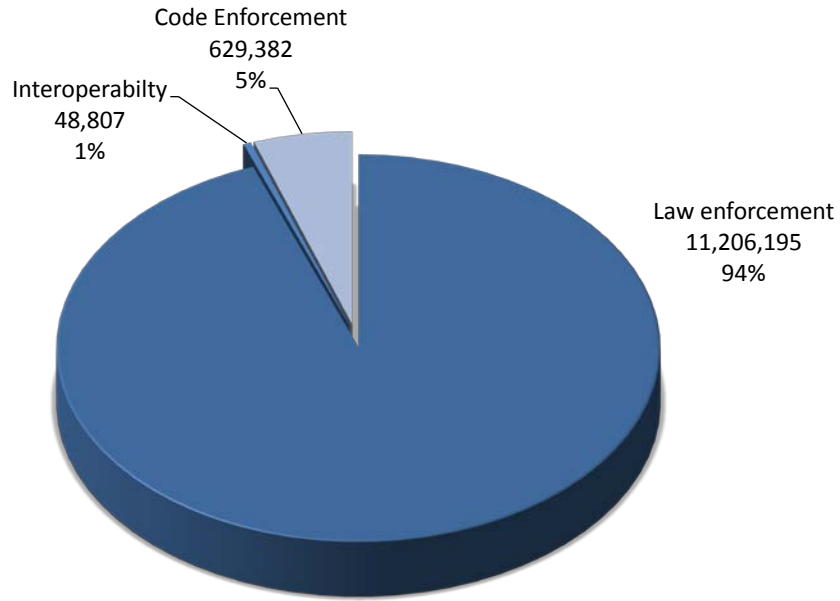
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	107,062	100,000	100,000
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	600,000
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 700,000</b>
<u>Expenditures</u>				
Employee Compensation	165,496	174,863	183,031	215,676
Employee Benefits		73,415	82,284	79,678
Materials	56,571	42,717	62,333	62,578
Contract Services	9,250,693	9,878,922	10,556,627	11,342,859
Cost Allocation	32,685	65,496	40,531	173,593
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	21,878	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,505,445</b>	<b>\$ 10,235,413</b>	<b>\$ 10,946,684</b>	<b>\$ 11,884,384</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 9,505,445</b>	<b>\$ 10,235,413</b>	<b>\$ 10,846,684</b>	<b>\$ 11,184,384</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$11,884,384 for the Law Enforcement Department. This represents an increase of \$937,700 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increases as described in the contract with the Santa Clara County Sheriff: (\$448,500) one additional motor deputy due to increased development activity (\$298,000) and additional cost allocation charges of \$133,062.

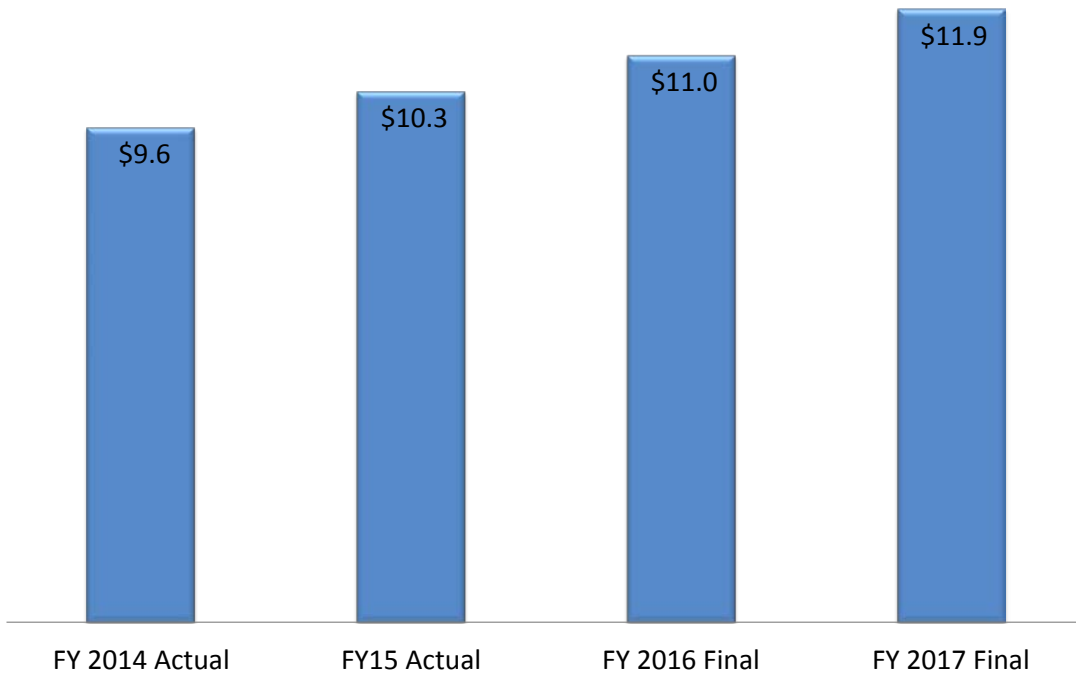
This budget is funded from \$700,000 in estimated department revenue and a General Fund contribution of \$11,184,384.

# Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions



# City of Cupertino

Fiscal Year 2016-2017



CUPERTINO

## CRIMINAL JUSTICE/PUBLIC PROTECTION

### Other Protection

**ADMINISTRATOR**  
**Captain Rick Sung**  
**Office of the Sheriff**

BUDGET AT A GLANCE	
Total Revenue	\$ 700,000
Total Expenditures	11,884,384
Fund Balance	-
<hr/>	
	General Fund Costs \$ 11,184,384
Total Staffing City and Contract	2.00
% Funded by General Fund	94.1%

### KEY PERFORMANCE MEASURES BY DIVISION

City of Cupertino  
 FY16/17 Budget Performance Measures  
**LAW ENFORCEMENT**

**GOAL: Maintain a safe environment to live, work, learn and play.**

Mission	Measure	2015	2016 Target	2017 Target	Ongoing Target
<b>Enabled by ...</b> A Sheriff's Office that is responsive and engaging.	% monitor adequate response time for emergency calls <ul style="list-style-type: none"> <li>Priority 1</li> <li>Priority 2</li> <li>Priority 3</li> </ul>	3.76 5.98 10.29	4.90 6.56 10.52	3.67 6.56 11.75	5minutes 9minutes 20minutes
	% Education programs maintain minimum attendance <ul style="list-style-type: none"> <li>Teen Academy</li> <li>Citizen Academy</li> </ul>	80% N/A	122% N/A	83% 83%	80% 80%

**So that ...**  
 All members of the community are safe, informed, empowered and supported.



**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**LAW ENFORCEMENT**

Budget Unit 100-20-200

General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	450,000
Total Expenditures		11,206,195
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 10,756,195
Total Staffing		-
	% Funded by General Fund	96.0%

**PROGRAM OVERVIEW**

This program provides for law enforcement, emergency communications, School Resource Officers, and Youth Probation Program. Services are provided by the Santa Clara County Sheriff’s Department, while communication services are provided by the Santa Clara County General Services Administration. The County’s Youth Probation Program, also managed by the Sheriff’s Department, is funded through a partnership with the Cupertino Union School District and the City of Cupertino. Other services include general law enforcement (patrol), traffic enforcement and investigation, detective services and additional resources from specialized units.

The State allocates the Citizens Option for Public Safety (COPS) grant to cities and counties for front-line law enforcement purposes. Funding is allocated proportionately based on population size with a minimum allocation of \$100,000 per jurisdiction. This grant will be used to partially offset the cost of a second School Resource Officer for the FY 2016-17 school year.

**SERVICE OBJECTIVES**

- Protect life and property through innovative and progressive policing methods.
- Respond to Priority 1 emergency situations within an average of less than five minutes.
- Enforce the vehicle code with the goal of increasing traffic safety.
- Divert first time/minor youth offenders from the juvenile justice system.
- Provide daily on-site interaction with our youth.



## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$11,206,195 for the Law Enforcement. This represents an increase of \$806,015 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to negotiated increases as described in the contract with the Santa Clara County Sheriff (4.249% on the base contract, plus increases in lease), an additional motor deputy and increased cost allocation charges.

This budget is funded from \$100,000 in COPS grants, \$350,000 in citation revenue and a \$10,756,195 contribution from the General Fund.

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

### Law Enforcement - Administration

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	107,062	100,000	100,000
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	350,000
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 107,062</b>	<b>\$ 100,000</b>	<b>\$ 450,000</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	48,428	32,065	51,803	51,803
Contract Services	9,046,831	9,672,307	10,348,377	11,086,070
Cost Allocation	-	-	-	68,322
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,095,259</b>	<b>\$ 9,704,372</b>	<b>\$ 10,400,180</b>	<b>\$ 11,206,195</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 9,095,259</b>	<b>\$ 9,597,310</b>	<b>\$ 10,300,180</b>	<b>\$ 10,756,195</b>

## STAFFING

There are no City of Cupertino benefitted employees in this program.

### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>20 Law Enforcement</b>				
<b>200 Law Enforcement SC Sheriff</b>				
15 - Materials				
600.601 - General Office Supplies	-	-	-	0
600.618 - Utilities and Phone	-	-	1,333	1,333
600.634 - Probation Officer	47,000	30,960	50,470	50,470
600.642 - Telephone and Data Services	1,428	1,105	0	0
15 - Materials Total	48,428	32,065	51,803	51,803
20 - Contract services				
700.702 - General Service Agreement	100,000	18,039	100,000	100,000
700.705 - Law Enforcement Services	8,946,831	9,654,268	10,248,377	10,986,070
20 - Contract services Total	9,046,831	9,672,307	10,348,377	11,086,070
25 - Cost allocation				
800.805 - CC CAP Allocation				41,058
800.806 - CM CAP Allocation				12,329
800.814 - Finance CAP Allocation				14,935
25 - Cost allocation Total				68,322
<b>200 Law Enforcement SC Sheriff Total</b>	<b>9,095,259</b>	<b>9,704,372</b>	<b>10,400,180</b>	<b>11,206,195</b>



**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**LAW ENFORCEMENT-  
INTEROPERABILITY PROJECT**

Budget Unit 100-20-201  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		48,807
Fund Balance		-
<hr/>		
	General Fund Costs \$	48,807
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Silicon Valley Regional Interoperability Authority (SVRIA) was formed under the Joint Exercise of Powers Act (JPA) to provide interoperable communications solutions to its members. The SVRIA represents the interests of all public safety agencies in Santa Clara County through its members. It services the Santa Clara Operational Area which includes the County of Santa Clara, its fifteen cities and towns, and all special districts.

**SERVICE OBJECTIVES**

- SVRIA exists to identify, coordinate, and implement communications interoperability solutions to its member agencies. The purpose of these projects is to seamlessly integrate voice and data communications between law enforcement, the fire and rescue service, emergency medical services, and emergency management for routine operations, critical incidents, and disaster response and recovery.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$48,807 for the Interoperability Project. This represents an increase of \$807 over the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$48,807 contribution from the General Fund.

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

**Law Enforcement - Interoperability Project**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	48,359	48,359	48,000	48,539
Cost Allocation	-	-	-	268
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,359</b>	<b>\$ 48,359</b>	<b>\$ 48,000</b>	<b>\$ 48,807</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 48,359</b>	<b>\$ 48,359</b>	<b>\$ 48,000</b>	<b>\$ 48,807</b>

**STAFFING**

There is no staff associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
201 Interoperability Project				
20 - Contract services Total	48,359	48,359	48,000	48,539
25 - Cost allocation				
800.805 - CC CAP Allocation				190
800.806 - CM CAP Allocation				57
800.814 - Finance CAP Allocation				21
25 - Cost allocation Total				268
<b>201 Interoperability Project Total</b>	<b>48,359</b>	<b>48,359</b>	<b>48,000</b>	<b>48,807</b>



**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**LAW ENFORCEMENT-  
CODE ENFORCEMENT**

Budget Unit 100-20-202

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 250,000
Total Expenditures	629,382
Fund Balance	
<hr/>	
General Fund Costs	\$ 379,382
Total City Staffing	2.00
% Funded by General Fund	60.3%

**PROGRAM OVERVIEW**

The Law Enforcement Code Enforcement Program provides for the enforcement of various provisions of the municipal code relating to parking citations, noise, animal control and other compliance areas. Assistance is provided to the Sheriff Department in the areas of traffic control and other complaint responses.

**SERVICE OBJECTIVES**

- Respond to resident, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.
- Manage the animal control services contract with the City of San José.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$629,382 for Code Enforcement. This represents an increase of \$82,878 over the FY 2015-16 Final Adopted Budget. The increase is related to higher cost allocation charges and the addition of a part-time code enforcement officer.

This budget is funded from a \$379,382 contribution from the General Fund.

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

Code Enforcement, is assigned to several departments. Two of our four officers are charged to this division and primarily concentrate on Public Safety activities such as parking enforcement, abandoned vehicles, noise and graffiti.

**Law Enforcement - Code Enforcement**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	250,000
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<u>Expenditures</u>				
Employee Compensation	165,496	174,863	183,031	215,676
Employee Benefits	72,317	73,415	82,284	79,678
Materials	8,143	10,652	10,530	10,775
Contract Services	203,862	206,615	208,250	208,250
Cost Allocation	32,685	65,496	40,531	105,003
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	21,878	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 482,502</b>	<b>\$ 531,042</b>	<b>\$ 546,504</b>	<b>\$ 629,382</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 482,502</b>	<b>\$ 531,042</b>	<b>\$ 546,504</b>	<b>\$ 379,382</b>

**STAFFING**

Total current authorized positions - 2.00

There are no changes to full time staffing.

Total authorized positions – 2.00

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>202 Code Enforcement</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	165,589	173,245	179,826	177,764
500.502 - Salaries Part Time			0.00	35,000
500.503 - Excess Med Pay	293	-	293	0
500.505 - Overtime	(386)	1,618	2,000	2,000
500.507 - Taxable Life Premium		-	912	912
500.510 - Employee Agency Service				0
05 - Employee compensation Total	165,496	174,863	183,031	215,676
10 - Employee benefits				
501.500 - Retirement System	43,615	45,975	51,065	48,470
501.502 - Pers 1959 Surv Empr	104	44	104	0
501.505 - Health Insurance	17,222	16,263	17,136	17,136
501.506 - Dental Insurance	1,918	1,930	1,878	1,914
501.507 - Medicare	2,556	2,642	2,582	2,564
501.508 - Life Insurance	1,470	1,500	1,386	1,386
501.509 - Long Term Disability	1,031	1,181	1,266	1,260
501.510 - Workers Compensation	2,596	-	2,596	2,596
501.511 - Vision Insurance	366	369	359	360
501.516 - HRA City Contribution	1,440	3,510	3,912	3,992
10 - Employee benefits Total	72,317	73,415	82,284	79,678
15 - Materials				
600.601 - General Office Supplies	619	1,584	619	1,000
600.608 - Small Tools and Equipment	607	736	3,400	1,500
600.611 - Uniforms/Safety Apparel	1,880	2,111	1,250	2,000
600.613 - General Supplies	50	704	200	200
600.618 - Utilities and Phone	-	29	4,986	6,000
600.632 - Mileage Reimbursement	-	100	75	75
600.642 - Telephone and Data Services	4,985.89	5,388.54	0.00	0
15 - Materials Total	8,143	10,652	10,530	10,775
20 - Contract services				
700.701 - Training and Instruction	1,898	770	3,250	3,250
700.702 - General Service Agreement	201,964	205,845	205,000	205,000
20 - Contract services Total	203,862	206,615	208,250	208,250
25 - Cost allocation				
800.801 - Equipment Reimbursement	17,580	44,484	19,520	3,000
800.802 - IT Reimbursement	12,747	18,240	18,237	35,242
800.804 - Web Site Reimbursement	2,358	2,772	2,774	0
800.805 - CC CAP Allocation				7,428
800.806 - CM CAP Allocation				1,954
800.809 - City Clerk CAP Allocation				3,900
800.810 - City Attorney CAP Allocation				29,155
800.814 - Finance CAP Allocation				9,774
800.815 - Human resources CAP Allocation				14,550
800.820 - Grounds Maintenance CAP				0

800.821 - Building Maintenance CAP				0.
25 - Cost allocation Total	32,685	65,496	40,531	105,003
35 - Contingencies				
719.705 - Contingencies	-	-	21,878	10,000
35 - Contingencies Total	-	-	21,878	10,000
<b>202 Code Enforcement Total</b>	<b>482,502</b>	<b>531,042</b>	<b>546,504</b>	<b>629,382</b>





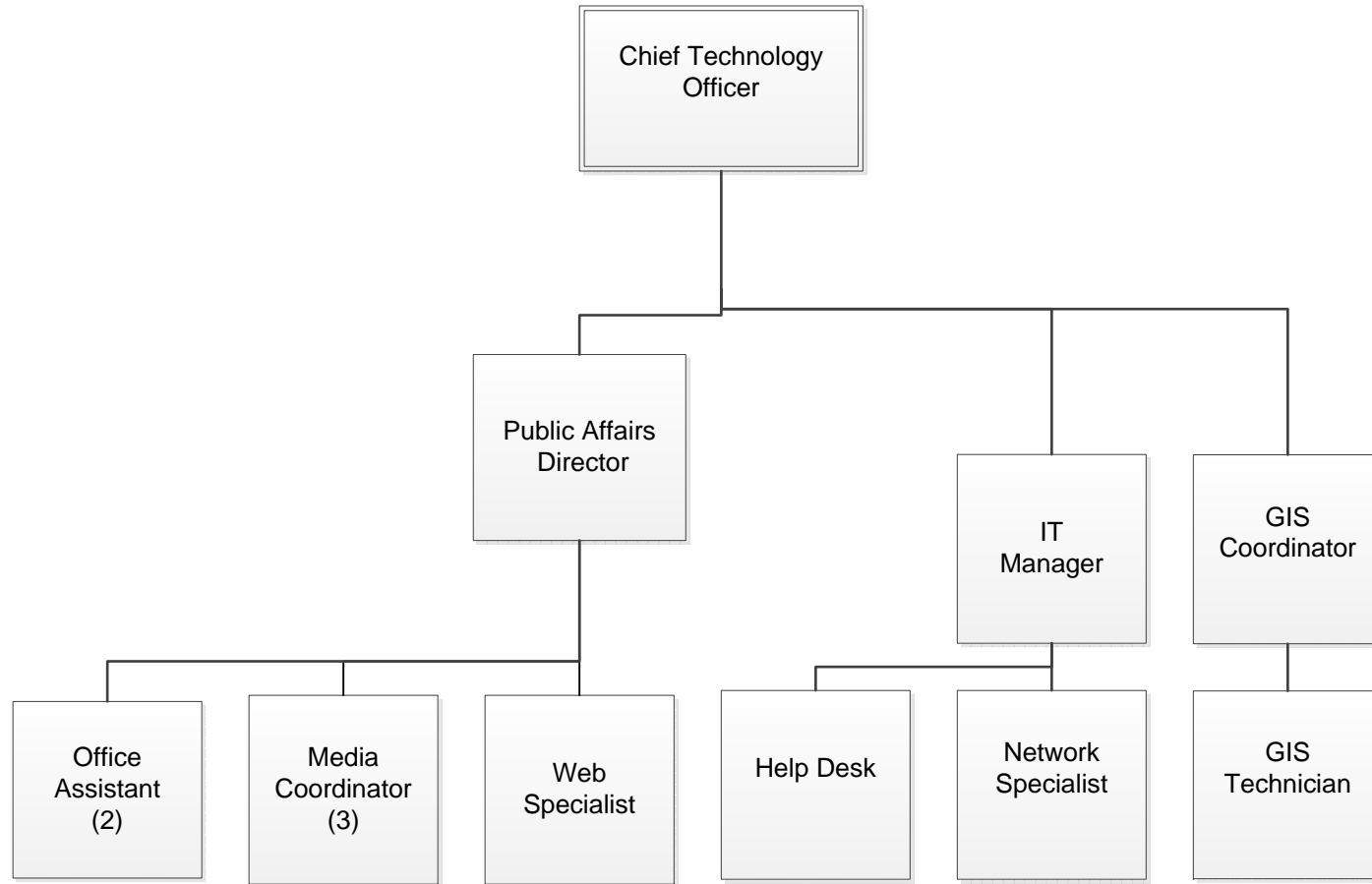
# Information Services

Information Services Admin

Government Channel

City Website

Information Technology





**CUPERTINO**

# Information Services

	<b>Final Adopted 2016-17</b>
<b>Page Information Services</b>	<b>\$ 855,029</b>
GI Org	
240 100-30-300 Administration	719,926
244 100-30-304 Cupertino Scene	135,103
<b>Government Channel</b>	<b>\$ 1,548,063</b>
GI Org	
247 615-31-305 Government Channel	68,977
251 615-31-306 Government Channel SPCL Proj	1,479,086
254 100-31-307 Public Access Support	-
<b>City Website</b>	<b>\$ 369,323</b>
GI Org	
257 615-32-308 City Website	369,323
<b>Information Technology</b>	<b>\$ 4,060,508</b>
GI Org	
263 610-34-310 Information Technology	2,691,744
267 610-35-986 GIS	647,264
271 610-90-989 Equipment Acquisition	721,500
<b>TOTAL INFORMATION SERVICES</b>	<b>\$ 6,832,923</b>

# Division Summary

## Information Services - Summary

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	1,824,244	2,128,071	2,501,372	4,572,900
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,824,244</b>	<b>\$ 2,128,071</b>	<b>\$ 2,501,372</b>	<b>\$ 4,572,900</b>
<i>Expenditures</i>				
Employee Compensation	1,181,506	1,171,517	1,130,606	1,559,028
Employee Benefits	362,456	372,125	454,521	605,103
Materials	199,575	277,229	289,810	342,956
Contract Services	583,842	896,154	1,136,705	1,781,791
Cost Allocation	388,366	566,292	576,570	1,254,518
Capital Outlay	169,523	190,055	392,000	721,500
Special Projects	79,332	46,246	477,105	463,105
Appropriations for Contingency	41,879	4,798	131,151	104,922
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,006,478</b>	<b>\$ 3,524,416</b>	<b>\$ 4,588,468</b>	<b>\$ 6,832,923</b>
Fund Balance (Use of)	-	-	(648,004)	(528,273)
<b>General Fund Costs</b>	<b>\$ 1,182,234</b>	<b>\$ 1,396,345</b>	<b>\$ 1,439,092</b>	<b>\$ 1,731,750</b>

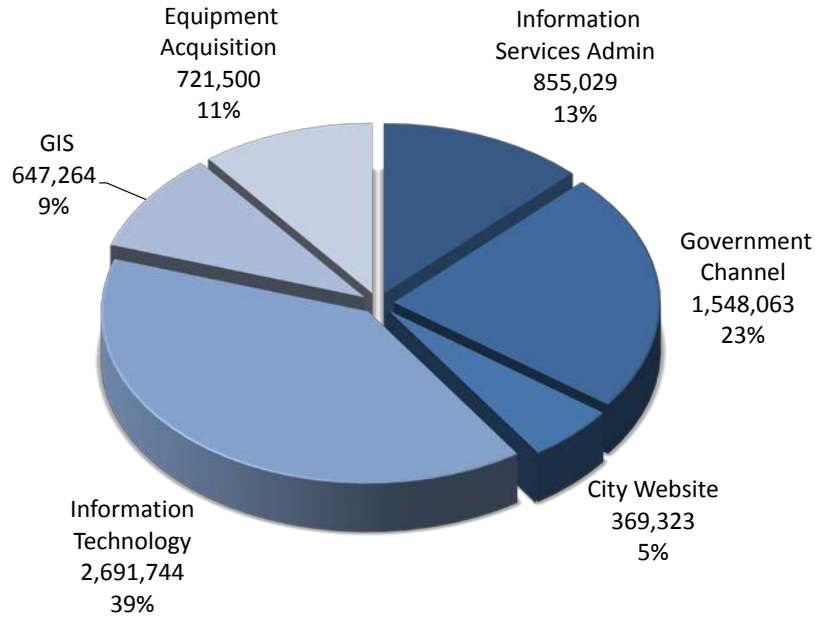
### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$6,832,923 for the Information Services Division. This represents an increase of \$2,244,455 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to IT subcontractor costs, social media tool acquisition and associated support, website upgrade, software required to support city online services and additional Chief Technology Officer and part-time staffing costs.

This budget is funded from \$4,572,900 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$1,731,750 contribution from the General Fund. Collectively, the Information Technology and Government Channel

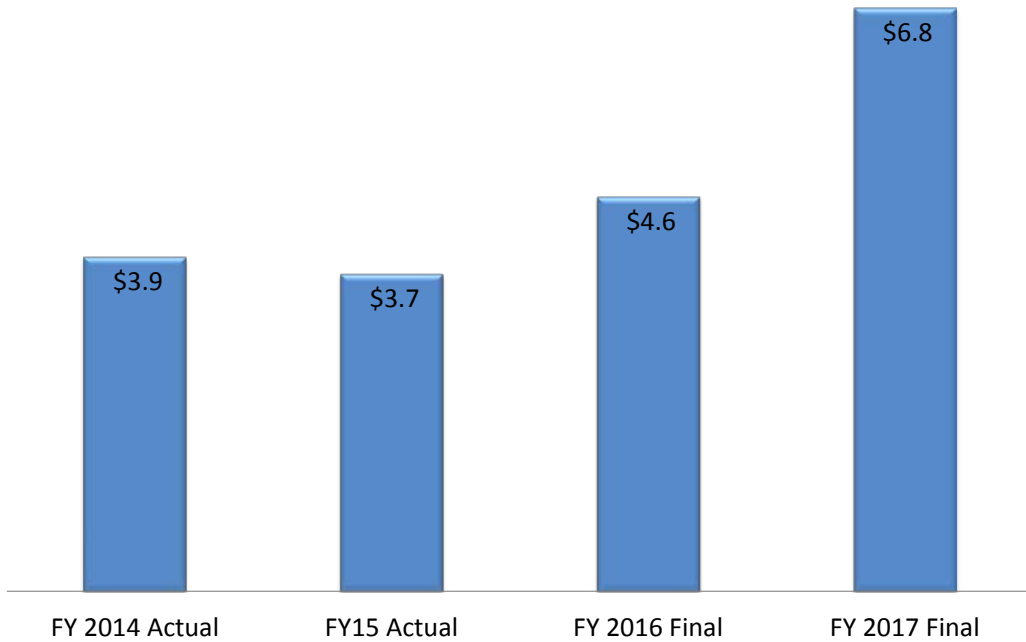
Internal Service funds anticipate using approximately \$528,273 in retained earnings to fund the replacement of fully depreciated equipment.

## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions





FISCAL GENERAL SERVICES

Other General

INFORMATION SERVICES

Budget Unit 100-30-300  
General Fund

BUDGET AT A GLANCE






Total Revenue	\$4,572,900
Total Expenditures	6,832,923
Fund Balance	528,273
<hr/>	
General Fund Costs	\$ 1,731,750
Total Staffing	12.95
% Funded by General Fund	25.3%

KEY PERFORMANCE MEASURES BY DIVISION

**GOAL: Provide superior delivery of information and technology services to city employees and constituents while continually enhancing levels of engagement.**

Enabled by...

Tools and services leverage existing, emerging and innovative technologies to enhance, improve, and streamline business and communications processes.

Mission	Measure	2015	2016 Target	2017	Ongoing Target
	Access Cupertino: Average response time to customers organization-wide	2.14 days	1.81 days		Respond within 2 days
	Access Cupertino: Customer Satisfaction rating				80%
	Social media engagement: total number of followers	143,765	178,021		Increase by 10%
	Social media engagement: average number of likes per post		5		Increase by 10%
	Video: Number of live meetings broadcast	102	112		Increase by 10%

**So that...**

Integrated information services enable customers' access to the tools and information they need, when and where they need it.



Video: number of hours of video broadcasts of live meetings	343	377		Increase by 10%
GIS: Data and Resources available online		100%		100%
Requested GIS Assistance performed within one business day, 5 days for major projects		100%		100%
Number of Cityworks assets and users deployed		80%		100%
IT resolution for requests based on Service Level Agreement timeline		80%		80%
IT Customer satisfaction %		80%		80%



**City of Cupertino**  
**Fiscal Year 2016-2017**

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**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
Administration**  
Budget Unit 100-30-300  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 208,843
Total Expenditures	719,926
Fund Balance	-
<hr/>	
General Fund Costs	\$ 511,083
Total Staffing	2.20
% Funded by General Fund	71.0%

**PROGRAM OVERVIEW**

Information Services is responsible for planning and implementing a comprehensive internal and external technology and communication program for the City of Cupertino. Information Services oversees the reliable day-to-day delivery of technology and communication services, applications, and data while maximizing the value of all technology investments.

**SERVICE OBJECTIVES**

- Ensure two-way communication between and among the City organization and stakeholders.
- Improve user experience including ease of use, availability, accessibility within the context of compliance with industry standards.
- Ensure constituents have easy access to City information and services via the communication technology of their choice.
- Engage key audiences to promote City goals, policies, programs and services.
- Organize and support community meetings, special events, awards dinners, and ceremonial activities.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$719,926 for Information Services. This represents an increase of \$425,784 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increasing community outreach through social media and reallocation of staff.

This budget is funded from \$208,843 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$511,083 contribution from the General Fund.

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

**Information Services -Administration**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	80,938	41,352	41,336	208,843
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 80,938</b>	<b>\$ 41,352</b>	<b>\$ 41,336</b>	<b>\$ 208,843</b>
<u>Expenditures</u>				
Employee Compensation	152,335	201,362	118,353	290,669
Employee Benefits	52,917	65,617	38,190	108,043
Materials	22,782	55,215	49,194	59,075
Contract Services	39,072	78,868	58,704	94,209
Cost Allocation	13,594	18,912	18,911	159,298
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	10,790	8,632
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,700</b>	<b>\$ 419,975</b>	<b>\$ 294,142</b>	<b>\$ 719,926</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 199,762</b>	<b>\$ 378,623</b>	<b>\$ 252,806</b>	<b>\$ 511,083</b>

**STAFFING**

Total current authorized positions – 1.8

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed. Director-level/CTO support has been reallocated to the Information Services Administration Division.

Total FY 2016-17 authorized positions – 2.2

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>300 Public Affairs</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	128,654	151,306	81,158	243,346
500.502 - Salaries Part Time	20,024	46,629	33,000	41,386
500.505 - Overtime	657	588	0	2,000
500.506 - Car Allowance	3,000	2,838	600	1,800
500.507 - Taxable Life Premium		0	393	1,147
500.510 - Employee Agency Serv	0	0	2,212	0
500.513 - Sick Leave			990	990
05 - Employee compensation Total	152,335	201,362	118,353	290,669
10 - Employee benefits				
501.500 - Retirement System	32,530	39,239	20,481	64,572
501.502 - Pers 1959 Surv Empr	73	78	24	2,586
501.505 - Health Insurance	12,701	15,542	9,968	23,854
501.506 - Dental Insurance	1,298	1,751	1,083	2,583
501.507 - Medicare	2,464	3,306	1,165	3,512
501.508 - Life Insurance	828	1,058	534	1,468
501.509 - Long Term Disability	609	783	550	1,662
501.510 - Workers Compensation	1,172	0	1,930	1,930
501.511 - Vision Insurance	248	335	206	486
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	993	3,524	2,249	5,390
10 - Employee benefits Total	52,917	65,617	38,190	108,043
15 - Materials				
600.601 - General Office Supplies	4,364	11,550	15,660	7,000
600.602 - Printing and Duplication	83	4,591	1,000	2,500
600.606 - Software	14,481	32,160	27,000	5,000
600.608 - Small Tools and Equipment				800
600.613 - General Supplies	65	1,606	1,116	3,000
600.618 - Utilities and Phone	0	1,119	1,418	0
600.619 - Advertising and Legal Notices				30,000
600.629 - Conference and Meeting	2,185	2,807	3,000	5,000
600.632 - Mileage Reimbursement	121	501	0	500
600.635 - Special Departmental Exp			0	0

600.642 - Telephone and Data Services	1,484	881	0	5,275
15 - Materials Total	22,782	55,215	49,194	59,075
20 - Contract services				
700.701 - Training and Instruction				0
700.702 - General Service Agreement	37,211	77,026	56,759	56,759
700.703 - Maintenance of Equipment	1,861	1,842	1,945	37,450
20 - Contract services Total	39,072	78,868	58,704	94,209
25 - Cost allocation				
800.802 - IT Reimbursement	11,472	16,416	16,414	35,753
800.804 - Web Site Reimbursement	2,122	2,496	2,497	0
800.823 - Strategic Support CAP				123,545
25 - Cost allocation Total	13,594	18,912	18,911	159,298
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
31 - Special projects Total	0	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	10,790	8,632
35 - Contingencies Total	0	0	10,790	8,632
<b>300 Public Affairs Total</b>	<b>280,700</b>	<b>419,975</b>	<b>294,142</b>	<b>719,926</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
CUPERTINO SCENE**

Budget Unit 100-30-394  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	135,103
Fund Balance	-
<hr/>	
General Fund Costs	\$ 135,103
Total Staffing	0.30
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Scene is the primary print communication tool for the City. This 16-page newsletter provides residents and businesses information on city events, community activities, government services, and other city-related business. The Scene is published 10 months out of the year, (no January or August editions) and distributed to every residential and business address in Cupertino.

**SERVICE OBJECTIVES**

- Provide non-political, non-religious and non-commercial information of general interest to the community.
- Maintain a regular production schedule, presenting information in a timely, interesting and visually pleasing manner.
- Focus on information relevant to citizens of all cultural backgrounds.
- Continue to adhere to regulations set by Proposition 73 and other legislation that regulates public and printed communications by the city.
- In addition to city services and programs, allocate space to local nonprofits and schools.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$135,103 for the Cupertino Scene. This represents an increase of \$31,837 over the FY 2015-16 Final Adopted Budget. The changes reflect reallocation of staff and anticipated postage costs.

This budget is funded from a \$135,103 contribution from the General Fund.

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

**Information Services - Cupertino Scene**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	37,971	37,369	9,941	23,706
Employee Benefits	14,407	14,933	4,659	10,912
Materials	77,129	85,481	77,263	78,263
Contract Services	258	321	-	300
Cost Allocation	2,644	3,672	3,677	15,741
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	7,726	6,181
<b>TOTAL EXPENDITURES</b>	<b>\$ 132,408</b>	<b>\$ 141,775</b>	<b>\$ 103,266</b>	<b>\$ 135,103</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 132,408</b>	<b>\$ 141,775</b>	<b>\$ 103,266</b>	<b>\$ 135,103</b>

**STAFFING**

Total current authorized positions – .35

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – .30

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>304 Cupertino Scene</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	36,191	37,271	9,886	23,557
500.502 - Salaries Part Time	1,702	0	0	0
500.505 - Overtime	78	29	0	0
500.506 - Car Allowance		69	0	0
500.507 - Taxable Life Premium		0	55	149
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	37,971	37,369	9,941	23,706
10 - Employee benefits				
501.500 - Retirement System	9,383	9,732	2,807	6,330
501.502 - Pers 1959 Surv Empr	18	8	6	0
501.505 - Health Insurance	3,288	3,067	842	2,540
501.506 - Dental Insurance	326	336	96	288
501.507 - Medicare	564	568	142	340
501.508 - Life Insurance	251	261	69	180
501.509 - Long Term Disability	186	206	69	166
501.510 - Workers Compensation	228	228	414	414
501.511 - Vision Insurance	62	64	18	54
501.516 - Hra City Contribution	101	462	196	600
10 - Employee benefits Total	14,407	14,933	4,659	10,912
15 - Materials				
600.601 - General Office Supplies	0	0	300	300
600.602 - Printing and Duplication	43,129	38,300	40,963	40,963
600.604 - Postage	34,000	47,181	36,000	37,000
600.632 - Mileage Reimbursement			0	0
15 - Materials Total	77,129	85,481	77,263	78,263
20 - Contract services				
700.703 - Maintenance of Equipment	258	321	0	300
20 - Contract services Total	258	321	0	300
25 - Cost allocation				
800.802 - IT Reimbursement	2,231	3,192	3,192	5,608
800.804 - Web Site Reimbursement	413	480	485	0
800.805 - CC CAP Allocation				673
800.806 - CM CAP Allocation				188
800.811 - Public Affairs CAP Alloc				1,914
800.814 - Finance CAP Alloc				5,793
800.815 - Human resources CAP Alloc				728
800.820 - Grounds Maintenance CAP				68
800.821 - Building Maintenance CAP				769
25 - Cost allocation Total	2,644	3,672	3,677	15,741
35 - Contingencies				
719.705 - Contingencies	0	0	7,726	6,181
35 - Contingencies Total	0	0	7,726	6,181
<b>304 Cupertino Scene Total</b>	<b>132,408</b>	<b>141,775</b>	<b>103,266</b>	<b>135,103</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
 GOVERNMENT CHANNEL**

Budget Unit 615-31-305  
 Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$1,479,086
Total Expenditures		1,479,086
Fund Balance		-
	General Fund Costs \$	-
Total Staffing		3.05
	% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

The Government Channel operates the City’s government access television station, providing multi-media support services, and overseeing video production for all City departments.

**SERVICE OBJECTIVES**

- Provide information regarding the activities and decisions of the City Council and the recommendations of its advisory bodies.
- Expand community awareness of local government and its decision-making processes by providing live and re-broadcast coverage of City meetings.
- Increase community awareness of City services.
- Provide information pertinent to City residents from other local, state and federal governmental entities.
- Provide an additional venue for emergency communications in the event of a disaster.
- Provide video production and audio/visual services to City departments.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,479,086 for the Government Channel. This represents an increase of \$258,967 over the FY 2015-16 Final Adopted Budget. The primary focus is on a Community Hall upgrade and replacement of aging and fully depreciated equipment.

This budget is funded from \$1,479,086 in estimated department revenue.



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

**Information Services - Government Channel**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	139,308	542,544	1,479,086
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 139,308</b>	<b>\$ 542,544</b>	<b>\$ 1,479,086</b>
<u>Expenditures</u>				
Employee Compensation	383,692	288,161	270,277	357,597
Employee Benefits	90,244	111,340	113,449	145,402
Materials	36,572	48,293	74,501	47,950
Contract Services	32,196	68,197	59,956	68,000
Cost Allocation & Depreciation	98,116	284,561	270,490	449,380
Capital Outlay	-	-	-	-
Special Projects	79,332	32,506	418,000	400,000
Appropriations for Contingency	-	-	13,446	10,757
<b>TOTAL EXPENDITURES</b>	<b>\$ 720,152</b>	<b>\$ 833,059</b>	<b>\$ 1,220,119</b>	<b>\$ 1,479,086</b>
Fund Balance (Use of)	-	-	(382,000)	-
<b>General Fund Costs</b>	<b>\$ 720,152</b>	<b>\$ 693,751</b>	<b>\$ 295,575</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 3.15

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – 3.05

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>31 Government Channel</b>				
<b>305 Government Channel</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	365,718	263,752	247,079	315,642
500.502 - Salaries Part Time	15,513	16,605	17,910	34,456
500.503 - Excess Med Pay	323	393	323	0
500.505 - Overtime	2,139	7,342	3,000	5,000
500.506 - Car Allowance		69	300	600
500.507 - Taxable Life Premium		0	1,128	1,362
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			537	537
05 - Employee compensation Total	383,692	288,161	270,277	357,597
10 - Employee benefits				
501.500 - Retirement System	53,228	67,914	69,962	85,651
501.502 - Pers 1959 Surv Empr	92	47	92	8,839
501.505 - Health Insurance	24,915	25,361	25,333	29,486
501.506 - Dental Insurance	2,395	3,039	2,772	3,253
501.507 - Medicare	3,523	4,522	3,547	4,554
501.508 - Life Insurance	1,476	1,896	2,030	2,343
501.509 - Long Term Disability	1,185	1,710	1,754	2,218
501.510 - Workers Compensation	1,660	1,776	1,660	1,660
501.511 - Vision Insurance	457	581	529	612
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	1,312	4,495	5,770	6,786
10 - Employee benefits Total	90,244	111,340	113,449	145,402
15 - Materials				
600.601 - General Office Supplies	34,353	46,147	41,544	35,000
600.606 - Software	1,363	1,516	32,176	2,000
600.608 - Small Tools and Equipment				800
600.618 - Utilities and Phone	0	0	781	0
600.629 - Conference and Meeting				10,000
600.632 - Mileage Reimbursement	0	0	0	150
600.642 - Telephone and Data Services	857	630	0	0
15 - Materials Total	36,572	48,293	74,501	47,950
20 - Contract services				
700.701 - Training and Instruction	1,927	13,625	10,000	5,000
700.702 - General Service Agreement	6,601	30,360	30,000	24,100
700.703 - Maintenance of Equipment	23,668	22,245	17,956	34,900
700.706 - Rent Expense		1,967	2,000	4,000
20 - Contract services Total	32,196	68,197	59,956	68,000
25 - Cost allocation				
800.802 - IT Reimbursement	49,502	28,728	28,723	104,117
800.804 - Web Site Reimbursement	3,006	4,368	4,369	0
800.805 - CC CAP Allocation				13,125
800.806 - CM CAP Allocation	5,152	7,320	6,364	3,506

800.807 - ENV Affairs CAP Alloc	1,627	1,938	1,627	0
800.808 - ECON Dev CAP Alloc	1,250	1,782	1,544	0
800.809 - City Clerk CAP Alloc	5,338	9,960	9,954	0
800.811 - Public Affairs CAP Alloc				60,294
800.813 - Admin Serv CAP Allocation	3,923	6,408	5,674	0
800.814 - Finance CAP Alloc	7,442	10,506	9,117	23,034
800.815 - Human resources CAP Alloc	7,118	8,442	7,118	22,916
800.820 - Grounds Maintenance CAP				2,157
800.821 - Building Maintenance CAP				24,231
25 - Cost allocation Total	84,358	79,452	74,490	253,380
31 - Special projects				
900.923 - Apple Campus 2	2,101	0	0	0
900.934 - Wi-Fi Study	18,876	0	0	0
900.945 - Fixed Asset Acquisition	58,355	32,506	418,000	60,000
900.966 - Community Hall Upgrade				340,000
31 - Special projects Total	79,332	32,506	418,000	400,000
35 - Contingencies				
719.705 - Contingencies	0	0	13,446	10,757
35 - Contingencies Total	0	0	13,446	10,757
50 - Other financing uses				
800.904 - Depreciation Expenses	13,758	205,109	196,000	196,000
50 - Other financing uses Total	13,758	205,109	196,000	196,000
<b>305 Government Channel Total</b>	<b>720,152</b>	<b>833,059</b>	<b>1,220,119</b>	<b>1,479,086</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
GOVERNMENT CHANNEL  
SPECIAL PROJECTS**

Budget Unit 615-31-306

Internal Service Fund

The Government Channel Special Projects program budget was moved to the Government Channel program budget in FY 2014-15. This program budget is included to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

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

**Information Services - Government Channel Special Projects**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adpoted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	48,482	-	-	-
Employee Benefits	20,792	-	-	-
Materials	6,695	-	-	-
Contract Services	16,107	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 92,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 92,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>306 Govt Channel Special Project</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	47,948	0	0	0
500.502 - Salaries Part Time	0	0	0	0
500.503 - Excess Med Pay		0	0	0
500.505 - Overtime	535	0	0	0
500.507 - Taxable Life Premium		0		
05 - Employee compensation Total	48,482	0	0	0
10 - Employee benefits				
501.500 - Retirement System	12,222	0	0	0
501.502 - Pers 1959 Surv Empr	21	0	0	0
501.505 - Health Insurance	5,866	0	0	0
501.506 - Dental Insurance	563	0	0	0
501.507 - Medicare	707	0	0	0
501.508 - Life Insurance	345	0	0	0
501.509 - Long Term Disability	278	0	0	0
501.510 - Workers Compensation	391	0	0	0
501.511 - Vision Insurance	107	0	0	0
501.513 - Rec Bucks		0		
501.516 - Hra City Contribution	291	0	0	0
10 - Employee benefits Total	20,792	0	0	0
20 - Contract services				
700.701 - Training and Instruction	0	0	0	0
700.702 - General Service Agreement	4,696	0	0	0
700.703 - Maintenance of Equipment	520	0	0	0
700.706 - Rent Expense	1,479	0	0	0
20 - Contract services Total	6,695	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	3,824	0	0	0
800.804 - Web Site Reimbursement	707	0	0	0
800.806 - CM CAP Allocation	1,212	0	0	0
800.807 - ENV Affairs CAP Alloc	383	0	0	0
800.808 - ECON Dev CAP Alloc	294	0	0	0
800.809 - City Clerk CAP Alloc	5,338	0	0	0
800.813 - Admin Serv CAP Allocation	923	0	0	0
800.814 - Finance CAP Alloc	1,751	0	0	0
800.815 - Human resources CAP Alloc	1,675	0	0	0
25 - Cost allocation Total	16,107	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
<b>306 Govt Channel Special Project Total</b>	<b>92,076</b>	<b>0</b>	<b>0</b>	<b>0</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
PUBLIC ACCESS SUPPORT**

Budget Unit 100-31-307

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		68,977
<u>Fund Balance</u>		<u>-</u>
	General Fund Costs	\$ 68,977
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The City contracts to provide management of Community Access Television Programming.

**SERVICE OBJECTIVES**

- Encourage Cupertino-based communities of interest to use facilities to express their interests, concerns, and ideas.
- Provide training in cable communication production for individuals and community groups.
- Assist individuals and community groups to develop and produce programs for broadcast.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$68,977 for Public Access Support. This represents an increase of \$4,087 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to contractual escalators.

This budget is funded from a \$68,977 contribution from the General Fund.

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

**Information Services - Public Access Support**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	60,728	62,548	64,890	68,135
Cost Allocation	-	-	-	842
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,728</b>	<b>\$ 62,548</b>	<b>\$ 64,890</b>	<b>\$ 68,977</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 60,728</b>	<b>\$ 62,548</b>	<b>\$ 64,890</b>	<b>\$ 68,977</b>

**STAFFING**

There is no staffing associated with this program.



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>307 Public Access Support</b>				
20 - Contract services				
700.702 - General Service Agreement	60,728	62,548	64,890	68,135
20 - Contract services Total	60,728	62,548	64,890	68,135
25 - Cost allocation				
800.805 - CC CAP Allocation				257
800.806 - CM CAP Allocation				77
800.814 - Finance CAP Allocation				508
25 - Cost allocation Total				842
35 - Contingencies				
719.705 - Contingencies				0
35 - Contingencies Total				0
<b>307 Public Access Support Total</b>	<b>60,728</b>	<b>62,548</b>	<b>64,890</b>	<b>68,977</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
CITY WEBSITE**

Budget Unit 615-32-308  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	369,323
Fund Balance	-
<hr/>	
General Fund Costs	\$ 369,323
Total Staffing	0.80
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The City of Cupertino website maintains design, current content, intuitive navigation, and online applications and interactive features.

**SERVICE OBJECTIVES**

- Work closely with City staff and members of the community to ensure that the website is timely and relevant.
- Collaborate with departments to determine that the website’s purpose, functions, requirements and long-term strategy meet organizational needs.
- Create and maintain effective online and mobile user access to municipal information and services.
- Enable and facilitate the use of communication and presentation resources by non-technical staff and customers.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$369,323 for the City Website. This represents an increase of \$74,231 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to reallocating a contract position to part-time and additional software requirements for the new website.

This budget is funded with a contribution of \$369,323 from the General Fund.

## SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
New City Website	\$51,105	\$51,105	Use of retained earnings and General Fund Contribution	Redesign of the City's Web and Intranet site
<b>TOTAL</b>	\$51,105	\$51,105		

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

### Information Services - City Website

Category	2013-2014 Actual	2014-15 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	37,500	237,124	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 37,500</b>	<b>\$ 237,124</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	142,821	62,008	99,785	123,900
Employee Benefits	37,797	26,476	42,321	37,266
Materials	360	3,871	4,576	7,392
Contract Services	65,153	103,244	69,990	86,125
Cost Allocation	19,352	14,928	19,858	57,569
Capital Outlay	-	-	-	-
Special Projects	-	13,740	51,105	51,105
Appropriations for Contingency	-	-	7,457	5,966
<b>TOTAL EXPENDITURES</b>	<b>\$ 265,483</b>	<b>\$ 224,267</b>	<b>\$ 295,092</b>	<b>\$ 369,323</b>
Fund Balance (Use of)	-	-	(57,698)	-
<b>General Fund Costs</b>	<b>\$ 265,483</b>	<b>\$ 186,767</b>	<b>\$ 270</b>	<b>\$ 369,323</b>

## STAFFING

Total current authorized positions – .95

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total authorized positions – .70

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>308 City Web Site</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	142,821	61,694	98,912	82,329
500.502 - Salaries Part Time			-	40,183
500.505 - Overtime		245	-	300
500.506 - Car Allowance		69	300	600
500.507 - Taxable Life Premium		-	573	488
500.510 - Employee Agency Serv				-
500.513 - Sick Leave				-
05 - Employee compensation Total	142,821	62,008	99,785	123,900
10 - Employee benefits				
501.500 - Retirement System	24,761	17,145	27,887	22,354
501.502 - Pers 1959 Surv Empr	50	21	50	2,511
501.505 - Health Insurance	8,612	5,008	8,075	6,994
501.506 - Dental Insurance	889	616	908	766
501.507 - Medicare	1,381	1,001	1,420	1,188
501.508 - Life Insurance	682	482	658	528
501.509 - Long Term Disability	514	428	677	566
501.510 - Workers Compensation	618	624	618	618
501.511 - Vision Insurance	170	118	170	144
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	119	1,032	1,858	1,597
10 - Employee benefits Total	37,797	26,476	42,321	37,266
15 - Materials				
600.601 - General Office Supplies	80	2,350	3,242	3,242
600.606 - Software				2,000
600.608 - Small Tools and Equipment				700
600.629 - Conference and Meeting	165	1,378	1,134	1,250
600.632 - Mileage Reimbursement	115	142	200	200
15 - Materials Total	360	3,871	4,576	7,392
20 - Contract services				
700.701 - Training and Instruction	99	-	-	1,000
700.702 - General Service Agreement	26,970	50,689	18,313	15,000
700.703 - Maintenance of Equipment	38,084	52,555	51,677	70,125

20 - Contract services Total	65,153	103,244	69,990	86,125
25 - Cost allocation				
800.802 - IT Reimbursement	8,355	8,664	8,663	10,516
800.804 - Web Site Reimbursement	1,120	1,320	1,318	-
800.805 - CC CAP Allocation				3,669
800.806 - CM CAP Allocation	1,919	960	1,919	971
800.807 - ENV Affairs CAP Alloc	606	306	606	-
800.808 - ECON Dev CAP Alloc	466	234	466	-
800.811 - Public Affairs CAP Alloc				18,184
800.813 - Admin Serv CAP Allocation	1,462	732	1,462	-
800.814 - Finance CAP Alloc	2,772	1,386	2,772	9,359
800.815 - Human resources CAP Alloc	2,652	1,326	2,652	6,911
800.820 - Grounds Maintenance CAP				651
800.821 - Building Maintenance CAP				7,308
25 - Cost allocation Total	19,352	14,928	19,858	57,569
31 - Special projects				
900.945 - Fixed Asset Acquisition	-	-	-	-
900.957 - City Website		13,740	51,105	51,105
31 - Special projects Total	-	13,740	51,105	51,105
35 - Contingencies				
719.705 - Contingencies	-	-	7,457	5,966
35 - Contingencies Total	-	-	7,457	5,966
45 - Transfer out				
800.902 - Transfers Out			-	-
45 - Transfer out Total			-	-
<b>308 City Web Site Total</b>	<b>265,483</b>	<b>224,267</b>	<b>295,092</b>	<b>369,323</b>



**FISCAL GENERAL SERVICES**  
**Other General**

**INFORMATION SERVICES-  
ENVIRONMENTAL AFFAIRS**

Budget Unit 100-33-309  
General Fund

In Fiscal Year 2013-14 this program was transferred to the Administration Division under the City Manager as part of a Citywide reorganization. A complete discussion of this program can be found in the Administration Division. This program is included in Information Services to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

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

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>309 Environmental Affairs</b>				
15 - Materials				
600.601 - General Office Supplies	162	-	-	0
600.613 - General Supplies	-	-	-	0
600.623 - Grant Expenditures	-	-	-	0
600.629 - Conference and Meeting	25	-	-	0
600.632 - Mileage Reimbursement	-	-	-	0
15 - Materials Total	187	-	-	0
20 - Contract services				
700.702 - General Service Agreement	-	-	-	0
700.704 - Insurance Fees, Claims, Premiums	-	-	-	0
20 - Contract services Total	-	-	-	0
25 - Cost allocation				

800.802 - IT Reimbursement	-	-	-	0
25 - Cost allocation Total	-	-	-	0
309 Environmental Affairs Total	187	-	-	0
33 Environmental Affairs Total	187	-	-	0



**FISCAL GENERAL SERVICES**  
**Other General**

**INFORMATION SERVICES-  
INFORMATION TECHNOLOGY**

Budget Unit 610-34-310  
Internal Service Fund

**BUDGET AT A GLANCE**

Total Revenue	\$2,884,971
Total Expenditures	2,691,744
Fund Balance	193,227
	General Fund Costs \$ -
Total Staffing	3.80
% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

This activity provides for all technology related expenses for the citywide management of information technology services. The Information Technology Manager and staff are responsible for Helpdesk, Network LAN/WAN availability and performance, security and compliance, Incident Response, business apps and databases, disaster recovery and business continuity, project management of implementations and upgrades, purchasing and inventory control, technical training and maintenance contract negotiations.

**SERVICE OBJECTIVES**

- Maintain standards and procedures for the replacement and maintenance of all City-owned computing devices, printers, peripherals and systems defined by City policy.
- Maintain and service the City's wide area network among all City facilities.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,691,744 for Information Technology. The increase of \$825,374 is attributed to higher levels of IT contract support services. Other major projects include infrastructure upgrades due to aged facilities, and penetration and incident response testing.

This budget is funded from \$2,884,971 in estimated department revenue.

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



**Information Services - Information Technology**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	1,743,306	1,909,911	1,658,064	2,884,971
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,743,306</b>	<b>\$ 1,909,911</b>	<b>\$ 1,658,064</b>	<b>\$ 2,884,971</b>
<u>Expenditures</u>				
Employee Compensation	416,205	581,925	450,171	509,774
Employee Benefits	146,300	153,578	185,392	208,001
Materials	56,037	84,370	84,276	134,276
Contract Services	370,328	582,976	791,165	1,276,722
Cost Allocation	254,660	244,219	263,634	489,585
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	41,879	4,798	91,732	73,386
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,285,408</b>	<b>\$ 1,651,865</b>	<b>\$ 1,866,370</b>	<b>\$ 2,691,744</b>
Fund Balance (Use of)	-	-	(208,306)	193,227
<b>General Fund Costs</b>	<b>\$ (457,898)</b>	<b>\$ (258,046)</b>	<b>\$ -</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 4.00

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total recommended authorized positions – 3.8

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>310 Information Technology</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	394,407	551,401	435,723	412,791
500.502 - Salaries Part Time	12,188	24,597	-	-
500.503 - Excess Med Pay	370	-	370	-
500.505 - Overtime	9,240	5,927	10,000	10,000
500.506 - Car Allowance			1,800	1,800
500.507 - Taxable Life Premium		-	2,278	1,769
500.510 - Employee Agency Serv				-
05 - Employee compensation Total	416,205	581,925	450,171	426,360
10 - Employee benefits				
501.500 - Retirement System	102,602	107,462	121,614	111,443
501.502 - Pers 1959 Surv Empr	159	66	159	-
501.505 - Health Insurance	20,190	17,145	34,214	31,587
501.506 - Dental Insurance	3,750	3,861	3,814	3,541
501.507 - Medicare	6,115	6,941	6,255	5,957
501.508 - Life Insurance	2,736	2,850	2,661	2,482
501.509 - Long Term Disability	2,011	2,349	2,943	2,820
501.510 - Workers Compensation	5,191	5,196	5,191	5,191
501.511 - Vision Insurance	717	738	717	666
501.516 - Hra City Contribution	2,829	6,970	7,824	7,385
10 - Employee benefits Total	146,300	153,578	185,392	171,072
15 - Materials				
600.601 - General Office Supplies	30,691	49,618	39,026	39,026
600.602 - Printing and Duplication	680	-	2,000	2,000
600.618 - Utilities and Phone	-	4,403	20,000	-
600.629 - Conference and Meeting	9,476	14,749	23,000	23,000
600.632 - Mileage Reimbursement	225	104	250	250
600.641 - Electrical Service			-	-
600.642 - Telephone and Data Services	14,965	15,495	-	70,000
15 - Materials Total	56,037	84,370	84,276	134,276
20 - Contract services				
700.702 - General Service Agreement	135,906	248,879	292,000	814,000
700.703 - Maintenance of Equipment	234,422	334,097	499,165	583,065
20 - Contract services Total	370,328	582,976	791,165	1,397,065
25 - Cost allocation				
800.802 - IT Reimbursement	25,493	-	-	53,279
800.804 - Web Site Reimbursement	4,715	5,544	5,548	-
800.805 - CC CAP Allocation				20,291
800.806 - CM CAP Allocation	8,082	8,088	8,082	5,417
800.807 - ENV Affairs CAP Alloc	2,551	2,556	2,551	-
800.808 - ECON Dev CAP Alloc	1,960	1,956	1,960	-
800.809 - City Clerk CAP Alloc				429
800.811 - Public Affairs CAP Alloc				93,791
800.813 - Admin Serv CAP Allocation	6,154	6,156	6,154	-
800.814 - Finance CAP Alloc	11,673	11,676	11,673	22,529
800.815 - Human resources CAP Alloc	11,166	11,172	11,166	35,648
800.817 - Community Hall/Quinlan CAP				653
800.820 - Grounds Maintenance CAP				3,355

800.821 - Building Maintenance CAP				37,693
25 - Cost allocation Total	71,794	47,148	47,134	273,085
35 - Contingencies				
719.705 - Contingencies	41,879	4,798	91,732	73,386
35 - Contingencies Total	41,879	4,798	91,732	73,386
50 - Other financing uses				
800.904 - Depreciation Expenses	182,866	197,071	216,500	216,500
50 - Other financing uses Total	182,866	197,071	216,500	216,500
<b>310 Information Technology Total</b>	<b>1,285,408</b>	<b>1,651,865</b>	<b>1,866,370</b>	<b>2,691,744</b>

**City of Cupertino  
Fiscal Year 2016-2017**

**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**INFORMATION SERVICES-  
GEOGRAPHIC INFORMATION  
SYSTEMS (GIS) PROGRAM**

Budget Unit 610-35-986  
Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		647,264
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 647,264
Total Staffing		2.30
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The GIS Program captures, manages, analyzes, and displays all forms of geographically referenced information for the City of Cupertino. Through maps, globes, reports, and charts we provide ways to view, understand, question, interpret, and visualize, our City in ways that reveal relationships, patterns, and trends. The GIS Program works to help our staff, citizens, business and development communities answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared – on a map!

**SERVICE OBJECTIVES**

- Proactive GIS Management, work with each department to improve existing workflows using GIS Systems.
- Define standards, improve quality, and establish tools and procedures for perpetual data maintenance and appropriate access.
- Improve efficiencies with regional agencies through GIS integration and collaboration.
- Improve GIS services both internally and to the public.
- Expand the awareness of the GIS technology and integration of geographic information in departments and applications in which GIS use is not common but where substantial benefits may be achieved.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$647,264 for the GIS program, which was previously part of Information Technology. This represents an increase of \$294,675 attributed to

the addition of a full-time and part-time employee, two new programs for Community Development and CityWorks additions.

This budget is funded from a contribution of \$647,264 from the General Fund.

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

**Information Services - GIS**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	691	182,079	253,382
Employee Benefits	-	181	70,510	95,479
Materials	-	-	-	16,000
Contract Services	-	-	92,000	188,300
Cost Allocation	-	-	-	82,103
Capital Outlay	-	-	-	-
Special Projects	-	-	8,000	12,000
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 872</b>	<b>\$ 352,589</b>	<b>\$ 647,264</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 872</b>	<b>\$ 352,589</b>	<b>\$ 647,264</b>

## STAFFING IMPACTS

Total current authorized positions – 1.00

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – 2.3

### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>35 GIS</b>				
<b>986 GIS</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		691	180,536	229,793
500.502 - Salaries Part Time			0	22,885
500.506 - Car Allowance			0	0
500.507 - Taxable Life Premium			1,543	704
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		691	182,079	253,382
10 - Employee benefits				
501.500 - Retirement System		181	41,523	60,802
501.502 - Pers 1959 Surv Empr			0	1,430
501.505 - Health Insurance			17,568	19,706
501.506 - Dental Insurance			1,912	2,201
501.507 - Medicare			2,706	3,316
501.508 - Life Insurance			1,323	1,441
501.509 - Long Term Disability			1,207	1,578
501.511 - Vision Insurance			359	414
501.516 - Hra City Contribution			3,912	4,591
10 - Employee benefits Total		181	70,510	95,479
15 - Materials				
600.601 - General Office Supplies				200
600.602 - Printing and Duplication				600
600.606 - Software				1,800
600.608 - Small Tools and Equipment				2,700
600.613 - General Supplies				1,200
600.629 - Conference and Meeting				7,900
600.632 - Mileage Reimbursement			0	400
600.642 - Telephone and Data Services				1,200
15 - Materials Total			0	16,000
20 - Contract services				
700.702 - General Service Agreement			92,000	105,000
700.703 - Maintenance of Equipment				83,300
20 - Contract services Total			92,000	188,300
25 - Cost allocation				

800.802 - IT Reimbursement		40,444
800.805 - CC CAP Allocation		4,029
800.806 - CM CAP Allocation		1,072
800.811 - Public Affairs CAP Alloc		19,141
800.814 - Finance CAP Alloc		1,765
800.815 - Human resources CAP Alloc		7,275
800.820 - Grounds Maintenance CAP		685
800.821 - Building Maintenance CAP		7,692
25 - Cost allocation Total		82,103
31 - Special projects		
900.995 - Special Projects - CDD	8,000	12,000
31 - Special projects Total	8,000	12,000
<b>986 GIS Total</b>	<b>872</b>	<b>352,589</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
INFORMATION TECHNOLOGY-  
EQUIPMENT ACQUISITION**

Budget Unit 610-90-989  
Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		721,500
Fund Balance		(721,500)
<hr/>		
	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

This activity provides for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide.

**SERVICE OBJECTIVES**

- Establish evaluation standards for the selection of IT projects city-wide.
- Recommend hardware and software funding of projects.
- Implement new technology city-wide to improve efficiencies.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$721,500 for Information Technology Equipment Acquisition. The increase of \$329,500 is primarily due to IT contractor costs, Enterprise archiving solutions, Office 365 proof of concept, digital signature expansion, Public Works Utilities Data Management tool and CRM Management system.

This budget is projected to use \$721,500 in retained earnings for the purchase of several replacement items that have been fully depreciated.

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



ITEM	COSTS
CRM (CIS)	\$30,000
Scala Replace 5 Workstations (City Channel)	\$7,500
Scala Annual Software (City Channel)	\$5,000
Nimble 48TB Shelf (City Channel)	\$35,000
Gbic Module for Extreme Network Switch (City Ch)	\$5,000
O365 Implementation (Citywide)	\$85,000
Digital Signature Expansion (Citywide)	\$30,000
Archiving Solutions (Citywide)	\$25,000
DR Solutions – Site Recover Manager (SRM) (IT)	\$20,000
vRealize – Virtualization Monitor Tool (IT)	\$15,000
Single Sign On (SSO) (Citywide)	\$15,000
Portfolio Management Software – Sharepoint dev. (IT)	\$20,000
Storage Shelf (IT)	\$40,000
iPad Payment Solutions (Citywide)	\$15,000
Penetration Testing (IT)	\$35,000
Incident Response Readiness Test (IT)	\$20,000
Security Incident Event Manager (SIEM) (IT)	\$50,000
KACE – Ticketing System Upgrades (IT)	\$15,000
Remote Switches – Edge (IT)	\$70,000
Laptops (IT)	\$25,000
Additional UPS battery (IT)	\$25,000
Additional Server – power users (IT)	\$31,000
Sophos End Point Security (IT)	\$20,000
MS True Ups (Citywide)	\$20,000
Utility Data Management Tool (PW/CIP)	\$40,000
42" X 30" Touch Screen Monitor (PW/Eng)	\$10,000
Case Management Cloud Software (Rec Comm/Sr Ctr)	\$3,000
Equipment x3 new hires (Rec Comm)	\$10,000
<b>Total</b>	<b>\$721,500</b>

**Information Services - Equipment Acquisition**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	22,304	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,304</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	169,523	190,055	392,000	721,500
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 169,523</b>	<b>\$ 190,055</b>	<b>\$ 392,000</b>	<b>\$ 721,500</b>
Fund Balance (Use of)	-	-	-	(721,500)
<b>General Fund Costs</b>	<b>\$ 169,523</b>	<b>\$ 190,055</b>	<b>\$ 369,696</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this budget.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>989 Network Upgrade</b>				
15 - Materials				
600.601 - General Office Supplies				0
		-	-	
15 - Materials Total				0
		-	-	
31 - Special projects				
900.945 - Fixed Asset Acquisition	169,523.33	190,054.86	392,000.00	721,500
31 - Special projects Total	169,523.33	190,054.86	392,000.00	721,500
<b>989 Network Upgrade Total</b>	<b>169,523</b>	<b>190,055</b>	<b>392,000</b>	<b>721,500</b>

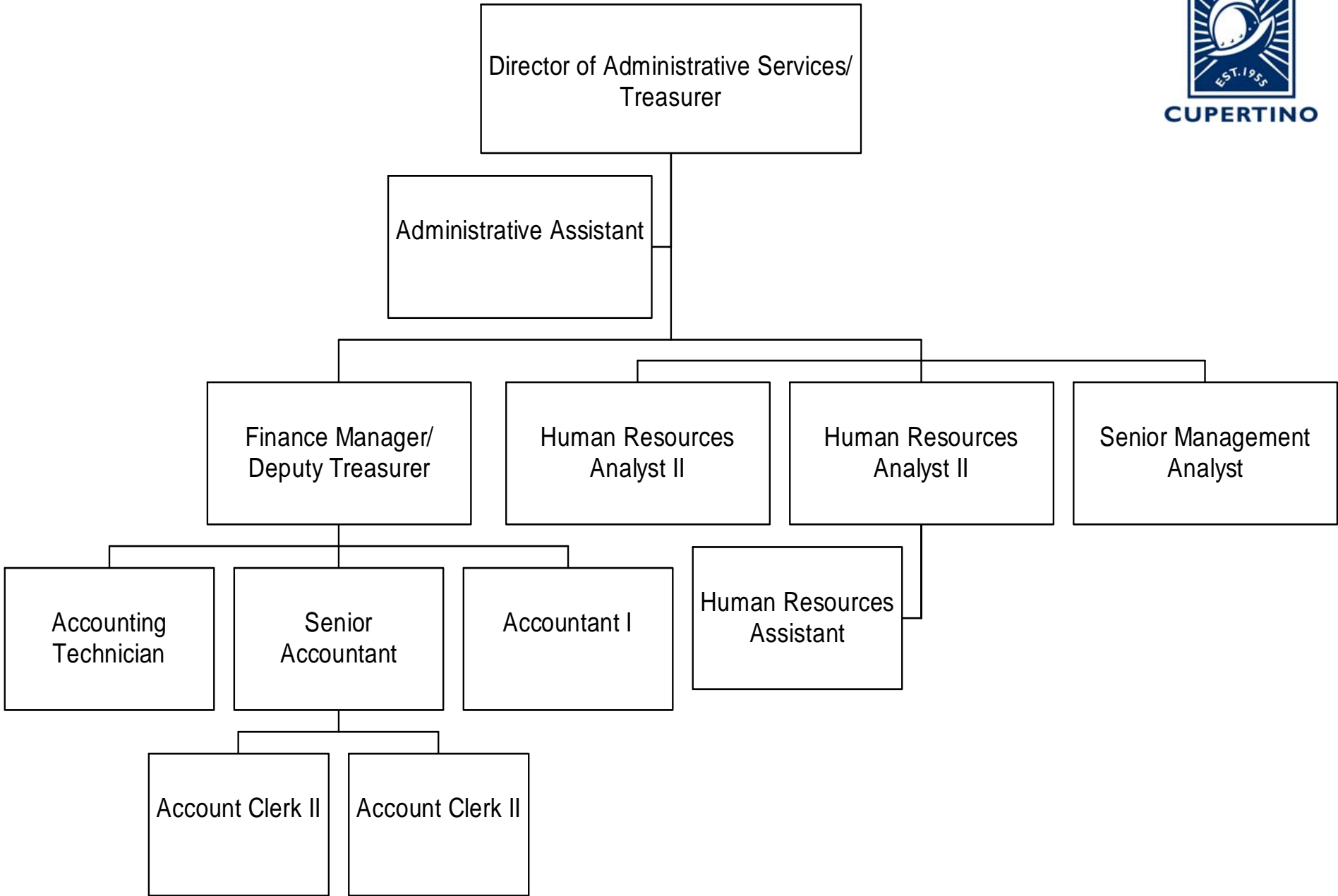


# Administrative Services

Administration

Finance

Human Resources





# Administrative Services

	<b>Final Adopted 2016-17</b>
<b>Page Administration</b>	<b>\$ 744,393</b>
Gl Org	
282 100-40-400 Administration	744,393
<b>Finance</b>	<b>\$ 1,681,131</b>
Gl Org	
286 100-41-405 Accounting	1,474,158
290 100-41-406 Business Licensing	206,973
<b>Human Resources</b>	<b>\$ 4,206,746</b>
Gl Org	
293 100-44-412 Human Resources	1,385,824
298 642-44-414 Retiree Medical Liability	931,335
301 100-44-417 Insurance Administration	870,307
304 620-44-418 Workers' Compensation	500,732
307 641-44-419 Long Term Disability	83,875
310 641-44-420 Compensated Absences	434,673
<b>Information Technology (IT)</b>	<b>\$ -</b>
Gl Org	
312 610-46-422 Information Technology	-
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>\$ 6,632,270</b>

## Division Summary

### Administrative Services - Summary

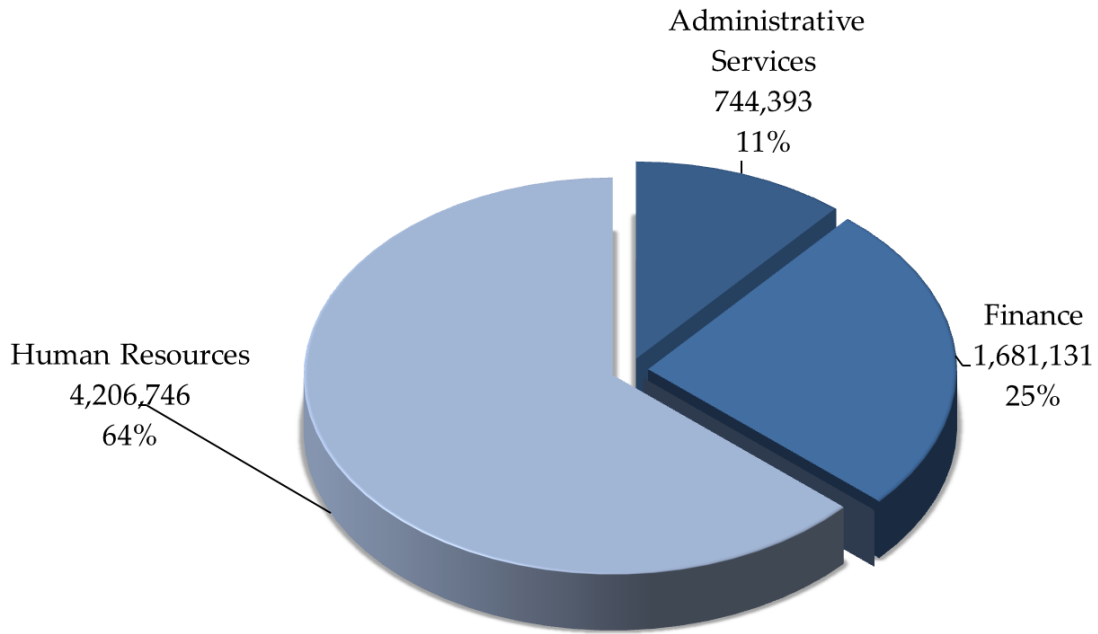
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	484,650	358,953	359,123	4,414,637
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 359,123</b>	<b>\$ 4,414,637</b>
<u>Expenditures</u>				
Employee Compensation	983,693	1,142,088	1,236,514	1,277,269
Employee Benefits	2,465,413	1,845,241	1,577,146	1,466,008
Materials	91,460	89,534	97,172	120,274
Contract Services	1,170,962	1,522,588	1,825,193	1,932,236
Cost Allocation	173,895	176,988	176,978	1,689,699
Capital Outlay	16,889	-	47,003	-
Special Projects	192,899	465,914	-	-
Appropriations for Contingency	-	-	136,473	146,784
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,095,211</b>	<b>\$ 5,242,354</b>	<b>\$ 5,096,479</b>	<b>\$ 6,632,270</b>
Fund Balance (Use of)	-	-	-	(1,216,008)
<b>General Fund Costs</b>	<b>\$ 4,610,561</b>	<b>\$ 4,883,400</b>	<b>\$ 4,737,356</b>	<b>\$ 1,001,625</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$6,632,270 be approved for the Administrative Services Department. This represents an increase of \$1,535,791 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 fiscal year.

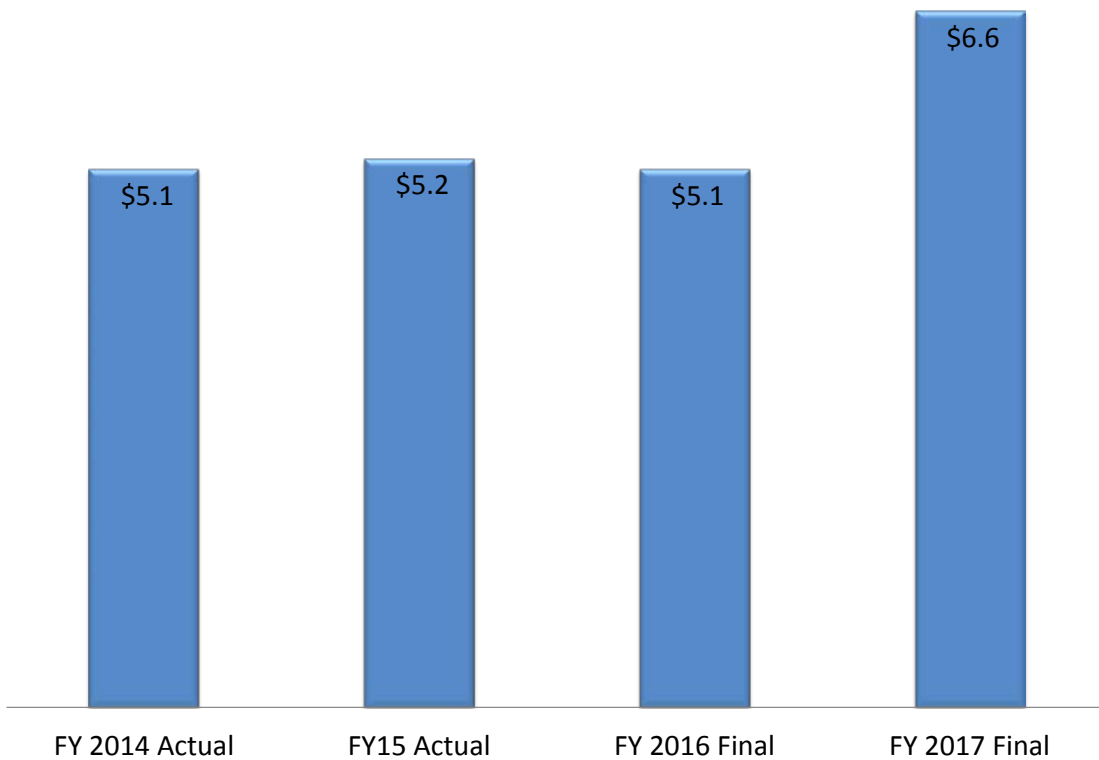
This budget is funded from \$4,414,637 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP), the use of \$1,216,008 in retained earnings and a \$1,001,625 contribution from the General Fund.

## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions







CUPERTINO

FISCAL GENERAL SERVICES

Legislative/Administrative

ADMINISTRATIVE SERVICES

Kristina Alfaro, Director

BUDGET AT A GLANCE

Total Revenue	\$4,414,637
Total Expenditures	6,632,270
Fund Balance	(1,216,008)
<hr/>	
General Fund Costs	\$1,001,625
Total Staffing	12.30
% Funded by General Fund	15.1%

KEY PERFORMANCE MEASURES BY DIVISION

Finance

**GOAL: Financial Stability – Provide a sustainable level of core services that are funded from ongoing and stable revenue sources.**

So that...






The City is financially responsible.

So that...

The City can invest in Community priorities.

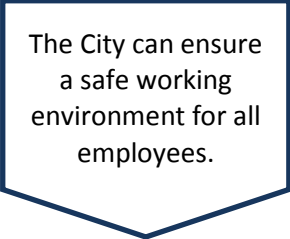













So that...

Citizens can enjoy high quality of services that meet community priorities.

Mission	Measure	2015	2016 Target	2017 Target	Ongoing Target
	Minimum balance in General Fund (% budgeted appropriations, excluding transfers out)		35%	35%	35%
	Credit Rating	AAA	AAA	AAA	AAA
	Funding allocated to high priority services (Public Works, Community Development, Law Enforcement)		63%	63%	63%
	Actual revenue vs. budget (within x% budget)		10%	10%	10%
	Actual expenditures (% below budget)		5%	5%	5%

## Human Resources

**GOAL: To create a thriving organization with meaningful careers in public service.**

	Mission	Measure	2015	2016	2017	Ongoing Target
<b>So that...</b>  <p>The City can ensure a safe working environment for all employees.</p>		# of Worker's Compensation Cases		6	0	0
		Total recordable Injury Rate YTD		1%	0%	0%
		% absenteeism (% of total annual work hours)		1.4%	2%	2%
<b>So that...</b>  <p>The City attracts and retains a talented workforce.</p>		% turnover rate		2.7%	1%	1%
		% Employee satisfaction			100%	100%
		% Employee participation in wellness activities		56%	75%	75%
		Average # of applications received per recruitment		33	50	50
<b>Enabled by ...</b>  <p>An agency that builds a flexible and productive work arrangement.</p>		% of fulltime appointments completed		100%	100%	100%
		Recruitment timeline - # days from hiring request to offer letter		90 days	60 days	60 days
<b>So that...</b>  <p>The agency supports a professional and engaged workforce offering diverse and quality community services.</p>		# of Worker's using the Telework program		17	17	17



Utilization of Full-service employee portal			100%	100%
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**City of Cupertino**  
**Fiscal Year 2016-2017**

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**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**ADMINISTRATIVE SERVICES-  
ADMINISTRATION**

Budget Unit 100-40-400  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 721,237
Total Expenditures	744,393
Fund Balance	-
<hr/>	
General Fund Costs	\$ 23,156
Total Staffing	2.50
% Funded by General Fund	3.1%

**PROGRAM OVERVIEW**

Oversees and coordinates the Human Resources/Risk Management, Finance, and Treasury divisions.

Staff support is provided to the Fiscal Strategic and Audit Committees.

**SERVICE OBJECTIVES**

- Manage the City's investment portfolio to obtain safety of funds, liquidity and a reasonable rate of return.
- Provide short and long-term fiscal planning including the implementation of the Fiscal Strategic Plan.
- Perform special projects for the City Manager.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$744,393 be approved for the Administration Budget. This represents an increase of \$283,066 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from \$721,237 in charges to user departments and a \$23,156 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Proposed Budget for the current and prior Fiscal Years:

**Administrative Services - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	109,371	59,076	59,085	721,237
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 109,371</b>	<b>\$ 59,076</b>	<b>\$ 59,085</b>	<b>\$ 721,237</b>
<u>Expenditures</u>				
Employee Compensation	259,814	261,775	278,064	266,904
Employee Benefits	92,262	99,893	115,064	114,152
Materials	21,636	23,057	28,461	31,924
Contract Services	537	11,990	1,550	1,550
Cost Allocation	42,749	35,184	35,187	327,462
Capital Outlay	9,445	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	3,001	2,401
<b>TOTAL EXPENDITURES</b>	<b>\$ 426,443</b>	<b>\$ 431,899</b>	<b>\$ 461,327</b>	<b>\$ 744,393</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 317,072</b>	<b>\$ 372,823</b>	<b>\$ 402,242</b>	<b>\$ 23,156</b>

**STAFFING**

Total current authorized positions – 2.50

There are no recommended changes to the current level of staffing

Total recommended authorized positions – 2.50

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>400 Admin Services Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	246,973	258,012	271,707	263,127
500.502 - Salaries Part Time	9,241	-1,241	3,580	1,000
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime		796	0	0
500.506 - Car Allowance	3,600	4,209	1,800	1,800
500.507 - Taxable Life Premium		0	870	870
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			107	107
05 - Employee compensation Total	259,814	261,775	278,064	266,904
10 - Employee benefits				
501.500 - Retirement System	65,017	69,903	72,742	71,746
501.502 - Pers 1959 Surv Empr	126	45	42	0
501.504 - Employee Benefits	0	-87	1,031	0
501.505 - Health Insurance	12,486	13,737	21,780	22,980
501.506 - Dental Insurance	2,240	2,182	2,390	2,393
501.507 - Medicare	3,766	3,800	3,901	3,797
501.508 - Life Insurance	1,591	1,566	1,594	1,594
501.509 - Long Term Disability	1,234	1,276	1,842	1,798
501.510 - Workers Compensation	3,503	3,504	4,404	4,404
501.511 - Vision Insurance	428	417	448	450
501.516 - Hra City Contribution	1,872	3,550	4,890	4,990
10 - Employee benefits Total	92,262	99,893	115,064	114,152
15 - Materials				
600.601 - General Office Supplies	6,923	6,933	8,000	8,660
600.602 - Printing and Duplication		7,311	10,000	10,000
600.605 - Meeting Expenses	418	1,607	900	1,000
600.608 - Small Tools and Equipment	1,704	6,051	2,000	2,000
600.613 - General Supplies	2,198	359	2,697	3,400
600.618 - Utilities and Phone	0	0	1,664	0
600.621 - Calrecycle City Payment Prgm Adm	7,919	0	0	0
600.629 - Conference and Meeting	1,072	0	3,000	5,000
600.632 - Mileage Reimbursement	206	167	200	200
600.642 - Telephone and Data Services	1,196	630	0	1,664
15 - Materials Total	21,636	23,057	28,461	31,924
20 - Contract services				
700.701 - Training and Instruction	0	850	850	850
700.702 - General Service Agreement	0	10,500	0	0
700.703 - Maintenance of Equipment	537	640	700	700
20 - Contract services Total	537	11,990	1,550	1,550
25 - Cost allocation				
800.802 - IT Reimbursement	17,208	16,416	16,414	67,552
800.803 - City Channel Reimb	22,358	16,272	16,276	0
800.804 - Web Site Reimbursement	3,183	2,496	2,497	0

800.823 - Strategic Support CAP				259,910
25 - Cost allocation Total	42,749	35,184	35,187	327,462
30 - Capital outlays				
900.905 - Facility Improvements	9,445	0	0	0
30 - Capital outlays Total	9,445	0	0	0
31 - Special projects				
900.958 - Fee Study		0	0	0
31 - Special projects Total		0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	3,001	2,401
35 - Contingencies Total	0	0	3,001	2,401
<b>400 Admin Services Administration Total</b>	<b>426,443</b>	<b>431,899</b>	<b>461,327</b>	<b>744,393</b>



**FISCAL GENERAL SERVICES**

**Finance**

**ADMINISTRATIVE SERVICES-**  
**FINANCE-ACCOUNTING**  
 Budget Unit 100-41-405  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,167,381
Total Expenditures	1,474,158
Fund Balance	-
	General Fund Costs \$ 306,777
Total Staffing	5.75
% Funded by General Fund	20.8%

**PROGRAM OVERVIEW**

The Finance Division oversees accounting and treasury functions for the City. Accurate and timely maintenance of all City financial records, including revenue collection, banking and investments, disbursement of all funds, and payroll processing are handled by the Finance Division. All required Federal, State and other regulatory reporting with respect to the City's financial condition are prepared in the Accounting program of Finance. In addition, Finance monitors budget-to-actual activities for both operational and capital budgets, performs all financial analyses, conducts research, and prepares reports on all fiscal matters of the City for internal and external customers.

**SERVICE OBJECTIVES**

- Process all financial transactions of the City of Cupertino, including general ledger accounting, cash management and investment of City funds, payroll, accounts payable, revenue collections, banking, and miscellaneous billing.
- Record all City financial transactions prudently and within all regulatory requirements.
- Produce timely and accurate financial reports.
- Maintain a high level of professionalism when fulfilling the City's financial policies, processing its financial transactions, and representing the City to its residents.
- Respond promptly to inquiries from the public and other City departments.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,474,158 be approved for the Finance Budget. This represents an increase of \$580,024 over the FY 2015-16 Final Adopted Budget. The increase is attributed to the addition of a new Account I/II position that was approved as part of



the FY2015-16 Mid-Year Budget and changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015/2016 fiscal year.

This budget is funded from \$1,167,381 in estimated department revenue resulting from charges to user departments as part of the CAP and a \$306,777 contribution from the General Fund.

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

**Administrative Services - Finance - Accounting**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	207,426	137,448	137,433	1,167,381
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 207,426</b>	<b>\$ 137,448</b>	<b>\$ 137,433</b>	<b>\$ 1,167,381</b>
<i>Expenditures</i>				
Employee Compensation	391,740	512,598	497,433	567,868
Employee Benefits	146,566	188,672	222,215	242,400
Materials	11,445	14,635	12,875	36,171
Contract Services	56,332	146,051	77,469	51,465
Cost Allocation	78,010	75,096	75,108	569,026
Capital Outlay	-	-	-	-
Special Projects	180,693	465,715	-	-
Appropriations for Contingency	-	-	9,034	7,228
<b>TOTAL EXPENDITURES</b>	<b>\$ 864,787</b>	<b>\$ 1,402,766</b>	<b>\$ 894,134</b>	<b>\$ 1,474,158</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 657,361</b>	<b>\$ 1,265,318</b>	<b>\$ 756,701</b>	<b>\$ 306,777</b>

**STAFFING**

Total current authorized positions – 5.75

There are no recommended changes to the current level of staffing

Total recommended authorized positions – 5.75

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>405 Accounting</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	359,258	502,782	480,824	559,405
500.502 - Salaries Part Time	29,364	5,917	6,000	6,000
500.503 - Excess Med Pay	894	129	2,522	0
500.505 - Overtime	2,224	3,770	0	0
500.506 - Car Allowance		0	360	0
500.507 - Taxable Life Premium		0	3,210	2,283
500.510 - Employee Agency Serv	0	0	4,337	0
500.513 - Sick Leave			180	180
05 - Employee compensation Total	391,740	512,598	497,433	567,868
10 - Employee benefits				
501.500 - Retirement System	92,003	122,468	137,992	147,798
501.502 - Pers 1959 Surv Empr	236	194	79	0
501.504 - Employee Benefits	0	0	3,868	0
501.505 - Health Insurance	30,525	31,579	41,880	50,994
501.506 - Dental Insurance	3,869	4,778	4,687	5,503
501.507 - Medicare	6,009	7,444	6,903	8,071
501.508 - Life Insurance	2,609	3,390	3,100	3,776
501.509 - Long Term Disability	1,699	3,008	3,300	3,879
501.510 - Workers Compensation	5,840	5,844	9,867	9,867
501.511 - Vision Insurance	739	913	885	1,035
501.516 - Hra City Contribution	3,035	9,053	9,654	11,477
10 - Employee benefits Total	146,566	188,672	222,215	242,400
15 - Materials				
600.601 - General Office Supplies	7,945	7,436	8,581	8,581
600.602 - Printing and Duplication	0	0	54	3,500
600.606 - Software	273	0	273	273
600.608 - Small Tools and Equipment	822	0	822	822
600.613 - General Supplies	449	3,065	609	609
600.618 - Utilities and Phone	0	0	1,599	1,599
600.629 - Conference and Meeting	194	2,802	775	20,000
600.632 - Mileage Reimbursement	49	72	162	162
600.642 - Telephone and Data Services	1,714	1,260	0	625
15 - Materials Total	11,445	14,635	12,875	36,171
20 - Contract services				
700.701 - Training and Instruction	305	4,444	711	711
700.702 - General Service Agreement	55,132	138,519	76,004	50,000
700.703 - Maintenance of Equipment	895	2,962	754	754
700.707 - Bank Charges	0	127	0	0

20 - Contract services Total	56,332	146,051	77,469	51,465
25 - Cost allocation				
800.802 - IT Reimbursement	50,347	51,060	51,064	80,620
800.803 - City Channel Reimb	22,358	16,272	16,276	0
800.804 - Web Site Reimbursement	5,305	7,764	7,768	0
800.823 - Strategic Support CAP				488,406
25 - Cost allocation Total	78,010	75,096	75,108	569,026
31 - Special projects				
900.906 - Financial Software	180,693	465,715	0	0
31 - Special projects Total	180,693	465,715	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	9,034	7,228
35 - Contingencies Total	0	0	9,034	7,228
<b>405 Accounting Total</b>	<b>864,787</b>	<b>1,402,766</b>	<b>894,134</b>	<b>1,474,158</b>



**FISCAL GENERAL SERVICES**

**Finance**

**ADMINISTRATIVE SERVICES-  
FINANCE-  
BUSINESS LICENSING**

Budget Unit 100-41-406  
Internal Service Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		206,973
Fund Balance		-
	General Fund Costs	\$ 206,973
Total Staffing		0.55
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Monitor business licensing activity for compliance with the City Municipal Code and applicable state law.

**SERVICE OBJECTIVES**

- Issue business licenses to entities conducting business within the city limits of Cupertino.
- Collect appropriate business license fees.
- Monitor compliance with the Business License Tax Code and provide useful information related to business activity to City departments.
- Identify non-compliant business activity.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$206,973 be approved for the Business License Budget. This represents an increase of \$92,015 over the FY 2015-16 Final Adopted Budget. The increase is attributed changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from a \$206,973 contribution from the General Fund.

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

**Administrative Services - Business Licenses**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	35,454	58,510	69,724	39,952
Employee Benefits	15,738	22,036	34,241	19,570
Materials	1,522	564	1,022	6,022
Contract Services	4,818	3,122	4,196	34,196
Cost Allocation	3,776	5,256	5,253	106,815
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	522	418
<b>TOTAL EXPENDITURES</b>	<b>\$ 61,308</b>	<b>\$ 89,488</b>	<b>\$ 114,958</b>	<b>\$ 206,973</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 61,308</b>	<b>\$ 89,488</b>	<b>\$ 114,958</b>	<b>\$ 206,973</b>

**STAFFING**

Total current authorized positions – .1.10

Removal of a limited term Account Clerk position.

Total recommended authorized positions – .55

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>406 Business Licenses</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	35,114	47,991	69,301	39,727
500.502 - Salaries Part Time	146	10,519	0	0
500.505 - Overtime	194	0	0	0
500.507 - Taxable Life Premium		0	423	225
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	35,454	58,510	69,724	39,952
10 - Employee benefits				
501.500 - Retirement System	8,873	12,000	18,266	10,789
501.502 - Pers 1959 Surv Empr	26	25	9	0
501.505 - Health Insurance	4,132	5,413	9,425	4,741
501.506 - Dental Insurance	468	686	1,033	527
501.507 - Medicare	515	988	995	573
501.508 - Life Insurance	287	397	527	312
501.509 - Long Term Disability	203	327	487	281
501.510 - Workers Compensation	648	648	1,150	1,150
501.511 - Vision Insurance	89	131	197	99
501.516 - Hra City Contribution	498	1,422	2,152	1,098
10 - Employee benefits Total	15,738	22,036	34,241	19,570
15 - Materials				
600.601 - General Office Supplies	665	0	222	222
600.604 - Postage	0	0	0	0
600.618 - Utilities and Phone	0	0	800	800
600.629 - Conference and Meeting	0	0	0	0
600.642 - Telephone and Data Services	857	564	0	5,000
15 - Materials Total	1,522	564	1,022	6,022
20 - Contract services				
700.701 - Training and Instruction	0	0	0	0
700.702 - General Service Agreement			0	30,000
700.703 - Maintenance of Equipment	90	106	90	90
700.707 - Bank Charges	4,729	3,016	4,106	4,106
20 - Contract services Total	4,818	3,122	4,196	34,196
25 - Cost allocation				
800.802 - IT Reimbursement	3,187	4,560	4,559	7,711
800.804 - Web Site Reimbursement	589	696	694	0
800.805 - CC CAP Allocation				3,349
800.806 - CM CAP Allocation				854
800.813 - Admin Serv CAP Allocation				69,895
800.814 - Finance CAP Alloc				7,788
800.815 - Human resources CAP Alloc				8,003
800.820 - Grounds Maintenance CAP				753
800.821 - Building Maintenance CAP				8,462
25 - Cost allocation Total	3,776	5,256	5,253	106,815
35 - Contingencies				
719.705 - Contingencies	0	0	522	418
35 - Contingencies Total	0	0	522	418
<b>406 Business Licenses Total</b>	<b>61,308</b>	<b>89,488</b>	<b>114,958</b>	<b>206,973</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**ADMINISTRATIVE SERVICES-  
HUMAN RESOURCES-  
PERSONNEL**

Budget Unit 100-44-412  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,071,105
Total Expenditures	1,385,824
Fund Balance	-
<hr/>	
General Fund Costs	\$ 314,719
Total Staffing	3.15
% Funded by General Fund	22.7%

**PROGRAM OVERVIEW**

The Human Resources Division is responsible for the administration of a full range of human resource, employee benefit and labor relations programs including personnel selection, classification, compensation, equal employment opportunity, labor negotiations, employee relations, employee development, benefits and retirement. In addition, Human Resources administer risk management, safety and wellness programs, and a self-insured workers' compensation program. Funding for retiree medical insurance is also covered in the Human Resources budget.

**SERVICE OBJECTIVES**

- Provide for a working environment where respect for the individual is encouraged and safeguarded.
- Provide timely personnel services to departments and divisions in a fair, objective, and equitable manner.
- Enter into agreements with employee groups concerning terms and conditions of employment.
- Provide an employee development program addressing immediate and long-term training needs.
- Provide departments a listing of qualified persons for employment consideration within sixty days of an authorized vacant position.
- Ensure equal employment opportunities.
- Administer classification plan.
- Administer employee benefits.
- Provide personnel services consistent with the operational needs of the user department.

## **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,385,824 be approved for the Human Resources Budget. This represents an increase of \$545,132 over the FY 2015-16 Final Adopted Budget. The increase is attributed changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from \$1,071,105 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$314,719 contribution from the General Fund.

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



**Administrative Services - Human Resources**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	167,853	162,429	162,605	1,071,105
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 167,853</b>	<b>\$ 162,429</b>	<b>\$ 162,605</b>	<b>\$ 1,071,105</b>
<u>Expenditures</u>				
Employee Compensation	263,573	271,162	353,777	364,441
Employee Benefits	148,743	221,392	193,789	153,255
Materials	56,848	51,278	54,810	46,153
Contract Services	82,728	108,588	168,520	153,620
Cost Allocation	44,636	55,680	55,673	657,056
Capital Outlay	7,444	-	-	-
Special Projects	12,206	199	-	-
Appropriations for Contingency	-	-	14,123	11,299
<b>TOTAL EXPENDITURES</b>	<b>\$ 616,178</b>	<b>\$ 708,299</b>	<b>\$ 840,692</b>	<b>\$ 1,385,824</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 448,325</b>	<b>\$ 545,869</b>	<b>\$ 678,087</b>	<b>\$ 314,719</b>

**STAFFING**

Total current authorized positions – 3.15

There are no recommend changes to the current staffing level.

Total recommended authorized positions – 3.15

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>412 Human Resources</b>				
<b>05 - Employee compensation</b>				
500.501 - Salaries Full Time	262,642	269,714	348,483	359,050
500.502 - Salaries Part Time	0	115	0	2,000
500.503 - Excess Med Pay	931	451	1,903	0
500.505 - Overtime	0	124	0	0
500.506 - Car Allowance	0	83	1,800	1,800
500.507 - Taxable Life Premium		0	1,591	1,591
500.509 - Internet Allowance		0	0	0
500.510 - Employee Agency Serv	0	0	0	0
500.512 - Vacancy Salary Savings	0	676	0	0
<b>05 - Employee compensation Total</b>	<b>263,573</b>	<b>271,162</b>	<b>353,777</b>	<b>364,441</b>
<b>10 - Employee benefits</b>				
501.500 - Retirement System	71,809	68,615	98,959	97,902
501.502 - Pers 1959 Surv Empr	8,706	9,600	7,579	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	24,324	22,489	27,220	27,676
501.506 - Dental Insurance	2,541	2,761	3,012	3,015
501.507 - Medicare	2,588	2,585	5,003	5,181
501.508 - Life Insurance	1,105	39,232	2,051	2,183
501.509 - Long Term Disability	1,308	27,291	2,363	2,456
501.510 - Workers Compensation	3,828	3,828	7,988	7,988
501.511 - Vision Insurance	641	13,469	565	567
501.512 - Employee Asst Program	7,943	7,354	7,445	0
501.513 - Rec Bucks	22,133	20,137	25,443	0
501.516 - Hra City Contribution	1,816	4,030	6,161	6,287
<b>10 - Employee benefits Total</b>	<b>148,743</b>	<b>221,392</b>	<b>193,789</b>	<b>153,255</b>
<b>15 - Materials</b>				
600.601 - General Office Supplies	32,466	19,790	29,218	29,218
600.602 - Printing and Duplication	0	690	54	100
600.605 - Meeting Expenses	0	18	40	640
600.608 - Small Tools and Equipment	1,704	0	1,704	2,000
600.613 - General Supplies	16,670	16,790	19,135	9,135
600.618 - Utilities and Phone	0	0	1,599	0
600.620 - Gas Service		0	0	0
600.629 - Conference and Meeting	3,969	12,324	2,855	2,855
600.632 - Mileage Reimbursement	325	537	205	205
600.642 - Telephone and Data Services	1,714	1,128	0	2,000
<b>15 - Materials Total</b>	<b>56,848</b>	<b>51,278</b>	<b>54,810</b>	<b>46,153</b>
<b>20 - Contract services</b>				
700.701 - Training and Instruction	11,440	4,530	8,892	18,992
700.702 - General Service Agreement	60,530	90,208	150,000	125,000
700.703 - Maintenance of Equipment	661	731	626	626
700.704 - Insurance Fees, Claims, Premiums	10,098	13,119	9,002	9,002
<b>20 - Contract services Total</b>	<b>82,728</b>	<b>108,588</b>	<b>168,520</b>	<b>153,620</b>
<b>25 - Cost allocation</b>				
800.802 - IT Reimbursement	18,801	34,200	34,195	76,666
800.803 - City Channel Reimb	22,358	16,272	16,276	0
800.804 - Web Site Reimbursement	3,477	5,208	5,202	0
800.823 - Strategic Support CAP				580,390

25 - Cost allocation Total	44,636	55,680	55,673	657,056
30 - Capital outlays				
900.905 - Facility Improvements	7,444	0	0	0
30 - Capital outlays Total	7,444	0	0	0
31 - Special projects				
900.906 - Financial Software	12,206	199	0	0
31 - Special projects Total	12,206	199	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	14,123	11,299
35 - Contingencies Total	0	0	14,123	11,299
<b>412 Human Resources Total</b>	<b>616,178</b>	<b>708,299</b>	<b>840,692</b>	<b>1,385,824</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**ADMINISTRATIVE SERVICES-  
HUMAN RESOURCES-  
RETIREE MEDICAL LIABILITY**  
Budget Unit 642-44-414  
Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		931,335
<b>Fund Balance</b>		<b>(931,335)</b>
	General Fund Costs \$	-
Total Staffing		-
	% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

Provides administration of the City’s Other Post Employment Benefits (OPEB).

**SERVICE OBJECTIVES**

Provide investment oversight and appropriate funding for the City’s retiree medical liability. The City established a trust account with Public Agency Retirement Services (PARS) that will fund the future liability. Annual contributions from the City are deposited into the trust and invested in a portfolio of equity, bond, and money market funds.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$931,335 be approved for the Retiree Medical Liability Budget. This represents a decrease of \$69,160 over the FY 2015-16 Final Adopted Budget. The decrease is based on actuary estimates.

This budget is funded from \$931,335 use of retained earnings.

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

**Administrative Services - Retiree Medical**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	2,048,732	1,298,785	995,000	920,000
Materials	-	-	-	-
Contract Services	6,485	-	5,495	5,495
Cost Allocation	-	-	-	5,840
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,055,217</b>	<b>\$ 1,298,785</b>	<b>\$ 1,000,495</b>	<b>\$ 931,335</b>
Fund Balance (Use of)	-	-	-	(931,335)
<b>General Fund Costs</b>	<b>\$ 2,055,217</b>	<b>\$ 1,298,785</b>	<b>\$ 1,000,495</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>414 HR Retiree Benefits</b>				
10 - Employee benefits				
501.514 - Retirees Health Insurance	779,967	802,056	495,000	820,000
501.515 - Retiree Health Long Term	1,268,765	496,729	500,000	100,000
10 - Employee benefits Total	2,048,732	1,298,785	995,000	920,000
20 - Contract services				
700.702 - General Service Agreement	6,485	-	5,495	5,495
20 - Contract services Total	6,485	-	5,495	5,495
25 - Cost allocation				
800.805 - CC CAP Allocation				3,969
800.806 - CM CAP Allocation				1,192
800.814 - Finance CAP Allocation				679
25 - Cost allocation Total				5,840
<b>414 HR Retiree Benefits Total</b>	<b>2,055,217</b>	<b>1,298,785</b>	<b>1,000,495</b>	<b>931,335</b>



**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**ADMINISTRATIVE SERVICES-  
HUMAN RESOURCES-  
INSURANCE ADMINISTRATION**

Budget Unit 100-44-417  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 870,307
Total Expenditures	870,307
Fund Balance	-
	General Fund Costs \$ -
Total Staffing	0.15
% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

Manages Risk Management safety programs and self-insured Workers’ Compensation and General Liability Programs.

**SERVICE OBJECTIVES**

- Satisfy statutory regulations regarding Workers’ Compensation and employee safety.
- Promotes work environment that emphasizes safe work practices.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$870,307 be approved for the Insurance Administration Budget. This represents an increase of \$329,610 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increases in potential claims costs.

This budget is funded from \$870,307 in estimated department revenue resulting from charges to user departments.

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

**Administrative Services - Insurance Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	870,307
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 870,307</b>
<u>Expenditures</u>				
Employee Compensation	13,237	14,615	14,993	15,468
Employee Benefits	5,456	5,869	7,091	7,099
Materials	4	-	4	4
Contract Services	453,174	646,063	470,030	808,030
Cost Allocation	1,133	1,572	1,576	2,103
Capital Outlay	-	-	47,003	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	37,603
<b>TOTAL EXPENDITURES</b>	<b>\$ 473,005</b>	<b>\$ 668,119</b>	<b>\$ 540,697</b>	<b>\$ 870,307</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 473,005</b>	<b>\$ 668,119</b>	<b>\$ 540,697</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – .15

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

Total recommended authorized positions – .15

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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



	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>417 Insurance Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	13,237	14,603	14,910	15,384
500.503 - Excess Med Pay		6	0	0
500.505 - Overtime	0	7	0	0
500.507 - Taxable Life Premium		0	83	84
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	13,237	14,615	14,993	15,468
10 - Employee benefits				
501.500 - Retirement System	3,412	3,714	4,234	4,194
501.502 - Pers 1959 Surv Empr	8	3	3	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	1,273	1,233	1,300	1,323
501.506 - Dental Insurance	144	145	143	144
501.507 - Medicare	122	139	214	221
501.508 - Life Insurance	100	105	97	105
501.509 - Long Term Disability	75	87	102	107
501.510 - Workers Compensation	195	192	678	678
501.511 - Vision Insurance	27	27	27	27
501.516 - Hra City Contribution	100	225	293	300
10 - Employee benefits Total	5,456	5,869	7,091	7,099
15 - Materials				
600.601 - General Office Supplies	4	0	4	4
600.632 - Mileage Reimbursement			0	0
15 - Materials Total	4	0	4	4
20 - Contract services				
700.703 - Maintenance of Equipment	30	14	30	30
700.704 - Insurance Fees, Claims, Premiums	453,144	646,048	470,000	808,000
20 - Contract services Total	453,174	646,063	470,030	808,030
25 - Cost allocation				
800.802 - IT Reimbursement	956	1,368	1,368	2,103
800.804 - Web Site Reimbursement	177	204	208	0
25 - Cost allocation Total	1,133	1,572	1,576	2,103
35 - Contingencies				
719.705 - Contingencies	0	0	47,003	37,603
35 - Contingencies Total	0	0	47,003	37,603
<b>417 Insurance Administration Total</b>	<b>473,005</b>	<b>668,119</b>	<b>540,697</b>	<b>870,307</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative



CUPERTINO

#### ADMINISTRATIVE SERVICES- WORKERS' COMPENSATION INSURANCE

Budget Unit 620- 44-418

Internal Service Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	500,732
Total Expenditures		500,732
Fund Balance		-
	General Fund Costs	\$ -
Total Staffing		0.20
	% Funded by General Fund	0.0%

#### PROGRAM OVERVIEW

Provides oversight of our Workers' Compensation program, including claims, proactive Risk Management, return to work accommodations and excess workers compensation insurance.

#### SERVICE OBJECTIVES

- Monitor costs associated with claims.
- Analyze and implement proactive measures to curtail costs.
- Implement a return to work policy.

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$500,732 be approved for the Workers Compensation Insurance program. This represents a decrease of \$218,633 over the FY 2015-16 Final Adopted Budget. The decrease is primarily driven by decreased workers' compensation costs.

This budget is funded from \$500,732 in charges to other departments.

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

**Administrative Services - Workers' Compensation**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	500,732
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,732</b>
<u>Expenditures</u>				
Employee Compensation	19,875	23,428	22,523	22,636
Employee Benefits	7,915	8,596	9,745	9,532
Materials	4	-	-	-
Contract Services	337,312	308,904	620,833	400,780
Cost Allocation	3,591	4,200	4,181	18,117
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	62,083	49,667
<b>TOTAL EXPENDITURES</b>	<b>\$ 368,697</b>	<b>\$ 345,128</b>	<b>\$ 719,365</b>	<b>\$ 500,732</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 368,697</b>	<b>\$ 345,128</b>	<b>\$ 719,365</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – .20

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

Total recommended authorized positions – .20

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>418 Workers Compensation Insurance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	19,875	23,422	22,439	22,552
500.503 - Excess Med Pay		6	0	0
500.505 - Overtime	0	0	0	0
500.507 - Taxable Life Premium		0	84	84
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	19,875	23,428	22,523	22,636
10 - Employee benefits				
501.500 - Retirement System	5,152	5,609	6,372	6,149
501.502 - Pers 1959 Surv Empr	11	4	4	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	1,604	1,566	1,685	1,685
501.506 - Dental Insurance	187	193	191	192
501.507 - Medicare	217	244	322	325
501.508 - Life Insurance	143	150	139	139
501.509 - Long Term Disability	106	124	153	155
501.510 - Workers Compensation	259	264	452	452
501.511 - Vision Insurance	36	37	36	36
501.516 - Hra City Contribution	199	406	391	399
10 - Employee benefits Total	7,915	8,596	9,745	9,532
15 - Materials				
600.601 - General Office Supplies	4	0	0	0
600.632 - Mileage Reimbursement			0	0
15 - Materials Total	4	0	0	0
20 - Contract services				
700.702 - General Service Agreement	0	0	750	750
700.703 - Maintenance of Equipment	30	35	30	30
700.704 - Insurance Fees, Claims, Premiums	337,282	308,869	620,053	400,000
20 - Contract services Total	337,312	308,904	620,833	400,780
25 - Cost allocation				
800.802 - IT Reimbursement	1,275	1,824	1,824	2,804
800.804 - Web Site Reimbursement	236	276	277	0
800.805 - CC CAP Allocation				3,380
800.806 - CM CAP Allocation	404	408	404	987
800.807 - ENV Affairs CAP Alloc	128	132	128	0
800.808 - ECON Dev CAP Alloc	98	96	98	0
800.813 - Admin Serv CAP Allocation	308	312	308	0
800.814 - Finance CAP Alloc	584	588	584	7,816
800.815 - Human resources CAP Alloc	558	564	558	1,455
800.820 - Grounds Maintenance CAP				137
800.821 - Building Maintenance CAP				1,538
25 - Cost allocation Total	3,591	4,200	4,181	18,117
35 - Contingencies				
719.705 - Contingencies	0	0	62,083	49,667
35 - Contingencies Total	0	0	62,083	49,667
<b>418 Workers Compensation Insurance Total</b>	<b>368,697</b>	<b>345,128</b>	<b>719,365</b>	<b>500,732</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

Legislative/Administrative



### ADMINISTRATIVE SERVICES- LONG TERM DISABILITY

Budget Unit 641-44-419

Internal Service Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	83,875
Total Expenditures		83,875
Fund Balance		-
<hr/>		
	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	0.0%

### PROGRAM OVERVIEW

Oversee claims and premiums associated with long term disability.

### SERVICE OBJECTIVES

- Monitor employee injuries and provide proactive risk management for disability avoidance.
- Obtain and manage insurance policy.

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$83,875 be approved for the Long Term Disability Budget. This represents a decrease of \$935 under the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in contingency funding.

This budget is funded from \$83,875 in estimated department revenue.

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

**Administrative Services - Long Term Disability**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	83,875
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,875</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	67,793	51,384	77,100	77,100
Cost Allocation	-	-	-	607
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	7,710	6,168
<b>TOTAL EXPENDITURES</b>	<b>\$ 67,793</b>	<b>\$ 51,384</b>	<b>\$ 84,810</b>	<b>\$ 83,875</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 67,793</b>	<b>\$ 51,384</b>	<b>\$ 84,810</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>419 Long Term Disability</b>				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	67,793	51,384	77,100	77,100
20 - Contract services Total	67,793	51,384	77,100	77,100
25 - Cost allocation				
800.805 - CC CAP Allocation				336
800.806 - CM CAP Allocation				101
800.814 - Finance CAP Allocation				170
25 - Cost allocation Total				607
35 - Contingencies				
719.705 - Contingencies	-	-	7,710	6,168
35 - Contingencies Total	-	-	7,710	6,168
<b>419 Long Term Disability Total</b>	<b>67,793</b>	<b>51,384</b>	<b>84,810</b>	<b>83,875</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

Legislative/Administrative



CUPERTINO

### ADMINISTRATIVE SERVICES- COMPENSATED ABSENCES

Budget Unit 641-44-420

Internal Service Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		434,673
Fund Balance		(284,673)
	General Fund Costs	\$ 150,000
Total Staffing		-
	% Funded by General Fund	34.5%

### PROGRAM OVERVIEW

Provide for payment of liabilities associated with employees retiring or leaving service.

### SERVICE OBJECTIVES

- Properly account and disburse benefits as set forth in the employee contracts.

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$434,673 be approved for the Compensated Absences Budget. This represents a \$5,327 decrease under the FY 2015-16 Final Adopted Budget. The decrease is primarily due to a decrease in contingency funding.

This budget is funded from a \$150,000 contribution from the General Fund and the use of \$284,673 in retained earnings.

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



### Administrative Services - Compensated Absences

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adpoted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	161,784	246,486	400,000	400,000
Cost Allocation	-	-	-	2,673
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	40,000	32,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 161,784</b>	<b>\$ 246,486</b>	<b>\$ 440,000</b>	<b>\$ 434,673</b>
Fund Balance (Use of)	-	-	-	(284,673)
<b>General Fund Costs</b>	<b>\$ 161,784</b>	<b>\$ 246,486</b>	<b>\$ 440,000</b>	<b>\$ 150,000</b>

### STAFFING

There is no staffing associated with this program.

### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>420 Compensated Absence</b>				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	161,784	246,486	400,000	400,000
20 - Contract services Total	161,784	246,486	400,000	400,000
25 - Cost allocation				
800.805 - CC CAP Allocation				1,746
800.806 - CM CAP Allocation				524
800.814 - Finance CAP Alloc				403
25 - Cost allocation Total				2,673
35 - Contingencies				
719.705 - Contingencies	-	-	40,000	32,000
35 - Contingencies Total	-	-	40,000	32,000
<b>420 Compensated Absence Total</b>	<b>161,784</b>	<b>246,486</b>	<b>440,000</b>	<b>434,673</b>

City of Cupertino  
Fiscal Year 2016-2017



**FISCAL GENERAL SERVICES**  
**Other General**

**ADMINISTRATIVE SERVICES-**  
**INFORMATION TECHNOLOGY**

Budget Unit 610-46-422  
General Fund

In Fiscal Year 2013-14 this program was transferred to the Public Affairs Division. This program remains part of this department in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

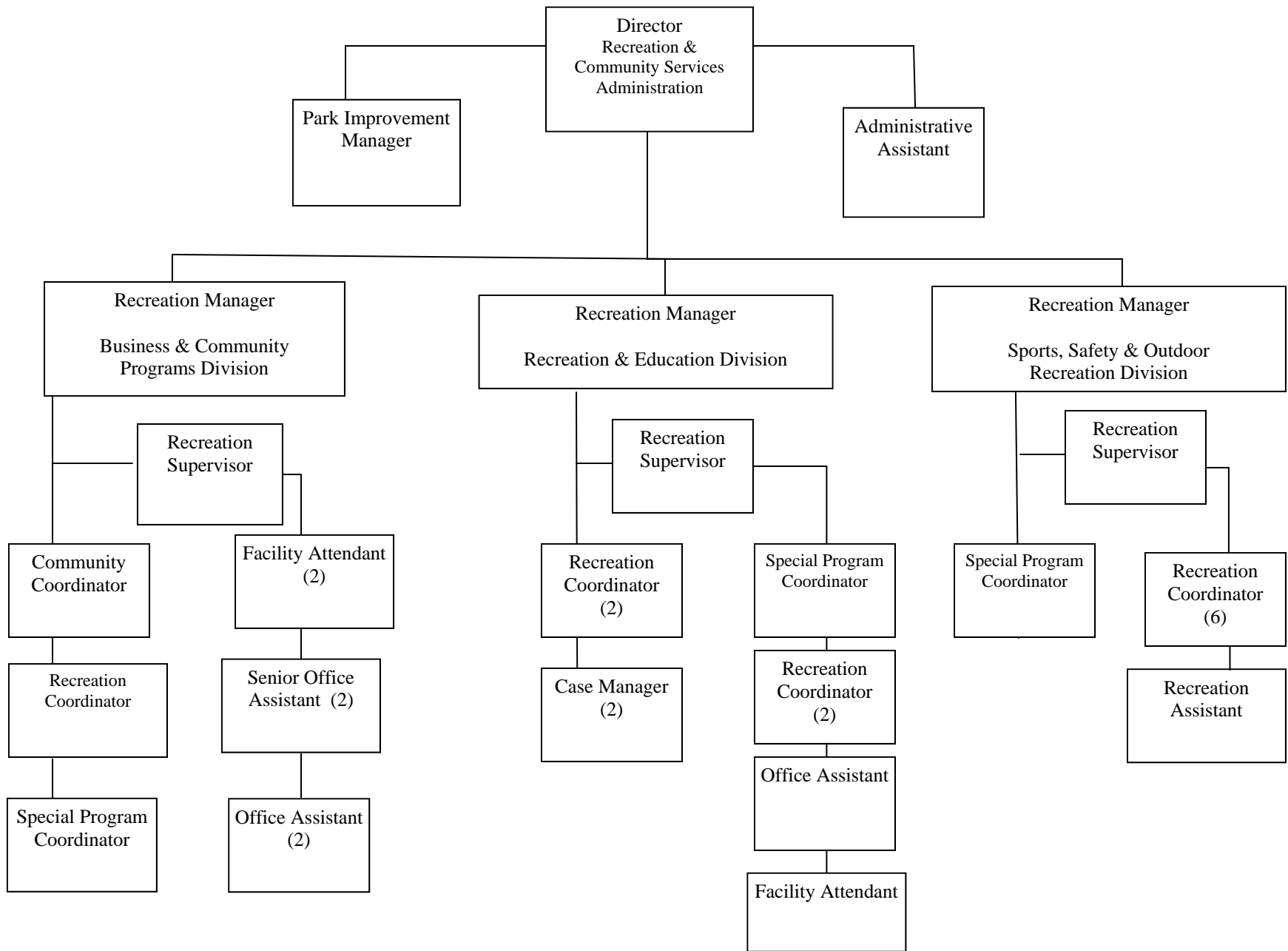
	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>46 Information Technology</b>				
<b>422 Information Management</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	0
500.502 - Salaries Part Time	1,954	0	0	0
500.503 - Excess Med Pay	31	0	0	0
500.505 - Overtime	0	0	0	0
500.510 - Employee Agency Serv		0		
05 - Employee compensation Total	1,985	0	0	0
10 - Employee benefits				
501.500 - Retirement System	8	0	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	2	0	0	0
501.506 - Dental Insurance	0	0	0	0
501.507 - Medicare	54	0	0	0
501.508 - Life Insurance	0	0	0	0
501.509 - Long Term Disability	0	0	0	0
501.510 - Workers Compensation	0	0	0	0
501.511 - Vision Insurance	0	0	0	0
10 - Employee benefits Total	65	0	0	0
15 - Materials				
600.601 - General Office Supplies	0	0	0	0

600.602 - Printing and Duplication	0	0	0	0
600.606 - Software	0	0	0	0
600.618 - Utilities and Phone	0	0	0	0
600.629 - Conference and Meeting	0	0	0	0
600.632 - Mileage Reimbursement	0	0	0	0
600.642 - Telephone and Data Services	-2,472	0	0	0
15 - Materials Total	-2,472	0	0	0
20 - Contract services				
700.702 - General Service Agreement	0	0	0	0
700.703 - Maintenance of Equipment	0	0	0	0
700.705 - Law Enforcement Services		0		
20 - Contract services Total	0	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	0	0	0	0
800.804 - Web Site Reimbursement	0	0	0	0
800.806 - CM CAP Allocation	0	0	0	0
800.807 - ENV Affairs CAP Alloc	0	0	0	0
800.808 - ECON Dev CAP Alloc	0	0	0	0
800.813 - Admin Serv CAP Allocation	0	0	0	0
800.814 - Finance CAP Alloc	0	0	0	0
800.815 - Human resources CAP Alloc	0	0	0	0
25 - Cost allocation Total	0	0	0	0
30 - Capital outlays				
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	-49,357	0	0	0
31 - Special projects Total	-49,357	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
50 - Other financing uses				
800.904 - Depreciation Expenses	2,397	0	0	0
50 - Other financing uses Total	2,397	0	0	0
<b>422 Information Management Total</b>	<b>-47,382</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Recreation and Community Services

Business & Community Programs  
Recreation & Education  
Sports, Safety & Outdoor Recreation





# Recreation and Community Services

		<b>Proposed 2016-17</b>
<b>Page</b>	<b>Recreation and Community Services</b>	<b>\$ 2,472,096</b>
	GI Org	
	321 100-60-600 Leadership 95014	-
	324 100-60-601 Administration	1,058,343
	328 100-60-634 Parks Planning and Restoration	250,289
	331 100-60-636 Library Services	1,163,464
<b>Business and Community Services</b>		<b>\$ 2,531,156</b>
	GI Org	
	333 100-61-602 Administration	785,335
	337 100-61-603 Blackberry Farm Picnic Area	-
	341 100-61-604 Community Hall	-
	344 100-61-605 Cultural Events	376,492
	348 100-61-607 Quinlan Community Center	-
	351 100-61-630 Facilities	1,047,133
	356 100-61-632 Community Outreach and Neighborhood Watch	322,196
<b>Recreation and Education</b>		<b>\$ 3,224,620</b>
	360 100-62-608 Administration	1,201,693
	365 100-62-609 Youth Programs	-
	368 100-62-610 Teen Programs	-
	371 100-62-611 Teen Center	-
	374 100-62-612 Nature Programs	-
	377 100-62-623 Youth, Teen and Senior Adult Recreation	2,022,927
	382 580-62-613 Recreation Programs	1,960,007



# Recreation and Community Services

		Final Adopted 2016-17
<b>Page</b>	<b>Sports, Safety and Outdoor Recreation</b>	<b>\$ 6,449,973</b>
	GI Org	
386	100-63-612 Park Facilities	1,883,351
391	100-63-615 Administration	276,720
395	560-63-616 Blackberry Farm Golf Course	686,628
399	100-63-618 Creekside Park Youth	-
402	580-63-620 Recreation Programs	1,274,036
406	570-63-621 Cupertino Sports Center	2,329,238
410	100-63-637 Monta Vista Recreation Center	-
429	100-63-633 Disaster Preparedness	96,630
<b>Senior Programs</b>		<b>\$ -</b>
	GI Org	
413	100-64-622 Senior Adult Programs	-
416	100-64-623 Senior Center Case Manager	-
419	100-64-624 Senior Adult Recreation	-
423	100-64-630 Blue Pheasant Restaurant	-
<b>Community Services</b>		<b>\$ -</b>
	GI Org	
426	100-65-632 Community Outreach	-
432	100-65-633 Emergency Disaster Preparedness	-
435	100-65-635 Neighborhood Watch	-
438	100-65-636 Library Service	-
<b>TOTAL RECREATION AND COMMUNITY SERVICES</b>		<b>\$ 14,677,845</b>



## Division Summary

### Recreation & Community Services - Summary

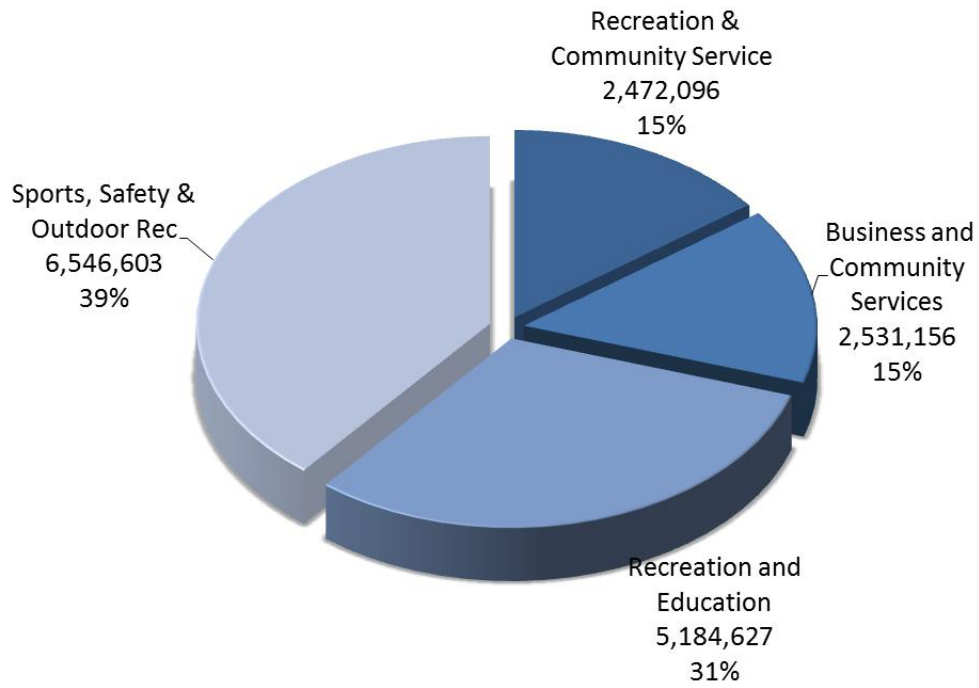
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	247,494	263,953	281,230	571,200
Intergovernmental Revenue	188,056	152,941	230,000	381,000
Charges for Services	595,738	897,386	5,760,480	6,594,279
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	34,472	24,000	16,000
Interdepartmental Revenue	-	-	-	10,500
<b>TOTAL REVENUE</b>	<b>\$ 1,031,288</b>	<b>\$ 1,348,752</b>	<b>\$ 6,295,710</b>	<b>\$ 7,572,979</b>
<i>Expenditures</i>				
Employee Compensation	3,171,755	3,311,995	4,146,187	4,278,926
Employee Benefits	960,967	1,021,760	1,248,874	1,275,282
Materials	867,006	1,037,949	1,288,299	1,252,336
Contract Services	3,774,322	3,707,956	4,201,361	4,403,536
Cost Allocation	832,949	868,547	792,891	4,705,450
Capital Outlay	37,650	17,370	144,939	224,670
Special Projects	80,174	303,124	301,570	193,501
Appropriations for Contingency	53,073	107,222	460,029	400,781
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,777,895</b>	<b>\$ 10,375,922</b>	<b>\$ 12,584,150</b>	<b>\$ 16,734,482</b>
Fund Balance (Use of)	-	-	-	(230,193)
<b>General Fund Costs</b>	<b>\$ 8,742,362</b>	<b>\$ 9,022,975</b>	<b>\$ 6,119,532</b>	<b>\$ 8,931,310</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$16,734,482 for the Recreation and Community Services Department. This represents an increase of \$4,149,887 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increased cost allocation charges of \$4,705,450 and the request to add one new limited term position.

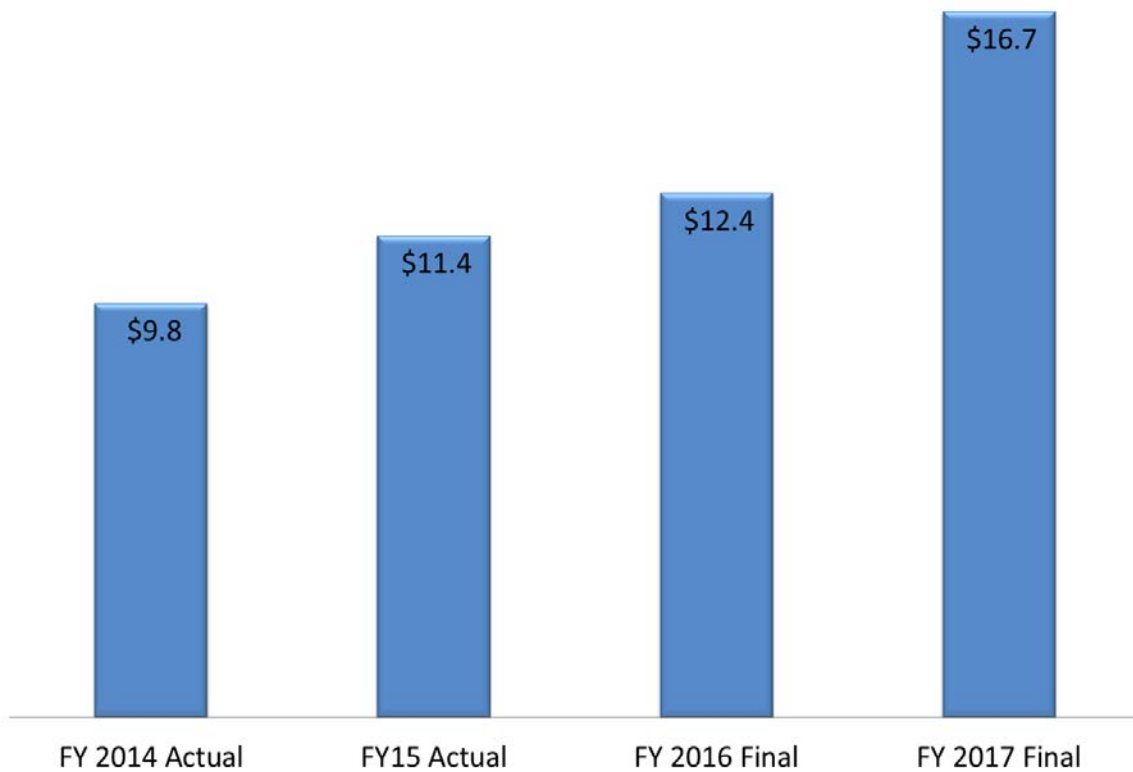
This budget is funded from \$7,572,979 in estimated department revenue, of \$500,000 from the Enterprise Fund and an \$8,661,503 contribution from the General Fund.

## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions





**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND  
COMMUNITY SERVICES**






**Christine Hanel,  
Acting Director**

**BUDGET AT A GLANCE**

Total Revenue	7,572,979
Total Expenditures	16,734,482
Fund Balance	(230,193)
General Fund Costs	\$ 8,931,310
Total Staffing	33.33
% Funded by General Fund	53.4%

**KEY PERFORMANCE MEASURES BY DEPARTMENT**

**GOAL: Create a positive, healthy and connected community.**

Mission	Measure	2015	2016	2017	Ongoing Target
<b>Enabled by...</b> City investment in quality recreation and community programs.	 % Recreation and Community Services Department customers' program evaluations are rated satisfied and above	N/A			80%
	 % programs maintain minimum registration	N/A			80%
<b>Enabled by...</b> Improved business processes to improve customer experience	 % Department's total cost recovery for all (direct and indirect) costs	N/A	42%		40%
	 % Total new programs offered each year	N/A			5%
<b>So that...</b> Cupertino has an exceptional system of parks & services that align with community values.	 % new customers among total customers	N/A			10%

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Other**



**RECREATION AND  
COMMUNITY SERVICES-  
LEADERSHIP 95014**

Budget Unit 100-60-600  
General Fund

In FY 2016, this program was transferred to Recreation and Education - Administration as part of a departmental reorganization. A complete discussion of this program can be found under Budget Unit 100-62-608.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Leadership 95014**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	2,000	12,615	17,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,000</b>	<b>\$ 12,615</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	5,504	9,875	10,015	-
Employee Benefits	2,115	3,721	4,246	-
Materials	7,206	4,242	5,966	-
Contract Services	9,571	11,522	12,750	-
Cost Allocation	440	1,596	1,598	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	1,872	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,837</b>	<b>\$ 30,955</b>	<b>\$ 36,447</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 22,837</b>	<b>\$ 18,340</b>	<b>\$ 19,447</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>600 Leadership 95014</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	5,504	9,608	9,808	0
500.502 - Salaries Part Time	0	239	0	0
500.505 - Overtime			0	0
500.506 - Car Allowance		28	120	0
500.507 - Taxable Life Premium		0	87	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	5,504	9,875	10,015	0
10 - Employee benefits				
501.500 - Retirement System	1,403	2,526	2,785	0

501.502 - Pers 1959 Surv Empr	3	2	3	0
501.505 - Health Insurance	451	603	878	0
501.506 - Dental Insurance	44	94	96	0
501.507 - Medicare	82	146	141	0
501.508 - Life Insurance	34	66	62	0
501.509 - Long Term Disability	27	56	67	0
501.510 - Workers Compensation	63	60	0	0
501.511 - Vision Insurance	8	18	18	0
501.516 - Hra City Contribution	0	151	196	0
10 - Employee benefits Total	2,115	3,721	4,246	0
15 - Materials				
600.601 - General Office Supplies	6,202	807	200	0
600.602 - Printing and Duplication	109	0	50	0
600.613 - General Supplies	891	3,433	5,700	0
600.632 - Mileage Reimbursement	3	1	16	0
15 - Materials Total	7,206	4,242	5,966	0
20 - Contract services				
700.702 - General Service Agreement	9,571	11,522	12,750	0
20 - Contract services Total	9,571	11,522	12,750	0
25 - Cost allocation				
800.802 - IT Reimbursement	381	1,392	1,390	0
800.804 - Web Site Reimbursement	59	204	208	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	440	1,596	1,598	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,872	0
35 - Contingencies Total	0	0	1,872	0
<b>600 Leadership 95014 Total</b>	<b>24,837</b>	<b>30,955</b>	<b>36,447</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**RECREATION AND  
COMMUNITY SERVICES -  
ADMINISTRATION**  
Budget Unit 100-60-601  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 104,741
Total Expenditures	1,058,343
Fund Balance	-
<hr/>	
General Fund Costs	\$ 953,602
Total Staffing	1.85
% Funded by General Fund	90.1%

**PROGRAM OVERVIEW**

Provides overall department administration, as well as project management, community outreach and support to the Parks and Recreation Commission.

**SERVICE OBJECTIVES**

- Provide overall department administration, budget control, and employee development and evaluation;
- Support the Planning and Public Works Departments in the development of new parks, including, the City-Wide Park Open Space and Recreation Master Plan, Stevens Creek Boulevard to McClellan Ranch Preserve Corridor Master Plan and the renovation of existing parks;
- Monitor and facilitate partnerships in regards to Library, Sheriff, and Fire services;
- Negotiate and monitor the contract for Sheriff’s services for Cupertino, Saratoga, and Los Altos Hills.
- Establish the “Love Your Park” Program and outreach to the community in conjunction with the City-wide Park and Recreation Master Plan;
- Promote partnerships with CUSD, FUHSD, and De Anza College with quarterly meetings and joint projects.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,058,343 for the Administration Budget. This represents an increase of \$594,195 over the FY 2015-16 Final Adopted Budget. The increase is attributed to the addition of \$595,346 in cost allocation charges.

This budget is funded by \$104,741 in department revenue from charges to services as part of the City's Cost Allocation Plan and a \$953,602 contribution from the General Fund.

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

**Recreation and Community Services - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	104,741
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	31,680	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 31,680</b>	<b>\$ -</b>	<b>\$ 104,741</b>
<i>Expenditures</i>				
Employee Compensation	193,979	274,418	260,180	257,701
Employee Benefits	69,211	93,475	104,398	101,439
Materials	13,115	32,540	35,119	27,406
Contract Services	1,009	7,091	1,000	1,000
Cost Allocation	62,298	63,456	63,451	658,797
Capital Outlay	-	-	-	-
Special Projects	-	-	-	2,000
Appropriations for Contingenc	-	-	-	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,613</b>	<b>\$ 470,980</b>	<b>\$ 464,148</b>	<b>\$ 1,058,343</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 339,613</b>	<b>\$ 439,300</b>	<b>\$ 464,148</b>	<b>\$ 953,602</b>

**STAFFING**

Total authorized positions -1.85



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>601 Parks and Recr Admin</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	193,979	268,408	253,616	250,707
500.502 - Salaries Part Time	0	4,348	0	0
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	0	0	0	1,000
500.506 - Car Allowance	0	1,662	3,990	3,420
500.507 - Taxable Life Premium		0	2,574	2,574
500.510 - Employee Agency Serv				0
500.511 - REC SUPV 10% SAL&BENE	0	0	0	0
05 - Employee compensation Total	193,979	274,418	260,180	257,701
10 - Employee benefits				
501.500 - Retirement System	49,629	68,374	72,019	68,359
501.502 - Pers 1959 Surv Empr	75	42	25	0
501.505 - Health Insurance	9,968	11,516	15,584	16,269
501.506 - Dental Insurance	1,415	1,843	1,769	1,770
501.507 - Medicare	2,867	4,142	3,641	3,617
501.508 - Life Insurance	969	1,297	1,157	1,157
501.509 - Long Term Disability	821	1,091	1,672	1,662
501.510 - Workers Compensation	2,509	2,508	4,580	4,580
501.511 - Vision Insurance	271	352	332	333
501.516 - Hra City Contribution	687	2,310	3,619	3,692
10 - Employee benefits Total	69,211	93,475	104,398	101,439
15 - Materials				
600.601 - General Office Supplies	4,131	4,807	4,400	5,000
600.602 - Printing and Duplication	122	0	206	206
600.605 - Meeting Expenses	297	1,365	10,000	1,100
600.613 - General Supplies	1,553	1,862	1,500	1,500
600.618 - Utilities and Phone	0	120	2,000	2,400
600.621 - Calrecylce City Payment Prgm Adm	850	886	900	900
600.623 - Grant Expenditures	0	0	0	0
600.629 - Conference and Meeting	4,936	18,869	16,000	16,000
600.632 - Mileage Reimbursement	31	290	113	300
600.642 - Telephone and Data Services	1,196	2,004	0	0
600.650 - Special Dept Expense		2,338	0	0
15 - Materials Total	13,115	32,540	35,119	27,406
20 - Contract services				
700.701 - Training and Instruction	1,000	775	1,000	1,000
700.702 - General Service Agreement	9	6,316	0	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	1,009	7,091	1,000	1,000
25 - Cost allocation				

800.802 - IT Reimbursement	15,223	26,880	26,875	29,893
800.803 - City Channel Reimb	44,717	32,556	32,553	0
800.804 - Web Site Reimbursement	2,358	4,020	4,023	0
800.823 - Strategic Support CAP				628,904
25 - Cost allocation Total	62,298	63,456	63,451	658,797
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	2,000
31 - Special projects Total	0	0	0	2,000
35 - Contingencies				
719.705 - Contingencies	0	0	0	10,000
35 - Contingencies Total	0	0	0	10,000
<b>601 Parks and Recr Admin Total</b>	<b>339,613</b>	<b>470,980</b>	<b>464,148</b>	<b>1,058,343</b>

**City of Cupertino  
Fiscal Year 2016-2017**

**PUBLIC RESOURCES**

**Public Ways**

**RECREATION AND  
COMMUNITY SERVICES-  
PARK PLANNING AND RESTORATION**  
Budget Unit 100-60-634  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	250,289
Fund Balance	-
<hr/>	
General Fund Costs	\$ 250,289
Total Staffing	1.00
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Provides for park planning, renovation, outreach, and monitoring of Capital Improvement Projects and grant funding opportunities. Works with other county and open space areas to identify potential partnerships for future park and trail expansion.

**SERVICE OBJECTIVES**

- Identify and monitor grant funding opportunities;
- Promote partnerships with Santa Clara County (SCC), SCC Water District (SCCVWD) and Mid-Peninsula Open Space;
- Support the Public Works Department in the planning and development of new parks and restoration of existing parks;
- Assist with the Stevens Creek Boulevard to McClellan Ranch Preserve Corridor Master Plan, the City-Wide Parks, Open Space and Recreation Master Plan and monitoring of the Stevens Creek Corridor Park & Restoration Phase II Project.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$250,289 for the Park Planning and Restoration Division. This represents an increase of \$29,430 over the FY 2015-16 Final Adopted Budget. The increase is attributed to new cost allocation charges of \$34,794.

This budget is funded from a \$250,289 contribution from the General Fund.

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

**Recreation and Community Services - Park Planning and Restoration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	118,245	143,196	141,565
Employee Benefits	-	42,814	55,563	54,255
Materials	-	2,266	12,100	9,675
Contract Services	-	19,036	10,000	10,000
Cost Allocation	-	-	-	34,794
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	1,974	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 184,334</b>	<b>\$ 220,859</b>	<b>\$ 250,289</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 184,334</b>	<b>\$ 220,859</b>	<b>\$ 250,289</b>

**STAFFING**

Total current authorized positions – 1.00

There are no recommended changes to staffing.

Total authorized positions – 1.00

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>634 Park Planning and Restoration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		118,245	142,164	140,533
500.507 - Taxable Life Premium		0	1,032	1,032
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		118,245	143,196	141,565
10 - Employee benefits				
501.500 - Retirement System		31,363	40,370	38,319
501.502 - Pers 1959 Surv Empr		15	0	0
501.505 - Health Insurance		7,154	8,424	9,144
501.506 - Dental Insurance		809	956	957
501.507 - Medicare		1,736	2,041	2,028
501.508 - Life Insurance		853	693	693
501.509 - Long Term Disability		284	944	938
501.510 - Workers Compensation		0	0	0
501.511 - Vision Insurance		155	179	180
501.516 - Hra City Contribution		446	1,956	1,996
10 - Employee benefits Total		42,814	55,563	54,255
15 - Materials				
600.601 - General Office Supplies		59	300	300
600.608 - Small Tools and Equipment		0	3,000	3,000
600.613 - General Supplies		1,701	600	600
600.618 - Utilities and Phone		0	1,200	1,200
600.629 - Conference and Meeting		0	2,000	2,000
600.631 - Councilmember Santoro		0	0	0
600.632 - Mileage Reimbursement		51	0	75
600.650 - Special Dept Expense		455	5,000	2,500
15 - Materials Total		2,266	12,100	9,675
20 - Contract services				
700.702 - General Service Agreement		19,036	10,000	10,000
20 - Contract services Total		19,036	10,000	10,000
25 - Cost allocation				
800.802 - IT Reimbursement				16,938
800.805 - CC CAP Allocation				3,506
800.806 - CM CAP Allocation				915
800.814 - Finance CAP Alloc				6,160
800.815 - Human resources CAP Alloc				7,275
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total				34,794
30 - Capital outlays				
30 - Capital outlays Total			0	0
31 - Special projects				
900.962 - 4 Cities Stev Crk Trail		1,974	0	0
31 - Special projects Total		1,974	0	0
<b>634 Park Planning and Restoration Total</b>		<b>184,334</b>	<b>220,859</b>	<b>250,289</b>



**PUBLIC RESOURCES**

**Library Facilities**

**RECREATION AND  
COMMUNITY SERVICES -  
LIBRARY SERVICES**  
Budget Unit 100-60-636  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		1,163,464
Fund Balance		-
		General Fund Costs \$1,163,464
Total Staffing		0
% Funded by General Fund		100.0%

In FY 2016, Library Service was assigned to this budget unit as part of a department reorganization.

**PROGRAM OVERVIEW**

This budget augments the existing hours of library service currently provided to our community through the Santa Clara County (SCC) Library JPA.

**SERVICE OBJECTIVES**

- Provide six extra hours per week of library service for our constituents.
- Explore partnerships with the SCC Library for recreation and community programs.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,163,464 be allocated for the Library Service Budget. This represents an increase of \$754,061 over the FY 2015-16 Final Adopted Budget. The increase is attributed to the addition of cost allocation charges of \$715,712 which reflects cost of providing free and indirect costs for room rentals and increased extra hour costs of the SCC Library.

This budget is funded form a \$1,163,464 contribution from the General Fund.

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

Recreation & Community Services - Library Extra Hour

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	447,752
Cost Allocation	-	-	-	715,712
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,163,464</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,163,464</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS & COMMUNITY SERVICES-  
ADMINISTRATION**

Budget Unit 100-61-602

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		785,335
Fund Balance		-
	General Fund Costs	\$ 785,335
Total Staffing		5.25
	% Funded by General Fund	100.0%

In FY 2016, Facilities - Quinlan Center Supervision was changed to Business and Community Services – Administration as part of a department reorganization.

**PROGRAM OVERVIEW**

Provides the supervision and management of the Quinlan Community Center, Memorial Park, Community Hall, reserved picnic sites for private events, classes, and recreation department activities. This division is also responsible for the City’s special events (Breakfast with Santa, Summer Concert Series, Cinema at Sundown, Shakespeare, the 4<sup>th</sup> of July, and Tree Lighting). Also acts as liaison to Community Events such as the Cherry Blossom Festival, World Journal Festival, Fall Festival, and the Diwali Festival.

**SERVICE OBJECTIVES**

- Increase resident participation at community events.
- Increase participation at City events including 4<sup>th</sup> of July, Summer Concert Series, Cinema at Sundown, Breakfast with Santa, and the Tree Lighting Ceremony.
- Develop and maintain a positive relationship with neighborhoods adjacent to our facilities.
- Work with groups for community festivals and events to promote our diverse culture.
- Enhance the marketing of all programs through our brochure, website, social media, banners, and signs.
- Provide first-rate customer service through the continuation of staff training.
- Investigate, contract and implement a new software system to streamline customer registration, measure customer satisfaction, and enhance marketing of our programs.



## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$785,335 for the Business and Community Services Administration. This represents an increase of \$128,753 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to an increase in new costs added for administration services.

This budget is funded entirely from the General Fund.

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

### Business and Community Services - Administration

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	347,699	358,652	402,783	397,930
Employee Benefits	160,591	165,976	189,750	184,949
Materials	2,272	4,382	5,747	29,250
Contract Services	-	-	-	6,000
Cost Allocation	38,853	57,756	57,747	166,746
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	575	460
<b>TOTAL EXPENDITURES</b>	<b>\$ 549,415</b>	<b>\$ 586,766</b>	<b>\$ 656,602</b>	<b>\$ 785,335</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 549,415</b>	<b>\$ 586,766</b>	<b>\$ 656,602</b>	<b>\$ 785,335</b>

## STAFFING

Total current authorized positions – 4.50

This reflects the addition of a new Recreation Supervisor (.5) and Recreation Manager (.25).

Total authorized positions – 5.25

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>602 Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	344,484	354,751	375,801	374,362
500.502 - Salaries Part Time	0	645	11,000	11,000
500.503 - Excess Med Pay	452	0	2,675	0
500.505 - Overtime	363	902	10,000	10,000
500.506 - Car Allowance	2,400	2,354	1,800	1,050
500.507 - Taxable Life Premium		0	1,177	1,188
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			330	330
05 - Employee compensation Total	347,699	358,652	402,783	397,930
10 - Employee benefits				
501.500 - Retirement System	89,813	90,897	102,270	99,622
501.502 - Pers 1959 Surv Empr	239	197	80	0
501.505 - Health Insurance	47,276	44,832	46,871	45,126
501.506 - Dental Insurance	4,712	5,234	5,103	5,025
501.507 - Medicare	5,467	5,439	5,395	5,401
501.508 - Life Insurance	2,851	2,940	2,832	2,737
501.509 - Long Term Disability	1,975	2,258	2,637	2,626
501.510 - Workers Compensation	5,545	5,544	12,988	12,988
501.511 - Vision Insurance	900	1,000	972	945
501.516 - Hra City Contribution	1,815	7,634	10,602	10,479
10 - Employee benefits Total	160,591	165,976	189,750	184,949
15 - Materials				
600.601 - General Office Supplies	81	1,349	1,500	18,000
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies	150	150	147	2,650
600.618 - Utilities and Phone	0	0	100	0
600.629 - Conference and Meeting	2,041	2,848	4,000	6,000
600.632 - Mileage Reimbursement	0	34	0	200
600.642 - Telephone and Data Services	0	0	0	2,400
15 - Materials Total	2,272	4,382	5,747	29,250
20 - Contract services				
700.701 - Training and Instruction	0	0	0	6,000
20 - Contract services Total	0	0	0	6,000

25 - Cost allocation				
800.802 - IT Reimbursement	33,643	50,232	50,229	76,526
800.804 - Web Site Reimbursement	5,210	7,524	7,518	0
800.805 - CC CAP Allocation				16,858
800.806 - CM CAP Allocation				4,314
800.814 - Finance CAP Alloc				29,617
800.815 - Human resources CAP Alloc				39,431
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	38,853	57,756	57,747	166,746
35 - Contingencies				
719.705 - Contingencies	0	0	575	460
35 - Contingencies Total	0	0	575	460
<b>602 Administration Total</b>	<b>549,415</b>	<b>586,766</b>	<b>656,602</b>	<b>785,335</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**FACILITIES-**  
**BLACKBERRY FARM PICNIC AREA**  
Budget Unit 100-61-603  
General Fund

In FY 2016, this program was transferred to Sports, Safety, and Outdoor Recreation - Park Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Blackberry Farm**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	4,440	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	267,147	258,548	260,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 271,587</b>	<b>\$ 258,548</b>	<b>\$ 260,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	332,579	352,393	365,254	-
Employee Benefits	50,314	53,505	50,865	-
Materials	97,240	77,640	79,335	-
Contract Services	125,674	119,064	111,000	-
Cost Allocation	19,778	23,976	23,973	-
Capital Outlay	-	-	-	-
Special Projects	6,000	10,706	20,000	-
Appropriations for Contingenc:	-	300	19,034	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 631,586</b>	<b>\$ 637,583</b>	<b>\$ 669,461</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 359,998</b>	<b>\$ 379,035</b>	<b>\$ 409,461</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>603 BBF Picnic Area</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	99,158	103,888	108,522	0
500.502 - Salaries Part Time	230,443	245,266	245,000	0
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	2,978	3,099	3,500	0
500.506 - Car Allowance		138	600	0
500.507 - Taxable Life Premium		0	282	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			7,350	0
05 - Employee compensation Total	332,579	352,393	365,254	0

10 - Employee benefits				
501.500 - Retirement System	25,693	28,433	30,817	0
501.502 - Pers 1959 Surv Empr	66	28	22	0
501.505 - Health Insurance	10,766	9,598	10,854	0
501.506 - Dental Insurance	1,159	1,203	1,178	0
501.507 - Medicare	7,666	7,990	1,558	0
501.508 - Life Insurance	745	785	728	0
501.509 - Long Term Disability	556	657	749	0
501.510 - Workers Compensation	2,823	2,820	2,290	0
501.511 - Vision Insurance	221	230	224	0
501.516 - Hra City Contribution	618	1,762	2,445	0
10 - Employee benefits Total	50,314	53,505	50,865	0
15 - Materials				
600.601 - General Office Supplies	10,031	2,334	3,000	0
600.602 - Printing and Duplication	3,836	3,378	4,246	0
600.604 - Postage	412	305	291	0
600.609 - Equipment Parts	816	0	369	0
600.611 - Uniforms/Safety Appar	3,619	2,771	2,000	0
600.613 - General Supplies	63,191	54,268	51,800	0
600.614 - Repair and Maint Supplies	264	0	0	0
600.616 - Haz Material Mgmt	359	752	360	0
600.618 - Utilities and Phone	0	0	12,500	0
600.619 - Advertising and Legal Notices	0	0	369	0
600.620 - Gas Service	0	0	0	0
600.622 - State Mandated Cost	1,606	110	1,800	0
600.629 - Conference and Meeting	674	2,497	2,000	0
600.631 - Councilmember Santoro		0	0	0
600.632 - Mileage Reimbursement	32	1,225	600	0
600.641 - Electrical Service	0	0	0	0
600.642 - Telephone and Data Services	11,312	8,857	0	0
600.643 - Water Services	0	0	0	0
600.644 - Sewer Service	1,089	1,143	0	0
15 - Materials Total	97,240	77,640	79,335	0
20 - Contract services				
700.701 - Training and Instruction	4,884	3,235	3,000	0
700.702 - General Service Agreement	114,011	107,967	100,000	0
700.703 - Maintenance of Equipment	660	1,267	0	0
700.705 - Law Enforcement Services	0	0	0	0
700.706 - Rent Expense		1,625	0	0
700.707 - Bank Charges	6,120	4,970	8,000	0
20 - Contract services Total	125,674	119,064	111,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	20,856	20,852	0
800.804 - Web Site Reimbursement	2,652	3,120	3,121	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0

25 - Cost allocation Total	19,778	23,976	23,973	0
30 - Capital outlays				
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	6,000	10,706	20,000	0
31 - Special projects Total	6,000	10,706	20,000	0
35 - Contingencies				
719.705 - Contingencies	0	300	19,034	0
35 - Contingencies Total	0	300	19,034	0
<b>603 BBF Picnic Area Total</b>	<b>631,586</b>	<b>637,583</b>	<b>669,461</b>	<b>0</b>



## **PUBLIC RESOURCES**

### **Recreation Facilities**

#### **FACILITIES-**

#### **COMMUNITY HALL**

Budget Unit 100-61-604

General Fund

In FY 2016, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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



**Recreation and Community Services - Community Hall**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	18,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	54,580	56,972	59,870	-
Employee Benefits	24,484	25,828	27,511	-
Materials	396	293	951	-
Contract Services	-	-	-	-
Cost Allocation	7,911	9,588	9,589	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	95	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 87,371</b>	<b>\$ 92,681</b>	<b>\$ 98,016</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 87,371</b>	<b>\$ 92,681</b>	<b>\$ 80,016</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
604 Comm Hall Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	46,684	48,237	51,540	0
500.502 - Salaries Part Time	7,896	8,112	7,930	0
500.505 - Overtime	0	624	0	0
500.507 - Taxable Life Premium		0	162	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			238	0
05 - Employee compensation Total	54,580	56,972	59,870	0
10 - Employee benefits				
501.500 - Retirement System	12,292	12,829	14,636	0

501.502 - Pers 1959 Surv Empr	48	20	16	0
501.505 - Health Insurance	7,586	7,318	7,711	0
501.506 - Dental Insurance	832	868	845	0
501.507 - Medicare	885	938	740	0
501.508 - Life Insurance	383	405	374	0
501.509 - Long Term Disability	275	329	360	0
501.510 - Workers Compensation	1,129	1,128	908	0
501.511 - Vision Insurance	159	166	161	0
501.516 - Hra City Contribution	896	1,828	1,760	0
10 - Employee benefits Total	24,484	25,828	27,511	0
15 - Materials				
600.601 - General Office Supplies	187	7	400	0
600.613 - General Supplies	210	259	300	0
600.632 - Mileage Reimbursement	0	26	251	0
15 - Materials Total	396	293	951	0
20 - Contract services				
700.702 - General Service Agreement	0	0	0	0
20 - Contract services Total	0	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	6,850	8,340	8,341	0
800.804 - Web Site Reimbursement	1,061	1,248	1,248	0
800.822 - Library Facilities CAP				0
25 - Cost allocation Total	7,911	9,588	9,589	0
35 - Contingencies				
719.705 - Contingencies	0	0	95	0
35 - Contingencies Total	0	0	95	0
<b>604 Comm Hall Operation Total</b>	<b>87,371</b>	<b>92,681</b>	<b>98,016</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS & COMMUNITY SERVICES-  
 CULTURAL EVENTS/SPECIAL EVENTS**

Budget Unit 100-61-605

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ -
Total Expenditures	376,492
Fund Balance	-
<hr/>	
General Fund Costs	\$ 376,492
Total Staffing	0.75
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Oversees and facilitates a wide range of festivals and cultural events that are offered to the community.

**SERVICE OBJECTIVES**

- Provide a summer concert series at Memorial Park.
- Offer a summer movie series at Memorial Park.
- Partner with the San Francisco Shakespeare Company to bring Free Shakespeare in the Park to Cupertino.
- Organize and facilitate the city-wide July 4<sup>th</sup> celebration.
- Bring the community together with the annual Tree Lighting celebration.
- Support the community non-profit organizations that host festivals in Memorial Park.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$376,492 for Facilities-Cultural/Special Events. This represents an increase of \$126,561 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to added cost allocation (\$33,773) and the addition of special events.

This budget is funded entirely from the General Fund.

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

**Business and Community Services - Cultural Events**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	54,578	44,108	52,423	122,797
Employee Benefits	11,136	11,646	12,770	36,907
Materials	10,220	10,224	10,960	15,850
Contract Services	119,656	108,178	144,696	144,696
Cost Allocation	2,901	3,516	3,516	37,289
Capital Outlay	21,811	-	-	-
Special Projects	-	-	10,000	6,500
Appropriations for Contingenc:	-	-	15,566	12,453
<b>TOTAL EXPENDITURES</b>	<b>\$ 220,302</b>	<b>\$ 177,671</b>	<b>\$ 249,931</b>	<b>\$ 376,492</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 220,302</b>	<b>\$ 177,671</b>	<b>\$ 249,931</b>	<b>\$ 376,492</b>

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Movie Screen	\$6,500	\$6,500	General Fund	Portable Movie Screen
<b>TOTAL</b>	<b>\$6,500</b>	<b>\$6,500</b>		

## STAFFING

Total current authorized positions – 0.33

This reflects changes in staffing as a result of the department reorganization in FY 2015-16.

Total authorized positions – 0.75

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>605 Cultural Events</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	22,694	24,427	26,161	93,001
500.502 - Salaries Part Time	20,368	9,775	13,800	16,170
500.505 - Overtime	11,517	9,906	12,000	12,000
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium		0	48	162
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			414	414
05 - Employee compensation Total	54,578	44,108	52,423	122,797
10 - Employee benefits				
501.500 - Retirement System	5,976	6,549	7,429	24,823
501.502 - Pers 1959 Surv Empr	17	11	6	0
501.505 - Health Insurance	2,827	2,748	2,827	6,570
501.506 - Dental Insurance	310	329	310	718
501.507 - Medicare	1,001	792	376	1,341
501.508 - Life Insurance	190	203	183	450
501.509 - Long Term Disability	138	163	182	620
501.510 - Workers Compensation	414	420	753	753
501.511 - Vision Insurance	59	63	59	135
501.516 - Hra City Contribution	203	368	645	1,497
10 - Employee benefits Total	11,136	11,646	12,770	36,907
15 - Materials				
600.601 - General Office Supplies	4,815	21	0	0
600.608 - Small Tools and Equipment	72	0	0	0
600.613 - General Supplies	5,332	10,200	10,950	15,750
600.632 - Mileage Reimbursement	0	3	10	100
15 - Materials Total	10,220	10,224	10,960	15,850
20 - Contract services				
700.702 - General Service Agreement	117,786	107,273	133,296	133,296
700.706 - Rent Expense	1,870	905	11,400	11,400
20 - Contract services Total	119,656	108,178	144,696	144,696
25 - Cost allocation				
800.802 - IT Reimbursement	2,512	3,060	3,058	13,433
800.804 - Web Site Reimbursement	389	456	458	0
800.805 - CC CAP Allocation				1,859

800.806 - CM CAP Allocation				513
800.814 - Finance CAP Alloc				8,469
800.815 - Human resources CAP Alloc				13,015
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	2,901	3,516	3,516	37,289
30 - Capital outlays				
900.905 - Facility Improvements	21,811	0	0	0
30 - Capital outlays Total	21,811	0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	10,000	6,500
31 - Special projects Total	0	0	10,000	6,500
35 - Contingencies				
719.705 - Contingencies	0	0	15,566	12,453
35 - Contingencies Total	0	0	15,566	12,453
<b>605 Cultural Events Total</b>	<b>220,302</b>	<b>177,671</b>	<b>249,931</b>	<b>376,492</b>



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**PUBLIC RESOURCES**  
**Recreation Facilities**

**FACILITIES-**  
**QUINLAN COMMUNITY CENTER**  
Budget Unit 100-61-607  
General Fund

In FY16, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Quinlan Community Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	105,218	126,414	134,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 105,218</b>	<b>\$ 126,414</b>	<b>\$ 134,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	111,120	111,333	129,658	-
Employee Benefits	27,671	28,077	30,079	-
Materials	45,397	32,302	58,730	-
Contract Services	16,136	6,878	11,500	-
Cost Allocation	27,081	26,304	22,802	-
Capital Outlay	-	-	-	-
Special Projects	1,326	78,304	5,000	-
Appropriations for Contingenc	-	-	7,023	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 228,731</b>	<b>\$ 283,197</b>	<b>\$ 264,792</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 123,514</b>	<b>\$ 156,783</b>	<b>\$ 130,792</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
607 Quinlan Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	42,544	46,025	51,949	0
500.502 - Salaries Part Time	68,294	64,647	74,646	0
500.505 - Overtime	282	661	750	0
500.507 - Taxable Life Premium		0	74	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,239	0
05 - Employee compensation Total	111,120	111,333	129,658	0
10 - Employee benefits				
501.500 - Retirement System	11,202	12,475	14,752	0



501.502 - Pers 1959 Surv Empr	50	20	17	0
501.505 - Health Insurance	9,250	7,630	8,140	0
501.506 - Dental Insurance	898	904	892	0
501.507 - Medicare	2,536	2,288	746	0
501.508 - Life Insurance	413	421	395	0
501.509 - Long Term Disability	255	313	365	0
501.510 - Workers Compensation	2,446	2,448	2,744	0
501.511 - Vision Insurance	171	173	170	0
501.516 - Hra City Contribution	449	1,405	1,858	0
10 - Employee benefits Total	27,671	28,077	30,079	0
15 - Materials				
600.601 - General Office Supplies	7,247	5,711	10,000	0
600.602 - Printing and Duplication	9,990	8,883	11,260	0
600.604 - Postage	4,315	918	6,145	0
600.611 - Uniforms/Safety Appar		0	1,000	0
600.613 - General Supplies	14,690	9,613	16,000	0
600.618 - Utilities and Phone	0	0	7,425	0
600.622 - State Mandated Cost	0	0	360	0
600.629 - Conference and Meeting	1,147	880	6,400	0
600.632 - Mileage Reimbursement	12	219	140	0
600.642 - Telephone and Data Services	7,997	6,078	0	0
15 - Materials Total	45,397	32,302	58,730	0
20 - Contract services				
700.701 - Training and Instruction	94	597	1,000	0
700.702 - General Service Agreement	14,251	2,205	6,000	0
700.703 - Maintenance of Equipment	1,791	4,075	4,500	0
700.707 - Bank Charges	0	0	0	0
20 - Contract services Total	16,136	6,878	11,500	0
25 - Cost allocation				
800.801 - Equipment Reimbursement	9,940	11,184	7,680	0
800.802 - IT Reimbursement	14,842	13,800	13,804	0
800.804 - Web Site Reimbursement	2,299	1,320	1,318	0
800.822 - Library Facilities CAP				0
25 - Cost allocation Total	27,081	26,304	22,802	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	1,326	78,304	5,000	0
31 - Special projects Total	1,326	78,304	5,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	7,023	0
35 - Contingencies Total	0	0	7,023	0
<b>607 Quinlan Center Operation Total</b>	<b>228,731</b>	<b>283,197</b>	<b>264,792</b>	<b>0</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS AND COMMUNITY SERVICES - FACILITIES**

Budget Unit 100-61-630  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,250,288
Total Expenditures	1,047,133
Fund Balance	-
	General Fund Costs \$ (203,155)
Total Staffing	2.60
% Funded by General Fund	-19.4%

In FY16, the Business and Community Services division was established as part of a department reorganization. This program includes the Blue Pheasant, Community Hall and the Quinlan Center.

**PROGRAM OVERVIEW**

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility space which can be used for a variety of activities. The Quinlan Community Center is the home office of the Recreation and Community Services Department, and provides the community with facility space for a variety of recreational activities. The Blue Pheasant property is a 6,800 square foot leased restaurant.

**SERVICE OBJECTIVES**

- Provide a facility for community meetings, parties, and other similar activities.
- Provide a facility for City Channel programming, and City Council, Planning Commission, Parks & Recreation Commission and other City meetings.
- Offer in-person and on-line registration for recreation programs.
- Schedule facility space for contractual and staff-run classes and camps.
- Rent the facility for meetings, birthday parties, wedding receptions, community events, and other similar activities.
- House the Cupertino Historical Society.
- Serve as the City’s Emergency Operations Shelter in case of disasters.

- Develop a master plan for this facility with the rest of the Stevens Creek to McClellan Ranch Corridor that will serve the community's long-term goals for improvements or changes.

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,047,133 for Business and Community Services Facilities. This represents an increase of \$668,600 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to an increase in cost allocations (\$436,172).

This budget is funded by \$1,250,288 in revenue and is projected to return \$203,155 to the General Fund balance.

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

**Business and Community Services - Facilities**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	262,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	988,288
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>				<b>\$ 1,250,288</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	288,901
Employee Benefits	-	-	-	94,253
Materials	-	-	-	60,015
Contract Services	-	-	-	36,000
Cost Allocation	-	-	-	546,269
Capital Outlay	-	-	-	10,000
Special Projects	-	-	-	6,000
Appropriations for Contingenc	-	-	-	5,695
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,047,133</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (203,155)</b>

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
QCC Partitions	\$6,000	\$6,000	General Fund	Replace QCC partitions
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>		

**STAFFING**

Total current authorized positions -1.85

This is reflective of a Recreation Manager (.25) and Recreation Coordinator (.50).

Total authorized positions – 2.6

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>630 Facilities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				201,650
500.502 - Salaries Part Time				82,576
500.505 - Overtime				750
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium				398
500.513 - Sick Leave				2,477
05 - Employee compensation Total				288,901
10 - Employee benefits				
501.500 - Retirement System				54,448
501.505 - Health Insurance				22,421
501.506 - Dental Insurance				2,488
501.507 - Medicare				2,909
501.508 - Life Insurance				1,289
501.509 - Long Term Disability				1,389
501.510 - Workers Compensation				3,652
501.511 - Vision Insurance				468
501.516 - Hra City Contribution				5,189
10 - Employee benefits Total				94,253
15 - Materials				
600.601 - General Office Supplies				10,600
600.602 - Printing and Duplication				11,260
600.604 - Postage				6,145
600.611 - Uniforms/Safety Appar				1,000
600.613 - General Supplies				16,300
600.621 - Calrecylce City Payment Prgm Adm				1,550
600.622 - State Mandated Cost				360
600.629 - Conference and Meeting				0
600.632 - Mileage Reimbursement				400
600.642 - Telephone and Data Services				12,400
15 - Materials Total				60,015
20 - Contract services				
700.701 - Training and Instruction				5,500
700.702 - General Service Agreement				26,000
700.703 - Maintenance of Equipment				4,500
20 - Contract services Total				36,000
25 - Cost allocation				

800.802 - IT Reimbursement	39,371
800.805 - CC CAP Allocation	62
800.806 - CM CAP Allocation	19
800.814 - Finance CAP Alloc	530
800.822 - Library Facilities CAP	0
800.823 - Strategic Support CAP	506,287
25 - Cost allocation Total	546,269
30 - Capital outlays	
900.904 - Non Recur Facility MGT	10,000
30 - Capital outlays Total	10,000
31 - Special projects	
900.945 - Fixed Asset Acquisition	6,000
31 - Special projects Total	6,000
35 - Contingencies	
719.705 - Contingencies	5,695
35 - Contingencies Total	5,695
<b>630 Facilities Total</b>	<b>1,047,133</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS AND COMMUNITY SERVICES -  
COMMUNITY OUTREACH AND  
NEIGHBORHOOD WATCH**  
Budget Unit 100-61-632  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		322,196
Fund Balance		-
	General Fund Costs	\$ 322,196
Total Staffing		1.20
	% Funded by General Fund	100.0%

In FY16, the Business and Community Services division was established as part of a department reorganization. Community Outreach and Neighborhood Watch have been combined in this program.

**PROGRAM OVERVIEW**

Community Outreach is responsible for facilitating communication and enhancing cultural understanding in Cupertino neighborhoods. Block leaders are instrumental in delivering timely and pertinent information to neighbors and the City. Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff’s Office. Neighborhood Watch is the gateway volunteer development program for the city.

**SERVICE OBJECTIVES**

- Aid in the development, implementation and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to all Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.

- Implement the “Love Your Park” program to build relationships around neighborhood parks and get Block Leaders involved in the City-wide Park and Recreation Master Plan.
- Create, implement and expand neighborhood watch meetings and groups.
- Maintain the Electronic Community Alert Program (E-CAP); Next Door Software System.
- Participate in and support all City outreach and volunteer recruitment programs.
- Organize and conduct National Night Out and other community events.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$322,196 for the Community Outreach & Neighborhood Watch budget. This represents an increase of \$123,724 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the addition of administration costs (\$93,443).

The Community Watch program was transferred into the Recreation and Community Services from Public Affairs in FY 2012-13. Historical data on this program can be found in the Public Affairs section of the budget.

In Fiscal Year 2013-2014 the Neighborhood Watch program was transferred in from Public Affairs to Recreation and Community Services as part of a citywide reorganization, historical costs for this program can be found there.

This budget is funded entirely from the General Fund.

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



**Business and Community Services - Community Outreach and Neighborhood Watch**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	164,688	191,606
Employee Benefits	4,246	4,195	4,220	49,555
Materials	-	-	-	18,250
Contract Services	-	-	-	9,500
Cost Allocation	-	-	-	51,725
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	1,560
<b>TOTAL EXPENDITURES</b>			<b>\$</b>	<b>322,196</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 322,196</b>

**STAFFING**

Total current authorized positions –.75

This reflects a Recreation Manager (.25) and a Community Relations Coordinator (.20).

Total authorized positions – 1.2

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>632 Comm Outreach &amp; Neigh Watch</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				118,104
500.502 - Salaries Part Time				70,000
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium				352
500.513 - Sick Leave				2,100
05 - Employee compensation Total				191,606
10 - Employee benefits				
501.500 - Retirement System				31,668
501.505 - Health Insurance				10,289
501.506 - Dental Insurance				1,148
501.507 - Medicare				1,704
501.508 - Life Insurance				700
501.509 - Long Term Disability				805
501.510 - Workers Compensation				630
501.511 - Vision Insurance				216
501.516 - Hra City Contribution				2,395
10 - Employee benefits Total				49,555
15 - Materials				
600.601 - General Office Supplies				4,500
600.602 - Printing and Duplication				1,600
600.613 - General Supplies				9,750
600.629 - Conference and Meeting				2,000
600.632 - Mileage Reimbursement				400
15 - Materials Total				18,250
20 - Contract services				
700.701 - Training and Instruction				1,000
700.702 - General Service Agreement				5,000
700.704 - Insurance Fees, Claims, Premiums				3,500
20 - Contract services Total				9,500
25 - Cost allocation				
800.802 - IT Reimbursement				19,742
800.805 - CC CAP Allocation				2,447
800.806 - CM CAP Allocation				631
800.814 - Finance CAP Alloc				9,342
800.815 - Human resources CAP Alloc				5,456
800.817 - Community Hall/Quinlan CAP				9,305
800.821 - Building Maintenance CAP				4,802
25 - Cost allocation Total				51,725
35 - Contingencies				
719.705 - Contingencies				1,560
35 - Contingencies Total				1,560
<b>632 Comm Outreach &amp; Neigh Watch Total</b>				<b>322,196</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION  
PROGRAMS -  
RECREATION & EDUCATION  
ADMINISTRATION**  
Budget Unit 100-62-608  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 19,000
Total Expenditures	1,201,693
Fund Balance	-
<hr/>	
	General Fund Costs \$1,182,693
Total Staffing	5.93
	% Funded by General Fund 98.4%

In FY16, Youth and Teen Programs - Youth/Teen Supervision was changed to Recreation and Education - Administration as part of a department reorganization. The Leadership 95014 and Senior Adult Supervision programs were also incorporated into this program.

**PROGRAM OVERVIEW**

The Recreation and Education Division provides for the administration and coordination of youth and teen programs throughout the city, through the implementation of after school enrichment classes, camps, special events, preschool, and volunteer opportunities. The Leadership 95014 program provides a leadership training opportunity for adults living and working in the Cupertino community. A welcoming environment is created at the Senior Center for everyone 50 years and older. Enhancing a healthy lifestyle through quality education, recreation, travel, socials and volunteer opportunities. Cupertino residents use the facility for room rentals on weekends when the Senior Center is not being used for classes and programs.

**SERVICE OBJECTIVES**

- Provide management and supervision of all programs, activities, personnel, and facilities within the division.
- Establish program goals and priorities.
- Educate participants on Cupertino’s City government, schools, businesses and non-profit sectors.

- Coordinate the department's efforts in achieving the National Gold Medal Award from the American Academy of Park and Recreation Administration.
- Brand the "Cupertino Senior Center" in the community through expanding advertising and marketing
- Encourage participants to "Invest in the Community."
- Enhance executive leadership skills to enable participants to make a positive impact.

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,210,693 for the Recreation & Education Administration Program Budget. This represents an increase of \$1,083,895 over the FY 2015-16 Final Adopted Budget. The increase is due to the merging of three accounts due to the department re-organization and an increase of cost allocations.

This budget is funded from \$19,000 in department and a \$1,182,693 contribution from the General Fund.

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

**Recreation and Education - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	3,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	16,000
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>			<b>\$ -</b>	<b>\$ 19,000</b>
<u>Expenditures</u>				
Employee Compensation	51,636	61,293	63,638	443,519
Employee Benefits	21,757	24,311	33,273	211,445
Materials	2,782	3,813	13,630	33,141
Contract Services	1,030	374	1,000	14,950
Cost Allocation	4,395	4,800	4,794	494,790
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,463	3,848
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,599</b>	<b>\$ 94,591</b>	<b>\$ 117,798</b>	<b>\$ 1,201,693</b>
Fund Balance (Use of)				-
<b>General Fund Costs</b>	<b>\$ 81,599</b>	<b>\$ 94,591</b>	<b>\$ 117,798</b>	<b>\$ 1,182,693</b>

**STAFFING**

Total current authorized positions –45

This reflects changes in staffing as a result of the department reorganization in FY 2015-16. As part of the FY 2016-17 Adopted Budget, 1.0 limited-term Special Programs Coordinator was authorized.

Total authorized positions -5.93

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>608 Administration</b>				
<b>05 - Employee compensation</b>				
500.501 - Salaries Full Time	49,069	58,182	62,569	418,145
500.502 - Salaries Part Time	0	0	0	15,305
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	166	978	0	4,800
500.506 - Car Allowance	2,400	2,132	840	3,240
500.507 - Taxable Life Premium		0	229	1,570
500.510 - Employee Agency Serv				0
500.513 - Sick Leave				459
<b>05 - Employee compensation Total</b>	<b>51,636</b>	<b>61,293</b>	<b>63,638</b>	<b>443,519</b>
<b>10 - Employee benefits</b>				
501.500 - Retirement System	13,218	15,399	17,191	112,293
501.502 - Pers 1959 Surv Empr	27	20	9	0
501.505 - Health Insurance	5,629	5,399	5,771	51,025
501.506 - Dental Insurance	574	600	616	5,677
501.507 - Medicare	837	908	898	6,032
501.508 - Life Insurance	409	427	409	3,163
501.509 - Long Term Disability	299	330	430	2,947
501.510 - Workers Compensation	627	324	6,560	17,402
501.511 - Vision Insurance	110	115	118	1,068
501.516 - Hra City Contribution	27	789	1,271	11,838
<b>10 - Employee benefits Total</b>	<b>21,757</b>	<b>24,311</b>	<b>33,273</b>	<b>211,445</b>
<b>15 - Materials</b>				
600.601 - General Office Supplies	163	459	2,750	6,795
600.602 - Printing and Duplication				50
600.613 - General Supplies	295	150	730	6,585
600.618 - Utilities and Phone	0	0	0	0
600.629 - Conference and Meeting	2,323	3,204	10,000	12,000
600.632 - Mileage Reimbursement	0	0	150	216
600.642 - Telephone and Data Services				7,495
<b>15 - Materials Total</b>	<b>2,782</b>	<b>3,813</b>	<b>13,630</b>	<b>33,141</b>
<b>20 - Contract services</b>				
700.701 - Training and Instruction	1,030	374	1,000	1,000
700.702 - General Service Agreement				13,750
700.703 - Maintenance of Equipment				200
<b>20 - Contract services Total</b>	<b>1,030</b>	<b>374</b>	<b>1,000</b>	<b>14,950</b>
<b>25 - Cost allocation</b>				
800.802 - IT Reimbursement	3,806	4,176	4,170	89,046
800.804 - Web Site Reimbursement	589	624	624	0
800.805 - CC CAP Allocation				17,829
800.806 - CM CAP Allocation				4,584
800.814 - Finance CAP Alloc				32,956
800.815 - Human resources CAP Alloc				104,280
800.816 - Recreation Admin CAP				0

800.821 - Building Maintenance CAP				246,095
25 - Cost allocation Total	4,395	4,800	4,794	494,790
35 - Contingencies				
719.705 - Contingencies	0	0	1,463	3,848
35 - Contingencies Total	0	0	1,463	3,848
<b>608 Administration Total</b>	<b>81,599</b>	<b>94,591</b>	<b>117,798</b>	<b>1,201,693</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**YOUTH & TEEN PROGRAMS-  
YOUTH PROGRAMS**

Budget Unit 100-62-609  
General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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



**Recreation & Community Services - Youth Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	17,040	23,160	20,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,493	13,138	5,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 21,533</b>	<b>\$ 36,298</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	31,318	35,561	89,345	-
Employee Benefits	6,542	7,442	23,406	-
Materials	8,454	3,147	7,690	-
Contract Services	271	-	200	-
Cost Allocation	1,759	2,136	2,131	-
Capital Outlay	-	-	769	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,344</b>	<b>\$ 48,286</b>	<b>\$ 123,541</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 26,811</b>	<b>\$ 11,988</b>	<b>\$ 98,541</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>609 Youth Program</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	13,461	14,906	52,717	0
500.502 - Salaries Part Time	17,779	20,624	35,360	0
500.505 - Overtime	78	30	0	0
500.507 - Taxable Life Premium		0	207	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			1,061	0
<b>05 - Employee compensation Total</b>	<b>31,318</b>	<b>35,561</b>	<b>89,345</b>	<b>0</b>

10 - Employee benefits				
501.500 - Retirement System	3,545	3,679	12,838	0
501.502 - Pers 1959 Surv Empr	11	14	4	0
501.505 - Health Insurance	1,592	1,854	6,426	0
501.506 - Dental Insurance	180	222	705	0
501.507 - Medicare	653	728	778	0
501.508 - Life Insurance	110	138	391	0
501.509 - Long Term Disability	77	98	336	0
501.510 - Workers Compensation	251	252	326	0
501.511 - Vision Insurance	34	42	135	0
501.516 - Hra City Contribution	89	415	1,467	0
10 - Employee benefits Total	6,542	7,442	23,406	0
15 - Materials				
600.601 - General Office Supplies	3,823	785	0	0
600.611 - Uniforms/Safety Appar	3,593	1,492	4,000	0
600.613 - General Supplies		213	1,400	0
600.622 - State Mandated Cost	0	0	90	0
600.632 - Mileage Reimbursement	1,038	657	2,200	0
15 - Materials Total	8,454	3,147	7,690	0
20 - Contract services				
700.701 - Training and Instruction	0	0	200	0
700.702 - General Service Agreement	271	0	0	0
20 - Contract services Total	271	0	200	0
25 - Cost allocation				
800.802 - IT Reimbursement	1,523	1,860	1,854	0
800.804 - Web Site Reimbursement	236	276	277	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	1,759	2,136	2,131	0
35 - Contingencies				
719.705 - Contingencies	0	0	769	0
35 - Contingencies Total	0	0	769	0
<b>609 Youth Program Total</b>	<b>48,344</b>	<b>48,286</b>	<b>123,541</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
TEEN PROGRAMS**

Budget Unit 100-62-610  
General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Teen Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,100	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	17,228	8,471	8,781	-
Employee Benefits	5,873	2,936	3,736	-
Materials	431	679	1,100	-
Contract Services	1,200	1,643	2,300	-
Cost Allocation	1,759	2,136	2,131	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc:	-	-	340	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,491</b>	<b>\$ 15,865</b>	<b>\$ 18,388</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 26,491</b>	<b>\$ 15,865</b>	<b>\$ 17,288</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
610 Teen Program				
05 - Employee compensation				
500.501 - Salaries Full Time	12,047	5,929	7,928	0
500.502 - Salaries Part Time	5,120	2,373	815	0
500.505 - Overtime	61	169	0	0
500.507 - Taxable Life Premium		0	14	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			24	0
05 - Employee compensation Total	17,228	8,471	8,781	0
10 - Employee benefits				

501.500 - Retirement System	3,173	1,576	2,251	0
501.502 - Pers 1959 Surv Empr	10	1	10	0
501.505 - Health Insurance	1,714	632	857	0
501.506 - Dental Insurance	188	77	94	0
501.507 - Medicare	314	168	114	0
501.508 - Life Insurance	115	48	55	0
501.509 - Long Term Disability	72	40	55	0
501.510 - Workers Compensation	251	252	86	0
501.511 - Vision Insurance	36	15	18	0
501.516 - Hra City Contribution	0	128	196	0
10 - Employee benefits Total	5,873	2,936	3,736	0
15 - Materials				
600.601 - General Office Supplies	243	638	75	0
600.613 - General Supplies	184	40	1,000	0
600.632 - Mileage Reimbursement	3	0	25	0
15 - Materials Total	431	679	1,100	0
20 - Contract services				
700.701 - Training and Instruction	940	1,003	1,100	0
700.702 - General Service Agreement	260	640	1,200	0
20 - Contract services Total	1,200	1,643	2,300	0
25 - Cost allocation				
800.802 - IT Reimbursement	1,523	1,860	1,854	0
800.804 - Web Site Reimbursement	236	276	277	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	1,759	2,136	2,131	0
35 - Contingencies				
719.705 - Contingencies	0	0	340	0
35 - Contingencies Total	0	0	340	0
<b>610 Teen Program Total</b>	<b>26,491</b>	<b>15,865</b>	<b>18,388</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
TEEN CENTER**

Budget Unit 100-62-611

General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Teen Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	600	600	1,200	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,238	2,548	3,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,838</b>	<b>\$ 3,148</b>	<b>\$ 4,200</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	73,800	65,253	75,280	-
Employee Benefits	11,472	10,865	13,599	-
Materials	8,001	5,324	10,060	-
Contract Services	210	-	1,700	-
Cost Allocation	3,077	3,720	3,729	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,176	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 96,560</b>	<b>\$ 85,162</b>	<b>\$ 105,544</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 91,722</b>	<b>\$ 82,014</b>	<b>\$ 101,344</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>611 Teen Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	21,082	20,750	27,747	0
500.502 - Salaries Part Time	52,611	44,413	46,100	0
500.505 - Overtime	107	89	0	0
500.507 - Taxable Life Premium		0	50	0
500.513 - Sick Leave			1,383	0
05 - Employee compensation Total	73,800	65,253	75,280	0
10 - Employee benefits				
501.500 - Retirement System	5,554	5,624	7,879	0

501.502 - Pers 1959 Surv Empr	18	5	6	0
501.505 - Health Insurance	2,999	2,220	2,999	0
501.506 - Dental Insurance	329	269	329	0
501.507 - Medicare	1,744	1,496	398	0
501.508 - Life Insurance	202	168	194	0
501.509 - Long Term Disability	126	139	193	0
501.510 - Workers Compensation	439	444	853	0
501.511 - Vision Insurance	63	51	63	0
501.516 - Hra City Contribution	0	449	685	0
10 - Employee benefits Total	11,472	10,865	13,599	0
15 - Materials				
600.601 - General Office Supplies	1,710	3,208	250	0
600.606 - Software	140	0	140	0
600.613 - General Supplies	6,144	1,667	9,500	0
600.618 - Utilities and Phone		0	0	0
600.622 - State Mandated Cost	0	0	95	0
600.632 - Mileage Reimbursement	8	21	75	0
600.642 - Telephone and Data Services		427	0	0
15 - Materials Total	8,001	5,324	10,060	0
20 - Contract services				
700.701 - Training and Instruction	141	0	200	0
700.702 - General Service Agreement	69	0	1,500	0
20 - Contract services Total	210	0	1,700	0
25 - Cost allocation				
800.802 - IT Reimbursement	2,664	3,240	3,244	0
800.804 - Web Site Reimbursement	413	480	485	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	3,077	3,720	3,729	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,176	0
35 - Contingencies Total	0	0	1,176	0
<b>611 Teen Center Total</b>	<b>96,560</b>	<b>85,162</b>	<b>105,544</b>	<b>0</b>





**PUBLIC RESOURCES**  
**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
NATURE PROGRAMS**

Budget Unit 100-62-612  
General Fund

In FY16, this program was transferred to the Sports, Safety, and Outdoor Recreation Division as part of a department reorganization. The Nature Classes/Camps were incorporated into Programs and McClellan Ranch Preserve was incorporated into Park Facilities. A complete discussion of this program can be found under Budget Unit 580-63-620.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Nature Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	1,594	4,836	8,030	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,431	572	14,400	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,025</b>	<b>\$ 5,408</b>	<b>\$ 22,430</b>	<b>-</b>
<u>Expenditures</u>				
Employee Compensation	93,961	95,108	209,460	-
Employee Benefits	35,402	35,117	54,828	-
Materials	14,704	21,018	53,405	-
Contract Services	193	244	9,000	-
Cost Allocation	9,493	11,508	11,507	-
Capital Outlay	-	-	-	-
Special Projects	28,000	28,000	70,500	-
Appropriations for Contingenc	-	-	6,241	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 181,753</b>	<b>\$ 190,995</b>	<b>\$ 414,941</b>	<b>-</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 175,728</b>	<b>\$ 185,586</b>	<b>\$ 392,511</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>612 Park Facilities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	79,407	77,621	117,058	0
500.502 - Salaries Part Time	14,234	17,365	88,125	0
500.505 - Overtime	320	66	321	0
500.506 - Car Allowance		55	240	0
500.507 - Taxable Life Premium		0	1,072	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,644	0
05 - Employee compensation Total	93,961	95,108	209,460	0
10 - Employee benefits				

501.500 - Retirement System	20,807	20,591	31,830	0
501.502 - Pers 1959 Surv Empr	57	22	57	0
501.505 - Health Insurance	9,242	8,227	12,738	0
501.506 - Dental Insurance	1,010	963	1,392	0
501.507 - Medicare	833	850	1,701	0
501.508 - Life Insurance	632	613	809	0
501.509 - Long Term Disability	462	509	778	0
501.510 - Workers Compensation	1,355	1,356	2,362	0
501.511 - Vision Insurance	193	184	266	0
501.516 - Hra City Contribution	811	1,799	2,895	0
10 - Employee benefits Total	35,402	35,117	54,828	0
15 - Materials				
600.601 - General Office Supplies	821	4,811	1,500	0
600.602 - Printing and Duplication	105	55	105	0
600.604 - Postage	0	0	150	0
600.613 - General Supplies	4,350	8,853	45,600	0
600.618 - Utilities and Phone	0	0	6,000	0
600.629 - Conference and Meeting	0	0	0	0
600.632 - Mileage Reimbursement	416	0	50	0
600.642 - Telephone and Data Services	9,012	7,300	0	0
15 - Materials Total	14,704	21,018	53,405	0
20 - Contract services				
700.701 - Training and Instruction	47	244	400	0
700.702 - General Service Agreement	146	0	8,600	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	193	244	9,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	8,220	10,008	10,009	0
800.804 - Web Site Reimbursement	1,273	1,500	1,498	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	9,493	11,508	11,507	0
31 - Special projects				
900.909 - Acterra Habitat Enhancement	28,000	28,000	70,500	0
31 - Special projects Total	28,000	28,000	70,500	0
35 - Contingencies				
719.705 - Contingencies	0	0	6,241	0
35 - Contingencies Total	0	0	6,241	0
<b>612 Park Facilities Total</b>	<b>181,753</b>	<b>190,995</b>	<b>414,941</b>	<b>0</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION -  
YOUTH, TEEN, AND SENIOR ADULT  
RECREATION**

Budget Unit 100-62-623  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 715,750
Total Expenditures	2,022,927
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,307,177
Total Staffing	4.17
% Funded by General Fund	64.6%

In FY16, the Recreation and Education division was established as part of a department reorganization. This program includes Youth and Teen Programs, Senior Adult Recreation, Case Management, and the Teen Center.

**PROGRAM OVERVIEW**

Provide youth enrichment programs, both City sponsored and in conjunction with the Cupertino Union School District (CUSD), to the community. Provide volunteer opportunities for teens in the Cupertino community. Provide a safe, comfortable, and well maintained Teen Center for students in grades 6-12. The Case Management Program has made it possible for seniors to continue to remain independent and safe in their own homes. For case manager services a senior must be a Cupertino Senior Center member. The Senior Adult Recreation program will generate user fees of approximately \$600,000 from trips, memberships, classes, and social events. Senior Center members support programs and services and give over 22,000 hours of volunteer service annually.

**SERVICE OBJECTIVES**

- Provide the Cupertino Afterschool Recreation and Education (CARE) “pilot” program to one elementary and one middle school within Cupertino Union School District.
- Investigate opportunities to partner with CUSD, Fremont Union High School District, and the SCC Library.
- Host an appreciation event for volunteers who support the recreation department throughout the year.
- Coordinate the volunteer efforts of teens in the program areas of summer camps, aquatics, and outdoor park improvements through the Leader In Training program and Civically Active Teens.

- Provide In-Service Training Week in June to the department teen volunteers.
- Maintain maximum operating hours for teens to drop-in during non-school hours to partake in leisure and enrichment activities at the Teen Center.
- Provide new and expanded programs with the ongoing operation of the Teen Center and through the efforts of the Teen Commission.
- Coordinate with the Teen Commission to market the Teen Center.
- Investigate the possibility of training a bilingual senior housing resource consultant volunteer.
- Continue to provide multi-lingual case management services.
- Offer educational courses, group travel, and socialization opportunities to adults aged 50 and over
- Provide volunteer service opportunities for adults aged 50 and over

### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,022,927 for the program budget. There is an increase of \$68,986 due to an increase of PTE salaries due to expanded program offerings and \$588,869 due to Cost Allocation.

This budget is funded from \$715,750 in estimated program revenue, and \$1,307,177 in contribution from the General Fund.

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

**Recreation and Education - Youth, Teen, Senior Adult Recreation**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	1,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	714,750
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>				<b>\$ 715,750</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	524,334
Employee Benefits	-	-	-	146,917
Materials	-	-	-	577,843
Contract Services	-	-	-	123,800
Cost Allocation	-	-	-	588,869
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	61,164
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,022,927</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,307,177</b>

**STAFFING**

Total current authorized positions – N/A

Staff changes are due to re-organization of department.

Total authorized positions – 4.17

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>623 Youth, Teen and Senior Adult Rec</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				314,564
500.502 - Salaries Part Time				196,362
500.505 - Overtime				8,450
500.506 - Car Allowance				0
500.507 - Taxable Life Premium				901
500.513 - Sick Leave				4,057
05 - Employee compensation Total				524,334
10 - Employee benefits				
501.500 - Retirement System				83,406
501.505 - Health Insurance				34,873
501.506 - Dental Insurance				3,896
501.507 - Medicare				4,541
501.508 - Life Insurance				2,519
501.509 - Long Term Disability				2,238
501.510 - Workers Compensation				6,587
501.511 - Vision Insurance				733
501.516 - Hra City Contribution				8,124
10 - Employee benefits Total				146,917
15 - Materials				
600.601 - General Office Supplies				3,650
600.602 - Printing and Duplication				7,750
600.604 - Postage				250
600.606 - Software				140
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies				25,750
600.622 - State Mandated Cost				0
600.632 - Mileage Reimbursement				1,675
600.639 - Special Program Expenses				534,875
600.642 - Telephone and Data Services				3,753
15 - Materials Total				577,843
20 - Contract services				
700.701 - Training and Instruction				16,000
700.702 - General Service Agreement				91,800
700.703 - Maintenance of Equipment				8,000
700.707 - Bank Charges				8,000
20 - Contract services Total				123,800
25 - Cost allocation				
800.802 - IT Reimbursement				68,501
800.805 - CC CAP Allocation				17,764

800.806 - CM CAP Allocation				4,718
800.814 - Finance CAP Alloc				57,344
800.815 - Human resources CAP Alloc				64,362
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				333,320
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				42,860
25 - Cost allocation Total				588,869
35 - Contingencies				
719.705 - Contingencies				61,164
35 - Contingencies Total				61,164
<b>623 Youth, Teen and Senior Adult Rec Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,022,927</b>





**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION-  
RECREATION PROGRAMS**

Budget Unit 580-62-613  
Enterprise Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 1,396,000
Total Expenditures	1,960,007
Fund Balance	(125,899)
<hr/>	
General Fund Costs	\$ 438,108
Total Staffing	1.75
% Funded by General Fund	22.4%

In FY16, the Youth and Teen program was placed under the Recreation and Education division as part of a department reorganization.

**PROGRAM OVERVIEW**

Provide fee-based youth/teen programs, including classes, camps and special events with little or no impact to the General Fund.

**SERVICE OBJECTIVES**

- Provide a nine-month preschool program, summer camps, and an extensive variety of contractual classes for youth, teen, and adults, while collaborating with the Cupertino Union School District and Fremont Union High School district on select program offerings.
- Promote programs through social media to increase community awareness.
- Increase the number of youth and teen Science Technology Engineering Math (STEM) programs offered.
- Expand all-day summer camp offerings to meet the daycare needs of families in the community.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,960,007 for the Recreation and Education Budget. This represents an increase of \$54,406 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increases in contract services and Cost Allocation.

This budget is funded from \$1,396,000 in estimated department revenue resulting from charges to users and a \$438,108 contribution from the General Fund. It is projected that this program will approximately \$125,899 in fund balance.

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

### Recreation and Education - Youth and Teen Recreation Programs

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,401,800	1,396,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,401,800</b>	<b>\$ 1,396,000</b>
<u>Expenditures</u>				
Employee Compensation	411,744	368,918	464,228	402,151
Employee Benefits	81,157	74,445	86,913	67,837
Materials	64,765	63,190	76,650	75,688
Contract Services	898,464	855,773	991,800	1,045,600
Cost Allocation	176,078	146,945	146,408	172,555
Capital Outlay	-	-	-	-
Special Projects	-	-	106,845	85,476
Appropriations for Contingenc	53,073	85,233	110,700	110,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,685,281</b>	<b>\$ 1,594,504</b>	<b>\$ 1,983,544</b>	<b>\$ 1,960,007</b>
Fund Balance (Use of)	-	-	-	(125,899)
<b>General Fund Costs</b>	<b>\$ 1,685,281</b>	<b>\$ 1,594,504</b>	<b>\$ 581,744</b>	<b>\$ 438,108</b>

## STAFFING

Total current authorized positions –2.25

This reflects changes in staffing as a result of the department reorganization in FY 2015-16.

Total authorized positions – 1.75

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>613 Youth Teen Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	211,817	181,175	191,288	152,232
500.502 - Salaries Part Time	199,062	186,924	263,032	240,000
500.505 - Overtime	865	542	100	250
500.506 - Car Allowance		277	1,200	1,200
500.507 - Taxable Life Premium		0	717	578
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			7,891	7,891
05 - Employee compensation Total	411,744	368,918	464,228	402,151
10 - Employee benefits				
501.500 - Retirement System	46,196	38,058	52,735	40,239
501.502 - Pers 1959 Surv Empr	120	92	40	0
501.505 - Health Insurance	19,184	18,206	19,566	15,522
501.506 - Dental Insurance	2,061	2,110	2,121	1,676
501.507 - Medicare	7,659	7,343	2,746	2,196
501.508 - Life Insurance	1,332	1,385	1,317	1,074
501.509 - Long Term Disability	976	1,114	1,324	1,062
501.510 - Workers Compensation	2,823	2,820	2,260	2,260
501.511 - Vision Insurance	394	403	403	315
501.516 - Hra City Contribution	411	2,914	4,401	3,493
10 - Employee benefits Total	81,157	74,445	86,913	67,837
15 - Materials				
600.601 - General Office Supplies	4,583	1,092	1,000	1,200
600.602 - Printing and Duplication	43,198	39,142	45,000	45,000
600.604 - Postage	30	10	600	5,300
600.608 - Sml Tools and Equipment	96	0	96	0
600.613 - General Supplies	15,539	19,771	27,900	19,450
600.618 - Utilities and Phone	0	0	351	0
600.622 - State Mandated Cost	0	66	338	338
600.629 - Conference and Meeting	740	2,651	740	4,000
600.632 - Mileage Reimbursement	581	459	625	400
600.642 - Telephone and Data Services	0	0	0	0
15 - Materials Total	64,765	63,190	76,650	75,688
20 - Contract services				

700.701 - Training and Instruction	1,979	1,606	2,000	2,000
700.702 - General Service Agreement	800,618	760,521	897,200	950,000
700.703 - Maintenance of Equipment	1,736	1,659	1,600	1,600
700.706 - Rent Expense	1,245	739	2,000	3,000
700.707 - Bank Charges	92,885	91,248	89,000	89,000
20 - Contract services Total	898,464	855,773	991,800	1,045,600
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	20,856	20,852	40,536
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,652	3,120	3,121	0
800.805 - CC CAP Allocation	17,252	6,773	6,248	13,787
800.806 - CM CAP Allocation	16,711	15,564	15,561	3,829
800.807 - ENV Affairs CAP Alloc	5,301	4,356	4,359	0
800.808 - ECON Dev CAP Alloc	4,057	4,176	4,180	0
800.809 - City Clerk CAP Alloc	1,335	5,706	1,244	3,900
800.811 - Public Affairs CAP Alloc	12,369	3,798	7,591	0
800.812 - Disaster PREP CAP Alloc	4,168	660	1,318	0
800.813 - Admin Serv CAP Allocation	12,724	7,536	7,536	0
800.814 - Finance CAP Alloc	24,127	18,168	18,170	34,751
800.815 - Human resources CAP Alloc	50,803	50,808	50,803	16,369
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				59,383
25 - Cost allocation Total	176,078	146,945	146,408	172,555
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
31 - Special projects Total	0	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	106,845	85,476
35 - Contingencies Total	0	0	106,845	85,476
50 - Other financing uses				
800.904 - Depreciation Expenses	53,073	85,233	110,700	110,700
50 - Other financing uses Total	53,073	85,233	110,700	110,700
<b>613 Youth Teen Recreation Total</b>	<b>1,685,281</b>	<b>1,594,504</b>	<b>1,983,544</b>	<b>1,960,007</b>



CUPERTINO

**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
RECREATION – PARK FACILITIES**

Budget Unit 100-63-612

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	349,000
Total Expenditures		1,883,351
Fund Balance		-
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General Fund Costs	\$	1,534,351
Total Staffing		2.83
% Funded by General Fund		81.5%

In FY16, the Sports, Safety, and Outdoor Recreation division was established as part of a department reorganization. This program includes Monta Vista Recreation Center, Creekside Park, McClellan Ranch Preserve, and Blackberry Farm.

**PROGRAM OVERVIEW**

Blackberry Farm provides the community with recreational space to swim, picnic, and enjoy the Stevens Creek Trail. McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, nature programs, and is the location for the Community Garden program and non-profit groups such as Acterra, Santa Clara Valley Audubon Society, UCCE Master Gardeners, and Rolling Hills 4-H Club. The Creekside Park building provides community members with facility space which can be used for a variety of activities. The Monta Vista Recreation Center is home to a diverse array of recreational activities.

**SERVICE OBJECTIVES**

Blackberry Farm Picnic Grounds and Pools:

- Provide the community with two recreational pools for drop-in use.
- Bring the community together with the annual Cupertino Day and 4<sup>th</sup> of July events.
- Partner with the Audubon Society to provide a combined Harvest Festival and Wildlife Education Day event.
- Increase residential usage of the facility.
- Implement a Park Ranger staff classification to increase assistance with restoration, interpretation, and enhanced corridor supervision.

McClellan Ranch Preserve:

- Continue to offer drop-in visitor hours at the Environmental Education Center and Blacksmith Shop.
- Expand and develop opportunities for volunteers to play a role throughout the Stevens Creek Corridor by providing leadership in restoration and stewardship activities, leading and assisting interpretive programs, and serving as Environmental Education Center museum hosts.
- Develop text and imagery for temporary and permanent interpretive signage throughout the corridor.
- Develop park management internship opportunities.
- Partner with SCVAS, Acterra, Watershed Stewardship Interns, Nerds for Nature, Rolling Hills 4H and UCCE Master Gardeners in providing public education programs.
- Provide Community Gardeners with training on rodent control and invasive plant abatement.
- Offer school and group tours

Creekside Park Building:

- Rent facility for non-profit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contractual and staff-run classes and camps.
- Offer pop-up nature and environmental education opportunities to serve Cupertino's eastside residents.

Monta Vista Recreation Center:

- Provide gymnastics classes via Twisters Sports Center.
- Offer department run pre-school program.
- Provide contractual and staff-run classes and camps.
- Make space available for co-sponsored clubs and rentals.

## **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,883,351 for the Sports, Safety, and Outdoor Recreation Division. This represents a combined increase of \$788,007 over the FY2015-16 Final Adopted for each facility. This increase is primarily due to an increase in cost allocation (\$815,707).

This budget is funded from \$349,000 in estimated revenue and a \$1,534,351 contribution from the General Fund.

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

**Sports, Safety and Outdoor Recreation - Park Facilities**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	99,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	250,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 349,000</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	664,404
Employee Benefits	-	-	-	102,190
Materials	-	-	-	134,664
Contract Services	-	-	-	31,550
Cost Allocation	-	-	-	815,707
Capital Outlay	-	-	-	80,500
Special Projects	-	-	-	34,000
Appropriations for Contingenc	-	-	-	20,336
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,883,351</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,534,351</b>

## STAFFING

Total current authorized positions –N/A

Increase in staffing allocation is due to consolidation of Blackberry Farm, Creekside Park, Monta Vista Recreation Center, and McClellan Ranch Preserve into one account. Staffing allocations were adjusted across the division to accommodate the department reorganization.

Total Authorized Positions – 2.83

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>63 Sports, Safety &amp; Outdoor Rec</b>				
<b>612 Park Facilities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				215,315
500.502 - Salaries Part Time				433,115
500.505 - Overtime				3,821
500.506 - Car Allowance				480
500.507 - Taxable Life Premium				1,415
500.513 - Sick Leave				10,258
05 - Employee compensation Total				664,404
10 - Employee benefits				
501.500 - Retirement System				58,068
501.505 - Health Insurance				24,315
501.506 - Dental Insurance				2,708
501.507 - Medicare				3,106
501.508 - Life Insurance				1,597
501.509 - Long Term Disability				1,514
501.510 - Workers Compensation				4,725
501.511 - Vision Insurance				509
501.516 - Hra City Contribution				5,648
10 - Employee benefits Total				102,190
15 - Materials				
600.601 - General Office Supplies				5,475
600.602 - Printing and Duplication				500
600.604 - Postage				441
600.609 - Equipment Parts				369
600.611 - Uniforms/Safety Appar				2,000
600.613 - General Supplies				100,200
600.616 - Haz Material Mgmt				360
600.619 - Advertising and Legal Notices				369
600.622 - State Mandated Cost				1,800
600.629 - Conference and Meeting				4,000
600.632 - Mileage Reimbursement				650



600.642 - Telephone and Data Services	18,500
15 - Materials Total	134,664
20 - Contract services	
700.701 - Training and Instruction	3,400
700.702 - General Service Agreement	11,150
700.703 - Maintenance of Equipment	9,000
700.707 - Bank Charges	8,000
20 - Contract services Total	31,550
25 - Cost allocation	
800.802 - IT Reimbursement	28,575
800.805 - CC CAP Allocation	11,525
800.806 - CM CAP Allocation	3,084
800.814 - Finance CAP Alloc	30,216
800.815 - Human resources CAP Alloc	163,151
800.816 - Recreation Admin CAP	0
800.821 - Building Maintenance CAP	579,156
25 - Cost allocation Total	815,707
30 - Capital outlays	
900.905 - Facility Improvements	80,500
30 - Capital outlays Total	80,500
31 - Special projects	
900.945 - Fixed Asset Acquisition	34,000
31 - Special projects Total	34,000
35 - Contingencies	
719.705 - Contingencies	20,336
35 - Contingencies Total	20,336
<b>612 Park Facilities Total</b>	<b>1,883,351</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION - ADMINISTRATION**

Budget Unit 100-63-615

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ -
Total Expenditures	276,720
Fund Balance	-
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General Fund Costs	\$ 276,720
Total Staffing	1.20
% Funded by General Fund	100.0%

In FY16, Sports and Fitness - Sports/Fitness Supervision was changed to Sports, Safety, and Outdoor Recreation - Administration as part of a department reorganization.

**PROGRAM OVERVIEW**

Supervises all facets of the Sports, Safety, and Outdoor Recreation Division. Provides for the supervision and operation of the Cupertino Sports Center and Blackberry Farm Golf Course as enterprise facilities. In addition, provides for the supervision and operation of Blackberry Farm picnic area and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center and Creekside Park building. The Sports, Safety, and Outdoor Recreation Division includes a diverse offerings of recreation program for all ages including sports leagues, camps/classes, nature programs, volunteer opportunities, drop-in activities, and special events. Aquatics programs, golf, and specialty classes as offered seasonally.

**SERVICE OBJECTIVES**

- Efficiently manage the Cupertino Sports Center, Blackberry Farm Golf Course, Blackberry Farm picnic sites and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center, Creekside park building, nine school sites and various City fields.
- Increase City staff's involvement in disaster preparedness through training, community awareness, and collaboration with local agencies.
- Consolidate all park facilities and staff within the Stevens Creek Corridor into one division in order to enhance customer service and experience for park visitors.
- Oversee marketing, budget preparations, and programming plans for all locations.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$276,720 for the Sports, Fitness, and Outdoor Recreation Division. This represents an increase of \$182,081 over the FY 2015-16 Final Adopted Budget. This can be attributed to an increase in employee compensation/benefits and cost allocation.

This budget is funded entirely from the General Fund.

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

**Sports, Safety, and Outdoor Recreation - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	61,887	41,896	56,171	108,089
Employee Benefits	26,605	17,492	28,329	51,990
Materials	612	914	3,306	6,955
Contract Services	-	-	100	4,400
Cost Allocation	6,153	6,384	6,392	105,013
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	341	273
<b>TOTAL EXPENDITURES</b>	<b>\$ 95,257</b>	<b>\$ 66,686</b>	<b>\$ 94,639</b>	<b>\$ 276,720</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 95,257</b>	<b>\$ 66,686</b>	<b>\$ 94,639</b>	<b>\$ 276,720</b>

## STAFFING

Total current authorized positions—0.60

Increase in staffing allocation is due department reorganization and the addition of the Sports, Safety, and Outdoor Recreation Division.

Total authorized positions – 1.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>615 Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	58,964	40,227	54,274	107,355
500.503 - Excess Med Pay	523	60	1,138	0
500.505 - Overtime	0	317	0	0
500.506 - Car Allowance	2,400	1,292	600	480
500.507 - Taxable Life Premium		0	159	254
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	61,887	41,896	56,171	108,089
10 - Employee benefits				
501.500 - Retirement System	16,043	10,830	14,296	29,272
501.502 - Pers 1959 Surv Empr	38	10	13	0
501.505 - Health Insurance	6,504	2,864	5,285	10,493
501.506 - Dental Insurance	741	476	568	1,148
501.507 - Medicare	977	1,109	779	1,549
501.508 - Life Insurance	497	315	367	798
501.509 - Long Term Disability	360	227	375	755
501.510 - Workers Compensation	879	876	5,364	5,364
501.511 - Vision Insurance	142	91	108	216
501.516 - Hra City Contribution	426	695	1,174	2,395
10 - Employee benefits Total	26,605	17,492	28,329	51,990
15 - Materials				
600.601 - General Office Supplies	131	111	156	600
600.613 - General Supplies	20	0	150	150
600.618 - Utilities and Phone	0	0	1,000	0
600.629 - Conference and Meeting	0	107	2,000	4,000
600.632 - Mileage Reimbursement	0	6	0	200
600.642 - Telephone and Data Services	462	691	0	2,005
15 - Materials Total	612	914	3,306	6,955
20 - Contract services				
700.701 - Training and Instruction	0	0	100	4,400
20 - Contract services Total	0	0	100	4,400
25 - Cost allocation				

800.802 - IT Reimbursement	5,328	5,556	5,560	19,742
800.804 - Web Site Reimbursement	825	828	832	0
800.805 - CC CAP Allocation				1,953
800.806 - CM CAP Allocation				504
800.814 - Finance CAP Alloc				6,804
800.815 - Human resources CAP Alloc				76,010
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	6,153	6,384	6,392	105,013
35 - Contingencies				
719.705 - Contingencies	0	0	341	273
35 - Contingencies Total	0	0	341	273
<b>615 Administration Total</b>	<b>95,257</b>	<b>66,686</b>	<b>94,639</b>	<b>276,720</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION -  
 BLACKBERRY FARM GOLF COURSE**  
 Budget Unit 560-63-616  
 Enterprise Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 403,000
Total Expenditures	686,628
Fund Balance	43,301
<hr/>	
General Fund Costs	\$ 326,929
Total Staffing	1.2
% Funded by General Fund	47.6%

In FY16, this program was placed under the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

**PROGRAM OVERVIEW**

Blackberry Farm Golf Course provides a nine-hole golf facility and open space to the community that serves all ages.

**SERVICE OBJECTIVES**

- Continue to welcome and grow the golfer base through community college classes, junior golf camps, private golf instruction and marketing to a variety of local service oriented clubs.
- Study the feasibility of adding an Arrow Golf program.
- Provide a concession where our customers can get their golfing accessories and golf instruction.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$686,628 for the Blackberry Farm Golf Course. This represents an increase of \$14,624 over the FY 2015-16 Final Adopted Budget. Change in budget is attributed to an increase in special projects (\$16,500).

This budget is funded from \$403,000 in estimated BBF Golf Course revenue and a \$326,929 contribution from the General Fund.

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

<b>Sports, Safety and Outdoor Recreation - Blackberry Golf Course</b>				
<b>Category</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Final Adopted Budget</b>	<b>Final Adopted Budget</b>
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	22,000
Intergovernmental Revenue	-	-	-	381,000
Charges for Services	-	113,652	410,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 113,652</b>	<b>\$ 410,000</b>	<b>\$ 403,000</b>
<i>Expenditures</i>				
Employee Compensation	139,268	136,064	149,914	144,388
Employee Benefits	42,097	35,281	48,793	47,072
Materials	62,725	60,670	100,964	87,235
Contract Services	252,468	239,500	244,700	268,200
Cost Allocation	62,852	55,442	64,317	66,830
Capital Outlay	11,592	13,175	19,250	19,250
Special Projects	-	-	9,500	26,000
Appropriations for Contingenc	-	13,052	34,566	27,653
<b>TOTAL EXPENDITURES</b>	<b>\$ 571,002</b>	<b>\$ 553,184</b>	<b>\$ 672,004</b>	<b>\$ 686,628</b>
Fund Balance (Use of)	-	-	-	43,301
<b>General Fund Costs</b>	<b>\$ 571,002</b>	<b>\$ 439,532</b>	<b>\$ 262,004</b>	<b>\$ 326,929</b>

## STAFFING

Total current authorized positions – 1.25

This reflects a decrease in Recreation Manger allocation of 0.05.

Total authorized positions—1.20

### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>616 BBF Golf Course</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	102,549	99,028	105,803	101,472
500.502 - Salaries Part Time	36,297	36,812	40,831	40,831
500.503 - Excess Med Pay	421	224	1,095	0
500.505 - Overtime	0	0	0	0
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	360	380
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			1,225	1,225
05 - Employee compensation Total	139,268	136,064	149,914	144,388
10 - Employee benefits				
501.500 - Retirement System	25,557	18,684	28,928	27,668
501.502 - Pers 1959 Surv Empr	66	24	22	0
501.505 - Health Insurance	9,042	7,921	10,710	10,493
501.506 - Dental Insurance	1,158	1,090	1,195	1,148
501.507 - Medicare	2,423	2,727	1,519	1,464
501.508 - Life Insurance	744	695	728	693
501.509 - Long Term Disability	556	551	732	705
501.510 - Workers Compensation	1,569	1,572	2,290	2,290
501.511 - Vision Insurance	221	208	224	216
501.516 - Hra City Contribution	760	1,809	2,445	2,395
10 - Employee benefits Total	42,097	35,281	48,793	47,072
15 - Materials				
600.601 - General Office Supplies	2,762	1,057	1,000	1,000
600.602 - Printing and Duplication	1,500	1,500	1,500	1,500
600.604 - Postage	0	0	22	22
600.609 - Equipment Parts		0	2,500	2,500
600.611 - Uniforms/Safety Appar	0	0	0	0
600.613 - General Supplies	335	4,062	3,500	4,500
600.615 - Office Reconfiguration	1,018	0	0	0
600.618 - Utilities and Phone	0	0	87,179	0
600.619 - Advertising and Legal Notices	136	-4,306	3,263	3,263
600.629 - Conference and Meeting	1,580	213	2,000	2,000



600.632 - Mileage Reimbursement	0	0	0	200
600.641 - Electrical Service	3,342	3,237	0	4,000
600.642 - Telephone and Data Services	791	609	0	850
600.643 - Water Services	50,897	53,917	0	67,000
600.644 - Sewer Service	363	381	0	400
15 - Materials Total	62,725	60,670	100,964	87,235
20 - Contract services				
700.701 - Training and Instruction	0	0	0	0
700.702 - General Service Agreement	248,062	235,587	235,500	259,000
700.703 - Maintenance of Equipment	0	0	3,000	3,000
700.707 - Bank Charges	4,407	3,914	6,200	6,200
20 - Contract services Total	252,468	239,500	244,700	268,200
25 - Cost allocation				
800.801 - Equipment Reimbursement			9,100	0
800.802 - IT Reimbursement	9,515	15,888	15,884	16,825
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	1,473	1,740	1,734	0
800.805 - CC CAP Allocation	6,520	2,522	2,330	5,953
800.806 - CM CAP Allocation	7,123	6,660	6,655	1,615
800.807 - ENV Affairs CAP Allo	2,258	1,860	1,864	0
800.808 - ECON Dev CAP Allo	1,729	1,788	1,788	0
800.809 - City Clerk CAP Alloc	1,335	3,156	1,244	3,900
800.811 - Public Affairs CAP Alloc	4,674	1,626	3,247	0
800.812 - Disaster PREP CAP Alloc	1,575	282	563	0
800.813 - Admin Serv CAP Allocation	5,423	3,228	3,223	0
800.814 - Finance CAP Alloc	10,285	7,776	7,771	18,829
800.815 - Human resources CAP Alloc	3,489	3,492	3,489	19,708
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	62,852	55,442	64,317	66,830
31 - Special projects				
900.945 - Fixed Asset Acquisition		0	9,500	26,000
31 - Special projects Total		0	9,500	26,000
35 - Contingencies				
719.705 - Contingencies	0	13,052	34,566	27,653
35 - Contingencies Total	0	13,052	34,566	27,653
50 - Other financing uses				
800.904 - Depreciation Expenses	11,592	13,175	19,250	19,250
50 - Other financing uses Total	11,592	13,175	19,250	19,250
<b>616 BBF Golf Course Total</b>	<b>571,002</b>	<b>553,184</b>	<b>672,004</b>	<b>686,628</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS AND FITNESS-  
CREEKSIDE PARK PROGRAMS**

Budget Unit 100-63-618  
General Fund

In FY16, this program was transferred to Sports, Safety and Outdoor Recreation – Park Facilities as part of the department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation & Community Services - Creekside Park**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,723	10,953	11,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,723</b>	<b>\$ 10,953</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	2,081	2,950	4,120	-
Employee Benefits	58	83	202	-
Materials	-	5	600	-
Contract Services	-	-	350	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	5,000	-	-
Appropriations for Contingenc	-	-	95	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,139</b>	<b>\$ 8,039</b>	<b>\$ 5,367</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ (2,583)</b>	<b>\$ (2,914)</b>	<b>\$ (5,633)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>618 Creekside Park Youth Sport</b>				
05 - Employee compensation				
500.502 - Salaries Part Time	2,080.84	4,140.00	4,000.00	0.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.513 - Sick Leave			120.00	0.00
05 - Employee compensation Total	2,080.84	4,140.00	4,120.00	0.00
10 - Employee benefits				
501.500 - Retirement System		0.00	0.00	0.00
501.507 - Medicare	58.30	0.00	149.00	0.00

501.510 - Workers Compensation	0.00	0.00	53.00	0.00
10 - Employee benefits Total	58.30	0.00	202.00	0.00
15 - Materials				
600.601 - General Office Supplies	0.00	100.00	250.00	0.00
600.602 - Printing and Duplication	0.00	50.00	100.00	0.00
600.613 - General Supplies		100.00	250.00	0.00
15 - Materials Total	0.00	250.00	600.00	0.00
20 - Contract services				
700.702 - General Service Agreement		350.00	350.00	0.00
20 - Contract services Total		350.00	350.00	0.00
31 - Special projects				
900.960 - Table,Chair,Security SYS		9,000.00	0.00	0.00
31 - Special projects Total		9,000.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies	0.00	60.00	95.00	0.00
35 - Contingencies Total	0.00	60.00	95.00	0.00
<b>618 Creekside Park Youth Sport Total</b>	<b>2,139.14</b>	<b>13,800.00</b>	<b>5,367.00</b>	<b>0.00</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION -  
 RECREATION PROGRAMS**

Budget Unit 580-63-620  
 Enterprise Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,038,500
Total Expenditures	1,274,036
Fund Balance	(235,536)
<hr/>	
General Fund Costs	\$ -
Total Staffing	1.40
% Funded by General Fund	0.0%

In FY16, Sports and Fitness – Recreation was changed to Sports, Safety and Outdoor Recreation Programs as part of a department reorganization. This program also includes the Nature programs.

**PROGRAM OVERVIEW**

A wide range of sports, fitness, and outdoor activities are offered for youth and adults..

**SERVICE OBJECTIVES**

- Operate a summer Red Cross learn-to-swim program for infants, children, teens, and adults
- Run spring, summer, and fall adult softball leagues
- Provide dance, fitness, and wellness classes for youth, teens, and adults
- Offer a 5k, community walk, and kids fun run in the spring
- Manage user group field rentals under the CUSD/City JPA
- Partner with the SCC Sheriff’s Department for the 2016 Hero’s 5K Run.
- Increase nature and environmental classes for teen and adult demographics.
- Provide an afternoon summer nature program to provide all-day camp options for families.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,334,668 for the Sports, Safety, and Outdoor Recreation Programs. This represents an increase of \$85,093 over the FY 2015-16 Final

Adopted Budget. Change in budget is primarily attributed to increases in contract services (\$41,426) and cost allocation (\$19,409).

This budget is funded from \$1,038,500 in estimated department revenue and a \$235,536 contribution from the fund balance.

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

**Sports, Safety and Outdoor Recreation Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	183,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,116,055	855,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,116,055</b>	<b>\$ 1,038,500</b>
<u>Expenditures</u>				
Employee Compensation	249,760	198,333	250,826	267,387
Employee Benefits	63,850	53,208	66,346	53,962
Materials	70,065	66,710	81,536	104,887
Contract Services	477,146	500,998	610,562	651,988
Cost Allocation	184,661	200,619	113,245	72,032
Capital Outlay	-	-	110,700	110,700
Special Projects	-	-	-	-
Appropriations for Contingenc	-	6,663	16,350	13,080
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,045,483</b>	<b>\$ 1,026,532</b>	<b>\$ 1,249,565</b>	<b>\$ 1,274,036</b>
Fund Balance (Use of)	-	-	-	(235,536)
<b>General Fund Costs</b>	<b>\$ 1,045,483</b>	<b>\$ 1,026,532</b>	<b>\$ 133,510</b>	<b>\$ -</b>

## STAFFING

Total current authorized positions – 1.75

Change in staffing allocation is due department reorganization and the addition of the Sports, Safety, and Outdoor Recreation Division.

Total authorized positions – 1.40

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>620 Outdoor Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	175,165	131,660	145,441	119,106
500.502 - Salaries Part Time	73,384	64,780	97,878	140,703
500.505 - Overtime	1,211	1,894	3,570	3,670
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	401	492
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,936	2,936
05 - Employee compensation Total	249,760	198,333	250,826	267,387
10 - Employee benefits				
501.500 - Retirement System	35,803	27,539	40,184	32,477
501.502 - Pers 1959 Surv Empr	95	37	32	0
501.505 - Health Insurance	16,817	12,715	15,138	12,207
501.506 - Dental Insurance	1,637	1,639	1,648	1,339
501.507 - Medicare	4,045	4,293	2,088	1,718
501.508 - Life Insurance	1,038	1,036	1,005	839
501.509 - Long Term Disability	775	828	1,008	830
501.510 - Workers Compensation	2,259	2,256	1,506	1,506
501.511 - Vision Insurance	312	313	314	252
501.516 - Hra City Contribution	1,071	2,554	3,423	2,794
10 - Employee benefits Total	63,850	53,208	66,346	53,962
15 - Materials				
600.601 - General Office Supplies	2,583	394	1,025	1,500
600.602 - Printing and Duplication	39,354	34,495	36,291	45,000
600.604 - Postage	42	440	1,260	1,460
600.608 - Small Tools and Equipment				96
600.613 - General Supplies	22,179	21,231	31,575	43,270
600.618 - Utilities and Phone	0	0	0	0
600.622 - State Mandated Cost	0	44	685	685
600.629 - Conference and Meeting	1,508	4,195	4,000	4,000
600.632 - Mileage Reimbursement	0	411	100	425
600.635 - Special Departmental Exp	4,400	0	600	600
600.640 - Pass Thru Expenditure		5,500	6,000	7,500

600.642 - Telephone and Data Services				351
15 - Materials Total	70,065	66,710	81,536	104,887
20 - Contract services				
700.701 - Training and Instruction	958	524	290	890
700.702 - General Service Agreement	398,520	421,214	528,600	568,610
700.703 - Maintenance of Equipment	1,676	2,415	2,184	3,000
700.704 - Insurance Fees, Claims, Premiums	300	300	300	300
700.705 - Law Enforcement Services		0	600	600
700.706 - Rent Expense	29,249	21,874	34,500	34,500
700.707 - Bank Charges	46,443	54,672	44,088	44,088
20 - Contract services Total	477,146	500,998	610,562	651,988
25 - Cost allocation				
800.802 - IT Reimbursement	13,701	20,988	20,982	19,629
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,122	2,496	2,497	0
800.805 - CC CAP Allocation	10,849	4,225	3,905	9,560
800.806 - CM CAP Allocation	11,287	10,548	10,543	2,629
800.807 - ENV Affairs CAP Allo	3,579	2,496	2,497	0
800.808 - ECON Dev CAP Allo	2,740	2,832	2,832	0
800.809 - City Clerk CAP Alloc	1,335	4,266	1,244	0
800.811 - Public Affairs CAP Alloc	7,778	2,574	5,144	0
800.812 - Disaster PREP CAP Alloc	2,621	444	893	0
800.813 - Admin Serv CAP Allocation	8,593	5,100	5,105	0
800.814 - Finance CAP Alloc	16,296	12,312	12,310	27,483
800.815 - Human resources CAP Alloc	39,868	39,864	39,868	12,731
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	128,222	113,569	113,245	72,032
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
900.961 - New EQ For QCC		6,663	0	0
31 - Special projects Total	0	6,663	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	16,350	13,080
35 - Contingencies Total	0	0	16,350	13,080
50 - Other financing uses				
800.904 - Depreciation Expenses	56,439	87,050	110,700	110,700
50 - Other financing uses Total	56,439	87,050	110,700	110,700
<b>620 Outdoor Recreation Total</b>	<b>1,045,483</b>	<b>1,026,532</b>	<b>1,249,565</b>	<b>1,274,036</b>





**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND  
OUTDOOR RECREATION -  
CUPERTINO SPORTS CENTER**

Budget Unit 570-63-621  
Enterprise Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ 2,286,200
Total Expenditures		2,329,238
Fund Balance		87,941
	General Fund Costs	\$ 130,979
Total Staffing		2.20
	% Funded by General Fund	5.6%

In FY16, this program was placed under the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

**PROGRAM OVERVIEW**

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, child care, a teen center, a wide assortment of fitness classes and racquet sports. In addition, it houses our City contracted tennis, table tennis, and badminton programs.

**SERVICE OBJECTIVES**

- Increase memberships, participation in fitness classes, and contractual camps.
- Market all programs through social media, the brochure, new signage on Stevens Creek, and the city website.
- Collaborate with Public Works to ensure successful implementation of Capital Improvement Projects.
- Investigate new program offerings each quarter
- Offer special classes for International Yoga Day, Parks Make Life Better, and the annual Open House.
- Introduce a membership that includes access to our tennis, fitness, golf, and aquatics programs.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,329,238 for the Cupertino Sports Center. This represents a decrease of \$23,784 over the FY 2015-16 Final Adopted Budget. Primary

change in budget is attributed to a decrease in employee compensation/benefits (\$19,295). Despite overall budget decrease there is an increase in cost allocation (\$37,948).

This budget is funded from \$2,286,200 in estimated Sports Center revenue and \$130,979 in General Fund support.

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

**Sports, Safety and Outdoor Recreation - Sports Center**

<b>Category</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Final Adopted Budget</b>	<b>Final Adopted Budget</b>
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	1,200
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	2,107,000	2,285,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,107,000</b>	<b>\$ 2,286,200</b>
<u>Expenditures</u>				
Employee Compensation	217,958	237,051	299,572	288,104
Employee Benefits	64,498	60,524	80,338	72,511
Materials	43,953	50,542	44,284	46,284
Contract Services	1,412,768	1,364,477	1,602,600	1,606,100
Cost Allocation	156,265	128,065	127,320	165,268
Capital Outlay	4,246	4,195	4,220	4,220
Special Projects	28,360	138,862	30,000	15,000
Appropriations for Contingenc	-	-	164,688	131,751
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,928,048</b>	<b>\$ 1,983,717</b>	<b>\$ 2,353,022</b>	<b>\$ 2,329,238</b>
Fund Balance (Use of)	-	-	-	87,941
<b>General Fund Costs</b>	<b>\$ 1,928,048</b>	<b>\$ 1,983,717</b>	<b>\$ 246,022</b>	<b>\$ 130,979</b>

## STAFFING

Total current authorized positions – 2.40

The reduction in staffing allocation is due to the Recreation Manager’s allocation being reduced by 0.20.

Total authorized positions – 2.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>621 Sports Center Operation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	133,824	139,374	166,285	139,456
500.502 - Salaries Part Time	84,134	95,780	123,813	140,022
500.503 - Excess Med Pay	0	0	529	0
500.505 - Overtime	0	1,897	4,052	4,052
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	579	380
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			3,714	3,714
05 - Employee compensation Total	217,958	237,051	299,572	288,104
10 - Employee benefits				
501.500 - Retirement System	34,265	27,927	43,217	38,025
501.502 - Pers 1959 Surv Empr	119	48	40	0
501.505 - Health Insurance	17,758	17,010	20,707	19,061
501.506 - Dental Insurance	2,098	2,145	2,258	2,105
501.507 - Medicare	4,103	4,897	2,241	2,012
501.508 - Life Insurance	1,032	1,051	1,088	970
501.509 - Long Term Disability	751	838	1,083	971
501.510 - Workers Compensation	2,823	2,820	4,580	4,580
501.511 - Vision Insurance	401	410	430	396
501.516 - Hra City Contribution	1,149	3,379	4,694	4,391
10 - Employee benefits Total	64,498	60,524	80,338	72,511
15 - Materials				
600.601 - General Office Supplies	4,959	26,588	7,000	7,000
600.602 - Printing and Duplication	3,819	1,318	3,104	3,104
600.604 - Postage	367	818	950	950
600.613 - General Supplies	24,276	11,539	21,000	23,000
600.618 - Utilities and Phone	0	0	5,000	5,000
600.619 - Advertising and Legal Notices	7,084	1,441	5,000	0
600.622 - State Mandated Cost	0	88	80	80
600.629 - Conference and Meeting	0	3,266	2,000	2,000
600.632 - Mileage Reimbursement	20	55	150	150
600.642 - Telephone and Data Services	3,427	5,430	0	5,000

15 - Materials Total	43,953	50,542	44,284	46,284
20 - Contract services				
700.701 - Training and Instruction	440	603	1,600	1,600
700.702 - General Service Agreement	1,401,783	1,350,850	1,590,000	1,590,000
700.703 - Maintenance of Equipment	0	2,681	1,000	4,500
700.707 - Bank Charges	10,545	10,343	10,000	10,000
20 - Contract services Total	1,412,768	1,364,477	1,602,600	1,606,100
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	26,076	26,078	30,846
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,652	3,264	3,260	0
800.805 - CC CAP Allocation	22,608	9,529	8,792	15,647
800.806 - CM CAP Allocation	20,488	20,208	20,206	4,367
800.807 - ENV Affairs CAP Alloc	6,501	5,664	5,660	0
800.808 - ECON Dev CAP Alloc	4,974	5,424	5,428	0
800.809 - City Clerk CAP Alloc	1,335	7,038	1,244	3,900
800.811 - Public Affairs CAP Alloc	16,208	4,932	9,858	0
800.812 - Disaster PREP CAP Alloc	5,461	858	1,710	0
800.813 - Admin Serv CAP Allocation	15,599	9,780	9,785	0
800.814 - Finance CAP Alloc	29,579	23,592	23,593	29,969
800.815 - Human resources CAP Alloc	6,281	6,276	6,281	30,728
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				49,811
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	156,265	128,065	127,320	165,268
30 - Capital outlays				
900.904 - Non Recur Facility MGT			0	0
30 - Capital outlays Total			0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	28,360	101,638	30,000	15,000
900.959 - Windscreens		37,224	0	0
31 - Special projects Total	28,360	138,862	30,000	15,000
35 - Contingencies				
719.705 - Contingencies	0	0	164,688	131,751
35 - Contingencies Total	0	0	164,688	131,751
50 - Other financing uses				
800.904 - Depreciation Expenses	4,246	4,195	4,220	4,220
50 - Other financing uses Total	4,246	4,195	4,220	4,220
<b>621 Sports Center Operation Total</b>	<b>1,928,048</b>	<b>1,983,717</b>	<b>2,353,022</b>	<b>2,329,238</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS AND FITNESS-**  
**MONTA VISTA RECREATION CENTER**

Budget Unit 100-63-637  
General Fund

In FY16, this program was transferred to Sports, Safety, and Outdoor Recreation – Park Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Monta Vista Recreation Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	24,000	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	180	2,276	4,944	-
Employee Benefits	5	62	81	-
Materials	-	117	500	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	4,425	-	-
Appropriations for Contingenc	-	-	50	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 185</b>	<b>\$ 6,880</b>	<b>\$ 5,575</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 185</b>	<b>\$ 6,880</b>	<b>\$ (18,425)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
05 - Employee compensation				
500.502 - Salaries Part Time	180	2,276	4,800	0
500.513 - Sick Leave			144	0
05 - Employee compensation Total	180	2,276	4,944	0
10 - Employee benefits				
501.500 - Retirement System		20	0	0
501.507 - Medicare	5	42	61	0
501.510 - Workers Compensation	0	0	20	0
10 - Employee benefits Total	5	62	81	0
15 - Materials				
600.601 - General Office Supplies	0	117	200	0

600.602 - Printing and Duplication		0	50	0
600.613 - General Supplies		0	250	0
15 - Materials Total	0	117	500	0
25 - Cost allocation				
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				0
31 - Special projects				
900.960 - Table,Chair,Security SYS		4,425	0	0
31 - Special projects Total		4,425	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	50	0
35 - Contingencies Total	0	0	50	0
<b>637 Monta Vista Recreation Center</b>	<b>185</b>	<b>6,880</b>	<b>5,575</b>	<b>0</b>
<b>Total</b>				

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR ADULT PROGRAMS**

Budget Unit 100-64-622  
General Fund

In FY16, this program was transferred to Recreation and Education - Administration as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-608.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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



**Recreation and Community Services - Senior Adult Supervision**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	330	280	-	-
Intergovernmental Revenue	184,556	149,441	230,000	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 184,886</b>	<b>\$ 149,721</b>	<b>\$ 230,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	350,742	360,950	393,768	-
Employee Benefits	151,938	156,388	179,377	-
Materials	8,847	16,574	13,545	-
Contract Services	3,412	200	1,200	-
Cost Allocation	41,578	51,456	51,461	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,475	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 556,517</b>	<b>\$ 585,569</b>	<b>\$ 640,826</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 371,631</b>	<b>\$ 435,848</b>	<b>\$ 410,826</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
622 Senior Adult Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	333,265	339,358	367,923	0
500.502 - Salaries Part Time	10,615	14,493	15,305	0
500.503 - Excess Med Pay	549	75	1,837	0
500.505 - Overtime	3,913	4,532	4,800	0
500.506 - Car Allowance	2,400	2,492	2,400	0
500.507 - Taxable Life Premium		0	1,044	0

500.510 - Employee Agency Serv				0
500.513 - Sick Leave			459	0
05 - Employee compensation Total	350,742	360,950	393,768	0
10 - Employee benefits				
501.500 - Retirement System	87,374	88,018	101,453	0
501.502 - Pers 1959 Surv Empr	203	127	68	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	42,658	39,012	41,239	0
501.506 - Dental Insurance	4,446	4,658	4,553	0
501.507 - Medicare	3,667	4,453	5,282	0
501.508 - Life Insurance	2,561	2,733	3,169	0
501.509 - Long Term Disability	1,821	2,142	2,458	0
501.510 - Workers Compensation	5,935	5,940	10,842	0
501.511 - Vision Insurance	849	890	866	0
501.516 - Hra City Contribution	2,425	8,415	9,447	0
10 - Employee benefits Total	151,938	156,388	179,377	0
15 - Materials				
600.601 - General Office Supplies	1,322	6,552	3,845	0
600.604 - Postage	0	0	0	0
600.613 - General Supplies	0	679	155	0
600.618 - Utilities and Phone	0	0	7,495	0
600.622 - State Mandated Cost	0	0	0	0
600.629 - Conference and Meeting	862	2,196	2,000	0
600.632 - Mileage Reimbursement	0	4	50	0
600.642 - Telephone and Data Services	6,664	7,143	0	0
15 - Materials Total	8,847	16,574	13,545	0
20 - Contract services				
700.702 - General Service Agreement	175	0	1,000	0
700.703 - Maintenance of Equipment	3,237	200	200	0
20 - Contract services Total	3,412	200	1,200	0
25 - Cost allocation				
800.802 - IT Reimbursement	36,002	44,760	44,761	0
800.804 - Web Site Reimbursement	5,576	6,696	6,700	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	41,578	51,456	51,461	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,475	0
35 - Contingencies Total	0	0	1,475	0
<b>622 Senior Adult Supervision Total</b>	<b>556,517</b>	<b>585,569</b>	<b>640,826</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR CENTER CASE MANAGER**

Budget Unit 100-64-623

General Fund

In FY16, this program was transferred to Recreation and Education – Youth, Teen, and Senior Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Senior Center Case Manager**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,583	2,627	5,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,583</b>	<b>\$ 2,627</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	88,800	66,024	132,592	-
Employee Benefits	24,790	27,581	60,038	-
Materials	2,552	4,964	8,253	-
Contract Services	85	1,357	2,000	-
Cost Allocation	6,065	14,712	22,353	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc:	-	-	10,025	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 122,293</b>	<b>\$ 114,638</b>	<b>\$ 235,261</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 117,710</b>	<b>\$ 112,012</b>	<b>\$ 230,261</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 Final BUDGET
623 Youth, Teen and Senior Adult Rec				
05 - Employee compensation				
500.501 - Salaries Full Time	48,155	54,915	131,670	0
500.502 - Salaries Part Time	40,197	11,109	0	0
500.505 - Overtime	448	0	450	0
500.507 - Taxable Life Premium		0	472	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	88,800	66,024	132,592	0
10 - Employee benefits				
501.500 - Retirement System	14,697	17,520	34,995	0

501.502 - Pers 1959 Surv Empr	62	30	21	0
501.505 - Health Insurance	5,704	5,610	14,480	0
501.506 - Dental Insurance	646	666	1,587	0
501.507 - Medicare	1,704	1,000	1,931	0
501.508 - Life Insurance	396	414	982	0
501.509 - Long Term Disability	287	330	855	0
501.510 - Workers Compensation	866	864	1,578	0
501.511 - Vision Insurance	123	127	303	0
501.516 - Hra City Contribution	306	1,020	3,306	0
10 - Employee benefits Total	24,790	27,581	60,038	0
15 - Materials				
600.601 - General Office Supplies	300	687	1,350	0
600.613 - General Supplies	101	856	4,050	0
600.618 - Utilities and Phone	0	0	1,353	0
600.623 - Grant Expenditures	0	0	0	0
600.631 - Councilmember Santoro		1,051	0	0
600.632 - Mileage Reimbursement	787	820	1,500	0
600.642 - Telephone and Data Services	1,363	1,549	0	0
15 - Materials Total	2,552	4,964	8,253	0
20 - Contract services				
700.701 - Training and Instruction	85	1,357	2,000	0
700.702 - General Service Agreement		0	0	0
20 - Contract services Total	85	1,357	2,000	0
25 - Cost allocation				
800.801 - Equipment Reimbursement			7,650	0
800.802 - IT Reimbursement	5,252	12,792	12,789	0
800.804 - Web Site Reimbursement	813	1,920	1,914	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	6,065	14,712	22,353	0
35 - Contingencies				
719.705 - Contingencies	0	0	10,025	0
35 - Contingencies Total	0	0	10,025	0
<b>623 Youth, Teen and Senior Adult Rec Total</b>	<b>122,293</b>	<b>114,638</b>	<b>235,261</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR ADULT RECREATION**

Budget Unit 100-64-624

General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Senior Adult Recreation**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	304,122	475,126	400,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	2,792	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 304,122</b>	<b>\$ 477,918</b>	<b>\$ 400,000</b>	<b>-</b>
<u>Expenditures</u>				
Employee Compensation	155,097	181,255	183,071	-
Employee Benefits	48,331	58,275	59,789	-
Materials	369,360	543,988	617,950	-
Contract Services	19,089	52,629	23,500	-
Cost Allocation	13,888	46,440	46,437	-
Capital Outlay	-	-	-	-
Special Projects	-	26,428	37,000	-
Appropriations for Contingenc	-	-	64,145	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 605,765</b>	<b>\$ 909,014</b>	<b>\$ 1,031,892</b>	<b>-</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 301,643</b>	<b>\$ 431,097</b>	<b>\$ 631,892</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions -1.58

Staff has been reallocated.

Total authorized positions - 0

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>624 Senior Adult Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	106,492	114,413	120,224	0
500.502 - Salaries Part Time	42,342	55,803	52,965	0
500.505 - Overtime	6,264	11,039	8,000	0
500.507 - Taxable Life Premium		0	293	0
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			1,589	0
05 - Employee compensation Total	155,097	181,255	183,071	0
10 - Employee benefits				
501.500 - Retirement System	29,413	34,871	34,140	0
501.502 - Pers 1959 Surv Empr	111	106	37	0
501.505 - Health Insurance	10,410	12,841	13,537	0
501.506 - Dental Insurance	1,483	1,524	1,484	0
501.507 - Medicare	2,724	2,935	1,726	0
501.508 - Life Insurance	886	933	905	0
501.509 - Long Term Disability	629	750	843	0
501.510 - Workers Compensation	1,982	1,980	3,744	0
501.511 - Vision Insurance	283	291	283	0
501.516 - Hra City Contribution	410	2,043	3,090	0
10 - Employee benefits Total	48,331	58,275	59,789	0
15 - Materials				
600.601 - General Office Supplies	2,553	2,754	2,000	0
600.602 - Printing and Duplication	6,420	7,317	7,750	0
600.604 - Postage	0	46	250	0
600.613 - General Supplies	115,989	48,235	0	0
600.622 - State Mandated Cost	244,341	310,316	0	0
600.632 - Mileage Reimbursement	58	67	250	0
600.638 - General Miscellaneous	0	0	0	0
600.639 - Special Program Expenses		175,254	607,700	0
15 - Materials Total	369,360	543,988	617,950	0
20 - Contract services				
700.701 - Training and Instruction	3,422	4,837	7,500	0
700.702 - General Service Agreement	0	36,391	0	0
700.703 - Maintenance of Equipment	5,194	4,007	8,000	0
700.707 - Bank Charges	10,473	7,394	8,000	0
20 - Contract services Total	19,089	52,629	23,500	0
25 - Cost allocation				
800.802 - IT Reimbursement	12,026	43,812	43,815	0
800.804 - Web Site Reimbursement	1,862	2,628	2,622	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0



800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	13,888	46,440	46,437	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	26,428	37,000	0
31 - Special projects Total	0	26,428	37,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	64,145	0
35 - Contingencies Total	0	0	64,145	0
<b>624 Senior Adult Recreation Total</b>	<b>605,765</b>	<b>909,014</b>	<b>1,031,892</b>	<b>0</b>

**City of Cupertino  
Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND COMMUNITY  
SERVICES-**

**BLUE PHEASANT RESTAURANT**

Budget Unit 100-64-630

General Fund

In FY16, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation & Community Services - Blue Pheasant**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	118,272	108,663	100,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 118,272</b>	<b>\$ 108,663</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	4,185	7,896	5,725	-
Contract Services	-	25,946	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	10,000	-
Special Projects	16,488	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,673</b>	<b>\$ 33,842</b>	<b>\$ 15,725</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ (97,599)</b>	<b>\$ (74,821)</b>	<b>\$ (84,275)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
630 Facilities				
15 - Materials				
600.601 - General Office Supplies		0	3,806	200
600.618 - Utilities and Phone		0	0	3,975
600.621 - Calrecylce City Payment Prgm Adm		816	1,374	1,550
600.644 - Sewer Service		3,369	2,716	0
15 - Materials Total		4,185	7,896	5,725
20 - Contract services				
700.702 - General Service Agreement		0	25,946	0
20 - Contract services Total		0	25,946	0
25 - Cost allocation				

800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
25 - Cost allocation Total				0
30 - Capital outlays				
900.904 - Non Recur Facility MGT			10,000	0
30 - Capital outlays Total			10,000	0
31 - Special projects				
900.907 - Printing Landscp Signage	16,488	0	0	0
31 - Special projects Total	16,488	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
<b>630 Facilities Total</b>	<b>20,673</b>	<b>33,842</b>	<b>15,725</b>	<b>0</b>



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**FISCAL GENERAL SERVICES**  
**Other General**

**RECREATION AND  
COMMUNITY SERVICES-  
COMMUNITY OUTREACH**

Budget Unit 100-65-632  
General Fund

In FY16, this program was transferred to Business and Community Services – Community Outreach and Neighborhood Watch as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-632.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Community Outreach**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	63,642	64,998	64,260	-
Employee Benefits	25,133	26,786	28,735	-
Materials	5,954	9,105	8,300	-
Contract Services	2,528	4,242	9,000	-
Cost Allocation	5,664	7,992	7,990	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,420	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 102,920</b>	<b>\$ 113,123</b>	<b>\$ 119,705</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 102,920</b>	<b>\$ 113,123</b>	<b>\$ 119,705</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
632 Comm Outreach & Neigh Watch				
05 - Employee compensation				
500.501 - Salaries Full Time	63,466	64,998	63,891	0
500.503 - Excess Med Pay	176	0	176	0
500.507 - Taxable Life Premium		0	193	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	63,642	64,998	64,260	0
10 - Employee benefits				
501.500 - Retirement System	16,713	17,249	18,143	0
501.502 - Pers 1959 Surv Empr	51	22	51	0
501.505 - Health Insurance	3,808	3,765	5,897	0

501.506 - Dental Insurance	902	940	669	0
501.507 - Medicare	922	974	917	0
501.508 - Life Insurance	554	585	485	0
501.509 - Long Term Disability	394	455	449	0
501.510 - Workers Compensation	630	636	630	0
501.511 - Vision Insurance	172	180	125	0
501.516 - Hra City Contribution	986	1,980	1,369	0
10 - Employee benefits Total	25,133	26,786	28,735	0
15 - Materials				
600.601 - General Office Supplies	1,983	4,911	500	0
600.602 - Printing and Duplication		813	800	0
600.613 - General Supplies	151	1,306	4,600	0
600.629 - Conference and Meeting	3,804	1,866	2,000	0
600.632 - Mileage Reimbursement	16	209	400	0
15 - Materials Total	5,954	9,105	8,300	0
20 - Contract services				
700.701 - Training and Instruction	145	0	500	0
700.702 - General Service Agreement	1,567	3,465	5,000	0
700.703 - Maintenance of Equipment	816	777	0	0
700.704 - Insurance Fees, Claims, Premiums	0	0	3,500	0
20 - Contract services Total	2,528	4,242	9,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	4,780	6,948	6,950	0
800.804 - Web Site Reimbursement	884	1,044	1,040	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	5,664	7,992	7,990	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,420	0
35 - Contingencies Total	0	0	1,420	0
<b>632 Comm Outreach &amp; Neigh Watch Total</b>	<b>102,920</b>	<b>113,123</b>	<b>119,705</b>	<b>0</b>

# City of Cupertino

Fiscal Year 2016-2017

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## CRIMINAL JUSTICE/PUBLIC PROTECTION

### Other Protection

**SPORTS, SAFETY, AND OUTDOOR RECREATION - EMERGENCY DISASTER PREPAREDNESS**  
Budget Unit 100-63-633  
General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	10,500
Total Expenditures		96,630
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 86,130
Total Staffing		0
	% Funded by General Fund	89.1%

In FY16, this program was added to the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

#### PROGRAM OVERVIEW

Disaster Preparedness is responsible for ensuring that the Cupertino community and City staff are reasonably protected and prepared for emergencies and/or disasters.

#### SERVICE OBJECTIVES

- Maintain the City's Emergency Operations Center (EOC) in a perpetual state of operational readiness.
- Support Citizen Corps, Cupertino Amateur Radio Emergency Service (CARES), Medical Reserve Corps (MRC) and Community Emergency Response Team (CERT).
- Prepare, test and revise emergency response and recovery policies, plans and procedures in compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).
- Coordinate training of City staff in personal preparedness, SEMS/NIMS, and EOC functions.
- Maintain effective liaison with local, state and national emergency management organizations and/or allied disaster preparedness and response agencies.
- Implement second phase ARK Net system.



## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$83,576 for the Emergency Disaster Preparedness Budget. This represents an increase of \$4,097 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to special projects including phase 2 of the ARKNET Wifi project and the addition of a new storage POD (\$5,800).

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

### Sports, Safety and Outdoor Recreation - Disaster Preparedness

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	10,500
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,500</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	36,050
Employee Benefits	-	-	-	-
Materials	-	-	-	25,193
Contract Services	-	-	-	2,000
Cost Allocation	-	-	-	13,054
Capital Outlay	-	-	-	-
Special Projects	-	-	-	18,525
Appropriations for Contingenc	-	-	-	1,808
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,630</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,130</b>

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>633 Disaster Preparedness</b>				
05 - Employee compensation				
500.502 - Salaries Part Time				35,000
500.513 - Sick Leave				1,050
05 - Employee compensation Total				36,050
15 - Materials				
600.601 - General Office Supplies				100
600.602 - Printing and Duplication				800
600.613 - General Supplies				18,000
600.632 - Mileage Reimbursement				50
600.642 - Telephone and Data Services				1,243
600.645 - Grant Expenditures				5,000
15 - Materials Total				25,193
20 - Contract services				
700.701 - Training and Instruction				2,000
20 - Contract services Total				2,000
25 - Cost allocation				
800.805 - CC CAP Allocation				315
800.806 - CM CAP Allocation				95
800.814 - Finance CAP Alloc				2,652
800.817 - Community Hall/Quinlan CAP				7,419
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				2,573
25 - Cost allocation Total				13,054
31 - Special projects				
900.945 - Fixed Asset Acquisition				18,525
31 - Special projects Total				18,525
35 - Contingencies				
719.705 - Contingencies				1,808
35 - Contingencies Total				1,808
<b>633 Disaster Preparedness Total</b>				<b>96,630</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**RECREATION AND  
COMMUNITY SERVICES-  
EMERGENCY DISASTER PREPAREDNESS**

Budget Unit 100-65-633

General Fund

In FY16, this program was placed under Sports, Safety, and Outdoor Recreation – Disaster Preparedness with a new program number as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-633.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Disaster Preparedness**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	3,500	3,500	-	-
Charges for Services		7,608	9,125	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,500</b>	<b>\$ 11,108</b>	<b>\$ 9,125</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	31,793	32,786	36,050	-
Employee Benefits	852	953	852	-
Materials	23,768	5,756	27,093	-
Contract Services	83,000	-	500	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	11,400	12,725	-
Appropriations for Contingenc	-	-	2,259	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 139,413</b>	<b>\$ 50,895</b>	<b>\$ 79,479</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 135,913</b>	<b>\$ 39,787</b>	<b>\$ 70,354</b>	<b>\$ -</b>

**STAFFING**

There is no full time staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
633 Disaster Preparedness				
05 - Employee compensation				
500.502 - Salaries Part Time	31,793	32,786	35,000	0
500.513 - Sick Leave			1,050	0
05 - Employee compensation Total	31,793	32,786	36,050	0
10 - Employee benefits				
501.500 - Retirement System		116	0	0

501.507 - Medicare	852	837	852	0
501.510 - Workers Compensation		0	0	0
10 - Employee benefits Total	852	953	852	0
15 - Materials				
600.601 - General Office Supplies	22,592	3,967	20,000	0
600.602 - Printing and Duplication		813	800	0
600.618 - Utilities and Phone	0	251	1,243	0
600.619 - Advertising and Legal Notices		0	0	0
600.632 - Mileage Reimbursement	0	0	50	0
600.635 - Special Departmental Exp	0	0	0	0
600.642 - Telephone and Data Services	1,176	725	0	0
600.645 - Grant Expenditures			5,000	0
15 - Materials Total	23,768	5,756	27,093	0
20 - Contract services				
700.701 - Training and Instruction	0	0	500	0
700.702 - General Service Agreement	83,000	0	0	0
20 - Contract services Total	83,000	0	500	0
25 - Cost allocation				
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	11,400	12,725	0
31 - Special projects Total	0	11,400	12,725	0
35 - Contingencies				
719.705 - Contingencies	0	0	2,259	0
35 - Contingencies Total	0	0	2,259	0
<b>633 Disaster Preparedness Total</b>	<b>139,413</b>	<b>50,895</b>	<b>79,479</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**RECREATION AND  
COMMUNITY SERVICES-  
NEIGHBORHOOD WATCH**

Budget Unit 100-65-635

General Fund

In FY16, this program was transferred to Business and Community Services – Community Outreach and Neighborhood Watch as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-632.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation and Community Services - Neighborhood Watch**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	30,822	26,812	72,100	-
Employee Benefits	837	774	837	-
Materials	-	4,143	4,800	-
Contract Services	74	297	500	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	530	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,732</b>	<b>\$ 32,027</b>	<b>\$ 78,767</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 31,732</b>	<b>\$ 32,027</b>	<b>\$ 78,767</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
635 Neighborhood Watch				
05 - Employee compensation				
500.502 - Salaries Part Time	30,822	26,812	70,000	0
500.513 - Sick Leave			2,100	0
05 - Employee compensation Total	30,822	26,812	72,100	0
10 - Employee benefits				
501.500 - Retirement System		85	0	0
501.507 - Medicare	837	689	837	0
501.510 - Workers Compensation		0	0	0
10 - Employee benefits Total	837	774	837	0

15 - Materials				
600.601 - General Office Supplies	0	3,330	4,000	0
600.602 - Printing and Duplication		813	800	0
15 - Materials Total	0	4,143	4,800	0
20 - Contract services				
700.701 - Training and Instruction	25	0	500	0
700.702 - General Service Agreement	49	297	0	0
20 - Contract services Total	74	297	500	0
25 - Cost allocation				
800.814 - Finance CAP Alloc				0
25 - Cost allocation Total				0
35 - Contingencies				
719.705 - Contingencies	0	0	530	0
35 - Contingencies Total	0	0	530	0
<b>635 Neighborhood Watch Total</b>	<b>31,732</b>	<b>32,027</b>	<b>78,767</b>	<b>0</b>





## **PUBLIC RESOURCES**

### **Library Facilities**

#### **RECREATION AND COMMUNITY SERVICES- LIBRARY SERVICE**

Budget Unit 100-65-636

General Fund

In FY16, this program was assigned a new program number as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-60-636.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

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

**Recreation & Community Services - Library Extra Hour**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	5,502	-	-
Contract Services	350,339	388,507	409,403	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 350,339</b>	<b>\$ 394,009</b>	<b>\$ 409,403</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 350,339</b>	<b>\$ 394,009</b>	<b>\$ 409,403</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
636 Library Services				
15 - Materials				
600.635 - Special Departmental Exp		5,502	0	0
15 - Materials Total		5,502	0	0
20 - Contract services				
700.702 - General Service Agreement	350,339	388,507	409,403	0
20 - Contract services Total	350,339	388,507	409,403	0
<b>636 Library Services Total</b>	<b>350,339</b>	<b>394,009</b>	<b>409,403</b>	<b>0</b>



# Planning and Community Development

Administration

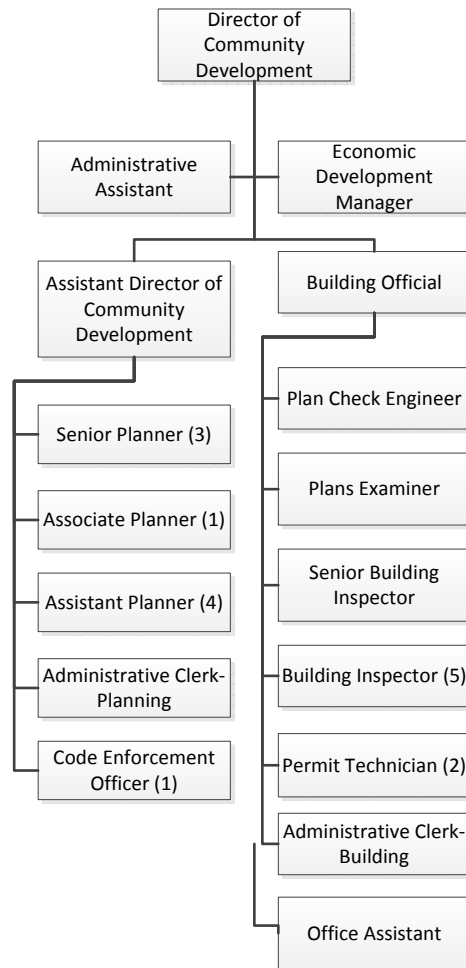
Planning/Economic

Housing Services

Building



CUPERTINO





# Planning and Community Development

	<b>Final Adopted 2016-17</b>
<b>Page Administration</b>	<b>\$ 240,545</b>
GI Org	
446 100-70-700 Planning Administration	240,545
<b>Planning/Economic Development</b>	<b>\$ 5,625,620</b>
GI Org	
450 100-71-701 Current Planning	4,665,943
455 100-71-702 Mid and Long Range Planning	825,558
462 100-71-704 Annexations	10,837
465 100-71-705 Economic Development	123,282
<b>Housing Services</b>	<b>\$ 4,548,933</b>
GI Org	
469 260-72-707 CDBG General Administration	63,768
473 260-72-709 Capital Grants	284,484
476 260-72-710 Public Service Grants	47,188
478 265-72-711 Affordable Housing - BMR	4,111,583
482 100-72-712 Human Services Grants	41,910
<b>Building</b>	<b>\$ 4,365,248</b>
GI Org	
485 100-73-713 General Building	758,945
489 100-73-714 Construction Plan Checking	1,484,289
494 100-73-715 Building Code Enforcement	1,845,840
499 100-73-718 Muni Code Enforcement	276,174
<b>TOTAL PLANNING AND COMMUNITY DEVELOPMENT</b>	<b>\$ 14,780,346</b>

# Division Summary

## Community Development- Summary

### Community Development - Summary

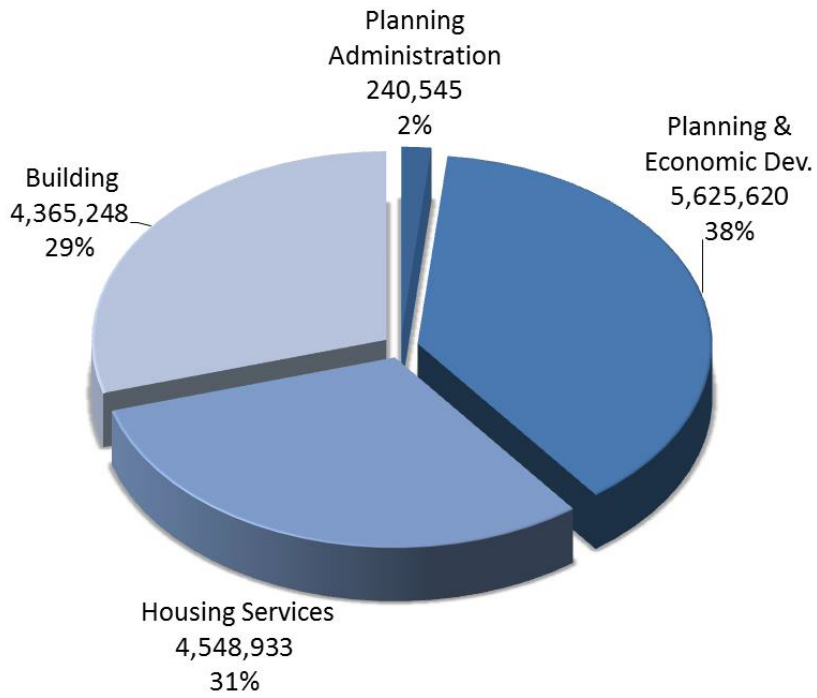
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	15,113,279
Licenses and Permits	26,773.75	685,917	2,855,000	2,475,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	190,865	306,547	314,590
Charges for Services	-	7,392,135	2,931,338	4,205,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	208,105	247,300
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,300,990</b>	<b>\$ 22,355,169</b>
<u>Expenditures</u>				
Employee Compensation	2,211,516	2,457,586	3,019,762	3,073,142
Employee Benefits	858,501	926,864	1,177,688	1,188,909
Materials	247,341	390,650	425,903	496,605
Contract Services	414,820	434,357	1,359,876	4,331,556
Cost Allocation	443,986	898,797	786,835	1,891,512
Capital Outlay	639,486	116,491	40,000	247,300
Special Projects	4,256,965	4,694,682	7,366,053	3,444,221
Appropriations for Contingency	-	7,264	132,237	107,101
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,072,615</b>	<b>\$ 9,926,690</b>	<b>\$ 14,308,354</b>	<b>\$ 14,780,346</b>
Fund Balance	-	-	(1,242,405)	10,921,696
<b>General Fund Costs</b>	<b>\$ 9,072,615</b>	<b>\$ 9,926,690</b>	<b>\$ 9,249,769</b>	<b>\$ 3,346,873</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$14,780,346 for the Community Development Department. This represents an increase of \$471,992 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY16 and increased contract services.

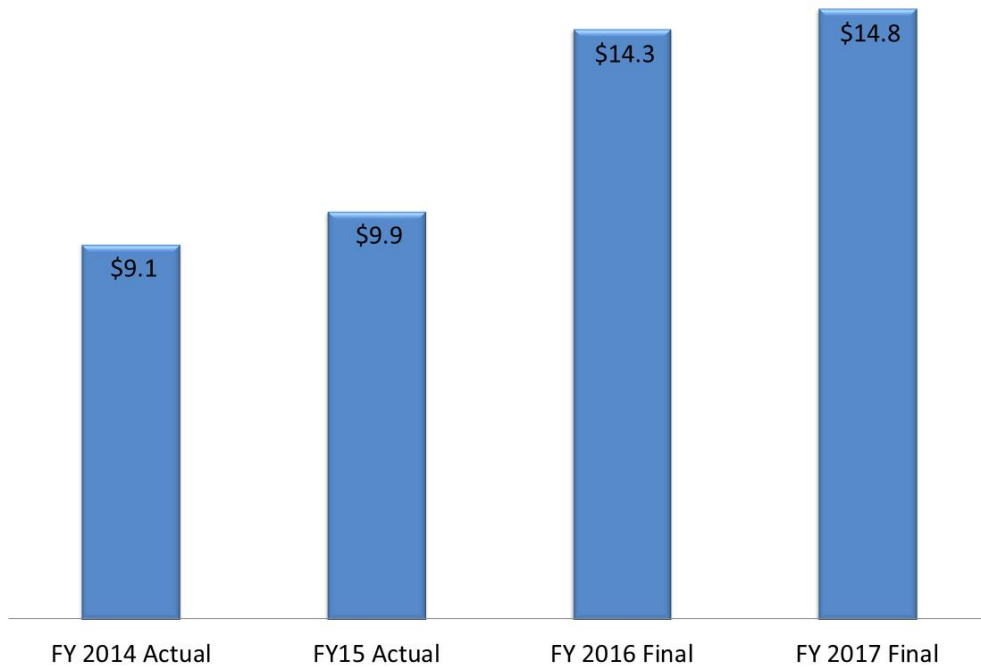
This budget is funded from \$22,355,169 in estimated department revenue, and a \$3,346,873 contribution from the General Fund. Special revenue funds within this department are projected to increase their fund balances by \$10,921,696.

## Adopted Expenditures Fiscal Year 2016-17



## 4 Year Expenditure History

In Millions





**PUBLIC RESOURCES**

**Other Protection**

**COMMUNITY DEVELOPMENT**

**Aarti Shrivastava, Director**

**BUDGET AT A GLANCE**







Total Revenue	\$ 22,355,169
Total Expenditures	14,780,346
Fund Balance	(10,921,696)
<hr/>	
General Fund Costs	\$ 3,346,873
Total Staffing	28.35
% Funded by the General Fund	22.6%

**KEY PERFORMANCE MEASURES BY DEPARTMENT**

**GOAL:** Review and guide development activity to ensure compliance with relevant codes and policies and alignment with community values to promote and enhance Cupertino's communitywide quality of life.

**Enabled by...**

Online building & planning information and records that can be easily accessed.

Mission	Measure	2015	2016 Target	2017 Target	Ongoing Target
	Cost recovery achieved for fee-related expenses		96%		96%
	Dedicated records position		.5FTE		.5FTE
	Disclosable records can be researched online		75%		100%
	Non-disclosable records requests are completed within 10 business days		90%		100%
	Walk-in customers are helped within 15 minutes		90%		100%
	Building permit applications reviewed over-the-counter (OTC) or by appointment plan		80%		80%



**Enabled by...**

Enhanced customer service to increase counter efficiency and expand online services.

**So that...**

Cupertino is a thriving City to live, work, learn and play.



check (APC)				
Submitted building permit applications reviewed within 10 business days; 15 business days for major projects		90%		100%
Requested inspections performed within one business day		90%		90%
Inspection requests submitted online		75%		90%
Phone and email inquiries answered within one business day		100%		100%
Planning application review complete in 30 days		100%		100%
Project applicants sent survey at project approval/final		100%		100%



CUPERTINO

**PUBLIC RESOURCES**

**Other Protection**

**ADMINISTRATION-  
 PLANNING ADMINISTRATION**  
 Budget Unit 100-70-700  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	240,545
Fund Balance	-
<hr/>	
General Fund Costs	\$ 240,545
Total Staffing	0.55
% Funded by the General Fund	100.0%

**PROGRAM OVERVIEW**

The administration and management of general office and oversight functions for the Planning Department.

**SERVICE OBJECTIVES**

- Coordinate and direct general office affairs related to planning functions.
- Manage professional and administrative staff.
- Prepare and implement the department budget.
- Coordinate as necessary with other departments in the City.
- Review and evaluate City and department goals and objectives.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$240,545 for Planning Administration. This represents a decrease of \$33,845 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in staff allocation to this program.

This budget is funded from a \$240,545 contribution from the General Fund.

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

**Community Development - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	167,441	147,221	156,211	91,358
Employee Benefits	60,904	50,123	59,364	34,131
Materials	8,308	12,359	13,590	15,755
Contract Services	4,282	1,562	30,219	30,219
Cost Allocation	17,357	10,620	10,625	65,577
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	4,381	3,505
<b>TOTAL EXPENDITURES</b>	<b>\$ 258,293</b>	<b>\$ 221,885</b>	<b>\$ 274,390</b>	<b>\$ 240,545</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 258,293</b>	<b>\$ 221,885</b>	<b>\$ 274,390</b>	<b>\$ 240,545</b>

**STAFFING**

Total current authorized positions – .90

Recommend a reallocation resulting in a decrease of 0.35 to the current level of staffing.

Total authorized positions – .55

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>700 Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	162,021	143,074	146,955	83,001
500.502 - Salaries Part Time	0	0	0	0
500.503 - Excess Med Pay			0	0
500.505 - Overtime	1,820	907	7,200	7,200
500.506 - Car Allowance	3,600	3,240	1,680	900
500.507 - Taxable Life Premium		0	376	257
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	167,441	147,221	156,211	91,358
10 - Employee benefits				
501.500 - Retirement System	42,255	37,146	41,731	22,491
501.502 - Pers 1959 Surv Empr	75	21	25	0
501.504 - Employee Benefits	0	0	393	0
501.505 - Health Insurance	11,403	5,912	7,798	4,849
501.506 - Dental Insurance	1,333	885	860	526
501.507 - Medicare	2,413	2,223	2,110	1,197
501.508 - Life Insurance	909	654	596	353
501.509 - Long Term Disability	666	547	958	546
501.510 - Workers Compensation	968	972	2,972	2,972
501.511 - Vision Insurance	255	169	161	99
501.516 - Hra City Contribution	627	1,594	1,760	1,098
10 - Employee benefits Total	60,904	50,123	59,364	34,131
15 - Materials				
600.601 - General Office Supplies	1,563	1,147	1,300	1,300
600.605 - Meeting Expenses	1,508	2,329	4,255	4,255
600.608 - Small Tools and Equipment	41	2,333	0	1,365
600.613 - General Supplies	934	800	1,000	1,000
600.618 - Utilities and Phone	0	210	1,035	0
600.629 - Conference and Meeting	3,075	4,790	5,800	6,600
600.632 - Mileage Reimbursement			200	200
600.642 - Telephone and Data Services	1,187	750	0	1,035
15 - Materials Total	8,308	12,359	13,590	15,755
20 - Contract services				
700.701 - Training and Instruction	1,143	-238	1,600	1,600
700.702 - General Service Agreement	0	545	12,250	12,250
700.703 - Maintenance of Equipment	3,140	1,255	16,369	16,369
20 - Contract services Total	4,282	1,562	30,219	30,219
25 - Cost allocation				
800.802 - IT Reimbursement	15,400	9,372	9,377	16,416
800.804 - Web Site Reimbursement	1,957	1,248	1,248	0
800.805 - CC CAP Allocation				3,455
800.806 - CM CAP Allocation				913
800.809 - City Clerk CAP Alloc				20,455
800.814 - Finance CAP Alloc				8,944
800.815 - Human resources CAP Alloc				6,548

800.817 - Community Hall/Quinlan CAP				1,307
800.820 - Grounds Maintenance CAP				616
800.821 - Building Maintenance CAP				6,923
25 - Cost allocation Total	17,357	10,620	10,625	65,577
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	4,381	3,505
35 - Contingencies Total	0	0	4,381	3,505
<b>700 Administration Total</b>	<b>258,293</b>	<b>221,885</b>	<b>274,390</b>	<b>240,545</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Other Protection**

**CURRENT PLANNING**

Budget Unit 100-71-701

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 3,042,300
Total Expenditures	4,665,943
Fund Balance	-
	General Fund Costs \$ 1,623,643
Total Staffing	8.20
% Funded by the General Fund	34.8%

**PROGRAM OVERVIEW**

The current planning program serves to review projects and implement City ordinances and the General Plan goals/objectives through the permitting process.

**SERVICE OBJECTIVES**

- Maintain a high level of customer service.
- Provide assistance at the public counter, over the telephone, or via email.
- Implement the City's General Plan and Zoning Ordinance.
- Evaluate Planning applications for consistency with City ordinance, General Plan goals and applicable State and Federal regulations.
- Coordinate internal review of Planning applications with other City departments.
- Conduct environmental review of projects in compliance with California Environmental Quality Act (CEQA) and applicable regional, State and Federal regulations.
- Provide technical analysis and recommendations to the Council, Planning Commission and Design Review Committee.
- Administer the review of projects including finalizing building permits related to Planning requirements.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$4,665,943 for Current Planning. This represents an increase of \$478,769 from the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to changes to the City's Cost Allocation Plan (CAP) and special projects.

This budget is funded from \$3,042,300, in estimated department revenue and a \$1,623,643 contribution from the General Fund.

**SPECIAL PROJECTS**

This budget includes funding for the following special projects:

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Apple 2 Phase 2</b>	\$2,126,800	\$2,126,800	Pass Through Revenues*	Apple 2 Phase 2
<b>Planning records project</b>	\$80,000	\$0	General Fund	Records archiving & conversion to digital

\*Cost recovered

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

**Community Development - Current Planning**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,786,439	1,000,000	2,795,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	247,300
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 4,786,439</b>	<b>\$ 1,000,000</b>	<b>\$ 3,042,300</b>
<u>Expenditures</u>				
Employee Compensation	658,841	660,094	781,466	941,579
Employee Benefits	248,324	223,512	279,314	346,161
Materials	12,078	14,882	18,490	32,730
Contract Services	27,649	29,886	285,948	212,548
Cost Allocation	100,583	105,528	114,702	654,469
Capital Outlay	-	-	-	247,300
Special Projects	370,486	807,347	2,676,810	2,206,800
Appropriations for Contingency	-	6,642	30,444	24,356
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,417,961</b>	<b>\$ 1,847,892</b>	<b>\$ 4,187,174</b>	<b>\$ 4,665,943</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,417,961</b>	<b>\$ (2,938,548)</b>	<b>\$ 3,187,174</b>	<b>\$ 1,623,643</b>

**STAFFING**

Total current authorized positions – 6.35

Recommend a reallocation resulting in an increase of 1.85 to the current level of staffing.

Total authorized positions – 8.2

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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



	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>701 Current Planning</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	607,045	549,627	651,601	812,505
500.502 - Salaries Part Time	5,401	70,381	75,000	75,000
500.503 - Excess Med Pay	621	210	1,362	0
500.505 - Overtime	45,774	39,711	48,800	48,800
500.506 - Car Allowance		166	840	828
500.507 - Taxable Life Premium		0	1,613	2,196
500.510 - Employee Agency Serv		0	0	0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			2,250	2,250
05 - Employee compensation Total	658,841	660,094	781,466	941,579
10 - Employee benefits				
501.500 - Retirement System	155,373	140,853	172,154	213,369
501.502 - Pers 1959 Surv Empr	321	241	107	0
501.504 - Employee Benefits	0	0	228	0
501.505 - Health Insurance	56,548	43,324	54,352	70,207
501.506 - Dental Insurance	6,141	5,313	5,995	7,687
501.507 - Medicare	9,948	10,517	9,355	11,723
501.508 - Life Insurance	4,342	3,718	4,304	5,314
501.509 - Long Term Disability	3,202	3,194	4,486	5,612
501.510 - Workers Compensation	5,362	5,364	14,774	14,774
501.511 - Vision Insurance	1,173	1,015	1,138	1,445
501.516 - Hra City Contribution	5,914	9,973	12,421	16,030
10 - Employee benefits Total	248,324	223,512	279,314	346,161
15 - Materials				
600.601 - General Office Supplies	4,028	5,324	7,200	7,200
600.602 - Printing and Duplication	-2,373	-614	0	0
600.603 - Maps, Blueprints, Etc.	0	0	0	0
600.608 - Small Tools and Equipment	2,092	2,096	0	10,500
600.613 - General Supplies	2,012	634	2,000	2,000
600.618 - Utilities and Phone	0	90	360	0
600.629 - Conference and Meeting	3,457	5,145	8,800	8,800
600.632 - Mileage Reimbursement	276	199	130	130
600.642 - Telephone and Data Services	2,586	2,009	0	4,100
15 - Materials Total	12,078	14,882	18,490	32,730
20 - Contract services				
700.701 - Training and Instruction	166	5,207	5,600	5,600
700.702 - General Service Agreement	22,135	18,013	275,000	201,600
700.703 - Maintenance of Equipment	5,348	6,667	5,348	5,348
20 - Contract services Total	27,649	29,886	285,948	212,548
25 - Cost allocation				
800.801 - Equipment Reimbursement			9,180	0
800.802 - IT Reimbursement	76,471	73,968	73,972	115,054
800.803 - City Channel Reimb	14,906	21,708	21,702	0
800.804 - Web Site Reimbursement	9,206	9,852	9,848	0
800.805 - CC CAP Allocation				33,312
800.806 - CM CAP Allocation				78,918
800.809 - City Clerk CAP Alloc				46,489

800.810 - City Attorney CAP Alloc				204,082
800.814 - Finance CAP Alloc				24,556
800.815 - Human resources CAP Alloc				78,039
800.817 - Community Hall/Quinlan CAP				13,109
800.820 - Grounds Maintenance CAP				4,774
800.821 - Building Maintenance CAP				56,136
25 - Cost allocation Total	100,583	105,528	114,702	654,469
31 - Special projects				
900.923 - Apple Campus 2	370,486	700,401	240,000	2,126,800
900.929 - Rosebowl		0	0	0
900.930 - Main Street		0	111,000	0
900.995 - Special Projects - CDD		106,946	2,325,810	80,000
31 - Special projects Total	370,486	807,347	2,676,810	2,206,800
35 - Contingencies				
719.705 - Contingencies	0	6,642	30,444	24,356
35 - Contingencies Total	0	6,642	30,444	24,356
50 - Other financing uses				
701.701 - Refundable Deposit Expense			0	247,300
50 - Other financing uses Total			0	247,300
<b>701 Current Planning Total</b>	<b>1,417,961</b>	<b>1,847,892</b>	<b>4,187,174</b>	<b>4,665,943</b>



CUPERTINO

**PUBLIC RESOURCES**  
**Other Protection**

**MID AND LONG RANGE PLANNING**  
Budget Unit 100-71-702  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	825,558
Fund Balance	-
<hr/>	
General Fund Costs	\$ 825,558
Total Staffing	2.60
% Funded by the General Fund	100.0%

**PROGRAM OVERVIEW**

The long range planning programs assists the community in preparing, reviewing and amending documents including the General Plan, Specific Plans, conceptual plans, the Municipal Code, including the Zoning Ordinance. Additionally, the program anticipates and evaluates trends, and develops strategies and plans to help the City address change.

**SERVICE OBJECTIVES**

- Review and amend the City's General Plan, Housing Element, and Municipal Code, including the Zoning Ordinance, Specific, Conceptual and Master Plans.
- Ensure that City processes and regulations are in compliance with State and Federal regulations.
- Review and implement policies in the General Plan, Housing Element, Zoning Ordinance, Specific, Conceptual and Master Plans.
- Coordinate with various regional, State and Federal agencies on projects.
- Facilitate the planning and implementation of the City Councils annual community development goals and objectives.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$825,558 for Mid and Long Range Planning. This represents a decrease of \$1,527,585 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the suspension of development projects and the completion of the General Plan Amendment.

This budget is funded entirely from the General Fund.

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

**Community Development - Mid and Long Range Planning**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	32,290	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,290</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	154,722	229,362	276,506	300,821
Employee Benefits	50,568	81,612	105,130	115,921
Materials	1,732	6,340	3,600	8,435
Contract Services	1,802	6,018	46,100	51,800
Cost Allocation	26,204	39,876	39,887	194,605
Capital Outlay	-	-	-	-
Special Projects	987,087	733,659	1,876,950	150,000
Appropriations for Contingency	-	-	4,970	3,976
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,222,115</b>	<b>\$ 1,096,867</b>	<b>\$ 2,353,143</b>	<b>\$ 825,558</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,222,115</b>	<b>\$ 1,096,867</b>	<b>\$ 2,320,853</b>	<b>\$ 825,558</b>

**STAFFING**

Total current authorized positions – 2.25

Recommend a reallocation resulting in an increase of 0.35 to the current level of staffing.

Total authorized positions – 2.60

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>702 Mid Long Term Planning</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	139,681	215,317	259,014	283,337
500.502 - Salaries Part Time	11,879	678	0	0
500.503 - Excess Med Pay		11	0	0
500.505 - Overtime	3,162	13,190	16,000	16,000
500.506 - Car Allowance		166	840	720
500.507 - Taxable Life Premium		0	652	764
500.510 - Employee Agency Serv			0	0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	154,722	229,362	276,506	300,821
10 - Employee benefits				
501.500 - Retirement System	35,749	55,987	69,667	75,119
501.502 - Pers 1959 Surv Empr	59	61	20	0
501.505 - Health Insurance	8,534	13,765	19,328	22,712
501.506 - Dental Insurance	1,008	1,740	2,132	2,484
501.507 - Medicare	2,397	3,501	3,719	4,089
501.508 - Life Insurance	716	1,269	1,504	1,722
501.509 - Long Term Disability	533	1,102	1,754	1,938
501.510 - Workers Compensation	707	708	2,202	2,202
501.511 - Vision Insurance	193	333	403	468
501.516 - Hra City Contribution	672	3,147	4,401	5,187
10 - Employee benefits Total	50,568	81,612	105,130	115,921
15 - Materials				
600.601 - General Office Supplies	932	1,345	1,000	1,000
600.608 - Small Tools and Equipment	0	1,400	0	4,035
600.613 - General Supplies	115	1,075	400	400
600.618 - Utilities and Phone	0	0	0	0
600.621 - Calrecylce City Payment Prgm Adm	0	0	0	0
600.629 - Conference and Meeting	114	2,100	2,200	2,200
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services	571	420	0	800
15 - Materials Total	1,732	6,340	3,600	8,435
20 - Contract services				
700.701 - Training and Instruction	0	1,000	1,400	1,400
700.702 - General Service Agreement	1,030	4,179	44,700	50,400
700.703 - Maintenance of Equipment	772	839	0	0
20 - Contract services Total	1,802	6,018	46,100	51,800
25 - Cost allocation				
800.802 - IT Reimbursement	10,084	20,832	20,837	53,239
800.803 - City Channel Reimb	14,906	16,272	16,276	0
800.804 - Web Site Reimbursement	1,214	2,772	2,774	0
800.805 - CC CAP Allocation				15,253
800.806 - CM CAP Allocation				74,061

800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				16,347
800.815 - Human resources CAP Alloc				16,369
800.820 - Grounds Maintenance CAP				1,541
800.821 - Building Maintenance CAP				17,308
25 - Cost allocation Total	26,204	39,876	39,887	194,605
31 - Special projects				
900.924 - GPA Project	794,067	559,512	0	0
900.925 - Tree Ordinance	36,471	15,088	0	0
900.926 - Housing Element	149,394	129,570	0	0
900.931 - N. DeAnza	0	0	0	0
900.932 - Parking Ordinance		0	71,950	0
900.939 - Vallco		0	1,045,500	0
900.940 - Oaks		0	469,000	0
900.942 - Heart Of The City		0	0	0
900.943 - Climate Action Plan	7,155	29,490	0	0
900.995 - Special Projects - CDD			290,500	150,000
31 - Special projects Total	987,087	733,659	1,876,950	150,000
35 - Contingencies				
719.705 - Contingencies	0	0	4,970	3,976
35 - Contingencies Total	0	0	4,970	3,976
<b>702 Mid Long Term Planning Total</b>	<b>1,222,115</b>	<b>1,096,867</b>	<b>2,353,143</b>	<b>825,558</b>



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**PUBLIC RESOURCES**

**Public Ways**

**PLANNING/RDA SUCCESSOR AGENCY-  
SUCCESSOR AGENCY**

Budget Unit 100-71-703

General Fund

**PROGRAM OVERVIEW**

In Fiscal Year 2013-2014 this program was completed. Prior year actual costs are included to provide historical costs. Once all prior year actuals are \$0 this program will be removed from the budget.

**Community Development - RDA**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	121	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	623,607	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 623,728</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 623,728</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this program.



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>703 RDA/Housing</b>				
05 - Employee compensation				
05 - Employee compensation Total	0	0	0	0
10 - Employee benefits				
501.500 - Retirement System	0	0	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	79	0	0	0
501.506 - Dental Insurance	8	0	0	0
501.507 - Medicare	23	0	0	0
501.508 - Life Insurance	7	0	0	0
501.509 - Long Term Disability	2	0	0	0
501.510 - Workers Compensation	0	0	0	0
501.511 - Vision Insurance	2	0	0	0
501.516 - Hra City Contribution		0	0	0
10 - Employee benefits Total	121	0	0	0
15 - Materials				
20 - Contract services Total	0	0	0	0
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
900.905 - Facility Improvements	623,607	0	0	0
30 - Capital outlays Total	623,607	0	0	0
31 - Special projects Total			0	0
<b>703 RDA/Housing Total</b>	<b>623,728</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Other Protection**

**ADMINISTRATION-  
ANNEXATIONS**  
Budget Unit 100-71-704  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		10,837
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 10,837
Total Staffing		-
% Funded by the General Fund		100%

**PROGRAM OVERVIEW**

This was a new program in FY 2014-15 created to account for annexations of property into/out of City limits.

**SERVICE OBJECTIVES**

- Identify and process annexations

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$10,837 for Annexations. This represents a decrease of \$126,663 under the FY 2015-16 Final Adopted Budget. The decrease is attributed to the carry-over of the annexation budget from FY 2015-16.

This budget is funded entirely from the General Fund.

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

**Community Development - Annexations**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	125,000	-
Cost Allocation	-	-	-	837
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	12,500	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 137,500</b>	<b>\$ 10,837</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 137,500</b>	<b>\$ 10,837</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>704 Annexations</b>				
20 - Contract services				
700.702 - General Service Agreement	0	0	125,000	0
20 - Contract services Total	0	0	125,000	0
25 - Cost allocation				
800.805 - CC CAP Allocation				546
800.806 - CM CAP Allocation				164
800.814 - Finance CAP Alloc				127
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				837
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	12,500	10,000
35 - Contingencies Total	0	0	12,500	10,000
<b>704 Annexations Total</b>	<b>0</b>	<b>0</b>	<b>137,500</b>	<b>10,837</b>



**PUBLIC RESOURCES**

**Other Protection**

**PLANNING/ECONOMIC  
DEVELOPMENT-  
ECONOMIC DEVELOPMENT**

Budget Unit 100-71-705  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		123,282
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 123,282
Total Staffing		1.00
	% Funded by the General Fund	100.0%

**PROGRAM OVERVIEW**

In Fiscal Year 2013-141 this program was transferred to Administration. The Division will be transferred back to the Community Development Department this fiscal year to allow for greater alignment and collaboration with relevant citywide planning and development activities.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Final Adopted Budget for the current fiscal year: Due to the Division’s transfer from Administration, only the budget for this fiscal year and the 2012 - 2013 actuals can be previewed in the table below. An expanded view of the Division’s expenditures can be found in the 4-year program detail table in the subsequent section.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$123,282 for Economic Development. This represents a decrease of \$119,894 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the completion of the Economic Development Strategic Plan special project.

This budget is funded entirely from the General Fund.

## STAFFING

Total current authorized positions – 1.0

There are no recommended changes to staffing.

Total authorized positions – 1.0

### Community Development - Economic Development

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	517	61,800	61,800
Employee Benefits	-	135	2,135	2,135
Materials	-	-	40,150	45,150
Contract Services	-	-	108,000	-
Cost Allocation	-	-	16,276	2,345
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	14,815	11,852
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 652</b>	<b>\$ 243,176</b>	<b>\$ 123,282</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 652</b>	<b>\$ 243,176</b>	<b>\$ 123,282</b>

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>705 Economic Development</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	0
500.502 - Salaries Part Time	0	517	60,000	60,000
500.505 - Overtime	0	0	0	0
500.513 - Sick Leave			1,800	1,800
05 - Employee compensation Total	0	517	61,800	61,800
10 - Employee benefits				
501.500 - Retirement System	0	135	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	0	0	0	0
501.506 - Dental Insurance	0	0	0	0
501.507 - Medicare	0	0	0	0
501.508 - Life Insurance	0	0	0	0
501.509 - Long Term Disability	0	0	0	0
501.510 - Workers Compensation	0	0	2,135	2,135
501.511 - Vision Insurance	0	0	0	0
501.516 - Hra City Contribution		0	0	0
10 - Employee benefits Total	0	135	2,135	2,135
15 - Materials				
600.601 - General Office Supplies	0	0	250	250
600.602 - Printing and Duplication	0	0	5,000	5,000
600.605 - Meeting Expenses		0	1,200	1,400
600.608 - Small Tools and Equipment		0	3,100	3,500
600.613 - General Supplies	0	0	23,000	25,000
600.629 - Conference and Meeting	0	0	3,600	3,600
600.632 - Mileage Reimbursement	0	0	200	200
600.635 - Special Departmental Exp		0	3,800	6,200
15 - Materials Total	0	0	40,150	45,150
20 - Contract services				
700.702 - General Service Agreement	0	0	108,000	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	0	0	108,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	0	0	0	0
800.803 - City Channel Reimb		0	16,276	0
800.805 - CC CAP Allocation				965
800.806 - CM CAP Allocation				290
800.814 - Finance CAP Alloc				1,090
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	0	0	16,276	2,345
31 - Special projects				

900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies		0	14,815	11,852
35 - Contingencies Total		0	14,815	11,852
<b>705 Economic Development Total</b>	<b>0</b>	<b>652</b>	<b>243,176</b>	<b>123,282</b>





**PUBLIC RESOURCES**

**Other Protection**

**HOUSING SERVICES-  
CDBG GENERAL ADMINISTRATION**  
Budget Unit 260-72-707  
Special Revenue

**BUDGET AT A GLANCE**

Total Revenue	\$	62,918
Total Expenditures		63,768
Fund Balance		-
	General Fund Costs	\$ 850
Total Staffing		0.43
	% Funded by the General Fund	1.3%

**PROGRAM OVERVIEW**

The General Administration of the Community Development Block Grant (CDBG) federal entitlement program consists of the overall program administration costs, including staff time and employee benefits. The CDBG program is a federal entitlement program which serves low and very-low income Cupertino residents.

**SERVICE OBJECTIVES**

- Prepare and submit an Annual Plan yearly to the Department of Housing and Urban Development (HUD).
- Prepare and submit CAPER on annual basis to HUD.
- Prepare and submit to HUD a Consolidated Plan every 5-7 years.
- Meet quarterly with Santa Clara County CDBG Coordinators.
- Conduct two public hearings per year to allocate CDBG funding.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$63,768 for CDBG General Administration. This represents an increase of \$2,459 over the FY 2015-16 Final Adopted Budget. The increase is attributed to increased grant dollars that fund this program.

This budget is funded from \$62,918 in grant revenue and from a General Fund contribution of \$850.

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

**Community Development - CDBG General Admin**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	61,309	62,918
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,309</b>	<b>\$ 62,918</b>
<u>Expenditures</u>				
Employee Compensation	34,305	43,213	41,613	44,820
Employee Benefits	13,874	18,018	19,696	18,948
Materials	-	-	-	-
Contract Services	29,647	334	-	-
Cost Allocation	68,952	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 146,778</b>	<b>\$ 61,564</b>	<b>\$ 61,309</b>	<b>\$ 63,768</b>
Fund Balance	-	-	78,527	-
<b>General Fund Costs</b>	<b>\$ 146,778</b>	<b>\$ 61,564</b>	<b>\$ 78,527</b>	<b>\$ 850</b>

**STAFFING**

Total current authorized positions – 0.43

There are no recommended changes to staffing.

Total authorized positions – 0.43

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>707 CDBG General Admin</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	34,305	43,213	41,511	44,727
500.505 - Overtime			0	0
500.507 - Taxable Life Premium		0	102	93
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	34,305	43,213	41,613	44,820
10 - Employee benefits				
501.500 - Retirement System	8,671	11,036	11,958	11,750
501.502 - Pers 1959 Surv Empr	21	19	7	0
501.505 - Health Insurance	2,999	3,850	4,027	3,684
501.506 - Dental Insurance	329	457	441	412
501.507 - Medicare	466	669	689	645
501.508 - Life Insurance	252	355	326	298
501.509 - Long Term Disability	181	290	331	310
501.510 - Workers Compensation	295	300	914	914
501.511 - Vision Insurance	63	87	84	77
501.516 - Hra City Contribution	598	956	919	858
10 - Employee benefits Total	13,874	18,018	19,696	18,948
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.623 - Grant Expenditures	0	0	0	0
600.629 - Conference and Meeting	0	0	0	0
600.635 - Special Departmental Exp	0	0	0	0
15 - Materials Total	0	0	0	0
20 - Contract services				
700.702 - General Service Agreement	29,261	0	0	0
700.703 - Maintenance of Equipment	386	334	0	0
20 - Contract services Total	29,647	334	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	3,470	0	0	0
800.803 - City Channel Reimb	29,812	0	0	0
800.804 - Web Site Reimbursement	507	0	0	0
800.805 - CC CAP Allocation	1,149	0	0	0
800.806 - CM CAP Allocation	1,679	0	0	0
800.807 - ENV Affairs CAP Alloc	531	0	0	0
800.808 - ECON Dev CAP Alloc	408	0	0	0
800.809 - City Clerk CAP Alloc	5,338	0	0	0
800.810 - City Attorney CAP Alloc	20,054	0	0	0
800.811 - Public Affairs CAP Alloc	824	0	0	0
800.812 - Disaster PREP CAP Alloc	277	0	0	0
800.813 - Admin Serv CAP Allocation	1,279	0	0	0
800.814 - Finance CAP Alloc	2,424	0	0	0
800.815 - Human resources CAP Alloc	1,200	0	0	0
25 - Cost allocation Total	68,952	0	0	0

31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
<b>707 CDBG General Admin Total</b>	<b>146,778</b>	<b>61,564</b>	<b>61,309</b>	<b>63,768</b>



**CUPERTINO**

**PUBLIC RESOURCES**

**Other Protection**

**HOUSING SERVICES-  
 CDBG CAPITAL GRANTS**

Budget Unit 260-72-709  
 General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 204,484
Total Expenditures	284,484
Fund Balance	(80,000)
	General Fund Costs \$ -
Total Staffing	-
% Funded by the General Fund	0.0%

**PROGRAM OVERVIEW**

This portion of the CDBG program encompasses grants/loans to non-profit developers and agencies to purchase land/units for affordable housing.

**SERVICE OBJECTIVES**

- Issue RFP on an annual basis for affordable housing development projects.
- Make funding recommendations to Housing Commission and City Council.
- Coordinate entitlement process with the Planning Division for affordable development projects.
- Monitor project progress of grantees through construction phase.
- Coordinate CEQA/NEPA process for all affordable developments.
- Review quarterly reports from developers and enter data into HUD IDIS program.
- Coordinate preparation of all grant/loan agreements, Deeds of Trust, Promissory Notes and Regulatory Agreements.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$284,484 for CDBG-Capital Grants. This represents a decrease of \$85,619 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the city expending most of the CDBG grant funds in previous fiscal years.

This budget is funded from \$204,484 in grant revenue and \$80,000 in fund balance.

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

**Community Development - Affordable Housing - Capital Grants**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	147,362	199,256	204,484
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 147,362</b>	<b>\$ 199,256</b>	<b>\$ 204,484</b>
<u>Expenditures</u>				
Employee Compensation				
Employee Benefits				
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	57,904	532,077	370,103	284,484
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,904</b>	<b>\$ 532,077</b>	<b>\$ 370,103</b>	<b>\$ 284,484</b>
Fund Balance	-	-	(409,638)	(80,000)
<b>General Fund Costs</b>	<b>\$ 57,904</b>	<b>\$ 384,715</b>	<b>\$ (238,791)</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>709 Affordable Housing</b>				
15 - Materials				
600.623 - Grant Expenditures	57,904	532,077	370,103	284,484
600.635 - Special Departmental Exp	0	0	0	0
15 - Materials Total	57,904	532,077	370,103	284,484
25 - Cost allocation				
800.805 - CC CAP Allocation	10,144	0	0	0
800.806 - CM CAP Allocation	7,152	0	0	0
800.807 - ENV Affairs CAP Alloc	2,273	0	0	0
800.808 - ECON Dev CAP Alloc	1,737	0	0	0
800.810 - City Attorney CAP Alloc	20,054	0	0	0
800.811 - Public Affairs CAP Alloc	7,272	0	0	0
800.812 - Disaster PREP CAP Alloc	2,450	0	0	0
800.813 - Admin Serv CAP Allocation	5,445	0	0	0
800.814 - Finance CAP Alloc	10,325	0	0	0
25 - Cost allocation Total	66,852	0	0	0
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
50 - Other financing uses				
800.905 - CAP Asset TRF 2 Gov Activy	0	0	0	0
50 - Other financing uses Total	0	0	0	0
<b>709 Affordable Housing Total</b>	<b>124,756</b>	<b>532,077</b>	<b>370,103</b>	<b>284,484</b>



**PUBLIC RESOURCES**  
**Other Protection**

**HOUSING SERVICES-  
CDBG PUBLIC SERVICE GRANTS**  
Budget Unit 260-72-710  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 47,188
Total Expenditures	47,188
Fund Balance	-
	General Fund Costs \$ -
Total Staffing	-
% Funded by the General Fund	0.0%

**PROGRAM OVERVIEW**

Fifteen percent of the City of Cupertino’s CDBG entitlement is reserved for grants to nonprofit agencies serving low and very low income Cupertino residents. The agencies provide food, job training, emergency housing, legal assistance, etc.

**SERVICE OBJECTIVES**

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient awarded funding through this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Make presentation to City Council on funding recommendations.
- On an annual basis, prepare grant agreement or amend grant agreement for each grantee.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$47,118 for CDBG-Public Service Grants. This represents an increase of \$1,206 over the FY 2015-16 Final Adopted Budget due to an increase in grant awards.

This budget is funded from \$47,118 in grant revenue.

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



Community Development - CDBG - Public Service Grants

Category	2013-2014		2014-2015		2015-2016		2016-2017	
	Actual	Actual	Actual	Actual	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>								
Taxes	-	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-	-
Use of Money and Property	-	-	-	-	-	-	-	-
Intergovernmental Revenue	-	43,503	45,982	47,188				
Charges for Services	-	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Interdepartmental Revenue	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 43,503</b>	<b>\$ 45,982</b>	<b>\$ 47,188</b>				
<u>Expenditures</u>								
Employee Compensation	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-
Materials	42,560	48,141	45,982	47,188				
Contract Services	-	-	-	-	-	-	-	-
Cost Allocation	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-	-	-
Appropriations for Contingency	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,560</b>	<b>\$ 48,141</b>	<b>\$ 45,982</b>	<b>\$ 47,188</b>				
Fund Balance	-	-	(4,638)	-				
<b>General Fund Costs</b>	<b>\$ 42,560</b>	<b>\$ 4,638</b>	<b>\$ (4,638)</b>	<b>\$ -</b>				

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
710 Public Service Grants				
15 - Materials				
600.623 - Grant Expenditures	42,560	48,141	45,982	47,188
15 - Materials Total	42,560	48,141	45,982	47,188
<b>710 Public Service Grants Total</b>	<b>42,560</b>	<b>48,141</b>	<b>45,982</b>	<b>47,188</b>



**PUBLIC RESOURCES**

**Other Protection**

**HOUSING SERVICES-  
AFFORDABLE HOUSING-BMR**  
Budget Unit 265-72-711  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 15,113,279
Total Expenditures	4,111,583
<b>Fund Balance</b>	<b>11,001,696</b>
General Fund Costs	\$ -
Total Staffing	0.37
% Funded by the General Fund	0.0%

**PROGRAM OVERVIEW**

This program covers administration of the Below Market Rate (BMR) program.

**SERVICE OBJECTIVES**

- Contract with West Valley Community Services (WVCS) on an annual basis.
- Prepare and monitor agreement for services between the City of Cupertino and WVCS.
- Review quarterly reports submitted by WVCS.
- Process quarterly reimbursement requests from WVCS.
- Provide technical assistance to WVCS in the administration of the BMR program.
- Review lot book reports prepared by independent contractor for each of the ownership BMR units in the BMR program.
- Review and maintain "Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units."
- Review and maintain Inclusionary Housing Program Manual.
- MidPeninsula below market rate (BMR) housing project.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$4,111,583 for Affordable Housing BMR program. This represents an increase of \$3,650,450 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the addition of the MidPeninsula BMR Housing project.

This budget is funded from \$15,113,279 in development revenue.

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

**Community Development - BMR Housing**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	15,113,279
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,113,279</b>
<i>Expenditures</i>				
Employee Compensation	14,387	32,004	45,199	41,566
Employee Benefits	6,290	12,539	13,714	16,047
Materials	132,998	269,911	270,170	281,070
Contract Services	69,995	41,357	90,900	3,772,900
Cost Allocation	-	-	1,150	-
Capital Outlay	15,879	116,491	40,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 239,548</b>	<b>\$ 472,301</b>	<b>\$ 461,133</b>	<b>\$ 4,111,583</b>
Fund Balance	-	-	(381,846)	11,001,696
<b>General Fund Costs</b>	<b>\$ 239,548</b>	<b>\$ 472,301</b>	<b>\$ 79,287</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 0.37

There are no recommended staffing changes within this program.

Total authorized positions – 0.37

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>711 BMR Housing</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	14,273	30,447	40,128	38,486
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	114	1,557	5,000	3,000
500.507 - Taxable Life Premium		0	71	80
500.510 - Employee Agency Serv		0	0	0
05 - Employee compensation Total	14,387	32,004	45,199	41,566
10 - Employee benefits				
501.500 - Retirement System	3,849	7,775	8,396	10,111
501.502 - Pers 1959 Surv Empr	10	13	3	0
501.505 - Health Insurance	1,469	2,643	2,827	3,170
501.506 - Dental Insurance	156	314	310	354
501.507 - Medicare	210	462	483	555
501.508 - Life Insurance	113	244	229	256
501.509 - Long Term Disability	82	200	233	266
501.510 - Workers Compensation	172	168	529	529
501.511 - Vision Insurance	30	60	59	67
501.516 - Hra City Contribution	200	661	645	739
10 - Employee benefits Total	6,290	12,539	13,714	16,047
15 - Materials				
600.601 - General Office Supplies	2,900	1,503	1,500	1,500
600.608 - Small Tools and Equipment		0	3,500	1,000
600.613 - General Supplies	1,572	2,727	2,000	2,000
600.618 - Utilities and Phone	0	0	352	352
600.623 - Grant Expenditures	0	71,407	125,818	125,818
600.629 - Conference and Meeting	0	412	3,000	3,000
600.635 - Special Departmental Exp	127,955	193,442	134,000	147,400
600.642 - Telephone and Data Services	571	420	0	0
15 - Materials Total	132,998	269,911	270,170	281,070
20 - Contract services				
700.701 - Training and Instruction	0	80	500	500
700.702 - General Service Agreement	69,995	41,276	90,400	3,772,400
20 - Contract services Total	69,995	41,357	90,900	3,772,900
25 - Cost allocation				
800.802 - IT Reimbursement	0	0	1,150	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	0	0	1,150	0
31 - Special projects				
900.926 - Housing Element	15,879	0	0	0

900.927 - Nexis Study		83,200	0	0
900.941 - Consolidated Plan		33,291	0	0
900.995 - Special Projects - CDD			40,000	0
31 - Special projects Total	15,879	116,491	40,000	0
<b>711 BMR Housing Total</b>	<b>239,548</b>	<b>472,301</b>	<b>461,133</b>	<b>4,111,583</b>



**PUBLIC RESOURCES**

**Other Protection**

**HOUSING SERVICES-  
HUMAN SERVICES GRANTS**

Budget Unit 100-72-712  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		41,910
Fund Balance		-
	General Fund Costs	\$ 41,910
Total Staffing		-
	% Funded by the General Fund	100.0%

**PROGRAM OVERVIEW**

The City of Cupertino sets aside \$40,000 from its General Fund for non-profit agencies providing services to Cupertino low and very-low income.

**SERVICE OBJECTIVES**

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient of this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Present funding recommendations to City Council.
- On an annual basis, prepare or amend grant agreement for each grantee.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$41,910 for the Human Services Grant program. This represents an increase of \$1,910 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP).

This budget is funded entirely from the General Fund.

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

**Community Development - Human Services Grants**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	39,896	40,000	40,000	40,000
Cost Allocation	-	-	-	1,910
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,896</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 41,910</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 39,896</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 41,910</b>

**STAFFING**

There is no staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
712 Human Service Grants				
20 - Contract services				
700.702 - General Service Agreement	39,896	40,000	40,000	40,000
20 - Contract services Total	39,896	40,000	40,000	40,000

25 - Cost allocation				
800.805 - CC CAP Allocation				159
800.806 - CM CAP Allocation				48
800.809 - City Clerk CAP Allocation				487
800.814 - Finance CAP Allocation				1,216
25 - Cost allocation Total				1,910
<b>712 Human Service Grants Total</b>	<b>39,896</b>	<b>40,000</b>	<b>40,000</b>	<b>41,910</b>





**PUBLIC RESOURCES**

**Other Protection**

**BUILDING-  
GENERAL BUILDING**  
Budget Unit 100-73-713  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 721,000
Total Expenditures	758,945
Fund Balance	-
	General Fund Costs \$ 37,945
Total Staffing	2.90
% Funded by the General Fund	5.0%

**PROGRAM OVERVIEW**

The General Building program protects residents of Cupertino by enforcing standards to safeguard life, health, safety and welfare of residents, workers, and visitors to Cupertino through effective administration and enforcement of adopted codes and ordinances, which regulate the design, construction, use, occupancy, location and maintenance of all buildings and structures.

**SERVICE OBJECTIVES**

- Provide efficient and friendly service that will assist customers with their building permit goals and objectives; continue to streamline the workflow process to provide efficient and friendly customer service.
- Work proactively to enhance the public interface and information systems.
- Continue efforts to create a more effective records management system and land use data system using Geographic Information System (GIS).
- Increase staff knowledge through in-house training, meetings and seminars.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$758,945 for the General Building Budget. This represents an increase of \$179,474 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to changes to the City’s Cost Allocation Plan (CAP) and an increase in staff allocation to this program.

This budget is funded from \$721,000 in estimated department revenue and a \$37,945 contribution from the General Fund.

## SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Records Conversion	\$60,000	\$68,000	General Fund	Digitizing building records

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

### Community Development - General Building

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	1,589	428,753	700,000	721,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,589</b>	<b>\$ 428,753</b>	<b>\$ 700,000</b>	<b>\$ 721,000</b>
<i>Expenditures</i>				
Employee Compensation	487,143	275,438	287,362	338,810
Employee Benefits	199,776	110,045	120,982	130,443
Materials	21,435	14,405	14,302	17,692
Contract Services	5,391	19,323	22,886	7,886
Cost Allocation	101,753	84,960	70,220	193,138
Capital Outlay	-	-	-	-
Special Projects	91,489	35,828	60,000	68,000
Appropriations for Contingency	-	-	3,719	2,976
<b>TOTAL EXPENDITURES</b>	<b>\$ 906,985</b>	<b>\$ 540,000</b>	<b>\$ 579,471</b>	<b>\$ 758,945</b>
Fund Balance	-	-	(524,810)	-
<b>General Fund Costs</b>	<b>\$ 905,396</b>	<b>\$ 111,246</b>	<b>\$ (645,339)</b>	<b>\$ 37,945</b>

## STAFFING

Total current authorized positions – 2.60

Recommend a reallocation resulting in an increase of 0.30 to the current level of staffing.

Total authorized positions – 2.90

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>713 General Building</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	480,646	263,109	258,336	284,978
500.502 - Salaries Part Time	1,404	9,744	23,000	46,000
500.503 - Excess Med Pay	272	0	886	0
500.505 - Overtime	4,820	2,502	2,350	5,000
500.506 - Car Allowance		83	420	360
500.507 - Taxable Life Premium		0	1,680	1,782
500.510 - Employee Agency Serv		0	0	0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			690	690
05 - Employee compensation Total	487,143	275,438	287,362	338,810
10 - Employee benefits				
501.500 - Retirement System	125,836	67,634	72,556	77,154
501.502 - Pers 1959 Surv Empr	293	64	98	0
501.505 - Health Insurance	47,263	23,441	22,550	25,583
501.506 - Dental Insurance	5,207	2,680	2,460	2,774
501.507 - Medicare	6,039	3,884	3,709	4,110
501.508 - Life Insurance	3,417	1,767	1,525	1,776
501.509 - Long Term Disability	2,493	1,490	1,752	1,956
501.510 - Workers Compensation	3,811	3,816	10,780	10,780
501.511 - Vision Insurance	994	512	466	522
501.516 - Hra City Contribution	4,422	4,757	5,086	5,788
10 - Employee benefits Total	199,776	110,045	120,982	130,443
15 - Materials				
600.601 - General Office Supplies	7,010	4,149	4,000	3,000
600.608 - Small Tools and Equipment	3,078	1,944	0	4,360
600.613 - General Supplies	590	783	465	495
600.618 - Utilities and Phone	0	150	5,537	0
600.629 - Conference and Meeting	4,885	3,053	4,100	4,100
600.632 - Mileage Reimbursement	0	0	200	200
600.642 - Telephone and Data Services	5,872	4,326	0	5,537
15 - Materials Total	21,435	14,405	14,302	17,692
20 - Contract services				
700.701 - Training and Instruction	1,280	1,244	2,500	2,500

700.702 - General Service Agreement	224	13,712	16,500	1,500
700.703 - Maintenance of Equipment	3,886	4,367	3,886	3,886
20 - Contract services Total	5,391	19,323	22,886	7,886
25 - Cost allocation				
800.801 - Equipment Reimbursement	27,840	37,992	23,250	0
800.802 - IT Reimbursement	52,465	27,084	27,088	39,875
800.803 - City Channel Reimb	14,906	16,272	16,276	0
800.804 - Web Site Reimbursement	6,542	3,612	3,606	0
800.805 - CC CAP Allocation				9,136
800.806 - CM CAP Allocation				19,832
800.809 - City Clerk CAP Alloc				487
800.810 - City Attorney CAP Alloc				43,732
800.814 - Finance CAP Alloc				12,846
800.815 - Human resources CAP Alloc				45,450
800.820 - Grounds Maintenance CAP				1,780
800.821 - Building Maintenance CAP				20,000
25 - Cost allocation Total	101,753	84,960	70,220	193,138
31 - Special projects				
900.936 - 3-YR Scanning Project	91,489	35,828	60,000	68,000
900.958 - Fee Study		0	0	0
900.995 - Special Projects - CDD			0	0
31 - Special projects Total	91,489	35,828	60,000	68,000
35 - Contingencies				
719.705 - Contingencies	0	0	3,719	2,976
35 - Contingencies Total	0	0	3,719	2,976
50 - Other financing uses				
701.701 - Refundable Deposit Expense			0	0
50 - Other financing uses Total			0	0
<b>713 General Building Total</b>	<b>906,985</b>	<b>540,000</b>	<b>579,471</b>	<b>758,945</b>



CUPERTINO

**PUBLIC RESOURCES**

**Other Protection**

**BUILDING-  
CONSTRUCTION PLAN CHECKING**

Budget Unit 100-73-714

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 1,410,000
Total Expenditures	1,484,289
Fund Balance	-
<hr/>	
General Fund Costs	\$ 74,289
Total Staffing	5.40
% Funded by the General Fund	5.0%

**PROGRAM OVERVIEW**

The Building Plan Check program is responsible for the timely and accurate review and approval of plans and specifications for all residential, commercial and industrial permit applications for buildings and structures to ensure the proposed design meets or exceeds the minimum life safety, plumbing, mechanical, electrical, accessibility, energy and structural safety standards of all governing codes.

**SERVICE OBJECTIVES**

- Provide a streamlined building plan review system that will ensure plans comply with all applicable state and local codes and ordinances.
- Continue to streamline the internal application processing system and permit review process.
- Confer with design professionals on project application and pre-application meetings.
- Provide general code information for property owners, design professionals, developers, contractors and the general public.
- Assist building inspectors in difficult or unusual code interpretation as it applies to various buildings and structures.
- Assist in training of building inspectors and permit technicians in conducting residential and minor commercial plan review.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,484,289 for the Construction Plan Checking Budget. This represents a decrease of \$1,952,253 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to completion of special projects.

This budget is funded from \$1,410,000 in estimated department revenue and a \$74,289 contribution from the General Fund.

**SPECIAL PROJECTS**

This budget includes funding for the following special projects:

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Hamptons</b>	\$217,000	\$217,000*	Pass Through Revenues*	Hamptons Apartment Redevelopment
<b>Marina Plaza</b>	\$30,500	\$30,500*	Pass Through Revenues*	Marina Plaza Redevelopment

\*Cost recovered

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

**Community Development - Construction Plan Check**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	6,145	5,500	700,000	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	1,959,477	1,899,048	1,410,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	160,105	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,145</b>	<b>\$ 1,964,977</b>	<b>\$ 2,759,153</b>	<b>\$ 1,410,000</b>
<u>Expenditures</u>				
Employee Compensation	187,190	389,113	528,611	560,105
Employee Benefits	72,978	156,137	221,609	228,532
Materials	4,320	4,417	2,067	14,230
Contract Services	134,496	118,200	518,717	160,767
Cost Allocation	17,542	54,312	54,307	231,492
Capital Outlay	-	-	-	-
Special Projects	1,975,666	720,369	2,059,153	247,500
Appropriations for Contingency	-	-	52,078	41,663
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,392,191</b>	<b>\$ 1,442,548</b>	<b>\$ 3,436,542</b>	<b>\$ 1,484,289</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 2,386,046</b>	<b>\$ (522,429)</b>	<b>\$ 677,389</b>	<b>\$ 74,289</b>

**STAFFING**

Total current authorized positions – 5.10

Recommend a reallocation resulting in an increase of 0.30 to the current level of staffing.

Total authorized positions – 5.40

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>714 Construction Plan Check</b>				
<b>05 - Employee compensation</b>				
500.501 - Salaries Full Time	186,600	386,466	521,078	548,296
500.503 - Excess Med Pay	272	0	886	0
500.505 - Overtime	318	2,647	3,750	10,000
500.507 - Taxable Life Premium		0	1,521	1,809
500.510 - Employee Agency Serv	0	0	1,376	0
500.512 - Vacancy Salary Savings	0	0	0	0
<b>05 - Employee compensation Total</b>	<b>187,190</b>	<b>389,113</b>	<b>528,611</b>	<b>560,105</b>
<b>10 - Employee benefits</b>				
501.500 - Retirement System	48,986	100,927	144,049	146,144
501.502 - Pers 1959 Surv Empr	88	77	29	0
501.505 - Health Insurance	15,557	32,959	43,812	46,477
501.506 - Dental Insurance	1,552	3,772	4,793	5,169
501.507 - Medicare	2,663	5,774	7,527	7,912
501.508 - Life Insurance	1,189	2,657	3,471	3,741
501.509 - Long Term Disability	857	2,154	3,508	3,808
501.510 - Workers Compensation	1,133	1,128	3,530	3,530
501.511 - Vision Insurance	296	720	914	972
501.516 - Hra City Contribution	656	5,968	9,976	10,779
<b>10 - Employee benefits Total</b>	<b>72,978</b>	<b>156,137</b>	<b>221,609</b>	<b>228,532</b>
<b>15 - Materials</b>				
600.601 - General Office Supplies	1,443	2,330	1,200	3,400
600.608 - Small Tools and Equipment	2,541	495	0	8,555
600.613 - General Supplies	50	526	600	875
600.618 - Utilities and Phone	0	0	267	0
600.632 - Mileage Reimbursement	0	0	0	0
600.642 - Telephone and Data Services	286	1,067	0	1,400
<b>15 - Materials Total</b>	<b>4,320</b>	<b>4,417</b>	<b>2,067</b>	<b>14,230</b>
<b>20 - Contract services</b>				
700.701 - Training and Instruction	523	4,488	3,950	6,500
700.702 - General Service Agreement	132,706	112,248	513,500	153,000
700.703 - Maintenance of Equipment	1,267	1,463	1,267	1,267
<b>20 - Contract services Total</b>	<b>134,496</b>	<b>118,200</b>	<b>518,717</b>	<b>160,767</b>
<b>25 - Cost allocation</b>				
800.802 - IT Reimbursement	15,597	47,928	47,926	82,516
800.804 - Web Site Reimbursement	1,945	6,384	6,381	0
800.805 - CC CAP Allocation				27,046
800.806 - CM CAP Allocation				24,866
800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				16,751
800.815 - Human resources CAP Alloc				37,103
800.820 - Grounds Maintenance CAP				3,492
800.821 - Building Maintenance CAP				39,231
<b>25 - Cost allocation Total</b>	<b>17,542</b>	<b>54,312</b>	<b>54,307</b>	<b>231,492</b>
<b>31 - Special projects</b>				
900.923 - Apple Campus 2	1,975,666	635,499	1,761,153	0



900.930 - Main Street	0	84,869	60,000	0
900.995 - Special Projects - CDD			238,000	247,500
31 - Special projects Total	1,975,666	720,369	2,059,153	247,500
35 - Contingencies				
719.705 - Contingencies	0	0	52,078	41,663
35 - Contingencies Total	0	0	52,078	41,663
<b>714 Construction Plan Check Total</b>	<b>2,392,191</b>	<b>1,442,548</b>	<b>3,436,542</b>	<b>1,484,289</b>



**PUBLIC RESOURCES**

**Other Protection**

**BUILDING-  
BUILDING CODE  
ENFORCEMENT**

Budget Unit 100-73-715  
General Fund

Total Revenue	\$ 1,754,000
Total Expenditures	1,845,840
Fund Balance	-
<hr/>	
General Fund Costs	\$ 91,840
Total Staffing	5.65
% Funded by the General Fund	5.0%

**PROGRAM OVERVIEW**

The Building Inspection program is responsible for the construction inspection of all new and existing buildings and structures for conformity with approved plans and permits, and for compliance with state and local building code requirements. The program also responds to emergency situations and complaints of unsafe structures, work without permits, and prepares Notices of Violation as necessary. Unabated cases are referred to the Code Enforcement Division for further action.

**SERVICE OBJECTIVES**

- Build and maintain a positive working relationship with co-workers, other city employees and the general public using principles of quality customer service.
- Build and maintain a partnership with property owners, developers and contractors to help our customers meet their building occupancy goals.
- Perform building inspections within 48 hours of receiving the request.
- Consistently and accurately document non-complying code issues to ensure proper and safe installation of routine and complex building systems.
- Ensure that minimum building code safety requirements are met in all phases of construction for structural, electrical, plumbing, mechanical and accessibility installations.
- Educate community members about Life and Safety inspection issues as they occur before and during the construction process.
- Work with owners, developers and contractors to implement principles of green building as required in the CALGreen Building Code and Cupertino green building requirements.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,845,840 for the Building Inspection Budget. This represents an increase of \$32,951 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to changes to the City's Cost Allocation Plan (CAP) and an increase in staff allocation to this program.

This budget is funded from \$1,754,000 in estimated department revenue and a \$91,840 contribution from the General Fund.

## SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Hamptons	\$519,000	\$519,000*	Pass Through Revenues*	Hamptons Apartments Redevelopment
Marina Plaza	\$165,000	\$165,000*	Pass Through Revenues*	Marina Plaza Redevelopment

\*Cost recovered

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

**Community Development - Building Code Enforcement**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	1,043	238,925	1,438,000	1,754,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	646,219	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	48,000	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,043</b>	<b>\$ 885,145</b>	<b>\$ 1,486,000</b>	<b>\$ 1,754,000</b>
<u>Expenditures</u>				
Employee Compensation	416,530	525,460	682,371	570,342
Employee Benefits	169,203	211,444	290,324	246,537
Materials	21,155	11,953	9,993	24,936
Contract Services	96,557	172,981	83,306	49,906
Cost Allocation	53,691	71,424	109,565	262,655
Capital Outlay	-	-	-	-
Special Projects	797,116	2,332,343	628,000	684,000
Appropriations for Contingency	-	622	9,330	7,464
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,554,253</b>	<b>\$ 3,326,227</b>	<b>\$ 1,812,889</b>	<b>\$ 1,845,840</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,553,210</b>	<b>\$ 2,441,083</b>	<b>\$ 326,889</b>	<b>\$ 91,840</b>

## STAFFING

Total current authorized positions – 6.55

Recommend a reallocation resulting in a decrease of 0.90 to the current level of staffing.

Total authorized positions – 5.65

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>715 Building Code Enforcement</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	416,530	520,872	671,384	565,075
500.502 - Salaries Part Time		3,957	0	0
500.503 - Excess Med Pay	0	0	290	0
500.505 - Overtime	0	632	6,100	1,000
500.507 - Taxable Life Premium		0	4,597	4,267
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave				0
05 - Employee compensation Total	416,530	525,460	682,371	570,342
10 - Employee benefits				
501.500 - Retirement System	108,625	136,014	184,199	153,335
501.502 - Pers 1959 Surv Empr	169	112	56	0
501.505 - Health Insurance	37,634	41,998	56,236	48,622
501.506 - Dental Insurance	3,780	5,025	6,155	5,407
501.507 - Medicare	5,963	7,935	9,639	8,153
501.508 - Life Insurance	2,898	3,677	4,331	3,706
501.509 - Long Term Disability	2,143	2,952	4,605	3,904
501.510 - Workers Compensation	4,077	3,468	11,117	11,117
501.511 - Vision Insurance	722	956	1,174	1,017
501.516 - Hra City Contribution	3,192	9,307	12,812	11,276
10 - Employee benefits Total	169,203	211,444	290,324	246,537
15 - Materials				
600.601 - General Office Supplies	1,463	2,027	3,600	3,600
600.608 - Small Tools and Equipment	13,629	1,300	0	10,985
600.618 - Utilities and Phone	0	15	5,542	0
600.629 - Conference and Meeting	0	0	851	851
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services	6,064	8,612	0	9,500
15 - Materials Total	21,155	11,953	9,993	24,936
20 - Contract services				
700.701 - Training and Instruction	4,874	2,933	6,250	6,250
700.702 - General Service Agreement	38,154	123,185	38,000	4,600

700.703 - Maintenance of Equipment	4,056	4,377	4,056	4,056
700.707 - Bank Charges	49,474	42,486	35,000	35,000
20 - Contract services Total	96,557	172,981	83,306	49,906
25 - Cost allocation				
800.801 - Equipment Reimbursement			38,140	0
800.802 - IT Reimbursement	47,738	63,036	63,033	117,224
800.804 - Web Site Reimbursement	5,953	8,388	8,392	0
800.805 - CC CAP Allocation				21,919
800.806 - CM CAP Allocation				5,809
800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				29,563
800.815 - Human resources CAP Alloc				40,740
800.820 - Grounds Maintenance CAP				3,835
800.821 - Building Maintenance CAP				43,078
25 - Cost allocation Total	53,691	71,424	109,565	262,655
31 - Special projects				
900.923 - Apple Campus 2	746,086	2,306,775	528,000	0
900.928 - Biltmore	51,030	25,568	0	0
900.929 - Rosebowl	0	0	0	0
900.930 - Main Street	0	0	0	0
900.995 - Special Projects - CDD			100,000	684,000
31 - Special projects Total	797,116	2,332,343	628,000	684,000
35 - Contingencies				
719.705 - Contingencies	0	622	9,330	7,464
35 - Contingencies Total	0	622	9,330	7,464
<b>715 Building Code Enforcement Total</b>	<b>1,554,253</b>	<b>3,326,227</b>	<b>1,812,889</b>	<b>1,845,840</b>



**PUBLIC RESOURCES**

**Other Protection**

**BUILDING-  
MUNI CODE ENFORCEMENT**

Budget Unit 100-73-718  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	276,174
Fund Balance	-
<hr/>	
General Fund Costs	\$ 276,174
Total Staffing	1.25
% Funded by the General Fund	100.0%

**PROGRAM OVERVIEW**

The Community Development Code Enforcement Program provides for the enforcement of various provisions of the municipal code relating to nonconforming land use and building code compliance. These activities include building without permits, unpermitted removal of protected trees, nonconforming accessory structures, various use permit violations, private residential fence height/setback violations, and nonconforming signs. Assistance is provided to Planning and Building Division staff in the resolution of different code violations and land use concerns, which are contrary to the municipal code.

**SERVICE OBJECTIVES**

- Respond to citizen, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$276,174 for the Muni Code Enforcement Budget. This represents a decrease of \$29,368 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in staffing allocations to this program.

This budget is funded entirely from a contribution from the General Fund.

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

**Community Development - Municipal Code Enforcement**

Category	2014-2015	2014-2015	2016-2017	2016-2017
	Actual	Actual	Proposed Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	17,997	12,738	17,000	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 17,997</b>	<b>\$ 12,738</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	90,958	155,164	158,623	121,941
Employee Benefits	36,464	63,299	65,420	50,054
Materials	2,755	8,241	7,559	9,419
Contract Services	5,105	4,697	8,800	5,530
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Cost Allocation	35,122	65,136	65,140	87,921
Appropriations for Contingency	-	-	-	1,309
<b>TOTAL EXPENDITURES</b>	<b>\$ 170,404</b>	<b>\$ 296,537</b>	<b>\$ 305,542</b>	<b>\$ 276,174</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 152,407</b>	<b>\$ 283,799</b>	<b>\$ 288,542</b>	<b>\$ 276,174</b>

**STAFFING**

Total current authorized positions – 2.70

Recommend a reallocation resulting in a decrease of 1.45 to the current level of staffing.

Total authorized positions – 1.25



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

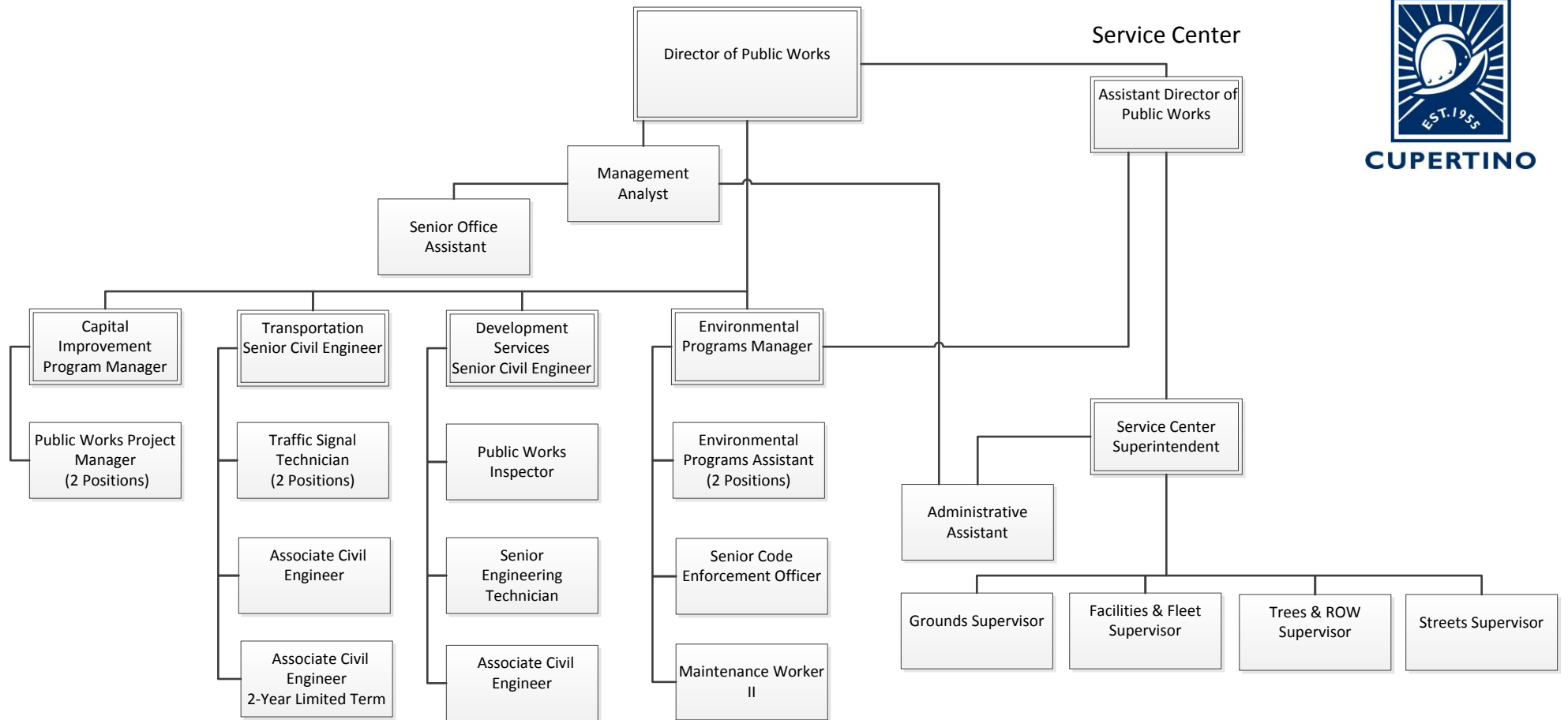
	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>718 Muni-Bldg Code Enforcement</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	90,640	154,907	156,398	119,910
500.503 - Excess Med Pay	126	0	126	0
500.505 - Overtime	192	257	1,500	1,500
500.507 - Taxable Life Premium		0	599	531
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	90,958	155,164	158,623	121,941
10 - Employee benefits				
501.500 - Retirement System	22,830	38,305	39,690	31,708
501.502 - Pers 1959 Surv Empr	56	82	56	0
501.505 - Health Insurance	8,739	14,192	15,546	10,708
501.506 - Dental Insurance	1,769	2,319	1,663	1,197
501.507 - Medicare	1,255	2,379	2,288	1,729
501.508 - Life Insurance	669	1,252	1,150	868
501.509 - Long Term Disability	490	1,028	1,008	840
501.510 - Workers Compensation	283	564	283	283
501.511 - Vision Insurance	176	335	313	225
501.516 - Hra City Contribution	196	2,844	3,423	2,496
10 - Employee benefits Total	36,464	63,299	65,420	50,054
15 - Materials				
600.601 - General Office Supplies	928	600	1,200	1,200
600.608 - Small Tools and Equipment	0	5,436	1,500	3,300
600.611 - Uniforms/Safety Appar	121	0	500	500
600.613 - General Supplies	38	0	150	210
600.618 - Utilities and Phone	0	0	1,649	0
600.629 - Conference and Meeting	0	1,122	2,500	2,500
600.632 - Mileage Reimbursement	20	0	60	60
600.642 - Telephone and Data Services	1,649	1,082	0	1,649
15 - Materials Total	2,755	8,241	7,559	9,419
20 - Contract services				
700.701 - Training and Instruction	144	0	3,300	4,030
700.702 - General Service Agreement	3,779	3,233	5,500	1,500
700.703 - Maintenance of Equipment	1,183	1,463	0	0
20 - Contract services Total	5,105	4,697	8,800	5,530
25 - Cost allocation				
800.801 - Equipment Reimbursement	17,580	44,484	44,480	0
800.802 - IT Reimbursement	15,597	18,228	18,233	24,536
800.804 - Web Site Reimbursement	1,945	2,424	2,427	0
800.805 - CC CAP Allocation				8,319
800.806 - CM CAP Allocation				2,126
800.809 - City Clerk CAP Alloc				487

800.814 - Finance CAP Alloc				10,191
800.815 - Human resources CAP Alloc				19,643
800.820 - Grounds Maintenance CAP				1,849
800.821 - Building Maintenance CAP				20,770
25 - Cost allocation Total	35,122	65,136	65,140	87,921
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,636	1,309
35 - Contingencies Total	0	0	1,636	1,309
<b>718 Muni-Bldg Code Enforcement Total</b>	<b>170,404</b>	<b>296,537</b>	<b>307,178</b>	<b>276,174</b>



# Public Works

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





**CUPERTINO**

# Public Works

			<b>Proposed 2016-17</b>
<b>Page Administration</b>			<b>\$ 1,531,851</b>
GI Org			
510	100-80-800	Public Works Administration	1,531,851
514	100-80-851	Environmental Management	-
<b>Environmental Programs</b>			<b>\$ 3,869,077</b>
GI Org			
515	520-81-801	Resource Recovery	671,613
520	230-81-802	Non Point Source	3,197,464
<b>Development Services</b>			<b>\$ 2,187,546</b>
GI Org			
525	100-82-804	Plan Review	1,012,224
529	100-82-805	Inspection Service	-
530	100-82-806	Capital Improvement Program - Administration	1,175,322
<b>Service Center</b>			<b>\$ 1,660,327</b>
GI Org			
534	100-83-807	Administration	1,660,327
<b>Grounds and Fleet</b>			<b>\$ 4,014,847</b>
GI Org			
539	100-84-808	McClellan Ranch Park	65,540
543	100-84-809	Memorial Park	578,633
548	100-84-812	School Site Maintenance	769,372
553	100-84-813	Neighborhood Parks	1,560,033
558	100-84-814	Sports Field Jollyman/Creekside	514,581
562	100-84-815	Civic Center Maintenance	526,688



CUPERTINO

# Public Works

**Final  
Adopted  
2016-17**

**Page Streets \$ 11,550,383**

GI Org

566	100-85-818	Storm and Drain Maintenance	462,391
570	210-90-978	Minor Storm Drain	75,000
573	270-85-820	Sidewalk Curb and Gutter	1,001,932
577	270-85-821	Street Pavement Maintenance	7,275,167
581	270-85-822	Street Signs Markings	662,359
585	100-85-823	Graffiti Removal	
587	100-85-848	Street Lighting	550,658
592	630-85-849	Equipment Maintenance	1,395,195
597	100-85-850	Environmental Materials	127,681

**Trees and Right of Way \$ 2,769,700**

GI Org

601	100-86-824	Overpasses and Medians	1,365,888
605	100-86-825	Street Tree Maintenance	947,730
610	100-86-826	Weekend Work Program	456,082

**Facilities \$ 4,039,620**

GI Org

613	100-87-827	Building Maintenance City Hall	595,032
617	100-87-828	Library	622,835
622	100-87-829	Service Center	335,567
627	100-87-830	Quinlan Community Center	448,638
632	100-87-831	Senior Center	357,438
637	100-87-832	McClellan Ranch	134,854
642	100-87-833	Monta Vista	153,197
646	100-87-834	Wilson	69,237
651	100-87-835	Portal	48,887
655	570-87-836	Cupertino Sports Center	395,164
660	100-87-837	Creekside Park	67,785



**CUPERTINO**

# Public Works

**Proposed  
2016-17**

**Page Facilities (Continued)**

GI Org

664	100-87-838	Community Hall Maintenance	311,722
668	100-87-839	Teen Center Building Maintenance	43,549
672	100-87-840	Park Restrooms	157,933
676	100-87-841	Blackberry Farm Maintenance	297,782

**Transportation**

**\$ 2,393,711**

GI Org

680	100-88-844	Traffic Engineering	1,758,401
685	100-88-845	Traffic Signal Maintenance	635,310

**Fixed Asset Acquisition**

**\$ 1,222,000**

GI Org

689	630-90-985	Fixed Asset Acquisition	1,222,000
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**TOTAL PUBLIC WORKS \$ 35,239,062**

## DIVISION SUMMARY

### Public Works - Summary

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	44,915	138,921	140,300	140,700
Intergovernmental Revenue	-	294,079	-	1,800,606
Charges for Services	3,770,404	1,971,584	3,854,000	8,898,276
Fines and Forfeitures	1,804	2,724	502,000	502,000
Miscellaneous Revenue	-	510,008	-	-
Interdepartmental Revenue	-	-	128,679	128,679
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,624,979</b>	<b>\$ 11,470,261</b>
<u>Expenditures</u>				
Employee Compensation	5,945,031	6,180,282	7,099,184	7,373,774
Employee Benefits	2,665,824	2,813,617	3,479,352	3,507,566
Materials	2,493,692	2,626,250	2,873,970	3,004,602
Contract Services	3,476,113	3,987,371	4,428,616	5,350,615
Cost Allocation	2,428,436	2,765,504	2,596,134	4,762,211
Capital Outlay	182,819	398,366	240,000	190,000
Special Projects	3,330,181	12,108,972	9,494,755	10,650,518
Appropriations for Contingency	-	-	499,707	399,776
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,522,096</b>	<b>\$ 30,880,361</b>	<b>\$ 30,711,718</b>	<b>\$ 35,239,062</b>
Fund Balance	-	-	(1,419,858)	(3,242,235)
<b>General Fund Costs</b>	<b>\$ 20,522,096</b>	<b>\$ 30,880,361</b>	<b>\$ 24,666,881</b>	<b>\$ 20,526,566</b>

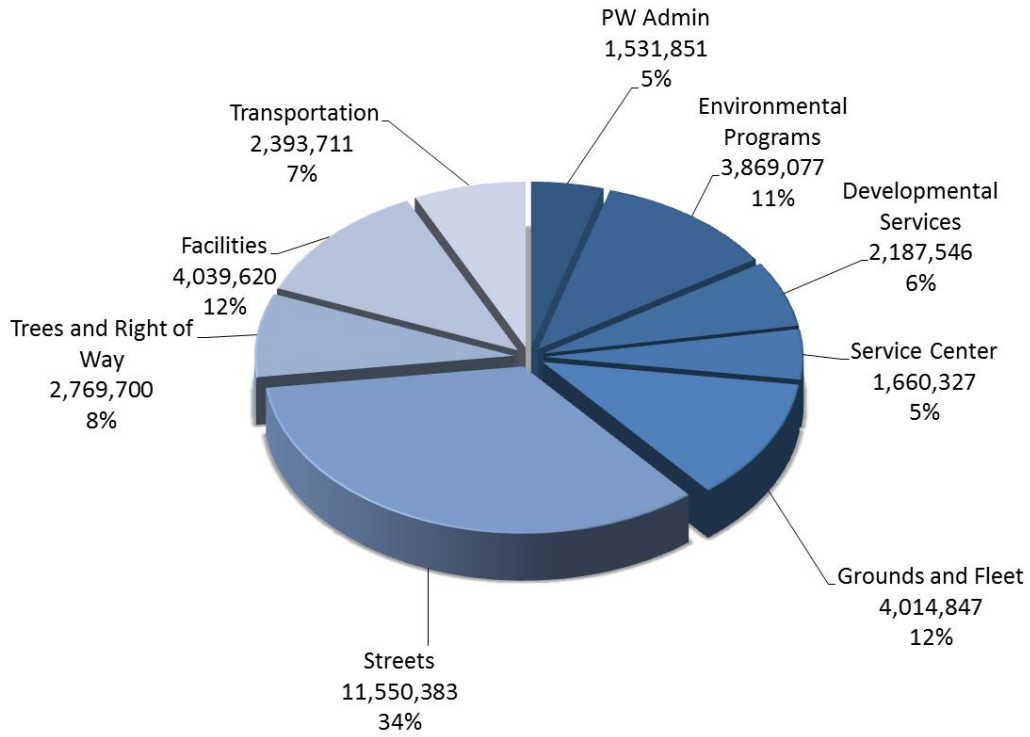
### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$35,239,062 for Public Works Department. This represents an increase of \$4,527,344 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to changes in costs allocation and the request to add an additional position.

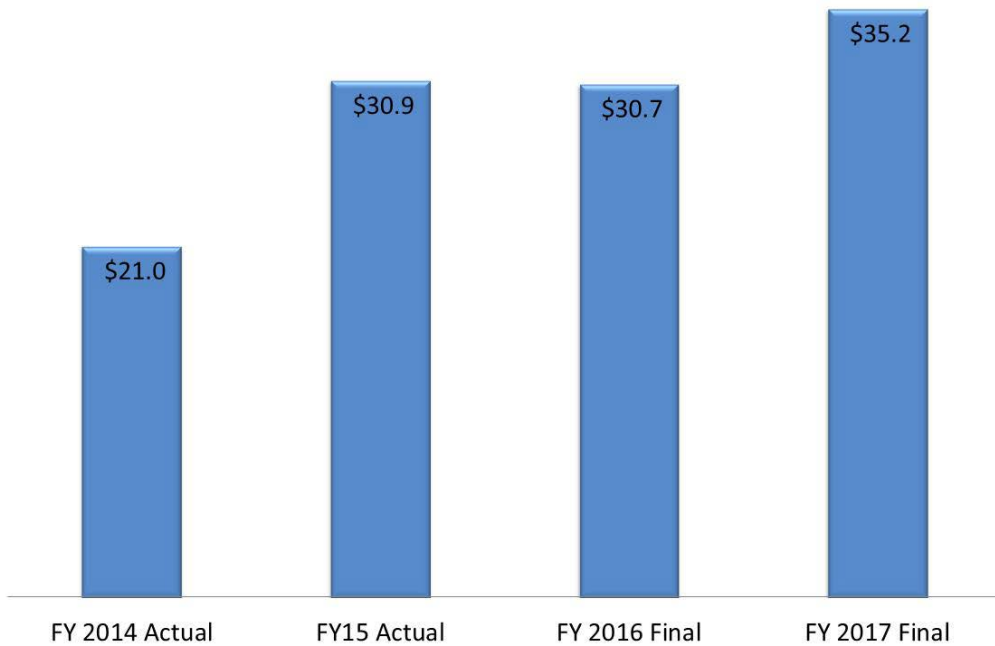
This budget is funded from \$11,470,261 in estimated department revenue, the use of \$3,242,235 in retained earnings and a \$20,526,566 contribution from the General Fund.



## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History In Millions





**PUBLIC RESOURCES**  
**Public Ways**

**PUBLIC WORKS**  
**Timm Borden, Director**

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 11,470,261
Total Expenditures	35,239,062
Fund Balance	(3,242,235)
<hr/>	
General Fund Costs	\$ 20,526,566
Total Staffing	83.12
% Funded by General Fund	58.2%

**KEY PERFORMANCE MEASURES BY DEPARTMENT**  
**CAPITAL PROJECT DELIVERY**

**GOAL: Deliver capital projects on time and within budget**

Mission	Measure	2015	2016	2017	Ongoing Target
So that... City funds capital improvement projects.	Meet published commitments to Council and community				90%
So that... Projects are utilized by the community.	Projects are on budget	83% (10/12) *			80%
So that... Residents and businesses are assured their community is being improved by efficient use of taxes and fees.	Projects are on time				80%

*\*Current measure included both budget & time. These will be separated into distinct measures by 2017*

**DEVELOPMENT SERVICES**

**GOAL: Provide timely review and permitting of privately completed improvements within the public right of way.**

	Mission	Measure	2015	2016	2017	Ongoing Target
So that... Public Works Department reviews improvements within the public right of way.	<b>i</b>	Review and permit private development in a consistent manner in accordance with applicable codes, standards and policies	100%			100%
So that... Projects are constructed to an approved standard by a well-trained staff.	<b>i</b>	Respond to complete plan submittals or applications within two (2) weeks	97%			90%
So that... Customers expect quality reviews and permitting on a defined schedule.	<b>i</b>	Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	100%			95%

**DEPENDABLE INFRASTRUCTURE**

**GOAL: Timely maintain levels of service to meet community and environment requirements at optimal life-cycle costs.**

So that...













The City consistently funds infrastructure maintenance and safety improvement programs.

So that...

Infrastructure indicates good condition; safety programs are effective.

So that...

Cupertino has well maintained infrastructure and programs that meets the needs of the community.




Mission	Measure	2015	2016	2017	Ongoing Target
           	Paving project funding	\$13.5M			N/A
	Concrete project funding	\$750K			N/A
	Bicycle / pedestrian project funding	\$690K			N/A
	Storm water system improvement funding	\$2.57M			N/A
	Pavement condition index (PCI) > or equal to 80*	70	74		80
	Walk/bike mode share for middle and high school students travelling to school	UNK			40%
	Respond to reported storm drain system deficiencies with one (1) business day	100%			100%
	Remove known graffiti on City property within two (2) business days	100%			100%
	Respond within one (1) business day on any reported unsafe condition of street pavement markings & signs	100%			100%
	Respond within one (1)hour on any reported safety issue regarding traffic signals	100%			100%
Respond to reported streetlight outages within two (2) business days	100%			100%	
Respond & mitigate sidewalk and pathway deficiencies within one (1) business day	100%			100%	
Resolve any reported unsafe playground equipment issue within one (1) business day	100%			100%	

\* Requires \$7.5M annually to achieve by 2019

**Mission statement:** provide exceptional service, encourage all members of the community to take responsibility for one another, and to support the values of education, innovation and collaboration.






**ENVIRONMENT**

**GOAL: Protect our natural environment for current and future generations.**

	Mission	Measure	2015	2016	2017	Ongoing Target
So that... <div style="border: 1px solid black; padding: 5px; width: fit-content;">           City is responsible for a comprehensive storm water pollution prevention program.         </div>		Compliance with municipal regional permit requirements	100%	100%		100%
So that... <div style="border: 1px solid black; padding: 5px; width: fit-content;">           Potential pollutants are stopped before entering the storm drain system.         </div>		Respond to reports of actual or potential discharge within one (1) business day	98%			95%
So that... <div style="background-color: #003366; color: white; padding: 5px; width: fit-content;">           Current and future residents enjoy healthy creeks and a cleaner San Francisco Bay.         </div>		Percent of businesses in compliance during annual proactive inspections	85%			75%

ENVIRONMENT





**GOAL: Protect our natural environment and conserve resources for current and future generations.**

Mission	Measure	2015	2016	2017	Ongoing Target
So that... City implements solid waste collection services that encourage diversion of waste from landfills.	 Tons of waste entering landfill( <i>does not include self-haul or material to landfills other than Newby Island</i> )	26,993 tons			N/A
	 Enforce applicable City ordinance and franchise agreement requirements	100%			100%
So that... Diversion of solid waste from landfill is maximized,compost is produced for community use, recyclable material is sold to help offset collection costs and methane gas emissions at landfills are reduced.	CalRecycle diversion rate	*			75%
	 Commercial diversion rate( <i>does not include business donations, back haul, or other source reduction, etc</i> ).	37%			60%
	 Number of all business accounts separating organics	19% (83 out of 447)			20%
So that... Current and future residents of Cupertino enjoy a healthy, sustainable environment.	 Number of site visits, workshops, events and activities to inform residents and businesses	189			150

\*CalRecycle has a 12 month lag in reporting

**ENVIRONMENT**

**GOAL: Protect and expand the City’s urban canopy as visible and tangible commitment to Cupertino’s environment.**



	Mission	Measure	2015	2016	2017	Ongoing Target	
So that...		Enforce applicable City ordinance and keep current annual urban forest work plan	100%			100%	
City is responsible for the maintenance and enhancement of the urban forest.							
So that...			Respond to reported safety issues within one (1) business day	100%			100%
Cupertino’s urban forest is resilient, healthy and safe.							
So that...		Inspect and maintain minimum of 2,100 out 17,000 street, median and park trees annually*	81%			100%	
Current and future residents enjoy all of the benefits provided by a healthy urban forest.		Plant more trees than removed**	556%			110%	

\* Eight year cycle

\*\*2015 completed a four year tree program to plant 400 trees annually.

**ENVIRONMENT**

**GOAL: Invest in technologies that “lead by example” and encourage others to take environmental action through their own purchasing decisions.**

	Mission	Measure	2015	2016	2017	Ongoing Target
So that... The City purchases and maintains vehicle fleet for delivery of services.		All new vehicle purchases are to be hybrid and/or electric only models	67%			90%
So that... Vehicles purchased have the least environmental impact possible.		When combustion vehicles are purchased, vehicle selection is to be determined by fuel efficiency, idle efficiency and emissions	90%			90%
So that... Cupertino invests in technologies that expand new and emerging markets that support our shared environment.						





CUPERTINO

**PUBLIC RESOURCES**

**Public Ways**

**ADMINISTRATION-  
 PUBLIC WORKS ADMINISTRATION**

Budget Unit 100-80-800  
 General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ 266,238
Total Expenditures		1,531,851
Fund Balance		-
	General Fund Costs	\$ 1,265,613
Total Staffing		3.25
	% Funded by General Fund	82.6%

**PROGRAM OVERVIEW**

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

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

**SERVICE OBJECTIVES**

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

- Represent the City on county and regional issues such as congestion management, and mobility and transit planning.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,531,851 for the Public Works Administration Budget. This represents an increase of \$874,169 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year and a new special project of \$115,000 for landscape conversion rebates.

This budget is funded from \$266,238 in charges to user departments and a \$1,265,613 contribution from the General Fund.

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

**SPECIAL PROJECTS**

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Landscape Conversion Rebates Program</b>	\$115,000	\$115,000	General Fund	Landscape Conversion Rebates
<b>TOTAL</b>	\$115,000	\$115,000		

**Public Works -Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	266,238
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 266,238</b>
<u>Expenditures</u>				
Employee Compensation	409,779	357,831	402,591	422,641
Employee Benefits	148,032	144,116	176,136	170,796
Materials	12,363	13,131	17,039	17,839
Contract Services	800	521	2,000	2,000
Cost Allocation and Depreciation	85,384	57,828	57,825	801,902
Capital Outlay	-	-	-	-
Special Projects	-	-	-	115,000
Appropriations for Contingency	-	-	2,091	1,673
<b>TOTAL EXPENDITURES</b>	<b>\$ 656,358</b>	<b>\$ 573,428</b>	<b>\$ 657,682</b>	<b>\$ 1,531,851</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 656,358</b>	<b>\$ 573,428</b>	<b>\$ 657,682</b>	<b>\$ 1,265,613</b>

**STAFFING**

Total current authorized positions – 3.25

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

Total authorized positions – 3.25

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>800 Public Works Admin</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	406,124	347,765	383,810	377,682
500.502 - Salaries Part Time	0	6,328	12,500	40,000
500.503 - Excess Med Pay	0	0	572	0
500.505 - Overtime	55	0	0	0
500.506 - Car Allowance	3,600	3,738	4,350	3,600
500.507 - Taxable Life Premium		0	984	984
500.513 - Sick Leave			375	375
05 - Employee compensation Total	409,779	357,831	402,591	422,641
10 - Employee benefits				
501.500 - Retirement System	105,422	92,245	108,981	102,981
501.502 - Pers 1959 Surv Empr	159	67	53	0
501.505 - Health Insurance	18,048	25,340	28,278	28,926
501.506 - Dental Insurance	2,813	2,942	3,090	3,110
501.507 - Medicare	5,944	5,490	5,510	5,449
501.508 - Life Insurance	2,016	1,992	2,086	2,086
501.509 - Long Term Disability	1,492	1,672	2,578	2,552
501.510 - Workers Compensation	10,735	10,740	18,620	18,620
501.511 - Vision Insurance	538	562	583	585
501.516 - Hra City Contribution	866	3,065	6,357	6,487
10 - Employee benefits Total	148,032	144,116	176,136	170,796
15 - Materials				
600.601 - General Office Supplies	722	747	1,000	1,500
600.605 - Meeting Expenses	571	749	1,000	1,300
600.608 - Sml Tools and Equipment	0	1,702	0	0
600.613 - General Supplies	2,362	1,507	2,414	2,414
600.618 - Utilities and Phone	0	0	2,625	0
600.621 - Calrecylce City Payment Prgm Adm	469	-1,325	0	0
600.629 - Conference and Meeting	5,530	7,992	10,000	10,000
600.642 - Telephone and Data Services	2,710	1,759	0	2,625
15 - Materials Total	12,363	13,131	17,039	17,839
20 - Contract services				
700.701 - Training and Instruction	800	0	1,000	1,000
700.702 - General Service Agreement		521	1,000	1,000
20 - Contract services Total	800	521	2,000	2,000
25 - Cost allocation				
800.802 - IT Reimbursement	52,037	31,608	31,611	45,783
800.803 - City Channel Reimb	29,811	21,708	21,706	0
800.804 - Web Site Reimbursement	3,536	4,512	4,508	0
800.823 - Strategic Support CAP				756,119
25 - Cost allocation Total	85,384	57,828	57,825	801,902
31 - Special projects				
900.990 - Special Projects - PW			0	115,000
31 - Special projects Total			0	115,000
35 - Contingencies				
719.705 - Contingencies	0	0	2,091	1,673
35 - Contingencies Total	0	0	2,091	1,673
<b>800 Public Works Admin Total</b>	<b>656,358</b>	<b>573,428</b>	<b>657,682</b>	<b>1,531,851</b>



**PUBLIC RESOURCES**

**Public Ways**

**ADMINISTRATION-  
ENVIRONMENTAL MANAGEMENT**

Budget Unit 100-81-803

General Fund

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



**PUBLIC RESOURCES**

**Public Ways**

**ENVIRONMENTAL PROGRAMS-  
RESOURCE RECOVERY**

Budget Unit 520-81-801

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 1,924,000
Total Expenditures	3,197,464
Fund Balance	(1,330,909)
<hr/>	
General Fund Costs	\$ (57,445)
Total Staffing	4.35
% Funded by General Fund	N/A

**PROGRAM OVERVIEW**

The Resource Recovery Division manages the City’s garbage and recycling franchised hauler contract and provides garbage and recycling customer service for residents and business owners; develops and implements programs and policy to comply with AB 939 source reduction and recycling mandates; manages the City’s state-permitted residential household hazardous waste (HHW) door-to-door collection and disposal service; oversees the free compost giveaway at Stevens Creek Quarry and the associated property lease and trucking agreement for the compost site; and represents the City on countywide committees. The public education and outreach programs led by this division include visits to schools and employee training for businesses on-site as needed. The Division coordinates many complimentary activities with the Sustainability Division in the Office of the City Manager.

**SERVICE OBJECTIVES**

- Meet State AB 939 requirements to divert a minimum of 50% of Citywide waste from landfill and achieve the State (AB 341) goal of 75% diversion by 2020. Continue to help businesses implement the City’s Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with AB 1826. Beginning in FY 2016-2017, assist businesses and multi-family properties (that generate 4 cubic yards of garbage per week) with preparations to comply with mandatory organics recycling by July 1, 2018. Begin providing landlords and property owners with support and educational outreach for their tenants. City staff will make several visits to the management of each multi-family complex and may include a knock and talk campaign to assist residents and the

distribution of free kitchen containers to collect residential food waste prior to transferring it to a central garbage and recycling area.

- Provide contract oversight and customer service for garbage and recycling collection, yard waste processing, composting and household hazardous waste collection. Manage community events such as the citywide Garage Sale. Offer free compost for residents and provide assistance to schools for student recycling and composting projects and teachers' curriculum and presentations related to the City's environmental initiatives.

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$3,197,464 for the Resource Recovery Division. This represents an increase of \$490,238 over the FY 2015-16 Final Adopted Budget. The increase is primarily due to increased contract service and cost allocation changes.

This budget is funded from \$1,924,000 in estimated department revenue and \$1,330,909 in fund balance.

The following table details revenue, total expenditures, and changes in fund balance and fund costs by category for the two prior Fiscal Years, and the Final Adopted Budget for the current year and prior Fiscal Years:

**Public Works - Resources Recovery**

Category	2013-2014		2015-2016		2016-2017	
	Actual	Actual	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>						
Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Use of Money and Property	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	30,798	778,628	1,924,000	1,924,000	1,924,000	1,924,000
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Interdepartmental Revenue	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 30,798</b>	<b>\$ 778,628</b>	<b>\$ 1,924,000</b>	<b>\$ 1,924,000</b>	<b>\$ 1,924,000</b>	<b>\$ 1,924,000</b>
<u>Expenditures</u>						
Employee Compensation	281,617	364,001	455,549	455,549	433,953	433,953
Employee Benefits	102,377	108,174	177,806	177,806	184,838	184,838
Materials	8,662	14,664	19,834	19,834	21,760	21,760
Contract Services	1,611,580	1,982,445	1,975,000	1,975,000	2,401,000	2,401,000
Cost Allocation and Depreciation	154,810	79,177	79,037	79,037	155,913	155,913
Capital Outlay	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Appropriations for Contingency	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,159,047</b>	<b>\$ 2,548,461</b>	<b>\$ 2,707,226</b>	<b>\$ 2,707,226</b>	<b>\$ 3,197,464</b>	<b>\$ 3,197,464</b>
Fund Balance	-	-	(783,226)	(783,226)	(1,330,909)	(1,330,909)
<b>General Fund Costs</b>	<b>\$ 2,128,249</b>	<b>\$ 1,769,833</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (57,445)</b>	<b>\$ (57,445)</b>

**STAFFING**

Total current authorized positions – 4.35

Staffing includes the following positions: (unless otherwise noted, the remaining percentage of the FTE is allocated to the Non-Point Source budget)

- 65% of an Environmental Programs Manager;
- 50% of an Assistant to the City Manager & Sustainability Manager;
- 65% of an Environmental Specialist, (formerly Senior Code Enforcement position)
- 100% of an Environmental Programs Assistant, Outreach Coordinator;
- 65% of an Environmental Programs Assistant;
- 65% of an Environmental Compliance Technician (formerly Maintenance Worker II shared across the Non-Point Source and Storm Drain Operation budgets); and
- 25% of an Assistant Director of Public Works

Total authorized positions – 4.35



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>801 Resources Recovery</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	240,034	331,426	413,898	411,836
500.502 - Salaries Part Time	41,391	32,444	36,000	17,000
500.503 - Excess Med Pay		0	0	0
500.505 - Overtime	192	131	0	0
500.506 - Car Allowance		0	750	0
500.507 - Taxable Life Premium		0	3,821	4,037
500.510 - Employee Agency Serv	0	0	0	0
500.513 - Sick Leave			1,080	1,080
05 - Employee compensation Total	281,617	364,001	455,549	433,953
10 - Employee benefits				
501.500 - Retirement System	63,353	61,193	103,673	110,366
501.502 - Pers 1959 Surv Empr	116	71	39	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	20,688	23,742	38,047	38,311
501.506 - Dental Insurance	2,217	2,693	4,534	4,559
501.507 - Medicare	3,967	4,911	5,970	5,942
501.508 - Life Insurance	1,581	1,947	2,884	2,784
501.509 - Long Term Disability	1,135	1,596	2,813	2,855
501.510 - Workers Compensation	7,872	7,893	10,557	10,557
501.511 - Vision Insurance	424	494	780	783
501.516 - Hra City Contribution	1,025	3,634	8,509	8,681
10 - Employee benefits Total	102,377	108,174	177,806	184,838
15 - Materials				
600.601 - General Office Supplies	2,715	779	1,792	3,000
600.611 - Uniforms/Safety Appar			0	260
600.618 - Utilities and Phone	0	0	1,500	0
600.619 - Advertising and Legal Notices	0	0	0	0
600.621 - Calrecylce City Payment Prgm Adm	4,035	12,233	16,000	16,000
600.623 - Grant Expenditures	0	0	0	0
600.632 - Mileage Reimbursement	307	369	542	1,000
600.641 - Electrical Service				0
600.642 - Telephone and Data Services	1,605	1,283	0	1,500
15 - Materials Total	8,662	14,664	19,834	21,760
20 - Contract services				
700.701 - Training and Instruction	2,691	4,253	5,000	6,000
700.702 - General Service Agreement	1,608,889	1,978,192	1,970,000	2,395,000
20 - Contract services Total	1,611,580	1,982,445	1,975,000	2,401,000
25 - Cost allocation				
800.802 - IT Reimbursement	15,608	27,240	27,235	61,948
800.803 - City Channel Reimb	4,919	3,576	3,581	0
800.804 - Web Site Reimbursement	2,593	3,888	3,884	0

800.805 - CC CAP Allocation	22,164	1,846	1,707	20,865
800.806 - CM CAP Allocation	20,074	8,784	8,781	5,734
800.807 - ENV Affairs CAP Allo	6,370	2,460	2,459	0
800.808 - ECON Dev CAP Allo	4,875	2,364	2,359	0
800.809 - City Clerk CAP Alloc	3,203	2,514	0	3,900
800.811 - Public Affairs CAP Alloc	15,891	2,142	4,283	0
800.812 - Disaster PREP CAP Alloc	5,354	372	743	0
800.813 - Admin Serv CAP Allocation	15,284	4,248	4,252	0
800.814 - Finance CAP Alloc	28,983	10,248	10,252	18,355
800.815 - Human resources CAP Alloc	6,141	6,144	6,141	34,908
800.817 - Community Hall/Quinlan CAP				4,846
800.818 - PW Admin CAP				0
800.820 - Grounds Maintenance CAP				110
800.821 - Building Maintenance CAP				1,887
25 - Cost allocation Total	151,459	75,826	75,677	152,553
30 - Capital outlays				
900.904 - Non Recur Facility MGT		0	0	0
900.905 - Facility Improvements		0	0	0
30 - Capital outlays Total		0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition		0	0	0
900.990 - Special Projects - PW			0	0
31 - Special projects Total		0	0	0
50 - Other financing uses				
800.904 - Depreciation Expenses	3,351	3,351	3,360	3,360
50 - Other financing uses Total	3,351	3,351	3,360	3,360
<b>801 Resources Recovery Total</b>	<b>2,159,047</b>	<b>2,548,461</b>	<b>2,707,226</b>	<b>3,197,464</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

**PUBLIC RESOURCES**

**Public Ways**

**ENVIRONMENTAL PROGRAMS-  
NON-POINT SOURCE**  
Budget Unit 230-81-802  
Enterprise Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 630,679
Total Expenditures	671,613
Fund Balance	(111,696)
	<b>General Fund Costs \$ (70,762)</b>
Total Staffing	1.87
	% Funded by General Fund -10.5%

**PROGRAM OVERVIEW**

The Non-Point Source Division manages the City’s compliance with its State-mandated *Municipal Regional Stormwater NPDES Permit (MRP 2.0, reissued with changes effective January 1, 2016)*); provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; conducts annual inter-departmental staff training, scheduled business and construction site inspections and review of private development plans to ensure compliance with low impact development (LID) and new green infrastructure requirements. The division is responsible for calculating storm drain fees annually to submit to the County for collection on property tax bills, writing an annual report to the *Regional Water Quality Control Board* to verify and document the City’s compliance with Clean Water Act mandates; and engaging and educating the public via articles in the *Cupertino Scene*, webpage development, visits to businesses and presentations at local schools, De Anza College and community events. Public participation events include two or more annual volunteer creek cleanup days, a water quality monitoring day at Blackberry Farm, Earth Day and various countywide collaborative events. Implementation and annual progress assessment of the City’s eight-year litter reduction plan (approved by Council in January 2014) are among the requirements of the City’s Non-Point Source Program.

**SERVICE OBJECTIVES**

- Oversee the City’s compliance with the Municipal Regional Stormwater Permit (MRP 2.0) with regard to water pollution prevention, erosion control and low impact development (LID).

- Coordinate urban runoff pollution prevention activities with other departments divisions and private businesses. Mandated activities include: catch basin cleaning; post-construction oversight of permanent control measures installed at new and redeveloped sites; implementation of, and annual progress assessments for the eight-year litter-reduction plan; oversight of construction best management practices during private and public construction; inspection of grease-generating food facilities and other businesses to prevent water polluting discharges; complaint response and investigation to protect water quality; and education of staff and local businesses on best management practices for outdoor storage and activities.
- Represent the City on county and regional committees to prevent creek and San Francisco Bay pollution, erosion and illegal dumping.

### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$671,613 for the Non-Point Source Program Budget. This represents an increase of \$40,934 over the FY 2015-16 Final Adopted Budget. This increase is attributed primarily to an increase in contract and cost allocation charges.

This budget is funded from \$630,679 in estimated department revenue and the use of \$111,696 in retained earnings.

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

**Public Works - Non Point Source**

Category	2013-2014		2014-2015		2015-2016	2016-2017
	Actual	Actual	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>						
Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Use of Money and Property	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	300	100	-	-	-	-
Fines and Forfeitures	1,804	2,724	502,000	502,000	502,000	502,000
Miscellaneous Revenue	-	-	-	-	-	-
Interdepartmental Revenue	-	-	128,679	128,679	128,679	128,679
<b>TOTAL REVENUE</b>	<b>\$ 2,104</b>	<b>\$ 2,824</b>	<b>\$ 630,679</b>	<b>\$ 630,679</b>	<b>\$ 630,679</b>	<b>\$ 630,679</b>
<u>Expenditures</u>						
Employee Compensation	123,751	144,101	211,912	196,130	211,912	196,130
Employee Benefits	50,582	60,092	96,110	86,691	96,110	86,691
Materials	10,395	3,885	7,673	8,027	7,673	8,027
Contract Services	196,129	195,842	237,500	292,500	237,500	292,500
Cost Allocation and Depreciation	80,206	53,015	52,972	68,655	52,972	68,655
Capital Outlay	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Appropriations for Contingency	-	-	24,512	19,610	24,512	19,610
<b>TOTAL EXPENDITURES</b>	<b>\$ 461,064</b>	<b>\$ 456,935</b>	<b>\$ 630,679</b>	<b>\$ 671,613</b>	<b>\$ 630,679</b>	<b>\$ 671,613</b>
Fund Balance	-	-	-	(111,696)	-	(111,696)
<b>General Fund Costs</b>	<b>\$ 458,960</b>	<b>\$ 454,111</b>	<b>\$ -</b>	<b>\$ (70,762)</b>	<b>\$ -</b>	<b>\$ (70,762)</b>

**STAFFING**

Total current authorized positions – 1.87

Staffing includes the following positions: (unless otherwise noted, the remaining percentage of the FTE is allocated to the Resource Recovery budget)

- 35% of an Environmental Programs Manager;
- 35% of an Environmental Specialist, (formerly Senior Code Enforcement position);
- 35% of an Environmental Programs Assistant
- 35% of an Environmental Compliance Technician (formerly a Maintenance Worker II shared across the Non-Point Source and Storm Drain Operation budgets);
- 20% of an Assistant Director of Public Works;
- 12% of a Recreation Coordinator;
- 10% of a Senior Building Inspector; and
- 5% of a Maintenance Worker III

Total authorized positions – 1.87

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>802 Non Point Source</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	102,831	132,208	181,948	183,750
500.502 - Salaries Part Time	19,484	11,410	25,000	9,000
500.503 - Excess Med Pay	0	0	750	0
500.504 - Stand By			0	0
500.505 - Overtime	1,437	483	500	500
500.506 - Car Allowance		0	600	0
500.507 - Taxable Life Premium		0	2,364	2,130
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			750	750
05 - Employee compensation Total	123,751	144,101	211,912	196,130
10 - Employee benefits				
501.500 - Retirement System	30,340	36,137	50,278	49,660
501.502 - Pers 1959 Surv Empr	49	18	16	0
501.505 - Health Insurance	10,555	11,641	22,121	16,648
501.506 - Dental Insurance	1,449	1,616	2,627	2,033
501.507 - Medicare	1,167	1,505	3,409	2,651
501.508 - Life Insurance	811	951	1,611	1,226
501.509 - Long Term Disability	516	618	1,537	1,271
501.510 - Workers Compensation	5,260	5,256	9,130	9,130
501.511 - Vision Insurance	206	239	452	337
501.516 - Hra City Contribution	229	2,112	4,929	3,735
10 - Employee benefits Total	50,582	60,092	96,110	86,691
15 - Materials				
600.601 - General Office Supplies	9,399	2,589	6,317	6,317
600.604 - Postage		0	0	0
600.611 - Uniforms/Safety Appar			0	160
600.618 - Utilities and Phone	0	0	1,050	0
600.632 - Mileage Reimbursement	320	433	306	500
600.635 - Special Departmental Exp	0	0	0	0
600.642 - Telephone and Data Services	676	864	0	1,050
15 - Materials Total	10,395	3,885	7,673	8,027
20 - Contract services				
700.701 - Training and Instruction	2,299	236	2,500	2,500
700.702 - General Service Agreement	193,830	195,606	235,000	290,000
20 - Contract services Total	196,129	195,842	237,500	292,500
25 - Cost allocation				
800.802 - IT Reimbursement	15,417	12,840	12,840	26,391
800.803 - City Channel Reimb	4,993	3,636	3,635	0

800.804 - Web Site Reimbursement	2,558	1,836	1,831	0
800.805 - CC CAP Allocation	6,822	455	424	8,209
800.806 - CM CAP Allocation	9,194	15,564	15,561	2,166
800.807 - ENV Affairs CAP Alloc	2,913	972	973	0
800.808 - ECON Dev CAP Alloc	2,231	936	934	0
800.809 - City Clerk CAP Alloc	3,203	3,984	2,986	0
800.811 - Public Affairs CAP Alloc	4,891	846	1,695	0
800.812 - Disaster PREP CAP Alloc	1,648	150	295	0
800.813 - Admin Serv CAP Allocation	7,001	1,680	1,683	0
800.814 - Finance CAP Alloc	13,277	4,056	4,057	12,387
800.815 - Human resources CAP Alloc	6,058	6,060	6,058	19,502
800.818 - PW Admin CAP				0
25 - Cost allocation Total	80,206	53,015	52,972	68,655
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	24,512	19,610
35 - Contingencies Total	0	0	24,512	19,610
<b>802 Non Point Source Total</b>	<b>461,064</b>	<b>456,935</b>	<b>630,679</b>	<b>671,613</b>



**PUBLIC RESOURCES**

**Public Ways**

**DEVELOPMENT SERVICES-  
PLAN REVIEW**

Budget Unit 100-82-804  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,210,000
Total Expenditures	1,012,224
Fund Balance	-
	<hr/>
	General Fund Costs \$ (197,776)
Total Staffing	4.40
	% Funded by General Fund -19.5%

**PROGRAM OVERVIEW**

The Development Services Division is comprised of two areas:

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

**SERVICE OBJECTIVES**

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



## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,012,224 for the Development Services Program Budget. This represents a decrease of \$704,053 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily a decrease in the position allocated to this program.

This budget is funded from \$1,210,000 in estimated department revenue and is projected to return \$197,776 to the General Fund.

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

### Public Works - Development Services

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	283,365	1,188,055	1,930,000	1,210,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 283,365</b>	<b>\$ 1,188,055</b>	<b>\$ 1,930,000</b>	<b>\$ 1,210,000</b>
<i>Expenditures</i>				
Employee Compensation	653,950	492,876	531,694	512,928
Employee Benefits	266,246	210,885	251,366	245,073
Materials	11,917	13,724	15,202	25,918
Contract Services	140,810	40,490	51,000	61,000
Cost Allocation and Depreciation	51,054	55,608	60,410	162,021
Capital Outlay	-	-	-	-
Special Projects	13,343	1,054,160	800,000	-
Appropriations for Contingency	-	-	6,605	5,284
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,137,320</b>	<b>\$ 1,867,742</b>	<b>\$ 1,716,277</b>	<b>\$ 1,012,224</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 853,954</b>	<b>\$ 679,687</b>	<b>\$ (213,723)</b>	<b>\$ (197,776)</b>

## STAFFING

Total current authorized positions – 4.40

There are no changes to the current level of staffing.

Total authorized positions – 4.40

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>82 Developmental Services</b>				
<b>804 Plan Review</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	652,754	492,115	519,142	508,344
500.502 - Salaries Part Time	996	0	0	0
500.503 - Excess Med Pay	200	0	108	0
500.506 - Car Allowance		762	3,300	3,300
500.507 - Taxable Life Premium		0	1,285	1,284
500.510 - Employee Agency Serv	0	0	7,859	0
05 - Employee compensation Total	653,950	492,876	531,694	512,928
10 - Employee benefits				
501.500 - Retirement System	168,828	128,159	143,819	137,565
501.502 - Pers 1959 Surv Empr	324	103	108	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	48,566	36,198	37,541	37,540
501.506 - Dental Insurance	5,734	4,307	4,151	4,211
501.507 - Medicare	9,425	7,581	7,453	7,334
501.508 - Life Insurance	4,292	3,338	3,049	3,049
501.509 - Long Term Disability	3,173	2,766	3,520	3,470
501.510 - Workers Compensation	22,006	22,008	42,330	42,330
501.511 - Vision Insurance	1,096	823	789	792
501.516 - Hra City Contribution	2,802	5,604	8,606	8,782
10 - Employee benefits Total	266,246	210,885	251,366	245,073
15 - Materials				
600.601 - General Office Supplies	4,478	3,931	6,000	6,000
600.602 - Printing and Duplication	1,791	1,854	1,900	1,900
600.603 - Maps, Blueprints, Etc	0	5	0	0
600.608 - Small Tools and Equipment		98	300	10,300
600.613 - General Supplies	1,479	1,329	3,000	3,000
600.618 - Utilities and Phone	0	690	3,284	0
600.629 - Conference and Meeting	24	1,717	350	350
600.632 - Mileage Reimbursement	650	55	368	368
600.642 - Telephone and Data Services	3,495	4,046	0	4,000
15 - Materials Total	11,917	13,724	15,202	25,918

20 - Contract services				
700.701 - Training and Instruction	448	400	1,000	1,000
700.702 - General Service Agreement	140,363	40,090	50,000	60,000
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	140,810	40,490	51,000	61,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	3,020	6,708	11,510	0
800.802 - IT Reimbursement	40,784	42,792	42,797	72,393
800.804 - Web Site Reimbursement	7,250	6,108	6,103	0
800.805 - CC CAP Allocation				15,487
800.806 - CM CAP Allocation				4,195
800.814 - Finance CAP Alloc				18,293
800.815 - Human resources CAP Alloc				24,008
800.818 - PW Admin CAP				0
800.820 - Grounds Maintenance CAP				2,260
800.821 - Building Maintenance CAP				25,385
25 - Cost allocation Total	51,054	55,608	60,410	162,021
30 - Capital outlays				
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.923 - Apple Campus 2	2,403	1,054,160	800,000	0
900.936 - 3-YR Scanning Project	0	0	0	0
900.945 - Fixed Asset Acquisition	10,940	0	0	0
900.963 - Trash Capture			0	0
900.990 - Special Projects - PW			0	0
31 - Special projects Total	13,343	1,054,160	800,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	6,605	5,284
35 - Contingencies Total	0	0	6,605	5,284
<b>804 Plan Review Total</b>	<b>1,137,320</b>	<b>1,867,742</b>	<b>1,716,277</b>	<b>1,012,224</b>



## **PUBLIC RESOURCES**

### **Public Ways**

#### **DEVELOPMENT SERVICES- INSPECTION SERVICES**

Budget Unit 100-82-805

General Fund

#### **PROGRAM OVERVIEW**

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



**PUBLIC RESOURCES**

**Public Ways**

**CAPITAL IMPROVEMENT PROGRAM**

**ADMINISTRATION**

Budget Unit 100-82-806

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	1,175,322
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,175,322
Total Staffing	3.00
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

- Ensure that all public improvements are designed and constructed in accordance with community expectations and City standards.
- Provide quarterly CIP status reports to Council and the community.
- Place safety of the general public, City employees and workers as the highest priority in the delivery of capital projects.
- Respond to public inquiries or complaints in a timely manner.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,175,322 for the CIP Administration Program Budget. This represents an increase of \$344,045 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City’s Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year and a new special project grant facilitation of \$40,000.

This budget is funded from a \$1,175,322 contribution from the General Fund.

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

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
<b>Grant Facilitation</b>	\$ 40,000	\$40,000	General Fund	Funding to support a pilot program for consultant grant facilitation services
<b>TOTAL</b>	\$ 40,000	\$ 40,000		

### Public Works - CIP Administration

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	337,302	395,824	452,764
Employee Benefits	-	114,293	155,824	142,053
Materials	-	6,564	9,300	12,500
Contract Services	-	57,328	203,000	203,000
Cost Allocation and Depreciation	-	33,348	44,791	306,974
Capital Outlay	-	-	-	-
Special Projects	-	-	-	40,000
Appropriations for Contingency	-	-	22,538	18,031
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 548,835</b>	<b>\$ 831,277</b>	<b>\$ 1,175,322</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 548,835</b>	<b>\$ 831,277</b>	<b>\$ 1,175,322</b>

## STAFFING

Total current authorized positions – 3.00

There are no changes to the current level of staffing.

Total authorized positions – 3.00

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>806 CIP Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		337,302	393,207	385,820
500.502 - Salaries Part Time				65,000
500.507 - Taxable Life Premium		0	2,617	1,944
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		337,302	395,824	452,764
10 - Employee benefits				
501.500 - Retirement System		87,130	106,398	101,851
501.502 - Pers 1959 Surv Empr		3,892	0	0
501.505 - Health Insurance		5,197	27,345	18,768
501.506 - Dental Insurance		2,504	3,479	2,871
501.507 - Medicare		4,822	5,645	5,567
501.508 - Life Insurance		1,950	2,079	2,079
501.509 - Long Term Disability		1,719	2,633	2,600
501.510 - Workers Compensation		1,788	1,789	1,789
501.511 - Vision Insurance		479	588	540
501.516 - Hra City Contribution		4,812	5,868	5,988
10 - Employee benefits Total		114,293	155,824	142,053
15 - Materials				
600.601 - General Office Supplies		1,425	2,000	2,000
600.602 - Printing and Duplication		2,260	2,000	2,000
600.613 - General Supplies		1,086	2,500	4,200
600.618 - Utilities and Phone		0	2,100	0
600.629 - Conference and Meeting		0	500	2,000
600.631 - Councilmember Santoro		0	0	0
600.632 - Mileage Reimbursement		196	200	200
600.642 - Telephone and Data Services		1,597	0	2,100
15 - Materials Total		6,564	9,300	12,500
20 - Contract services				
700.701 - Training and Instruction		645	3,000	3,000
700.702 - General Service Agreement		33,140	125,000	125,000
700.704 - Insurance Fees, Claims, Premiums		23,542	75,000	75,000

20 - Contract services Total	57,328	203,000	203,000
25 - Cost allocation			
800.801 - Equipment Reimbursement		11,450	0
800.802 - IT Reimbursement	29,184	29,180	82,269
800.804 - Web Site Reimbursement	4,164	4,161	0
800.823 - Strategic Support CAP			224,705
25 - Cost allocation Total	33,348	44,791	306,974
31 - Special projects			
900.990 - Special Projects - PW		0	40,000
31 - Special projects Total		0	40,000
35 - Contingencies			
719.705 - Contingencies	0	22,538	18,031
35 - Contingencies Total	0	22,538	18,031
<b>806 CIP Administration Total</b>	<b>548,835</b>	<b>831,277</b>	<b>1,175,322</b>





**PUBLIC RESOURCES**

**Public Ways**

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

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		1,660,327
Fund Balance		-
		<b>General Fund Costs \$ 1,660,327</b>
Total Staffing		3.70
% Funded by General Fund		100.0%

**PROGRAM OVERVIEW**

This program manages Public Works maintenance operations that include the major divisions of streets, grounds, trees, medians, facilities and fleet, as well as the minor divisions of signs/markings, storm drain, sidewalk, curb and gutter, overpasses and storm water; provides administrative support for personnel timesheets, general training prioritization and assignment of service calls; provides oversight of various contracted services including street sweeping, janitorial and crossing guard in addition to the weekend work furlough program; and collaborates with Public Works Engineering for asset improvements beyond routine maintenance.

**SERVICE OBJECTIVES**

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

## **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,660,327 for the Service Center Administration Program Budget. This represents an increase of \$640,146 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the special project highlighted below.

This budget is funded from a \$1,660,327 contribution from the General Fund.

## **SPECIAL PROJECTS**

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Office Improvements</b>	\$175,000	\$175,000	General Fund	Citywide Office Improvements
<b>TOTAL</b>	\$175,000	\$175,000		

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

**Public Works - Service Center Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	19,350	12,900	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 19,350</b>	<b>\$ 12,900</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	286,844	287,015	340,960	442,389
Employee Benefits	115,911	123,428	137,520	172,253
Materials	63,096	59,738	74,745	75,745
Contract Services	141,956	141,136	217,500	217,500
Cost Allocation and Depreciation	170,273	200,196	150,281	554,100
Capital Outlay	565	55,633	-	-
Special Projects	-	-	70,000	175,000
Appropriations for Contingency	-	-	29,175	23,340
<b>TOTAL EXPENDITURES</b>	<b>\$ 778,646</b>	<b>\$ 867,146</b>	<b>\$ 1,020,181</b>	<b>\$ 1,660,327</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 759,296</b>	<b>\$ 854,246</b>	<b>\$ 1,020,181</b>	<b>\$ 1,660,327</b>

**STAFFING**

Total current authorized positions – 2.70

Staffing changes reflect the addition of an asset (engineering) technician to assist with the coordination of the Geographic Information System and the Service Center asset inventory and work order systems.

Total authorized positions – 3.70

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>807 Service Center Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	267,816	269,247	290,883	392,182
500.502 - Salaries Part Time	5,647	6,903	32,500	32,500
500.503 - Excess Med Pay	2,404	267	3,640	0
500.504 - Stand By	10,600	10,600	10,400	15,400
500.505 - Overtime	378	-2	0	0
500.506 - Car Allowance		0	1,500	0
500.507 - Taxable Life Premium		0	1,662	1,932
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			375	375
05 - Employee compensation Total	286,844	287,015	340,960	442,389
10 - Employee benefits				
501.500 - Retirement System	73,620	76,029	81,917	104,824
501.502 - Pers 1959 Surv Empr	140	74	47	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	24,088	24,302	25,304	32,777
501.506 - Dental Insurance	2,765	2,972	2,809	3,542
501.507 - Medicare	4,455	4,814	4,694	5,659
501.508 - Life Insurance	1,786	1,990	1,893	2,315
501.509 - Long Term Disability	1,128	1,501	2,144	2,672
501.510 - Workers Compensation	7,157	7,152	12,413	12,413
501.511 - Vision Insurance	481	533	529	666
501.516 - Hra City Contribution	291	4,060	5,770	7,385
10 - Employee benefits Total	115,911	123,428	137,520	172,253
15 - Materials				
600.601 - General Office Supplies	9,702	9,703	12,000	12,000
600.604 - Postage	0	0	0	0
600.608 - Small Tools and Equipment	0	0	0	0
600.611 - Uniforms/Safety Appar	40,541	39,160	45,000	45,000
600.613 - General Supplies	1,827	901	5,000	6,000
600.618 - Utilities and Phone	0	0	10,500	0
600.629 - Conference and Meeting	341	1,276	1,200	1,200
600.632 - Mileage Reimbursement	991	993	1,045	1,045
600.642 - Telephone and Data Services	9,693	7,705	0	10,500
15 - Materials Total	63,096	59,738	74,745	75,745
20 - Contract services				
700.701 - Training and Instruction	13,423	9,301	14,000	14,000
700.702 - General Service Agreement	124,810	128,769	200,000	200,000
700.703 - Maintenance of Equipment	3,722	3,067	3,500	3,500
20 - Contract services Total	141,956	141,136	217,500	217,500
25 - Cost allocation				
800.801 - Equipment Reimbursement	153,580	174,636	124,720	0
800.802 - IT Reimbursement	14,335	22,368	22,371	38,182
800.804 - Web Site Reimbursement	2,358	3,192	3,190	0
800.805 - CC CAP Allocation				10,622
800.806 - CM CAP Allocation				2,845
800.814 - Finance CAP Alloc				14,291

800.815 - Human resources CAP Alloc				18,188
800.817 - Community Hall/Quinlan CAP				4,791
800.818 - PW Admin CAP				0
800.821 - Building Maintenance CAP				465,181
25 - Cost allocation Total	170,273	200,196	150,281	554,100
30 - Capital outlays				
900.905 - Facility Improvements	565	55,633	0	0
30 - Capital outlays Total	565	55,633	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
900.990 - Special Projects - PW			70,000	175,000
31 - Special projects Total	0	0	70,000	175,000
35 - Contingencies				
719.705 - Contingencies	0	0	29,175	23,340
35 - Contingencies Total	0	0	29,175	23,340
<b>807 Service Center Administration Total</b>	<b>778,646</b>	<b>867,146</b>	<b>1,020,181</b>	<b>1,660,327</b>



**PUBLIC RESOURCES**

**Public Ways**

**GROUNDS-  
MCCLELLAN RANCH PARK**  
Budget Unit 100-84-808  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		65,540
Fund Balance		-
	General Fund Costs	\$ 65,540
Total Staffing		0.30
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

McClellan Ranch Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department.

**SERVICE OBJECTIVES**

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, and graffiti removal.
- Provide twice annually the mowing of fire breaks per Fire Marshal request in a manner in which wildlife is least impacted.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Recreation and Community Services Department for all of the City’s special events.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$65,540 for the Grounds-McClellan Ranch Park Program Budget. This represents a decrease of \$10,581 under the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the special project described below.

This budget is funded from a \$65,540 contribution from the General Fund.

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

**Public Works - McClellan Ranch Park**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	26,917	25,725	27,924	24,956
Employee Benefits	11,895	11,786	14,239	13,173
Materials	10,388	13,007	12,142	13,597
Contract Services	2,000	5,975	8,000	8,000
Cost Allocation and Depreciation	4,104	3,336	3,334	4,228
Capital Outlay	-	-	-	-
Special Projects	-	-	8,500	-
Appropriations for Contingency	-	-	1,982	1,586
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,304</b>	<b>\$ 59,830</b>	<b>\$ 76,121</b>	<b>\$ 65,540</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 55,304</b>	<b>\$ 59,830</b>	<b>\$ 76,121</b>	<b>\$ 65,540</b>

## STAFFING

Total current authorized positions – .30

There are no changes to the current level of staffing.

Total authorized positions – .30

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>808 McClellan Ranch Park</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	26,917	25,676	27,458	24,491
500.504 - Stand By			0	0
500.505 - Overtime	0	49	300	300
500.507 - Taxable Life Premium		0	166	165
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	26,917	25,725	27,924	24,956
10 - Employee benefits				
501.500 - Retirement System	6,920	6,486	7,783	6,657
501.502 - Pers 1959 Surv Empr	16	5	5	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	2,576	2,433	2,750	2,870
501.506 - Dental Insurance	408	393	409	410
501.507 - Medicare	391	438	394	354
501.508 - Life Insurance	214	205	208	193
501.509 - Long Term Disability	144	147	193	174
501.510 - Workers Compensation	1,073	1,068	1,856	1,856
501.511 - Vision Insurance	53	51	54	59
501.516 - Hra City Contribution	99	560	587	600
10 - Employee benefits Total	11,895	11,786	14,239	13,173
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	80
600.613 - General Supplies	5,317	8,059	5,317	5,317
600.618 - Utilities and Phone	0	0	6,825	0
600.643 - Water Services	5,070	4,949	0	8,200
15 - Materials Total	10,388	13,007	12,142	13,597
20 - Contract services				
700.702 - General Service Agreement	2,000	5,975	8,000	8,000
20 - Contract services Total	2,000	5,975	8,000	8,000
25 - Cost allocation				
800.802 - IT Reimbursement	3,750	2,916	2,918	4,228
800.804 - Web Site Reimbursement	354	420	416	0
25 - Cost allocation Total	4,104	3,336	3,334	4,228
31 - Special projects				



900.990 - Special Projects - PW			8,500	0
31 - Special projects Total			8,500	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,982	1,586
35 - Contingencies Total	0	0	1,982	1,586
<b>808 McClellan Ranch Park Total</b>	<b>55,304</b>	<b>59,830</b>	<b>76,121</b>	<b>65,540</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	578,633
Fund Balance	-
<hr/>	
	General Fund Costs \$ 578,633
Total Staffing	3.05
	% Funded by General Fund 100.0%

**PROGRAM OVERVIEW**

Memorial Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Memorial Park is the largest and most utilized park in Cupertino.

**SERVICE OBJECTIVES**

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Minimize the negative effects of waterfowl to park patrons.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.

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

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$578,633 for the Memorial Park Program Budget. The Budget is a decrease of \$77,995 from the FY 2015-2016 Final Adopted Budget, attributed to staff changes reflected below.

This budget is funded from a \$578,633 contribution from the General Fund.

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

**Public Works - Memorial Park**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	211,241	210,661	265,582	215,798
Employee Benefits	98,983	104,212	137,050	120,422
Materials	147,984	130,184	154,151	152,791
Contract Services	26,029	37,526	27,551	32,550
Cost Allocation and Depreciation	45,382	62,328	49,674	42,976
Capital Outlay	-	-	-	-
Special Projects	8,598	19,116	5,000	-
Appropriations for Contingency	-	-	17,620	14,096
<b>TOTAL EXPENDITURES</b>	<b>\$ 538,217</b>	<b>\$ 564,027</b>	<b>\$ 656,628</b>	<b>\$ 578,633</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 538,217</b>	<b>\$ 564,027</b>	<b>\$ 656,628</b>	<b>\$ 578,633</b>

## STAFFING

Total current authorized positions – 3.05

There are no changes to the current level of staffing.

Total authorized positions – 3.05

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>809 Memorial Park</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	204,094	202,699	254,744	204,794
500.502 - Salaries Part Time	0	323	0	0
500.503 - Excess Med Pay			0	0
500.504 - Stand By			0	0
500.505 - Overtime	7,147	7,639	9,500	9,500
500.507 - Taxable Life Premium		0	1,338	1,504
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	211,241	210,661	265,582	215,798
10 - Employee benefits				
501.500 - Retirement System	52,818	53,145	72,036	54,628
501.502 - Pers 1959 Surv Empr	150	62	50	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	24,480	23,478	27,833	29,187
501.506 - Dental Insurance	4,374	4,455	4,029	4,653
501.507 - Medicare	3,032	3,226	3,657	2,955
501.508 - Life Insurance	2,045	2,121	1,913	1,609
501.509 - Long Term Disability	1,179	1,334	1,780	1,445
501.510 - Workers Compensation	10,198	10,200	19,239	19,239
501.511 - Vision Insurance	509	523	547	619
501.516 - Hra City Contribution	198	5,668	5,966	6,087
10 - Employee benefits Total	98,983	104,212	137,050	120,422
15 - Materials				
600.601 - General Office Supplies	170	0	0	0
600.611 - Uniforms/Safety Appar			0	1,140
600.613 - General Supplies	38,651	41,430	38,651	38,651
600.618 - Utilities and Phone	0	130	73,500	0
600.619 - Advertising and Legal Notices	0	0	42,000	0
600.641 - Electrical Service	42,643	19,890	0	42,000
600.642 - Telephone and Data Services	2,986	5,157	0	6,000
600.643 - Water Services	60,330	63,576	0	65,000
600.644 - Sewer Service	3,204	0	0	0
15 - Materials Total	147,984	130,184	154,151	152,791

20 - Contract services				
700.702 - General Service Agreement	26,029	37,526	27,551	32,550
20 - Contract services Total	26,029	37,526	27,551	32,550
25 - Cost allocation				
800.801 - Equipment Reimbursement	22,020	30,660	18,000	0
800.802 - IT Reimbursement	20,002	27,720	27,721	42,976
800.804 - Web Site Reimbursement	3,360	3,948	3,953	0
25 - Cost allocation Total	45,382	62,328	49,674	42,976
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.908 - Bring Dwgrd Water Main	8,598	19,116	0	0
900.990 - Special Projects - PW			5,000	0
31 - Special projects Total	8,598	19,116	5,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	17,620	14,096
35 - Contingencies Total	0	0	17,620	14,096
<b>809 Memorial Park Total</b>	<b>538,217</b>	<b>564,027</b>	<b>656,628</b>	<b>578,633</b>



**PUBLIC RESOURCES**

**Public Ways**

**GROUNDS-  
SCHOOL SITE MAINTENANCE**

Budget Unit 100-84-812  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		769,372
Fund Balance		-
		General Fund Costs \$ 769,372
Total Staffing		4.30
		% Funded by General Fund 100.0%

**PROGRAM OVERVIEW**

Under a joint powers agreement with the Cupertino Union School District, nine athletic fields and landscape areas, constituting approximately 52 acres, are managed by the Grounds Division of the Public Works Department. These sites include Hyde and Kennedy Middle Schools, Collins, Eaton, Lincoln, Regnart, Faria, Stevens Creek and Garden Gate Elementary Schools.

**SERVICE OBJECTIVES**

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / athletic fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides and other maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing athletic fields for seasonal use.
- Maintain school sites for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$769,372 for the School Site Maintenance Program Budget. This represents a decrease of \$56,985 from the FY 2015-16 Final Adopted Budget. This decrease represents the special project described below and a proposed increase in utility expenses anticipated across all Public Works Divisions.

This budget is funded from a \$769,372 contribution from the General Fund.

**SPECIAL PROJECTS**

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Resurfacing of Asphalt Pathways	\$80,000	\$80,000	General Fund	Resurfacing of Asphalt Pathways at 8 sites.
<b>TOTAL</b>	\$80,000	\$80,000		

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



**Public Works - School Site Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	252,472	250,959	285,829	294,883
Employee Benefits	128,698	131,476	161,429	160,746
Materials	125,314	116,855	141,445	145,890
Contract Services	7,081	13,266	10,500	15,500
Cost Allocation and Depreciation	87,971	146,508	122,384	60,537
Capital Outlay	-	-	-	-
Special Projects	-	-	90,000	80,000
Appropriations for Contingency	-	-	14,770	11,816
<b>TOTAL EXPENDITURES</b>	<b>\$ 601,536</b>	<b>\$ 659,063</b>	<b>\$ 826,357</b>	<b>\$ 769,372</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 601,536</b>	<b>\$ 659,063</b>	<b>\$ 826,357</b>	<b>\$ 769,372</b>

**STAFFING**

Total current authorized positions – 4.30

There are no changes to the current level of staffing.

Total authorized positions – 4.30

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>812 School Site Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	250,603	250,129	280,241	282,797
500.502 - Salaries Part Time	143	0	0	0
500.503 - Excess Med Pay			0	0
500.504 - Stand By			0	0
500.505 - Overtime	1,725	830	3,500	10,000
500.507 - Taxable Life Premium		0	2,088	2,086
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	252,472	250,959	285,829	294,883
10 - Employee benefits				
501.500 - Retirement System	63,784	65,102	77,890	75,721
501.502 - Pers 1959 Surv Empr	205	75	68	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	35,916	30,386	36,133	37,257
501.506 - Dental Insurance	5,998	5,909	6,616	6,611
501.507 - Medicare	3,677	3,868	4,023	4,080
501.508 - Life Insurance	2,783	2,794	2,259	2,330
501.509 - Long Term Disability	1,433	1,602	1,978	2,011
501.510 - Workers Compensation	13,956	13,956	23,280	23,280
501.511 - Vision Insurance	748	759	771	874
501.516 - Hra City Contribution	198	7,024	8,411	8,582
10 - Employee benefits Total	128,698	131,476	161,429	160,746
15 - Materials				
600.601 - General Office Supplies	5	0	0	0
600.611 - Uniforms/Safety Appar			0	1,640
600.613 - General Supplies	52,195	30,049	52,195	55,000
600.618 - Utilities and Phone	0	0	84,000	0
600.619 - Advertising and Legal Notices	0	0	5,250	0
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service	4,665	3,823	0	5,250
600.643 - Water Services	68,449	82,983	0	84,000
15 - Materials Total	125,314	116,855	141,445	145,890
20 - Contract services				
700.702 - General Service Agreement	6,621	4,774	5,000	10,000
700.706 - Rent Expense	461	8,492	5,500	5,500
20 - Contract services Total	7,081	13,266	10,500	15,500
25 - Cost allocation				
800.801 - Equipment Reimbursement	56,680	103,164	79,040	0
800.802 - IT Reimbursement	26,694	37,932	37,934	60,537
800.804 - Web Site Reimbursement	4,597	5,412	5,410	0
25 - Cost allocation Total	87,971	146,508	122,384	60,537
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			90,000	80,000
31 - Special projects Total			90,000	80,000

35 - Contingencies				
719.705 - Contingencies	0	0	14,770	11,816
35 - Contingencies Total	0	0	14,770	11,816
<b>812 School Site Maintenance Total</b>	<b>601,536</b>	<b>659,063</b>	<b>826,357</b>	<b>769,372</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	1,560,033
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,560,033
Total Staffing	8.20
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Neighborhood Parks include 14 of the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Neighborhood park sites include Linda Vista, Mary Ave. Dog Park, Monta Vista, Portal, Somerset, Varian, Wilson, Three Oaks, Hoover, Canyon Oak (Little Rancho), Franco Park, Sterling/Barnhart, Oak Valley and Blackberry Farms.

**SERVICE OBJECTIVES**

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Recreation and Community Services Department for all the City’s special events.

### SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
New LED Lights At Linda Vista Park	\$25,000	\$25,000	General Fund	Install new LED Lights consistent with all other parks
Pathway Repairs at various locations	\$50,000	\$50,000	General Fund	Pathway Repairs at various locations
<b>TOTAL</b>	\$75,000	\$75,000		

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,560,033 for the Neighborhood Parks Program Budget. This represents an increase of \$111,712 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to savings from reduced program-related salaries and benefits.

This budget is funded from a \$1,560,033 contribution from the General Fund.

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

**Public Works - Neighborhood Parks**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	522,628	548,775	529,967	562,946
Employee Benefits	259,862	279,558	317,672	324,927
Materials	255,840	271,060	249,239	295,900
Contract Services	87,543	164,860	117,000	157,000
Cost Allocation and Depreciation	247,104	251,460	198,544	115,540
Capital Outlay	5,488	-	-	-
Special Projects	60,000	-	-	75,000
Appropriations for Contingency	-	-	35,899	28,720
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,438,466</b>	<b>\$ 1,515,713</b>	<b>\$ 1,448,321</b>	<b>\$ 1,560,033</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,438,466</b>	<b>\$ 1,515,713</b>	<b>\$ 1,448,321</b>	<b>\$ 1,560,033</b>

## STAFFING

Total current authorized positions – 8.20

There are no changes to the current level of staffing.

Total authorized positions – 8.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>813 Neighborhood Parks</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	486,924	545,127	523,340	554,272
500.502 - Salaries Part Time	24,986	0	0	0
500.503 - Excess Med Pay			0	0
500.504 - Stand By			0	0
500.505 - Overtime	10,717	3,647	2,000	4,000
500.507 - Taxable Life Premium		0	4,627	4,674
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	522,628	548,775	529,967	562,946
10 - Employee benefits				
501.500 - Retirement System	123,346	141,388	145,745	149,027
501.502 - Pers 1959 Surv Empr	368	168	123	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	69,482	62,686	65,438	68,186
501.506 - Dental Insurance	12,416	13,112	12,727	12,719
501.507 - Medicare	7,775	8,247	7,513	7,998
501.508 - Life Insurance	5,699	6,153	4,380	4,464
501.509 - Long Term Disability	2,786	3,546	3,716	3,929
501.510 - Workers Compensation	36,202	28,632	60,521	60,521
501.511 - Vision Insurance	1,591	1,718	1,470	1,716
501.516 - Hra City Contribution	198	13,907	16,039	16,367
10 - Employee benefits Total	259,862	279,558	317,672	324,927
15 - Materials				
600.601 - General Office Supplies	4,167	0	0	0
600.611 - Uniforms/Safety Appar			0	3,200
600.613 - General Supplies	96,939	119,283	96,939	140,000
600.618 - Utilities and Phone	0	0	147,000	0
600.619 - Advertising and Legal Notices	0	0	5,300	0
600.621 - Calrecycle City Payment Prgm Adm		0	0	0
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service	6,144	5,480	0	5,300
600.643 - Water Services	148,188	145,967	0	147,000
600.644 - Sewer Service	403	330	0	400

15 - Materials Total	255,840	271,060	249,239	295,900
20 - Contract services				
700.701 - Training and Instruction	5,987	6,121	7,000	7,000
700.702 - General Service Agreement	81,556	158,738	110,000	150,000
20 - Contract services Total	87,543	164,860	117,000	157,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	184,850	151,440	98,520	0
800.802 - IT Reimbursement	52,824	87,540	87,540	115,540
800.804 - Web Site Reimbursement	9,430	12,480	12,484	0
25 - Cost allocation Total	247,104	251,460	198,544	115,540
30 - Capital outlays				
900.904 - Non Recur Facility MGT	845	0	0	0
900.905 - Facility Improvements	4,644	0	0	0
30 - Capital outlays Total	5,488	0	0	0
31 - Special projects				
900.910 - Botchy Ball CT LED	60,000	0	0	0
900.990 - Special Projects - PW			0	75,000
31 - Special projects Total	60,000	0	0	75,000
35 - Contingencies				
719.705 - Contingencies	0	0	35,899	28,720
35 - Contingencies Total	0	0	35,899	28,720
<b>813 Neighborhood Parks Total</b>	<b>1,438,466</b>	<b>1,515,713</b>	<b>1,448,321</b>	<b>1,560,033</b>





**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	514,581
Fund Balance	-
<hr/>	
General Fund Costs	\$ 514,581
Total Staffing	2.90
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$514,581 for the Sports Field Jollyman/Creekside Program Budget. This represents a decrease of \$85,179 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the completion of last year's park lighting upgrade special project.

This program is funded from a \$514,581 contribution from the General Fund.

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

### Public Works - Sports Field Jollyman/Creekside

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	184,083	193,123	198,924	195,263
Employee Benefits	90,489	96,102	115,031	111,806
Materials	128,756	132,286	141,629	142,709
Contract Services	7,307	1,475	12,000	12,000
Cost Allocation and Depreciation	48,554	84,468	71,279	40,885
Capital Outlay	-	-	-	-
Special Projects	-	90,828	46,000	-
Appropriations for Contingency	-	-	14,897	11,918
<b>TOTAL EXPENDITURES</b>	<b>\$ 459,188</b>	<b>\$ 598,282</b>	<b>\$ 599,760</b>	<b>\$ 514,581</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 459,188</b>	<b>\$ 598,282</b>	<b>\$ 599,760</b>	<b>\$ 514,581</b>

## STAFFING

Total current authorized positions – 2.90

There are no changes to the current level of staffing.

Total authorized positions – 2.90

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>814 Sport Fields Jollyman CRK</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	182,280	191,904	196,837	192,774
500.503 - Excess Med Pay			0	0
500.504 - Stand By			0	0
500.505 - Overtime	1,803	1,218	500	1,000
500.507 - Taxable Life Premium		0	1,587	1,489
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	184,083	193,123	198,924	195,263
10 - Employee benefits				
501.500 - Retirement System	45,691	49,139	54,861	51,524
501.502 - Pers 1959 Surv Empr	147	56	49	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	23,861	21,729	24,703	24,848
501.506 - Dental Insurance	4,291	4,267	4,422	4,419
501.507 - Medicare	2,669	3,027	2,826	2,781
501.508 - Life Insurance	2,007	2,031	1,649	1,554
501.509 - Long Term Disability	1,047	1,215	1,399	1,365
501.510 - Workers Compensation	10,020	10,020	18,930	18,930
501.511 - Vision Insurance	556	561	520	597
501.516 - Hra City Contribution	198	4,058	5,672	5,788
10 - Employee benefits Total	90,489	96,102	115,031	111,806
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	1,080
600.613 - General Supplies	43,729	39,432	43,729	43,729
600.618 - Utilities and Phone	0	0	94,500	0
600.619 - Advertising and Legal Notices	0	0	3,400	0
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service	3,348	3,133	0	3,400
600.643 - Water Services	81,316	89,721	0	94,500
600.644 - Sewer Service	363	0	0	0
15 - Materials Total	128,756	132,286	141,629	142,709

20 - Contract services				
700.702 - General Service Agreement	7,307	1,475	12,000	12,000
20 - Contract services Total	7,307	1,475	12,000	12,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	25,570	53,340	40,160	0
800.802 - IT Reimbursement	19,683	27,240	27,235	40,885
800.804 - Web Site Reimbursement	3,301	3,888	3,884	0
25 - Cost allocation Total	48,554	84,468	71,279	40,885
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.946 - Park Light Upgrade JM/CRK		90,828	0	0
900.990 - Special Projects - PW			46,000	0
31 - Special projects Total		90,828	46,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	14,897	11,918
35 - Contingencies Total	0	0	14,897	11,918
<b>814 Sport Fields Jollyman CRK Total</b>	<b>459,188</b>	<b>598,282</b>	<b>599,760</b>	<b>514,581</b>



**PUBLIC RESOURCES**

**Public Ways**

**GROUNDS-  
CIVIC CENTER MAINTENANCE**

Budget Unit 100-84-815  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 182,985
Total Expenditures	526,688
Fund Balance	-
<hr/>	
	General Fund Costs \$ 343,703
Total Staffing	1.00
	% Funded by General Fund 65.3%

**PROGRAM OVERVIEW**

The Civic Center grounds are one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Due to the close proximity to City Hall, Community Hall and the Library, the Civic Center grounds are well utilized. Civic Center maintenance includes the adjacent Library Field.

**SERVICE OBJECTIVES**

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides and general maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material and pre-emergent applications.
- Maintain Library Field for recreational activities including soccer, cricket and a variety of other sports.
- Reduce water consumption wherever practicable.
- Provide logistical support to all City Departments for special events.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$526,688 for the Civic Center Maintenance Program Budget. This represents an increase of \$356,087 over the FY 2015-16 Final Adopted Budget

This program is funded from a \$343,703 contribution from the General Fund.

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

### Public Works - Civic Center Maintenance

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	182,985
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 182,985</b>
<u>Expenditures</u>				
Employee Compensation	69,624	68,954	72,622	75,908
Employee Benefits	32,388	34,015	41,414	41,675
Materials	31,103	31,549	33,938	34,298
Contract Services	-	-	3,000	3,000
Cost Allocation and Depreciation	18,145	20,484	16,052	368,947
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	3,575	2,860
<b>TOTAL EXPENDITURES</b>	<b>\$ 151,261</b>	<b>\$ 155,002</b>	<b>\$ 170,601</b>	<b>\$ 526,688</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 151,261</b>	<b>\$ 155,002</b>	<b>\$ 170,601</b>	<b>\$ 343,703</b>

## STAFFING

Total current authorized positions – 1.00

There are no changes to the current level of staffing.

Total authorized positions – 1.00

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>815 Civic Center Ground Maint</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	67,953	65,849	70,919	74,206
500.503 - Excess Med Pay			0	0
500.504 - Stand By			0	0
500.505 - Overtime	1,672	3,105	1,000	1,000
500.507 - Taxable Life Premium		0	703	702
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	69,624	68,954	72,622	75,908
10 - Employee benefits				
501.500 - Retirement System	17,239	17,160	20,044	20,137
501.502 - Pers 1959 Surv Empr	48	19	16	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	8,221	8,102	9,388	9,462
501.506 - Dental Insurance	1,361	1,384	1,506	1,507
501.507 - Medicare	1,011	1,089	1,018	1,070
501.508 - Life Insurance	647	667	596	580
501.509 - Long Term Disability	381	404	504	524
501.510 - Workers Compensation	3,221	3,216	6,207	6,207
501.511 - Vision Insurance	161	165	179	190
501.516 - Hra City Contribution	99	1,808	1,956	1,998
10 - Employee benefits Total	32,388	34,015	41,414	41,675
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	360
600.613 - General Supplies	8,567	10,796	9,000	9,000
600.618 - Utilities and Phone	0	0	24,938	0
600.643 - Water Services	22,536	20,753	0	24,938
15 - Materials Total	31,103	31,549	33,938	34,298
20 - Contract services				
700.702 - General Service Agreement	0	0	3,000	3,000
20 - Contract services Total	0	0	3,000	3,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	9,510	10,476	6,050	0

800.802 - IT Reimbursement	7,574	8,760	8,754	14,079
800.804 - Web Site Reimbursement	1,061	1,248	1,248	0
800.822 - Library Facilities CAP				0
800.823 - Strategic Support CAP				354,868
25 - Cost allocation Total	18,145	20,484	16,052	368,947
30 - Capital outlays				
900.904 - Non Recur Facility MGT		0	0	0
30 - Capital outlays Total		0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	3,575	2,860
35 - Contingencies Total	0	0	3,575	2,860
<b>815 Civic Center Ground Maint Total</b>	<b>151,261</b>	<b>155,002</b>	<b>170,601</b>	<b>526,688</b>





**PUBLIC RESOURCES**

**Public Ways**

**STREET -**  
**STORM DRAIN MAINTENANCE**  
 Budget Unit 100-85-818  
 General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		462,391
Fund Balance		-
		<b>General Fund Costs \$ 462,391</b>
Total Staffing		1.25
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$462,391 for the Storm Drain Maintenance Program. This represents an increase of \$223,156 over the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$462,391 contribution from the General Fund.

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

**Public Works - Storm Drain Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	112,821	87,418	119,037	131,373
Employee Benefits	42,966	34,889	49,651	55,319
Materials	401	6,629	1,000	15,260
Contract Services	51,350	54,618	50,000	225,000
Cost Allocation and Depreciation	11,405	14,448	14,447	31,359
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	5,100	4,080
<b>TOTAL EXPENDITURES</b>	<b>\$ 218,943</b>	<b>\$ 198,002</b>	<b>\$ 239,235</b>	<b>\$ 462,391</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 218,943</b>	<b>\$ 198,002</b>	<b>\$ 239,235</b>	<b>\$ 462,391</b>

**STAFFING**

Total current authorized positions – 1.25

There are no changes to the current level of staffing.

Total authorized positions – 1.25

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>85 Streets</b>				
<b>818 Storm Drain Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	91,311	69,019	91,174	103,486
500.502 - Salaries Part Time	20,411	14,220	25,000	25,000
500.504 - Stand By			0	0
500.505 - Overtime	1,099	4,179	1,500	1,500
500.507 - Taxable Life Premium		0	613	637
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			750	750
05 - Employee compensation Total	112,821	87,418	119,037	131,373
10 - Employee benefits				
501.500 - Retirement System	23,031	17,761	25,017	27,968
501.502 - Pers 1959 Surv Empr	22	9	7	0
501.505 - Health Insurance	10,177	7,187	10,381	12,077
501.506 - Dental Insurance	1,785	1,277	1,806	2,041
501.507 - Medicare	1,500	943	1,309	1,492
501.508 - Life Insurance	863	666	672	811
501.509 - Long Term Disability	532	418	637	732
501.510 - Workers Compensation	4,652	4,656	7,135	7,135
501.511 - Vision Insurance	222	167	242	268
501.516 - Hra City Contribution	182	1,805	2,445	2,795
10 - Employee benefits Total	42,966	34,889	49,651	55,319
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	260
600.613 - General Supplies	401	6,549	1,000	15,000
600.618 - Utilities and Phone		0	0	0
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services		80	0	0
15 - Materials Total	401	6,629	1,000	15,260
20 - Contract services				
700.702 - General Service Agreement	36,300	42,993	25,000	200,000
700.706 - Rent Expense	15,050	11,626	25,000	25,000
20 - Contract services Total	51,350	54,618	50,000	225,000
25 - Cost allocation				
800.802 - IT Reimbursement	9,873	12,648	12,644	12,693
800.804 - Web Site Reimbursement	1,532	1,800	1,803	0
800.805 - CC CAP Allocation				3,184
800.806 - CM CAP Allocation				839
800.814 - Finance CAP Alloc				8,459
800.815 - Human resources CAP Alloc				6,184
800.818 - PW Admin CAP				0

25 - Cost allocation Total	11,405	14,448	14,447	31,359
30 - Capital outlays				
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	5,100	4,080
35 - Contingencies Total	0	0	5,100	4,080
<b>818 Storm Drain Maintenance Total</b>	<b>218,943</b>	<b>198,002</b>	<b>239,235</b>	<b>462,391</b>



**PUBLIC RESOURCES**

**Public Ways**

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

**BUDGET AT A GLANCE**

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

**PROGRAM OVERVIEW**

This program provides funding for drainage repairs as needed in various locations.

**SERVICE OBJECTIVES**

- Provide storm drain repairs throughout the City on an annual basis.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$75,000 for the Minor Storm Drain Program.

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

**Public Works - Minor Storm Drain**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	100,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	4,000	1,920	-	-
Cost Allocation and Depreciation	-	-	-	-
Capital Outlay	25,197	2,978	75,000	75,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,197</b>	<b>\$ 4,898</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
Fund Balance	-	-	25,000	25,000
<b>General Fund Costs</b>	<b>\$ 29,197</b>	<b>\$ 4,898</b>	<b>\$ 100,000</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this budget.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY14 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET	
<b>978 Minor Storm Drain Impv</b>					
20 - Contract services					
700.702 - General Service Agreement		4,000	1,920	0	0
20 - Contract services Total		4,000	1,920	0	0
30 - Capital outlays					
900.905 - Facility Improvements		25,197	2,978	75,000	75,000
30 - Capital outlays Total		25,197	2,978	75,000	75,000
<b>978 Minor Storm Drain Impv Total</b>		<b>29,197</b>	<b>4,898</b>	<b>75,000</b>	<b>75,000</b>



CUPERTINO

**PUBLIC RESOURCES**

**Public Ways**

**STREET -  
SIDEWALK CURB AND GUTTER**

Budget Unit 270-85-820  
Special Revenue Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 253,554
Total Expenditures	1,001,932
Fund Balance	51,622
<hr/>	
General Fund Costs	\$ 800,000
Total Staffing	0.90
% Funded by General Fund	79.8%

**PROGRAM OVERVIEW**

Maintain sidewalks, curb and gutter to a standard that is functional and improves accessibility and minimizes liability. Optimize the use of available funds by coordinating with other improvement projects.

**SERVICE OBJECTIVES**

- Timely maintain concrete improvements in response to citizen complaints and coordinate with programmed asphalt improvements.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,001,932 for the Sidewalk Curb and Gutter Program. This represents an increase of \$39,385 over the FY 2015-16 Final Adopted Budget due to increased special project costs.

**SPECIAL PROJECTS**

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

Special Project	Appropriations	Revenue	Funding Source	Description
Curb Gutter & Sidewalk	\$850,000	\$850,000	General Fund	Annual Curb, Gutter & Sidewalk Project
<b>TOTAL</b>	\$850,000	\$ 850,000		



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

**Public Works - Sidewalk Curb and Gutter**

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	253,554
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	490,860	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 490,860</b>	<b>\$ -</b>	<b>\$ 253,554</b>
<u>Expenditures</u>				
Employee Compensation	62,122	64,395	58,786	67,576
Employee Benefits	29,214	31,590	33,181	35,922
Materials	3,101	3,455	3,409	3,729
Contract Services	-	269	-	-
Cost Allocation and Depreciation	44,398	51,090	66,834	44,435
Capital Outlay	-	-	-	-
Special Projects	349,214	1,000,336	800,000	850,000
Appropriations for Contingency	-	-	337	270
<b>TOTAL EXPENDITURES</b>	<b>\$ 488,049</b>	<b>\$ 1,151,135</b>	<b>\$ 962,547</b>	<b>\$ 1,001,932</b>
Fund Balance	-	-	(38)	51,622
<b>General Fund Costs</b>	<b>\$ 488,049</b>	<b>\$ 660,275</b>	<b>\$ 962,509</b>	<b>\$ 800,000</b>

**STAFFING**

Total current authorized positions – .90

There are no changes to the current level of staffing.

Total authorized positions – .90

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>820 Sidewalk Curb and Gutter</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	59,977	61,246	56,297	65,069
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	2,144	3,149	2,000	2,000
500.507 - Taxable Life Premium		0	489	507
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	62,122	64,395	58,786	67,576
10 - Employee benefits				
501.500 - Retirement System	15,156	16,262	15,892	17,630
501.502 - Pers 1959 Surv Empr	40	18	13	0
501.505 - Health Insurance	7,655	7,668	7,843	8,380
501.506 - Dental Insurance	1,247	1,314	1,271	1,347
501.507 - Medicare	895	984	808	938
501.508 - Life Insurance	588	641	478	514
501.509 - Long Term Disability	345	359	401	459
501.510 - Workers Compensation	3,041	3,036	4,660	4,660
501.511 - Vision Insurance	174	189	152	196
501.516 - Hra City Contribution	73	1,120	1,663	1,798
10 - Employee benefits Total	29,214	31,590	33,181	35,922
15 - Materials				
600.601 - General Office Supplies	480	76	0	0
600.611 - Uniforms/Safety Appar			0	320
600.613 - General Supplies	2,621	2,476	2,621	2,621
600.618 - Utilities and Phone		0	788	0
600.632 - Mileage Reimbursement	0	0	0	0
600.642 - Telephone and Data Services		903	0	788
15 - Materials Total	3,101	3,455	3,409	3,729
20 - Contract services				
700.702 - General Service Agreement	0	269	0	0
20 - Contract services Total	0	269	0	0
25 - Cost allocation				
800.801 - Equipment Reimbursement	1,550	1,740	17,640	0
800.802 - IT Reimbursement	7,004	8,268	8,268	13,051
800.803 - City Channel Reimb	4,993	3,636	3,635	0
800.804 - Web Site Reimbursement	1,002	1,176	1,179	0
800.805 - CC CAP Allocation	1,687	2,262	2,093	6,054
800.806 - CM CAP Allocation	2,906	5,412	5,412	1,701
800.807 - ENV Affairs CAP Alloc	920	1,512	1,516	0
800.808 - ECON Dev CAP Alloc	706	1,452	1,454	0
800.809 - City Clerk CAP Alloc	3,203	1,548	0	3,900

800.810 - City Attorney CAP Alloc	10,027	13,596	13,599	0
800.811 - Public Affairs CAP Alloc	1,209	1,320	2,640	0
800.812 - Disaster PREP CAP Alloc	407	228	458	0
800.813 - Admin Serv CAP Allocation	2,213	2,616	2,621	0
800.814 - Finance CAP Alloc	4,198	6,324	6,319	13,545
800.815 - Human resources CAP Alloc	2,373	0	0	6,184
800.818 - PW Admin CAP				0
25 - Cost allocation Total	44,398	51,090	66,834	44,435
31 - Special projects				
900.922 - Annual SW Curb Gutter	349,214	1,000,336	800,000	850,000
900.990 - Special Projects - PW			0	0
31 - Special projects Total	349,214	1,000,336	800,000	850,000
35 - Contingencies				
719.705 - Contingencies	0	0	337	270
35 - Contingencies Total	0	0	337	270
<b>820 Sidewalk Curb and Gutter Total</b>	<b>488,049</b>	<b>1,151,135</b>	<b>962,547</b>	<b>1,001,932</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,800,606
Total Expenditures	7,275,167
Fund Balance	(474,561)
<hr/>	
	General Fund Costs \$ 5,000,000
=	3.70
	% Funded by General Fund 68.7%

**PROGRAM OVERVIEW**

This program maintains streets to a standard that balances preventative maintenance with stop gap measures while minimizing liability.

**SERVICE OBJECTIVES**

- Perform preventative maintenance activities of fog seal and crack fill.
- Perform stop gap maintenance of arterial, collector and residential streets.
- Oversee and manage contracted pavement maintenance projects.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$7,275,167 for the Street Pavement Maintenance Program. This represents an increase of \$576,943 over the FY 2015-16 Final Adopted Budget. The increase is due to increases in special project costs.

This budget is funded from \$1,800,606 in department revenue, a \$5,000,000 contribution from the General Fund and the use of \$474,561 in retained earnings.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
Annual pavement maintenance	6,500,000	\$ 6,500,000	General Fund	Annual pavement maintenance project
<b>TOTAL</b>	\$6,500,000	\$ 6,500,000		

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

### Public Works - Street Pavement Maintenance

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	294,079	-	1,800,606
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	19,148	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 313,227</b>	<b>\$ -</b>	<b>\$ 1,800,606</b>
<u>Expenditures</u>				
Employee Compensation	216,514	217,204	274,488	289,405
Employee Benefits	105,682	109,078	135,429	137,473
Materials	28,222	35,818	49,500	50,880
Contract Services	87,034	90,649	95,000	136,000
Cost Allocation and Depreciation	90,022	95,362	89,357	149,849
Capital Outlay	19,932	-	-	-
Special Projects	2,686,095	9,733,664	6,040,000	6,500,000
Appropriations for Contingency	-	-	14,450	11,560
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,233,500</b>	<b>\$ 10,281,775</b>	<b>\$ 6,698,224</b>	<b>\$ 7,275,167</b>
Fund Balance	-	-	(50,422)	(474,561)
<b>General Fund Costs</b>	<b>\$ 3,233,500</b>	<b>\$ 9,968,548</b>	<b>\$ 6,647,802</b>	<b>\$ 5,000,000</b>

## STAFFING

Total current authorized positions – 3.70

There are no changes to the current level of staffing.

Total authorized positions – 3.70

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>821 Street Pavement Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	214,400	213,606	244,263	259,192
500.502 - Salaries Part Time	0	745	25,000	25,000
500.504 - Stand By			0	0
500.505 - Overtime	2,114	2,853	2,500	2,500
500.507 - Taxable Life Premium		0	1,975	1,963
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			750	750
05 - Employee compensation Total	216,514	217,204	274,488	289,405
10 - Employee benefits				
501.500 - Retirement System	54,881	55,955	68,210	70,142
501.502 - Pers 1959 Surv Empr	138	54	46	0
501.505 - Health Insurance	27,275	24,811	31,509	31,238
501.506 - Dental Insurance	4,782	4,756	5,614	5,532
501.507 - Medicare	2,996	3,111	3,507	3,741
501.508 - Life Insurance	2,236	2,300	1,989	2,066
501.509 - Long Term Disability	1,260	1,396	1,728	1,833
501.510 - Workers Compensation	11,271	11,268	14,908	14,908
501.511 - Vision Insurance	625	620	681	728
501.516 - Hra City Contribution	218	4,806	7,237	7,285
10 - Employee benefits Total	105,682	109,078	135,429	137,473
15 - Materials				
600.601 - General Office Supplies	9	0	0	0
600.611 - Uniforms/Safety Appar			0	1,380
600.613 - General Supplies	28,213	35,513	49,500	49,500
600.618 - Utilities and Phone		0	0	0
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services		305	0	0
15 - Materials Total	28,222	35,818	49,500	50,880
20 - Contract services				
700.702 - General Service Agreement	82,834	89,709	90,000	135,000
700.706 - Rent Expense	4,200	940	5,000	1,000
20 - Contract services Total	87,034	90,649	95,000	136,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	9,230	14,004	8,070	0

800.802 - IT Reimbursement	21,663	33,072	33,070	56,439
800.803 - City Channel Reimb	4,993	3,636	3,635	0
800.804 - Web Site Reimbursement	3,713	4,716	4,716	0
800.805 - CC CAP Allocation	3,136	910	845	34,728
800.806 - CM CAP Allocation	8,576	8,520	8,520	10,000
800.807 - ENV Affairs CAP Alloc	2,712	2,388	2,386	0
800.808 - ECON Dev CAP Alloc	2,081	2,292	2,289	0
800.809 - City Clerk CAP Alloc	3,203	4,194	2,986	0
800.811 - Public Affairs CAP Alloc	2,249	846	1,695	0
800.812 - Disaster PREP CAP Alloc	758	360	721	0
800.813 - Admin Serv CAP Allocation	6,530	1,680	1,683	0
800.814 - Finance CAP Alloc	12,385	9,948	9,948	26,129
800.815 - Human resources CAP Alloc	8,793	8,796	8,793	22,553
800.818 - PW Admin CAP				0
25 - Cost allocation Total	90,022	95,362	89,357	149,849
30 - Capital outlays				
900.904 - Non Recur Facility MGT	19,932	0	0	0
30 - Capital outlays Total	19,932	0	0	0
31 - Special projects				
900.921 - Annual Asphalt Project	2,686,095	9,702,389	6,000,000	6,500,000
900.947 - Metal Beam Guardrail Repl		31,275	0	0
900.990 - Special Projects - PW			40,000	0
31 - Special projects Total	2,686,095	9,733,664	6,040,000	6,500,000
35 - Contingencies				
719.705 - Contingencies	0	0	14,450	11,560
35 - Contingencies Total	0	0	14,450	11,560
<b>821 Street Pavement Maintenance Total</b>	<b>3,233,500</b>	<b>10,281,775</b>	<b>6,698,224</b>	<b>7,275,167</b>



**PUBLIC RESOURCES**

**Public Ways**

**STREET -  
STREET SIGN MARKINGS**

Budget Unit 270-85-822  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 160,840
Total Expenditures	662,359
Fund Balance	(501,519)
<hr/>	
	General Fund Costs \$ -
Total Staffing	4.00
	% Funded by General Fund 0.0%

**PROGRAM OVERVIEW**

This program maintains street regulatory and informational signs, street striping, markings and legends, as well as removes graffiti within street right-of-way in a timely manner.

**SERVICE OBJECTIVES**

- Respond to regulatory and informational sign issues in a timely manner.
- Coordinate and respond to work orders from the Traffic Engineer.
- Maintain street sign and traffic marking assets in compliance with the Manual of Uniform Traffic Control Devices.
- Remove graffiti in a timely manner.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$662,359 for the Street Sign Markings Program. This represents a decrease of \$106,631 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to decreases in cost allocation charges.

This budget is funded from \$160,840 in estimated department revenue and is anticipated to use \$501,519 in retained earnings.

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



**Public Works - Street Signs and Markings**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	1,220	-	-	160,840
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,840</b>
<i>Expenditures</i>				
Employee Compensation	281,556	258,174	267,199	287,082
Employee Benefits	142,902	130,344	146,612	147,426
Materials	85,098	94,303	84,628	86,228
Contract Services	4,882	1,896	17,000	17,000
Cost Allocation and Depreciation	252,935	236,616	243,388	116,492
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	10,163	8,131
<b>TOTAL EXPENDITURES</b>	<b>\$ 767,373</b>	<b>\$ 721,333</b>	<b>\$ 768,990</b>	<b>\$ 662,359</b>
Fund Balance	-	-	(11,534)	(501,519)
<b>General Fund Costs</b>	<b>\$ 766,153</b>	<b>\$ 721,333</b>	<b>\$ 757,456</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 4.00

There are no changes to the current level of staffing.

Total authorized positions – 4.00

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>822 Street Sign Marking</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	277,207	252,561	259,882	274,183
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	4,349	5,613	5,000	10,600
500.507 - Taxable Life Premium		0	2,317	2,299
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	281,556	258,174	267,199	287,082
10 - Employee benefits				
501.500 - Retirement System	71,180	66,622	72,720	74,226
501.502 - Pers 1959 Surv Empr	168	67	56	0
501.505 - Health Insurance	42,633	30,372	34,656	33,800
501.506 - Dental Insurance	6,227	5,833	6,146	5,986
501.507 - Medicare	3,608	3,391	3,731	3,955
501.508 - Life Insurance	2,881	2,773	2,141	2,189
501.509 - Long Term Disability	1,631	1,677	1,842	1,941
501.510 - Workers Compensation	13,597	13,596	16,764	16,764
501.511 - Vision Insurance	795	744	732	781
501.516 - Hra City Contribution	182	5,267	7,824	7,784
10 - Employee benefits Total	142,902	130,344	146,612	147,426
15 - Materials				
600.601 - General Office Supplies	470	0	0	0
600.611 - Uniforms/Safety Appar			0	1,600
600.613 - General Supplies	84,628	93,998	84,628	84,628
600.618 - Utilities and Phone		0	0	0
600.632 - Mileage Reimbursement	0	0	0	0
600.642 - Telephone and Data Services		305	0	0
15 - Materials Total	85,098	94,303	84,628	86,228
20 - Contract services				
700.701 - Training and Instruction	4,882	1,896	2,000	2,000
700.702 - General Service Agreement	0	0	15,000	15,000
20 - Contract services Total	4,882	1,896	17,000	17,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	132,400	149,856	172,700	0
800.802 - IT Reimbursement	33,601	52,068	35,989	59,159
800.803 - City Channel Reimb	4,919	3,576	3,581	0
800.804 - Web Site Reimbursement	4,303	5,136	5,132	0
800.805 - CC CAP Allocation	6,315	0	0	12,912
800.806 - CM CAP Allocation	11,322	0	0	3,360
800.807 - ENV Affairs CAP Alloc	3,584	0	0	0
800.808 - ECON Dev CAP Alloc	2,747	0	0	0
800.809 - City Clerk CAP Alloc	3,203	2,892	1,371	0
800.810 - City Attorney CAP Alloc	10,027	13,596	13,599	0
800.811 - Public Affairs CAP Alloc	4,527	0	0	0

800.812 - Disaster PREP CAP Alloc	1,525	0	1,525	0
800.813 - Admin Serv CAP Allocation	8,621	0	0	0
800.814 - Finance CAP Alloc	16,350	0	0	13,780
800.815 - Human resources CAP Alloc	9,491	9,492	9,491	27,281
800.818 - PW Admin CAP				0
25 - Cost allocation Total	252,935	236,616	243,388	116,492
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	10,163	8,131
35 - Contingencies Total	0	0	10,163	8,131
<b>822 Street Sign Marking Total</b>	<b>767,373</b>	<b>721,333</b>	<b>768,990</b>	<b>662,359</b>



**PUBLIC RESOURCES**

**Public Ways**

**STREET -**

**Graffiti Removal**

Budget Unit 100-85-823

General Fund

**PROGRAM OVERVIEW**

In Fiscal Year 2011-12, this program was transferred to 270-85-821 Street Sign Markings. Prior year actual costs are included to preserve historical data. Once all prior year actuals are \$0 in the following table, this program will be removed.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>823 Graffiti Removal</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	15,991	8,410	0	0
500.505 - Overtime	45	96	0	0
05 - Employee compensation Total	16,036	8,507	0	0
10 - Employee benefits				
501.500 - Retirement System	4,164	1,785	0	0
501.502 - Pers 1959 Surv Empr	0	10	0	0
501.505 - Health Insurance	1,965	1,549	0	0
501.506 - Dental Insurance	390	261	0	0
501.507 - Medicare	242	117	0	0
501.508 - Life Insurance	178	120	0	0
501.509 - Long Term Disability	97	43	0	0
501.510 - Workers Compensation	1,402	0	0	0
501.511 - Vision Insurance	44	30	0	0
501.516 - Hra City Contribution			0	0
10 - Employee benefits Total	8,482	3,915	0	0
15 - Materials				
600.601 - General Office Supplies	915	0	0	0
15 - Materials Total	915	0	0	0
20 - Contract services				

700.702 - General Service Agreement	0	0	0	0
700.706 - Rent Expense	0	0	0	0
20 - Contract services Total	0	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	1,300	0	0	0
25 - Cost allocation Total	1,300	0	0	0
31 - Special projects				
900.990 - Special Projects - PW				0
31 - Special projects Total				0
<b>823 Graffiti Removal Total</b>	<b>26,732</b>	<b>12,422</b>	<b>0</b>	<b>0</b>



CUPERTINO

**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		550,658
Fund Balance		-
		<b>General Fund Costs \$ 550,658</b>
Total Staffing		0.35
% Funded by General Fund		100.0%

**PROGRAM OVERVIEW**

Maintain city owned streetlights (2,950), parking lot lights and park lighting.

**SERVICE OBJECTIVES**

- Respond to outages in a timely manner.
- Conserve electricity through the conversion of older less efficient light technology to current and tested technologies.
- Replace direct buried wiring with wiring in conduits as failures occur.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$550,658 for the Street Lighting Program. This represents an increase of \$65,993 over the FY 2015-16 Final Adopted Budget attributed to the special project shown below.

This budget is funded from a \$550,658 contribution from the General Fund.

**SPECIAL PROJECTS**

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

Special Project	Appropriations	Revenue	Funding Source	Description
Light Pole/Arm Replacement and Upgrades	\$130,000	\$130,000	General Fund	Replace and upgrade ~450 failing light pole/arms. This would be year 2 of a 5-year program, with ~100 poles receiving upgrades/replacement per year.
Rancho San Antonio streetlight upgrade	\$34,000	\$34,000	General Fund	Replace 21 existing light fixtures with new LED fixtures.
<b>TOTAL</b>	\$164,000	\$164,000		

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

**Public Works - Street Lighting**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	27,278	26,743	39,416	39,069
Employee Benefits	12,386	12,864	15,865	15,485
Materials	220,191	227,734	241,526	242,146
Contract Services	9,965	2,235	20,500	50,500
Cost Allocation and Depreciation	21,841	21,792	12,110	19,259
Capital Outlay	-	-	-	-
Special Projects	12,000	28,279	130,000	164,000
Appropriations for Contingency	-	-	25,248	20,199
<b>TOTAL EXPENDITURES</b>	<b>\$ 303,661</b>	<b>\$ 319,647</b>	<b>\$ 484,665</b>	<b>\$ 550,658</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 303,661</b>	<b>\$ 319,647</b>	<b>\$ 484,665</b>	<b>\$ 550,658</b>

**STAFFING**

Total current authorized positions – .35

There are no changes to the current level of staffing.

Total authorized positions – .35

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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



	FY14 ACTUALS	FY15 ACTUALS	FY16FINAL BUDGET	FY17 FINAL BUDGET
<b>848 Street Lighting</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	26,476	26,127	29,082	28,734
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	802	615	10,000	10,000
500.507 - Taxable Life Premium		0	334	335
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	27,278	26,743	39,416	39,069
10 - Employee benefits				
501.500 - Retirement System	6,849	6,743	8,254	7,835
501.502 - Pers 1959 Surv Empr	18	255	6	0
501.505 - Health Insurance	3,213	3,268	3,354	3,390
501.506 - Dental Insurance	506	530	518	518
501.507 - Medicare	56	71	418	414
501.508 - Life Insurance	240	261	201	201
501.509 - Long Term Disability	155	188	201	200
501.510 - Workers Compensation	1,253	1,248	2,165	2,165
501.511 - Vision Insurance	60	64	63	63
501.516 - Hra City Contribution	36	235	685	699
10 - Employee benefits Total	12,386	12,864	15,865	15,485
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	120
600.613 - General Supplies	40,976	50,454	40,976	40,976
600.618 - Utilities and Phone	0	0	1,050	1,050
600.619 - Advertising and Legal Notices	0	0	199,500	0
600.641 - Electrical Service	178,735	176,116	0	199,000
600.642 - Telephone and Data Services	480	1,163	0	1,000
15 - Materials Total	220,191	227,734	241,526	242,146
20 - Contract services				
700.701 - Training and Instruction	715	75	500	500
700.702 - General Service Agreement	9,250	2,160	20,000	50,000
20 - Contract services Total	9,965	2,235	20,500	50,500
25 - Cost allocation				
800.801 - Equipment Reimbursement	15,910	17,904	8,220	0
800.802 - IT Reimbursement	5,518	3,408	3,405	5,027
800.804 - Web Site Reimbursement	413	480	485	0
800.805 - CC CAP Allocation				2,843
800.806 - CM CAP Allocation				806
800.814 - Finance CAP Alloc				8,037
800.815 - Human resources CAP Alloc				2,546
800.818 - PW Admin CAP				0
25 - Cost allocation Total	21,841	21,792	12,110	19,259
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.919 - Monta Vista Lights	12,000	28,279	0	0

900.990 - Special Projects - PW			130,000	164,000
31 - Special projects Total	12,000	28,279	130,000	164,000
35 - Contingencies				
719.705 - Contingencies	0	0	25,248	20,199
35 - Contingencies Total	0	0	25,248	20,199
<b>848 Street Lighting Total</b>	<b>303,661</b>	<b>319,647</b>	<b>484,665</b>	<b>550,658</b>



**PUBLIC RESOURCES**

**Public Ways**

**STREET -**  
**FLEET-EQUIPMENT MAINTENANCE**  
 Budget Unit 630-85-849  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,416,325
Total Expenditures	1,395,195
Fund Balance	21,130
<hr/>	
General Fund Costs	\$ -
Total Staffing	2.90
% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (102), rolling stock (55), trailers (19), riding mowers (12), and all power equipment (234). The division also manages above ground fuel storage tank at Service Center.

**SERVICE OBJECTIVES**

- Maintain all city vehicles and equipment to reduce operating costs and increase safety.
- Fabricate, weld and repair equipment that includes vehicles, apparatus, structures, facilities for function and safety.
- Develop specifications and bid per City policy the purchases of trucks, tractors and other significant equipment.
- Maintain surplus vehicles and other equipment per City policy.
- Ensure all vehicles conform to State of California emission regulations.
- Maintain / inspect above ground fuel tanks as required.
- Maintain accurate inventory of fleet/equipment assets.
- Maintain a safe and clean working environment be approved for the equipment mechanics and welding.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,395,195 for the Fleet-Equipment Maintenance Program. This represents an increase of \$211,020 over the FY 2015-16 Final Adopted Budget.

This budget is funded by \$1,416,325 in charges to user departments and is projected to increase their retained earnings by \$21,130.

**SPECIAL PROJECTS**

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Racks, Bins, Fire Cabinets	\$50,000	\$50,000	General Fund	New Racks, bins and Fire Cabinets for Re-Organization of Mechanic Shop
Fuel Management System	\$30,000	\$30,000	General Fund	Replace Outdated Fuel Management System
Oil Filter Crusher	\$3,500	\$3,500	General Fund	Oil Filter Crusher will Reduce storage of old filters and reduce disposal fee's
<b>TOTAL</b>	<b>\$83,500</b>	<b>\$83,500</b>		

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

**Public Works - Street Equipment Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	1,416,325
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,416,325</b>
<u>Expenditures</u>				
Employee Compensation	229,064	147,322	208,528	272,448
Employee Benefits	108,027	79,310	115,245	120,799
Materials	266,955	230,531	266,265	294,366
Contract Services	114,930	93,096	136,500	136,500
Cost Allocation and Depreciation	322,540	327,715	417,364	455,363
Capital Outlay	-	-	-	-
Special Projects	-	41,632	-	83,500
Appropriations for Contingency	-	-	40,273	32,219
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,041,515</b>	<b>\$ 919,606</b>	<b>\$ 1,184,175</b>	<b>\$ 1,395,195</b>
Fund Balance	-	-	(204,638)	21,130
<b>General Fund Costs</b>	<b>\$ 1,041,515</b>	<b>\$ 919,606</b>	<b>\$ 979,537</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 2.90

There are no changes to the current level of staffing.

Total authorized positions – 2.90

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>849 Equipment Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	228,736	147,214	207,604	221,654
500.502 - Salaries Part Time	0	0	0	50,000
500.504 - Stand By			0	0
500.505 - Overtime	328	108	0	0
500.506 - Car Allowance		0	0	0
500.507 - Taxable Life Premium		0	924	794
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	229,064	147,322	208,528	272,448
10 - Employee benefits				
501.500 - Retirement System	58,286	39,089	53,686	59,529
501.502 - Pers 1959 Surv Empr	100	13	33	0
501.505 - Health Insurance	27,354	17,418	25,388	24,456
501.506 - Dental Insurance	4,573	3,203	4,544	4,541
501.507 - Medicare	3,330	2,325	2,980	3,199
501.508 - Life Insurance	2,077	1,482	1,622	1,885
501.509 - Long Term Disability	1,329	985	1,465	1,590
501.510 - Workers Compensation	10,371	10,368	19,239	19,239
501.511 - Vision Insurance	606	418	616	572
501.516 - Hra City Contribution		4,009	5,672	5,788
10 - Employee benefits Total	108,027	79,310	115,245	120,799
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.608 - Small Tools and Equipment	9,894	5,136	9,349	9,349
600.609 - Equipment Parts	33,089	30,568	31,760	34,000
600.610 - Auto Parts/Supplies	19,264	30,390	20,499	46,000
600.611 - Uniforms/Safety Appar	100	0	0	360
600.612 - Fuel	166,311	131,958	166,311	166,311
600.613 - General Supplies	37,528	31,900	37,528	37,528
600.618 - Utilities and Phone	0	0	818	818
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services	770	579	0	0
15 - Materials Total	266,955	230,531	266,265	294,366
20 - Contract services				
700.701 - Training and Instruction	205	914	1,500	1,500
700.702 - General Service Agreement	90,561	67,276	95,000	95,000
700.703 - Maintenance of Equipment	24,164	24,906	40,000	40,000
20 - Contract services Total	114,930	93,096	136,500	136,500
25 - Cost allocation				
800.802 - IT Reimbursement	18,475	28,212	28,208	41,045
800.804 - Web Site Reimbursement	3,417	4,020	4,023	0
800.805 - CC CAP Allocation				12,324
800.806 - CM CAP Allocation	5,859	5,856	5,859	3,301

800.807 - ENV Affairs CAP Alloc	1,850	1,848	1,850	0
800.808 - ECON Dev CAP Alloc	1,421	1,416	1,421	0
800.809 - City Clerk CAP Alloc	2,137	1,992	1,993	0
800.813 - Admin Serv CAP Allocation	4,454	4,452	4,454	0
800.814 - Finance CAP Alloc	8,463	8,460	8,463	13,981
800.815 - Human resources CAP Alloc	8,093	8,088	8,093	31,712
800.818 - PW Admin CAP				0
25 - Cost allocation Total	54,169	64,344	64,364	102,363
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.920 - Fuel Pump Dispenser	0	41,632	0	0
900.990 - Special Projects - PW			0	83,500
31 - Special projects Total	0	41,632	0	83,500
35 - Contingencies				
719.705 - Contingencies	0	0	40,273	32,219
35 - Contingencies Total	0	0	40,273	32,219
50 - Other financing uses				
800.904 - Depreciation Expenses	268,371	263,371	353,000	353,000
50 - Other financing uses Total	268,371	263,371	353,000	353,000
<b>849 Equipment Maintenance Total</b>	<b>1,041,515</b>	<b>919,606</b>	<b>1,184,175</b>	<b>1,395,195</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		127,681
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 127,681
Total Staffing		0.55
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$127,681 for the Environmental Materials Program. This represents a decrease of \$13,432 from the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$127,681 contribution from the General Fund.

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



**Public Works - Street Environmental Materials**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	38,286	28,787	45,487	43,718
Employee Benefits	18,142	14,448	22,638	20,934
Materials	25,842	22,699	33,850	34,220
Contract Services	1,464	4,029	3,814	3,814
Cost Allocation and Depreciation	30,943	42,324	31,563	21,986
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	3,761	3,009
<b>TOTAL EXPENDITURES</b>	<b>\$ 114,676</b>	<b>\$ 112,286</b>	<b>\$ 141,113</b>	<b>\$ 127,681</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 114,676</b>	<b>\$ 112,286</b>	<b>\$ 141,113</b>	<b>\$ 127,681</b>

**STAFFING**

Total current authorized positions – .55

There are no changes to the current level of staffing.

Total authorized positions – .55

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>850 Environmental Materials</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	38,019	28,054	44,954	42,996
500.504 - Stand By			0	0
500.505 - Overtime	267	733	300	500
500.507 - Taxable Life Premium		0	233	222
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	38,286	28,787	45,487	43,718
10 - Employee benefits				
501.500 - Retirement System	9,691	7,226	12,729	11,674
501.502 - Pers 1959 Surv Empr	15	7	15	0
501.505 - Health Insurance	4,364	3,055	4,886	4,468
501.506 - Dental Insurance	817	556	879	800
501.507 - Medicare	550	437	645	620
501.508 - Life Insurance	382	288	340	320
501.509 - Long Term Disability	218	186	315	301
501.510 - Workers Compensation	1,968	1,968	1,547	1,547
501.511 - Vision Insurance	102	76	108	105
501.516 - Hra City Contribution	36	651	1,174	1,099
10 - Employee benefits Total	18,142	14,448	22,638	20,934
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.608 - Small Tools and Equipment	380	0	0	0
600.611 - Uniforms/Safety Appar			0	220
600.613 - General Supplies	2,533	3,665	3,800	3,800
600.616 - Haz Material Mgmt	22,269	17,057	29,000	29,000
600.618 - Utilities and Phone	0	0	1,050	0
600.632 - Mileage Reimbursement	0	101	0	0
600.642 - Telephone and Data Services	660	1,876	0	1,200
15 - Materials Total	25,842	22,699	33,850	34,220
20 - Contract services				
700.701 - Training and Instruction	1,464	3,699	3,814	3,814
700.702 - General Service Agreement		330	0	0
20 - Contract services Total	1,464	4,029	3,814	3,814
25 - Cost allocation				
800.801 - Equipment Reimbursement	25,880	40,128	29,360	0
800.802 - IT Reimbursement	4,768	1,296	1,299	9,156
800.804 - Web Site Reimbursement	295	900	904	0
800.805 - CC CAP Allocation				1,480
800.806 - CM CAP Allocation				396
800.814 - Finance CAP Alloc				8,408
800.815 - Human resources CAP Alloc				2,546
800.818 - PW Admin CAP				0
25 - Cost allocation Total	30,943	42,324	31,563	21,986

31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	3,761	3,009
35 - Contingencies Total	0	0	3,761	3,009
<b>850 Environmental Materials Total</b>	<b>114,676</b>	<b>112,286</b>	<b>141,113</b>	<b>127,681</b>



**PUBLIC RESOURCES**

**Public Ways**

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

Budget Unit 100-86-824  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		1,365,888
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 1,365,888
Total Staffing		6.30
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,365,888 for the Trees and Right-Of-Way Program. This represents an increase of \$120,173 over the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$1,365,888 contribution from the General Fund.

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

**Public Works - Overpasses and Medians**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	387,014	539,485	441,800	453,243
Employee Benefits	199,380	291,714	244,712	243,919
Materials	270,851	289,907	306,033	310,800
Contract Services	13,043	29,737	38,000	33,000
Cost Allocation and Depreciation	151,635	217,092	181,867	298,283
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	33,303	26,643
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,021,924</b>	<b>\$ 1,367,935</b>	<b>\$ 1,245,715</b>	<b>\$ 1,365,888</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 1,021,924</b>	<b>\$ 1,367,935</b>	<b>\$ 1,245,715</b>	<b>\$ 1,365,888</b>

**STAFFING**

Total current authorized positions – 6.30

There are no changes to the current level of staffing.

Total authorized positions – 6.30

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>824 Over Passes and Medians</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	334,211	516,110	423,019	435,687
500.502 - Salaries Part Time	48,310	7,551	0	0
500.504 - Stand By		200	0	0
500.505 - Overtime	4,493	15,624	15,000	15,000
500.507 - Taxable Life Premium		0	3,781	2,556
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	387,014	539,485	441,800	453,243
10 - Employee benefits				
501.500 - Retirement System	85,889	132,968	117,023	116,269
501.502 - Pers 1959 Surv Empr	296	325	99	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	51,004	68,200	54,287	53,953
501.506 - Dental Insurance	8,698	13,796	9,689	9,683
501.507 - Medicare	6,294	8,418	6,073	6,287
501.508 - Life Insurance	4,042	6,573	3,534	3,395
501.509 - Long Term Disability	1,934	3,501	3,005	3,073
501.510 - Workers Compensation	40,160	39,703	37,550	37,550
501.511 - Vision Insurance	1,060	1,663	1,129	1,134
501.516 - Hra City Contribution	3	16,569	12,323	12,575
10 - Employee benefits Total	199,380	291,714	244,712	243,919
15 - Materials				
600.601 - General Office Supplies	25	0	0	0
600.611 - Uniforms/Safety Appar			0	2,800
600.613 - General Supplies	71,463	43,446	45,000	45,000
600.617 - Irrigation Improvement		34,628	30,000	35,000
600.618 - Utilities and Phone	-4,585	-2,387	210,000	0
600.619 - Advertising and Legal Notices	0	0	21,033	0
600.632 - Mileage Reimbursement	16	340	0	0
600.641 - Electrical Service	14,019	14,796	0	16,000
600.642 - Telephone and Data Services	2,872	2,351	0	2,000
600.643 - Water Services	187,042	196,733	0	210,000
15 - Materials Total	270,851	289,907	306,033	310,800
20 - Contract services				
700.701 - Training and Instruction	8,084	3,962	8,000	8,000
700.702 - General Service Agreement	4,959	25,775	30,000	25,000
20 - Contract services Total	13,043	29,737	38,000	33,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	105,490	147,072	111,850	0
800.802 - IT Reimbursement	39,190	61,284	61,278	102,866
800.804 - Web Site Reimbursement	6,955	8,736	8,739	0
800.805 - CC CAP Allocation				43,599
800.806 - CM CAP Allocation				11,064

800.814 - Finance CAP Alloc				33,811
800.815 - Human resources CAP Alloc				106,943
800.818 - PW Admin CAP				0
25 - Cost allocation Total	151,635	217,092	181,867	298,283
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	33,303	26,643
35 - Contingencies Total	0	0	33,303	26,643
<b>824 Over Passes and Medians Total</b>	<b>1,021,924</b>	<b>1,367,935</b>	<b>1,245,715</b>	<b>1,365,888</b>



CUPERTINO

**PUBLIC RESOURCES**

**Public Ways**

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

Budget Unit 100-86-825

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 30,000
Total Expenditures	947,730
Fund Balance	-
<hr/>	
General Fund Costs	\$ 917,730
Total Staffing	7.40
% Funded by General Fund	96.8%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

- Proactively perform the activities of trimming, spraying, staking, pest management and other tree health related functions.
- Respond to citizen requests to perform the trimming or other tree health related services in a timely manner.
- Remove diseased and damaged trees as needed.
- Plant replacement trees for trees removed due to disease and damage.
- Continue activities to maintain standing as a Tree City USA program.
- Update the annual forestry work plan to document our urban forest and to establish goals and objectives be approved for the care and planting of trees.
- Affix and maintain tree identification badges on all City-owned and maintained street trees.
- Provide educational flyers to all residents with street trees adjacent to their property.
- Oversees stump grinding contracts.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$947,730 for the Street Tree Maintenance Budget. This represents a decrease of \$250,780 from the FY 2015-16 Final Adopted Budget.



This budget is funded from \$30,000 in estimated department revenue and a \$917,730 contribution from the General Fund.

**SPECIAL PROJECTS**

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

<b>Project Name</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Source</b>	<b>Description</b>
Drought related expenses	\$30,000	\$30,000	General Fund	Maintenance on drought effected trees.
	\$30,000	\$30,000		

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

**Public Works - Street Tree Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	12,506	4,801	-	30,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 12,506</b>	<b>\$ 4,801</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<u>Expenditures</u>				
Employee Compensation	393,630	308,658	535,077	463,685
Employee Benefits	172,518	145,784	267,591	267,037
Materials	41,596	52,434	45,250	53,400
Contract Services	10,380	47,127	65,000	20,000
Cost Allocation and Depreciation	166,151	273,468	244,592	104,808
Capital Outlay	-	7,000	-	-
Special Projects	27,428	16,902	30,000	30,000
Appropriations for Contingency	-	-	11,000	8,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 811,703</b>	<b>\$ 851,373</b>	<b>\$ 1,198,510</b>	<b>\$ 947,730</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 799,197</b>	<b>\$ 846,572</b>	<b>\$ 1,198,510</b>	<b>\$ 917,730</b>

**STAFFING**

Total current authorized positions - 7.40

There are no changes to the current level of staffing.

Total authorized positions – 7.40

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
825 Street Tree Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	325,819	262,238	478,698	453,875
500.502 - Salaries Part Time	61,841	40,888	47,000	0

500.505 - Overtime	5,970	5,533	6,000	6,000
500.507 - Taxable Life Premium		0	1,969	2,400
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			1,410	1,410
05 - Employee compensation Total	393,630	308,658	535,077	463,685
10 - Employee benefits				
501.500 - Retirement System	82,252	67,267	123,045	118,290
501.502 - Pers 1959 Surv Empr	271	101	90	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	45,408	32,869	61,834	66,136
501.506 - Dental Insurance	7,959	5,999	11,351	11,345
501.507 - Medicare	6,525	5,185	6,872	6,549
501.508 - Life Insurance	3,733	2,872	3,604	3,604
501.509 - Long Term Disability	1,904	1,611	3,343	3,210
501.510 - Workers Compensation	23,507	23,278	41,651	41,651
501.511 - Vision Insurance	955	746	1,327	1,482
501.516 - Hra City Contribution	4	5,857	14,474	14,770
10 - Employee benefits Total	172,518	145,784	267,591	267,037
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	2,400
600.613 - General Supplies	37,010	46,044	40,000	40,000
600.618 - Utilities and Phone	4,585	2,387	5,250	0
600.641 - Electrical Service				0
600.642 - Telephone and Data Services		2,273	0	1,000
600.643 - Water Services		1,730	0	10,000
15 - Materials Total	41,596	52,434	45,250	53,400
20 - Contract services				
700.702 - General Service Agreement	10,380	27,072	20,000	20,000
700.706 - Rent Expense	0	20,055	45,000	0
20 - Contract services Total	10,380	47,127	65,000	20,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	116,230	191,232	162,350	0
800.802 - IT Reimbursement	42,377	71,976	71,977	90,053
800.804 - Web Site Reimbursement	7,544	10,260	10,265	0
800.805 - CC CAP Allocation				4,755
800.806 - CM CAP Allocation				1,428
800.814 - Finance CAP Alloc				8,572
800.815 - Human resources CAP Alloc				0
800.818 - PW Admin CAP				0
25 - Cost allocation Total	166,151	273,468	244,592	104,808
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	7,000	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	7,000	0	0
31 - Special projects				
900.911 - Trees and Badges	27,428	16,902	0	0
900.990 - Special Projects - PW			30,000	30,000
31 - Special projects Total	27,428	16,902	30,000	30,000
35 - Contingencies				

719.705 - Contingencies	0	0	11,000	8,800
35 - Contingencies Total	0	0	11,000	8,800
<b>825 Street Tree Maintenance Total</b>	<b>811,703</b>	<b>851,373</b>	<b>1,198,510</b>	<b>947,730</b>



**PUBLIC RESOURCES**

**Public Ways**

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

Budget Unit 100-86-826  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	456,082
Fund Balance	-
<hr/>	
General Fund Costs	\$ 456,082
Total Staffing	2.70
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Weekend Work Program supplements existing Service Center staffing with individuals in a sentencing alternative program. Participants of the program perform manual labor type duties. The work performed by this program is equivalent to five full time maintenance workers.

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$456,082 for the Weekend Work Program. This represents an increase of \$81,892 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to an increase in departmental cost allocations.

This budget is funded from a \$456,082 contribution from the General Fund.

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

**Public Works - Weekend Work Program**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	224,013	221,012	194,211	260,349
Employee Benefits	115,142	101,863	105,709	109,333
Materials	5,275	11,126	9,788	10,760
Contract Services	-	-	-	-
Cost Allocation and Depreciation	36,779	42,960	63,507	74,860
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	975	780
<b>TOTAL EXPENDITURES</b>	<b>\$ 381,209</b>	<b>\$ 376,961</b>	<b>\$ 374,190</b>	<b>\$ 456,082</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 381,209</b>	<b>\$ 376,961</b>	<b>\$ 374,190</b>	<b>\$ 456,082</b>

**STAFFING**

Total current authorized positions – 2.70

There are no changes to the current level of staffing.

Total authorized positions – 2.70

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>826 Weekend Work Program</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	213,518	211,192	180,608	196,747
500.502 - Salaries Part Time	0	0	0	50,000
500.505 - Overtime	10,495	9,819	10,000	10,000
500.507 - Taxable Life Premium		0	3,603	3,602
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	224,013	221,012	194,211	260,349
10 - Employee benefits				
501.500 - Retirement System	54,448	54,870	49,967	52,995
501.502 - Pers 1959 Surv Empr	163	60	54	0
501.505 - Health Insurance	24,741	20,943	21,282	21,427
501.506 - Dental Insurance	4,657	4,169	4,048	4,045
501.507 - Medicare	3,275	3,426	2,593	2,839
501.508 - Life Insurance	2,204	2,032	1,483	1,482
501.509 - Long Term Disability	1,226	1,158	1,278	1,381
501.510 - Workers Compensation	23,792	11,835	19,239	19,239
501.511 - Vision Insurance	633	573	484	536
501.516 - Hra City Contribution	3	2,796	5,281	5,389
10 - Employee benefits Total	115,142	101,863	105,709	109,333
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	960
600.613 - General Supplies	4,143	10,133	9,000	9,000
600.618 - Utilities and Phone	0	0	788	0
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service			0	0
600.642 - Telephone and Data Services	1,132	993	0	800
15 - Materials Total	5,275	11,126	9,788	10,760
25 - Cost allocation				
800.801 - Equipment Reimbursement	11,780	12,948	33,500	0
800.802 - IT Reimbursement	21,345	26,268	26,262	37,998
800.804 - Web Site Reimbursement	3,654	3,744	3,745	0
800.805 - CC CAP Allocation				8,585
800.806 - CM CAP Allocation				2,205
800.814 - Finance CAP Alloc				6,429
800.815 - Human resources CAP Alloc				19,643
800.818 - PW Admin CAP				0
25 - Cost allocation Total	36,779	42,960	63,507	74,860
31 - Special projects				
900.990 - Special Projects - PW			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	975	780
35 - Contingencies Total	0	0	975	780
<b>826 Weekend Work Program Total</b>	<b>381,209</b>	<b>376,961</b>	<b>374,190</b>	<b>456,082</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-BUILDING MAINTENANCE**

**CITY HALL**

Budget Unit 100-87-827

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 653,222
Total Expenditures	595,032
Fund Balance	-
	General Fund Costs \$ (58,190)
Total Staffing	1.00
	% Funded by General Fund -9.8%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$595,032 for the Building Maintenance City Hall Program. This represents an increase of \$56,189 over the FY 2015-16 Final Adopted Budget. The increase is primarily related to an increase in materials and contract costs.

This budget is funded from a \$58,190 contribution from the General Fund.

**SPECIAL PROJECTS**

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



Project Name	Appropriations	Revenue	Source	Description
Paint entry way	\$4,500	\$4,500	General Fund	Paint and seal entry to prevent water leakage
Repaint stair handrails	\$9,000	\$9,000	General Fund	Strip and repaint al stair handrails
	\$13,500	\$13,500		

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

**Public Works - Building Maintenance City Hall**

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	653,222
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 653,222</b>
<u>Expenditures</u>				
Employee Compensation	94,956	91,605	90,572	88,320
Employee Benefits	43,298	43,319	46,615	45,855
Materials	134,910	160,235	207,500	207,820
Contract Services	123,882	145,646	137,000	154,000
Cost Allocation and Depreciation	24,725	28,128	23,456	58,577
Capital Outlay	60,328	2,765	-	-
Special Projects	-	-	-	13,500
Appropriations for Contingency	-	-	33,700	26,960
<b>TOTAL EXPENDITURES</b>	<b>\$ 482,099</b>	<b>\$ 471,698</b>	<b>\$ 538,843</b>	<b>\$ 595,032</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 482,099</b>	<b>\$ 471,698</b>	<b>\$ 538,843</b>	<b>\$ (58,190)</b>

## STAFFING

Total current authorized positions – 1.00

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

Total authorized positions – 1.00

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
827 Bldg Maint City Hall				
05 - Employee compensation				
500.501 - Salaries Full Time	92,597	88,843	85,948	83,697
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	2,359	2,762	4,000	4,000
500.507 - Taxable Life Premium		0	624	623
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	94,956	91,605	90,572	88,320
10 - Employee benefits				
501.500 - Retirement System	23,349	22,879	24,366	22,735
501.502 - Pers 1959 Surv Empr	48	14	16	0
501.505 - Health Insurance	10,145	9,187	8,070	9,014
501.506 - Dental Insurance	1,770	1,648	1,445	1,445
501.507 - Medicare	1,671	1,329	1,234	1,207
501.508 - Life Insurance	863	827	679	596
501.509 - Long Term Disability	513	565	607	583
501.510 - Workers Compensation	4,683	4,656	8,063	8,063
501.511 - Vision Insurance	252	240	179	215
501.516 - Hra City Contribution	5	1,975	1,956	1,997
10 - Employee benefits Total	43,298	43,319	46,615	45,855
15 - Materials				
600.601 - General Office Supplies	231	219	0	0
600.611 - Uniforms/Safety Appar			0	320
600.613 - General Supplies	9,013	17,296	40,000	40,000
600.618 - Utilities and Phone	0	0	52,500	0
600.619 - Advertising and Legal Notices	0	0	105,000	0
600.620 - Gas Service	6,481	9,019	10,000	10,000
600.641 - Electrical Service	79,069	103,182	0	105,000
600.642 - Telephone and Data Services	35,604	19,466	0	35,000
600.643 - Water Services	3,651	4,045	0	4,000
600.644 - Sewer Service	861	7,007	0	13,500
15 - Materials Total	134,910	160,235	207,500	207,820
20 - Contract services				
700.701 - Training and Instruction	2,449	683	7,000	7,000

700.702 - General Service Agreement	107,406	142,362	130,000	147,000
700.703 - Maintenance of Equipment	14,027	2,601	0	0
20 - Contract services Total	123,882	145,646	137,000	154,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	13,240	14,892	10,230	0
800.802 - IT Reimbursement	9,953	11,580	11,575	14,198
800.804 - Web Site Reimbursement	1,532	1,656	1,651	0
800.823 - Strategic Support CAP				44,379
25 - Cost allocation Total	24,725	28,128	23,456	58,577
30 - Capital outlays				
900.904 - Non Recur Facility MGT	60,328	2,765	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	60,328	2,765	0	0
31 - Special projects				
900.935 - Cell Phone Coverage Analy	0	0	0	0
900.990 - Special Projects - PW			0	13,500
31 - Special projects Total	0	0	0	13,500
35 - Contingencies				
719.705 - Contingencies	0	0	33,700	26,960
35 - Contingencies Total	0	0	33,700	26,960
<b>827 Bldg Maint City Hall Total</b>	<b>482,099</b>	<b>471,698</b>	<b>538,843</b>	<b>595,032</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-  
LIBRARY**

Budget Unit 100-87-828  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 727,159
Total Expenditures	622,835
Fund Balance	-
<hr/>	
	General Fund Costs \$ (104,324)
Total Staffing	0.80
% Funded by General Fund	-16.7%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$622,835 for the Library Program. This represents an increase of \$191,679 over the FY 2015-16 Final Adopted Budget. The increase is driven primarily by special projects listed below.

This budget is funded from \$727,159 in estimated department revenue and is projected to return \$104,324 to the General Fund.

**SPECIAL PROJECTS**

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

<b>Project Name</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Source</b>	<b>Description</b>
<b>Card Access System</b>	\$10,000	\$10,000	General Fund	Replace outdated key card system
<b>Window Upgrade/Replacement</b>	\$10,000	\$10,000	General Fund	Annual window upgrade/replacement due to broken/cracked/leaking windows
<b>Granite Floor restoration</b>	\$8,500	\$8,500	General Fund	Resurface and seal granite floor
<b>Aquarium Education</b>	\$40,000	\$40,000	General Fund	Interactional upgrades to the aquarium designed to educate children on aquatic life
	\$68,500	\$68,500		

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

Public Works - Library

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	6,500	78,125	140,300	140,700
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	586,459
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue				
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,500</b>	<b>\$ 78,125</b>	<b>\$ 140,300</b>	<b>\$ 727,159</b>
<i>Expenditures</i>				
Employee Compensation	69,683	71,973	56,794	56,742
Employee Benefits	31,590	34,692	32,396	32,078
Materials	14,131	6,290	14,076	14,356
Contract Services	139,912	162,674	145,000	175,000
Cost Allocation and Depreciation	8,650	12,972	12,982	263,432
Capital Outlay	20,520	4,049	-	-
Special Projects	-	24,695	154,000	68,500
Appropriations for Contingency	-	-	15,908	12,727
<b>TOTAL EXPENDITURES</b>	<b>\$ 284,485</b>	<b>\$ 317,345</b>	<b>\$ 431,156</b>	<b>\$ 622,835</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 277,985</b>	<b>\$ 239,220</b>	<b>\$ 290,856</b>	<b>\$ (104,324)</b>

## STAFFING

Total current authorized positions – .80

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

Total authorized positions – .80

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>828 Bldg Maint Library</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	68,911	70,077	55,850	55,299
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	772	1,896	500	1,000
500.507 - Taxable Life Premium		0	444	443
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	69,683	71,973	56,794	56,742
10 - Employee benefits				
501.500 - Retirement System	17,396	18,034	15,282	14,815
501.502 - Pers 1959 Surv Empr	38	20	13	0
501.505 - Health Insurance	7,385	8,281	6,974	7,132
501.506 - Dental Insurance	1,354	1,518	1,192	1,193
501.507 - Medicare	1,301	1,050	802	798
501.508 - Life Insurance	645	738	444	400
501.509 - Long Term Disability	386	457	393	385
501.510 - Workers Compensation	2,894	2,868	5,588	5,588
501.511 - Vision Insurance	189	212	143	169
501.516 - Hra City Contribution	3	1,513	1,565	1,598
10 - Employee benefits Total	31,590	34,692	32,396	32,078
15 - Materials				
600.601 - General Office Supplies	54	0	0	0
600.611 - Uniforms/Safety Appar			0	280
600.613 - General Supplies	14,076	6,290	14,076	14,076
600.621 - Calrecylce City Payment Prgm Adm	0	0	0	0
15 - Materials Total	14,131	6,290	14,076	14,356
20 - Contract services				
700.702 - General Service Agreement	139,401	159,857	145,000	175,000
700.703 - Maintenance of Equipment	510	2,817	0	0
20 - Contract services Total	139,912	162,674	145,000	175,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	940	1,980	1,980	0
800.802 - IT Reimbursement	6,767	9,624	9,629	11,336
800.804 - Web Site Reimbursement	943	1,368	1,373	0
800.817 - Community Hall/Quinlan CAP				184,405

800.822 - Library Facilities CAP				0
800.823 - Strategic Support CAP				67,691
25 - Cost allocation Total	8,650	12,972	12,982	263,432
30 - Capital outlays				
900.904 - Non Recur Facility MGT	20,520	4,049	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	20,520	4,049	0	0
31 - Special projects				
900.948 - Hybrid DVR		24,695	0	0
900.949 - Windows		0	0	0
900.990 - Special Projects - PW			154,000	68,500
31 - Special projects Total		24,695	154,000	68,500
35 - Contingencies				
719.705 - Contingencies	0	0	15,908	12,727
35 - Contingencies Total	0	0	15,908	12,727
<b>828 Bldg Maint Library Total</b>	<b>284,485</b>	<b>317,345</b>	<b>431,156</b>	<b>622,835</b>





**CUPERTINO**

**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**SERVICE CENTER**

Budget Unit 100-87-829

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 465,181
Total Expenditures	335,567
Fund Balance	-
<hr/>	
	General Fund Costs \$ (129,614)
Total Staffing	0.80
	% Funded by General Fund -38.6%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$335,567 for the Service Center Program. This represents a decrease of \$92,575 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to increases in special project costs detailed below.

This budget is funded from a \$129,614 contribution from the General Fund.

**SPECIAL PROJECTS**

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

<b>Project Name</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Source</b>	<b>Description</b>
<b>Paint Front of Shop</b>	\$20,000	\$20,000	General Fund	Repaint front of Mech. shop
<b>LED lights welding shop</b>	\$6,000	\$6,000	General Fund	New LED lights in weld Shop for energy efficiency
<b>Replacement Radio Replacement</b>	\$10,000	\$10,000	General Fund	Replace outdated radios
<b>Bird Netting</b>	\$3,614	\$3,614	General Fund	Install bird netting to prevent droppings and unsanitary conditions
<b>Total</b>	\$39,614	\$39,614		

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

**Public Works - Service Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	465,181
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 465,181</b>
<i>Expenditures</i>				
Employee Compensation	63,986	54,710	59,105	61,081
Employee Benefits	29,732	27,283	34,041	33,971
Materials	67,911	65,009	86,983	86,780
Contract Services	32,454	28,296	30,000	40,000
Cost Allocation and Depreciation	43,450	76,584	63,622	65,008
Capital Outlay	2,385	9,425	-	-
Special Projects	15,918	-	143,000	39,614
Appropriations for Contingency	-	-	11,391	9,113
<b>TOTAL EXPENDITURES</b>	<b>\$ 255,836</b>	<b>\$ 261,308</b>	<b>\$ 428,142</b>	<b>\$ 335,567</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 255,836</b>	<b>\$ 261,308</b>	<b>\$ 428,142</b>	<b>\$ (129,614)</b>

**STAFFING**

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>829 Bldg Maint Service Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	62,481	53,851	57,888	59,030
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	1,506	859	650	1,500
500.507 - Taxable Life Premium		0	567	551
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	63,986	54,710	59,105	61,081
10 - Employee benefits				
501.500 - Retirement System	15,881	14,025	16,143	16,020
501.502 - Pers 1959 Surv Empr	44	16	15	0
501.505 - Health Insurance	7,449	6,171	6,817	6,820
501.506 - Dental Insurance	1,352	1,148	1,192	1,195
501.507 - Medicare	934	846	831	852
501.508 - Life Insurance	644	564	471	455
501.509 - Long Term Disability	352	349	410	416
501.510 - Workers Compensation	2,894	2,868	6,449	6,449
501.511 - Vision Insurance	179	157	148	164
501.516 - Hra City Contribution	3	1,138	1,565	1,600
10 - Employee benefits Total	29,732	27,283	34,041	33,971
15 - Materials				
600.601 - General Office Supplies	2,213	0	0	0
600.611 - Uniforms/Safety Appar			0	280
600.613 - General Supplies	6,932	21,588	17,000	17,000
600.618 - Utilities and Phone	0	0	31,500	0
600.619 - Advertising and Legal Notices	0	0	32,983	0
600.620 - Gas Service	3,729	5,190	5,500	5,500
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service	27,970	22,092	0	35,000
600.642 - Telephone and Data Services	22,974	12,836	0	24,000
600.643 - Water Services	2,006	1,873	0	3,000
600.644 - Sewer Service	2,086	1,431	0	2,000
15 - Materials Total	67,911	65,009	86,983	86,780
20 - Contract services				
700.702 - General Service Agreement	31,139	28,296	30,000	40,000
700.703 - Maintenance of Equipment	1,315	0	0	0
20 - Contract services Total	32,454	28,296	30,000	40,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	35,740	66,696	53,730	0
800.802 - IT Reimbursement	6,767	8,652	8,657	11,315
800.804 - Web Site Reimbursement	943	1,236	1,235	0
800.823 - Strategic Support CAP				53,693
25 - Cost allocation Total	43,450	76,584	63,622	65,008

30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	9,425	0	0
900.905 - Facility Improvements	2,385	0	0	0
<b>30 - Capital outlays Total</b>	<b>2,385</b>	<b>9,425</b>	<b>0</b>	<b>0</b>
31 - Special projects				
900.912 - Awning- SVC CTR	7,800	0	0	0
900.913 - Roll Up Door	2,559	0	0	0
900.914 - Camera Coverage Expand	5,559	0	0	0
900.990 - Special Projects - PW			143,000	39,614
<b>31 - Special projects Total</b>	<b>15,918</b>	<b>0</b>	<b>143,000</b>	<b>39,614</b>
35 - Contingencies				
719.705 - Contingencies	0	0	11,391	9,113
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>11,391</b>	<b>9,113</b>
<b>829 Bldg Maint Service Center Total</b>	<b>255,836</b>	<b>261,308</b>	<b>428,142</b>	<b>335,567</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**QUINLAN COMMUNITY CENTER**

Budget Unit 100-87-830

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 228,304
Total Expenditures	448,638
Fund Balance	-
<hr/>	
	General Fund Costs \$ 220,334
Total Staffing	0.80
	% Funded by General Fund 49.1%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$448,638 for the Quinlan Community Center Program. This represents an increase of \$78,656 over the FY 2015-16 Final Adopted Budget. The increase is driven primarily by special project costs prioritized for this Fiscal Year.

This budget is funded from \$228,304 in estimated department revenue and a \$220,334 contribution from the General Fund.

## SPECIAL PROJECTS

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

Project Name	Appropriations	Revenue	Source	Description
Exterior Shutters	\$3,000	\$3,000	General Fund	Replace old shutters
Panic Alarms, Blue Strobes	\$3,000	\$3,000	General Fund	Installation of Panic Alarms and Blue Strobes
Music Room Acoustic	\$14,000	\$14,000	General Fund	Install acoustic material
Social room Sound Dampening	\$13,000	\$13,000	General Fund	Install sound dampening material
Repaint Social Room	\$18,000	\$18,000	General Fund	Repaint Social Room
Kitchen Upgrades	\$25,000	\$25,000	General Fund	Upgrades to Kitchen Equipment
Door Replacement	\$9,000	\$9,000	General Fund	Replacement of old doors
Windows Replacement	\$10,000	\$10,000	General Fund	Window upgrade/replacement due to broken/cracked/leaking windows
<b>TOTAL</b>	<b>\$95,000</b>	<b>\$95,000</b>		

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

Public Works - Quinlan Community Center

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	228,304
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 228,304</b>
<u>Expenditures</u>				
Employee Compensation	40,885	55,895	56,518	62,120
Employee Benefits	19,279	26,257	31,096	32,057
Materials	112,820	126,029	135,442	135,722
Contract Services	85,958	95,110	85,000	100,000
Cost Allocation and Depreciation	10,409	10,980	10,880	19,502
Capital Outlay	32,000	65,801	-	-
Special Projects	-	-	29,500	82,000
Appropriations for Contingency	-	-	21,546	17,237
<b>TOTAL EXPENDITURES</b>	<b>\$ 301,351</b>	<b>\$ 380,072</b>	<b>\$ 369,982</b>	<b>\$ 448,638</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 301,351</b>	<b>\$ 380,072</b>	<b>\$ 369,982</b>	<b>\$ 220,334</b>



## STAFFING

Total current authorized positions – .80

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

Total authorized positions – .80

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>830 Bldg Maint Quinlan Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	39,321	53,436	54,370	59,473
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	1,564	2,459	1,500	2,000
500.507 - Taxable Life Premium		0	648	647
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	40,885	55,895	56,518	62,120
10 - Employee benefits				
501.500 - Retirement System	9,954	13,763	15,345	16,140
501.502 - Pers 1959 Surv Empr	23	15	8	0
501.505 - Health Insurance	4,364	5,551	6,250	6,251
501.506 - Dental Insurance	744	1,051	1,192	1,193
501.507 - Medicare	603	830	781	858
501.508 - Life Insurance	367	520	457	456
501.509 - Long Term Disability	221	338	386	418
501.510 - Workers Compensation	2,894	2,868	4,969	4,969
501.511 - Vision Insurance	106	153	143	174
501.516 - Hra City Contribution	3	1,169	1,565	1,598
10 - Employee benefits Total	19,279	26,257	31,096	32,057
15 - Materials				
600.601 - General Office Supplies	593	0	0	0
600.611 - Uniforms/Safety Appar			0	280
600.613 - General Supplies	7,642	16,541	20,000	20,000
600.618 - Utilities and Phone	0	0	26,250	0
600.619 - Advertising and Legal Notices	0	0	78,397	0
600.620 - Gas Service	10,522	14,642	10,738	10,738
600.632 - Mileage Reimbursement	38	125	57	57
600.641 - Electrical Service	79,102	80,537	0	78,397
600.642 - Telephone and Data Services	10,249	8,882	0	21,250
600.643 - Water Services	4,209	4,631	0	5,000
600.644 - Sewer Service	466	670	0	0
15 - Materials Total	112,820	126,029	135,442	135,722
20 - Contract services				

700.702 - General Service Agreement	85,351	90,608	85,000	100,000
700.703 - Maintenance of Equipment	606	4,502	0	0
20 - Contract services Total	85,958	95,110	85,000	100,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	2,700	2,208	2,100	0
800.802 - IT Reimbursement	6,766	7,680	7,684	11,500
800.804 - Web Site Reimbursement	943	1,092	1,096	0
800.823 - Strategic Support CAP				8,002
25 - Cost allocation Total	10,409	10,980	10,880	19,502
30 - Capital outlays				
900.904 - Non Recur Facility MGT	32,000	65,801	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	32,000	65,801	0	0
31 - Special projects				
900.990 - Special Projects - PW			29,500	82,000
31 - Special projects Total			29,500	82,000
35 - Contingencies				
719.705 - Contingencies	0	0	21,546	17,237
35 - Contingencies Total	0	0	21,546	17,237
<b>830 Bldg Maint Quinlan Center Total</b>	<b>301,351</b>	<b>380,072</b>	<b>369,982</b>	<b>448,638</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**SENIOR CENTER**

Budget Unit 100-87-831

General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 246,095
Total Expenditures	357,438
Fund Balance	-
<hr/>	
	General Fund Costs \$ 111,343
Total Staffing	0.80
	% Funded by General Fund 31.2%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$357,438 for the Senior Center Program. This represents an increase of \$132,565 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to new special projects highlighted below.

This budget is funded from a \$111,343 contribution from the General Fund.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
Replace Front Counter	\$25,000	\$25,000	General fund	Replacement of Front Counter
New Exterior Lights	\$2,500	\$2,500	General Fund	Replace Exterior Lights with LED
Paint Trash Enclosure	\$6,000	\$6,000	General Fund	Repaint Trash Enclosure
New Dance Floor	\$20,000	\$20,000	General Fund	Replacement of fountain Room Dance Floor
Replace Fabric on Partitions	\$50,000	\$50,000	General Fund	Replace Fabric on Wall Partitions due to Wear and Dirt
<b>TOTAL</b>	<b>\$103,500</b>	<b>\$103,500</b>		

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

**Public Works - Senior Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	246,095
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 246,095</b>
<i>Expenditures</i>				
Employee Compensation	59,117	56,165	56,334	57,574
Employee Benefits	27,861	28,033	30,480	30,286
Materials	51,646	52,266	57,190	57,635
Contract Services	50,222	56,217	55,000	60,000
Cost Allocation and Depreciation	7,709	9,888	9,892	39,661
Capital Outlay	-	33,490	-	-
Special Projects	-	-	5,000	103,500
Appropriations for Contingency	-	-	10,977	8,782
<b>TOTAL EXPENDITURES</b>	<b>\$ 196,555</b>	<b>\$ 236,059</b>	<b>\$ 224,873</b>	<b>\$ 357,438</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 196,555</b>	<b>\$ 236,059</b>	<b>\$ 224,873</b>	<b>\$ 111,343</b>

**STAFFING**

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>831 Bldg Maint Senior Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	58,559	56,143	54,370	55,610
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	558	22	800	800
500.507 - Taxable Life Premium		0	1,164	1,164
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	59,117	56,165	56,334	57,574
10 - Employee benefits				
501.500 - Retirement System	14,753	14,607	15,345	15,086
501.502 - Pers 1959 Surv Empr	30	17	10	0
501.505 - Health Insurance	7,067	6,092	6,250	6,250
501.506 - Dental Insurance	1,190	1,215	1,192	1,192
501.507 - Medicare	858	856	781	803
501.508 - Life Insurance	570	596	457	457
501.509 - Long Term Disability	325	364	386	396
501.510 - Workers Compensation	2,894	2,868	4,351	4,351
501.511 - Vision Insurance	170	158	143	154
501.516 - Hra City Contribution	3	1,261	1,565	1,597
10 - Employee benefits Total	27,861	28,033	30,480	30,286
15 - Materials				
600.601 - General Office Supplies	41	0	0	0
600.611 - Uniforms/Safety Appar			0	280
600.613 - General Supplies	2,843	4,967	4,000	4,000
600.618 - Utilities and Phone	0	0	21,000	0
600.619 - Advertising and Legal Notices	0	0	29,835	0
600.620 - Gas Service	1,212	1,687	2,355	2,355
600.641 - Electrical Service	31,022	32,285	0	32,000
600.642 - Telephone and Data Services	9,561	8,538	0	14,000
600.643 - Water Services	4,488	4,408	0	5,000
600.644 - Sewer Service	2,478	381	0	0
15 - Materials Total	51,646	52,266	57,190	57,635
20 - Contract services				
700.702 - General Service Agreement	49,588	56,217	55,000	60,000
700.703 - Maintenance of Equipment	635	0	0	0
20 - Contract services Total	50,222	56,217	55,000	60,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	0
800.802 - IT Reimbursement	6,766	8,652	8,657	11,256
800.804 - Web Site Reimbursement	943	1,236	1,235	0
800.823 - Strategic Support CAP				28,405
25 - Cost allocation Total	7,709	9,888	9,892	39,661
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	33,490	0	0
900.905 - Facility Improvements	0	0	0	0

30 - Capital outlays Total	0	33,490	0	0
31 - Special projects				
900.990 - Special Projects - PW			5,000	103,500
31 - Special projects Total			5,000	103,500
35 - Contingencies				
719.705 - Contingencies	0	0	10,977	8,782
35 - Contingencies Total	0	0	10,977	8,782
<b>831 Bldg Maint Senior Center Total</b>	<b>196,555</b>	<b>236,059</b>	<b>224,873</b>	<b>357,438</b>

## Fiscal Year 2016-2017

### PUBLIC RESOURCES

#### Public Ways

#### FACILITIES-

#### MCCLELLAN RANCH

Budget Unit 100-87-832

General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		134,854
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 134,854
Total Staffing		0.60
	% Funded by General Fund	100.0%

#### PROGRAM OVERVIEW

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

#### SERVICE OBJECTIVES

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

#### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$134,854 for the McClellan Ranch Program. This represents a decrease of \$34,350 from the FY 2015-16 Final Adopted Budget. The decrease is attributed to the reduced costs of special one-time projects in this program.

This budget is funded from a \$134,854 contribution from the General Fund.

#### SPECIAL PROJECTS

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



<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>New Wood Fencing</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>General Fund</b>	<b>Install New Wood Fence behind EEC</b>
<b>Informational Kiosk</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>General Fund</b>	<b>Install New Informational Kiosk</b>
<b>Cement Pads</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>General Fund</b>	<b>Install Cement Pads for ease of Maintenance</b>
<b>TOTAL</b>	<b>\$11,000</b>	<b>\$11,000</b>		

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

**Public Works - McClellan Ranch**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	11,000	30,580	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 11,000</b>	<b>\$ 30,580</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	37,261	35,531	42,363	43,882
Employee Benefits	16,584	17,031	21,429	21,764
Materials	11,337	16,386	25,467	19,676
Contract Services	9,962	7,022	20,000	26,000
Cost Allocation and Depreciation	4,688	5,448	5,446	8,432
Capital Outlay	569	-	-	-
Special Projects	6,147	3,853	50,000	11,500
Appropriations for Contingency	-	-	4,499	3,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,548</b>	<b>\$ 85,271</b>	<b>\$ 169,204</b>	<b>\$ 134,854</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 75,548</b>	<b>\$ 54,691</b>	<b>\$ 169,204</b>	<b>\$ 134,854</b>

**STAFFING**

Total current authorized positions – .60

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

Total authorized positions – .60

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>832 Bldg Maint McClellan Ranc</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	37,056	35,010	41,367	42,887
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	205	521	600	600
500.507 - Taxable Life Premium		0	396	395
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	37,261	35,531	42,363	43,882
10 - Employee benefits				
501.500 - Retirement System	9,423	9,007	11,181	11,452
501.502 - Pers 1959 Surv Empr	26	14	9	0
501.505 - Health Insurance	3,800	3,893	5,019	5,019
501.506 - Dental Insurance	710	725	879	879
501.507 - Medicare	537	539	594	619
501.508 - Life Insurance	352	369	319	318
501.509 - Long Term Disability	201	225	290	300
501.510 - Workers Compensation	1,431	1,428	1,856	1,856
501.511 - Vision Insurance	102	106	108	123
501.516 - Hra City Contribution	3	725	1,174	1,198
10 - Employee benefits Total	16,584	17,031	21,429	21,764
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	200
600.613 - General Supplies	1,249	6,329	8,000	8,000
600.618 - Utilities and Phone	0	0	6,491	0
600.619 - Advertising and Legal Notices	0	-469	3,435	0
600.620 - Gas Service	632	880	716	716
600.621 - Calrecylce City Payment Prgm Adm		0	825	825
600.633 - Simms House	0	1,206	6,000	0
600.641 - Electrical Service	3,461	1,895	0	3,435
600.642 - Telephone and Data Services	180	0	0	0
600.643 - Water Services	2,920	4,250	0	4,500
600.644 - Sewer Service	2,896	2,295	0	2,000
15 - Materials Total	11,337	16,386	25,467	19,676
20 - Contract services				
700.702 - General Service Agreement	9,793	7,022	20,000	26,000
700.703 - Maintenance of Equipment	169	0	0	0
20 - Contract services Total	9,962	7,022	20,000	26,000
25 - Cost allocation				
800.802 - IT Reimbursement	4,216	4,764	4,766	8,432
800.804 - Web Site Reimbursement	472	684	680	0
25 - Cost allocation Total	4,688	5,448	5,446	8,432
30 - Capital outlays				
900.904 - Non Recur Facility MGT	569	0	0	0
30 - Capital outlays Total	569	0	0	0

31 - Special projects				
900.915 - Lighting Upgrd Autohahn	6,147	3,853	0	0
900.990 - Special Projects - PW			50,000	11,500
31 - Special projects Total	6,147	3,853	50,000	11,500
35 - Contingencies				
719.705 - Contingencies	0	0	4,499	3,600
35 - Contingencies Total	0	0	4,499	3,600
<b>832 Bldg Maint McClellan Ranc Total</b>	<b>86,548</b>	<b>85,271</b>	<b>169,204</b>	<b>134,854</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**MONTA VISTA**

Budget Unit 100-87-833

General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ 151,450
Total Expenditures		153,197
Fund Balance		-
	General Fund Costs	\$ 1,747
Total Staffing		0.40
	% Funded by General Fund	1.1%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$153,197 for the Monta Vista Program. This represents an increase of \$14,807 over the FY 2015-16 Final Adopted Budget. The increase is driven primarily by an increase in cost allocation.

This budget is funded from a \$1,747 contribution from the General Fund.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
New Bathroom Partitions	\$12,000	\$12,000	General Fund	Replace existing old partitions
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$12,000</b>		

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

### Public Works - Monta Vista

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	151,450
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,450</b>
<u>Expenditures</u>				
Employee Compensation	36,787	32,824	30,532	31,769
Employee Benefits	16,693	15,174	17,112	17,169
Materials	24,207	24,689	29,000	29,120
Contract Services	24,921	22,823	35,000	35,000
Cost Allocation and Depreciation	4,688	5,448	5,446	23,099
Capital Outlay	-	3,120	-	-
Special Projects	29,276	-	15,000	12,000
Appropriations for Contingency	-	-	6,300	5,040
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,572</b>	<b>\$ 104,077</b>	<b>\$ 138,390</b>	<b>\$ 153,197</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 136,572</b>	<b>\$ 104,077</b>	<b>\$ 138,390</b>	<b>\$ 1,747</b>

## STAFFING

Total current authorized positions – .40

There are no changes to the current level of staffing.

Total authorized positions – .40

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>833 Bldg Maint Monta Vista Ct</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	36,334	32,170	29,536	30,773
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	453	654	600	600
500.507 - Taxable Life Premium		0	396	396
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	36,787	32,824	30,532	31,769
10 - Employee benefits				
501.500 - Retirement System	9,260	8,326	8,338	8,358
501.502 - Pers 1959 Surv Empr	23	9	8	0
501.505 - Health Insurance	4,050	3,005	3,365	3,365
501.506 - Dental Insurance	723	588	566	566
501.507 - Medicare	541	502	424	444
501.508 - Life Insurance	358	304	236	222
501.509 - Long Term Disability	201	203	208	215
501.510 - Workers Compensation	1,431	1,428	3,113	3,113
501.511 - Vision Insurance	103	90	72	87
501.516 - Hra City Contribution	3	718	782	799
10 - Employee benefits Total	16,693	15,174	17,112	17,169
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	120
600.613 - General Supplies	4,819	5,125	5,000	5,000
600.618 - Utilities and Phone	0	0	6,300	0
600.619 - Advertising and Legal Notices	0	0	14,700	0
600.620 - Gas Service	1,895	2,637	3,000	3,000
600.641 - Electrical Service	14,052	13,484	0	14,700
600.642 - Telephone and Data Services	1,553	1,298	0	3,000
600.643 - Water Services	1,525	1,797	0	3,000
600.644 - Sewer Service	363	346	0	300
15 - Materials Total	24,207	24,689	29,000	29,120
20 - Contract services				
700.702 - General Service Agreement	24,921	22,823	35,000	35,000

700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	24,921	22,823	35,000	35,000
25 - Cost allocation				
800.802 - IT Reimbursement	4,216	4,764	4,766	5,618
800.804 - Web Site Reimbursement	472	684	680	0
800.823 - Strategic Support CAP				17,481
25 - Cost allocation Total	4,688	5,448	5,446	23,099
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	3,120	0	0
30 - Capital outlays Total	0	3,120	0	0
31 - Special projects				
900.916 - MV Sewer/Window Upgrd	29,276	0	0	0
900.990 - Special Projects - PW			15,000	12,000
31 - Special projects Total	29,276	0	15,000	12,000
35 - Contingencies				
719.705 - Contingencies	0	0	6,300	5,040
35 - Contingencies Total	0	0	6,300	5,040
<b>833 Bldg Maint Monta Vista Ct Total</b>	<b>136,572</b>	<b>104,077</b>	<b>138,390</b>	<b>153,197</b>





**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-  
WILSON**

Budget Unit 100-87-834  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	69,237
Fund Balance	-
<hr/>	
General Fund Costs	\$ 69,237
Total Staffing	0.20
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$69,237 for the Wilson Program Budget. This represents an increase of \$14,975 over the FY 2015-16 Final Adopted Budget due primarily to an increase in special one-time project costs.

This budget is funded from a \$69,237 contribution from the General Fund.

**SPECIAL PROJECTS**

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Repaint Interior</b>	\$6,000	\$6,000	General Fund	Repaint interior of Pottery Building
<b>New Cabinets</b>	\$3,000	\$3,000	General Fund	Install New Cabinets In Pottery Building
<b>New Sinks And Counter</b>	\$6,700	\$6,700	General Fund	Install New Sinks And Counter in Pottery Building
<b>TOTAL</b>	<b>\$15,700</b>	<b>\$15,700</b>		

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

**Public Works - Wilson**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	8,229	15,027	16,697	16,984
Employee Benefits	4,239	7,320	9,128	8,893
Materials	11,334	10,367	12,970	13,050
Contract Services	4,229	15,505	10,000	10,000
Cost Allocation and Depreciation	3,178	3,228	3,222	2,814
Capital Outlay	-	-	-	-
Special Projects	-	-	-	15,700
Appropriations for Contingency	-	-	2,245	1,796
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,208</b>	<b>\$ 51,446</b>	<b>\$ 54,262</b>	<b>\$ 69,237</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 31,208</b>	<b>\$ 51,446</b>	<b>\$ 54,262</b>	<b>\$ 69,237</b>

**STAFFING**

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total authorized positions – .20

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>834 Bldg Maint Wilson</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	8,223	14,098	16,549	16,436
500.504 - Stand By			0	0
500.505 - Overtime	6	930	100	500
500.507 - Taxable Life Premium		0	48	48
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	8,229	15,027	16,697	16,984
10 - Employee benefits				
501.500 - Retirement System	2,060	3,616	4,699	4,460
501.502 - Pers 1959 Surv Empr	5	4	2	0
501.505 - Health Insurance	1,003	1,910	1,955	1,955
501.506 - Dental Insurance	164	318	313	313
501.507 - Medicare	119	220	238	237
501.508 - Life Insurance	75	148	139	139
501.509 - Long Term Disability	49	91	118	117
501.510 - Workers Compensation	746	720	1,237	1,237
501.511 - Vision Insurance	19	41	36	36
501.516 - Hra City Contribution		252	391	399
10 - Employee benefits Total	4,239	7,320	9,128	8,893
15 - Materials				
600.601 - General Office Supplies	55	0	0	0
600.611 - Uniforms/Safety Appar			0	80
600.613 - General Supplies	1,080	190	1,500	1,500
600.618 - Utilities and Phone	0	0	4,200	0
600.619 - Advertising and Legal Notices	0	0	6,825	0
600.620 - Gas Service	286	398	445	445
600.641 - Electrical Service	6,336	6,305	0	6,825
600.642 - Telephone and Data Services	1,142	875	0	1,000
600.643 - Water Services	1,075	1,479	0	2,000
600.644 - Sewer Service	1,360	1,119	0	1,200
15 - Materials Total	11,334	10,367	12,970	13,050
20 - Contract services				
700.702 - General Service Agreement	4,229	15,505	10,000	10,000
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	4,229	15,505	10,000	10,000
25 - Cost allocation				
800.802 - IT Reimbursement	2,942	2,820	2,820	2,814
800.804 - Web Site Reimbursement	236	408	402	0
25 - Cost allocation Total	3,178	3,228	3,222	2,814
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0

30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	15,700
31 - Special projects Total			0	15,700
35 - Contingencies				
719.705 - Contingencies	0	0	2,245	1,796
35 - Contingencies Total	0	0	2,245	1,796
<b>834 Bldg Maint Wilson Total</b>	<b>31,208</b>	<b>51,446</b>	<b>54,262</b>	<b>69,237</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-  
PORTAL**

Budget Unit 100-87-835  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		48,887
Fund Balance		-
	General Fund Costs	\$ 48,887
Total Staffing		0.10
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$48,887 for the Portal Program. This represents an increase of \$18,088 over the FY 2015-16 Final Adopted Budget. The increase is due to one-time special projects.

This budget is funded from a \$48,887 contribution from the General Fund.

## SPECIAL PROJECTS

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Repaint Inside &amp; Outside</b>	\$14,000	\$14,000	General Fund	Repaint Inside & Outside of Classroom Building
<b>White Boards in Classroom</b>	\$5,000	\$5,000	General Fund	Install New White boards in Classroom
<b>TOTAL</b>	<b>\$19,000</b>	<b>\$19,000</b>		

The following table details revenue, total expenditures, changes in fund balance and Federal Fund costs by category for the two prior Fiscal Years, and the Final Adopted Budget for the current year and prior Fiscal Years:

**Public Works - Portal**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	5,264	8,651	8,298	8,242
Employee Benefits	2,830	4,077	4,567	4,449
Materials	3,889	5,149	6,153	6,391
Contract Services	5,719	7,581	8,251	8,251
Cost Allocation and Depreciation	2,422	2,112	2,113	1,420
Capital Outlay	-	-	-	-
Special Projects	-	-	-	19,000
Appropriations for Contingency	-	-	1,417	1,134
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,125</b>	<b>\$ 27,570</b>	<b>\$ 30,799</b>	<b>\$ 48,887</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 20,125</b>	<b>\$ 27,570</b>	<b>\$ 30,799</b>	<b>\$ 48,887</b>

**STAFFING**

Total current authorized positions – .10

There are no recommended changes to staffing.

Total authorized positions – .10

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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



	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>835 Bldg Maint Portal</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	5,264	8,575	8,274	8,218
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	0	76	0	0
500.507 - Taxable Life Premium		0	24	24
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	5,264	8,651	8,298	8,242
10 - Employee benefits				
501.500 - Retirement System	1,360	2,148	2,350	2,230
501.502 - Pers 1959 Surv Empr	5	2	2	0
501.505 - Health Insurance	752	939	978	978
501.506 - Dental Insurance	157	158	157	157
501.507 - Medicare	78	125	119	119
501.508 - Life Insurance	71	73	69	69
501.509 - Long Term Disability	31	54	59	59
501.510 - Workers Compensation	358	360	619	619
501.511 - Vision Insurance	18	18	18	18
501.516 - Hra City Contribution		199	196	200
10 - Employee benefits Total	2,830	4,077	4,567	4,449
15 - Materials				
600.601 - General Office Supplies	0	0	679	679
600.611 - Uniforms/Safety Appar			0	40
600.613 - General Supplies	302	884	302	500
600.618 - Utilities and Phone	0	292	4,860	0
600.619 - Advertising and Legal Notices	0	0	0	0
600.620 - Gas Service	306	426	312	312
600.642 - Telephone and Data Services	660	330	0	300
600.643 - Water Services	2,291	2,836	0	4,000
600.644 - Sewer Service	330	381	0	560
15 - Materials Total	3,889	5,149	6,153	6,391
20 - Contract services				
700.702 - General Service Agreement	5,719	7,581	8,251	8,251
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	5,719	7,581	8,251	8,251
25 - Cost allocation				
800.802 - IT Reimbursement	2,304	1,848	1,849	1,420
800.804 - Web Site Reimbursement	118	264	264	0
25 - Cost allocation Total	2,422	2,112	2,113	1,420
30 - Capital outlays				
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.990 - Special Projects - PW			0	19,000
31 - Special projects Total			0	19,000
35 - Contingencies				
719.705 - Contingencies	0	0	1,417	1,134
35 - Contingencies Total	0	0	1,417	1,134
<b>835 Bldg Maint Portal Total</b>	<b>20,125</b>	<b>27,570</b>	<b>30,799</b>	<b>48,887</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-  
SPORTS CENTER**

Budget Unit 570-87-836

General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		395,164
Fund Balance		(4,802)
	General Fund Costs	\$ 390,362
Total Staffing		0.75
	% Funded by General Fund	98.8%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$359,164 for the Sports Center Program. This represents decrease of \$16,546 under the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to special projects prioritized for this Fiscal Year, coupled with utility expenditures projected to significantly rise.

This budget is funded from a \$390,362 in fund balance.

**SPECIAL PROJECTS**

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

<b>Project Name</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Source</b>	<b>Description</b>
<b>New Gates Between Courts</b>	\$5,000	\$5,000	Recreation Enterprise Fund	Install New Gates Between New Sport Court and Tennis Courts
<b>LED Lights</b>	\$4,000	\$4,000	Recreation Enterprise Fund	Upgrade Existing Lights with LED for Energy Savings
<b>Repaint Stair Handrails</b>	\$9,000	\$9,000	Recreation Enterprise Fund	Strip and Repaint all Stair Handrails
<b>New Carpet</b>	\$20,000	\$20,000	Recreation Enterprise Fund	Replace Carpet in Lobby and Office Space
	\$38,000	\$38,000		

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

**Public Works - Cupertino Sports Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	61,549	62,220	64,430	63,446
Employee Benefits	27,436	26,021	32,502	31,638
Materials	98,739	104,456	134,200	135,360
Contract Services	39,423	42,166	60,000	60,000
Cost Allocation and Depreciation	66,510	94,426	84,158	51,184
Capital Outlay	-	14,380	-	-
Special Projects	-	(57,887)	17,000	38,000
Appropriations for Contingency	-	-	19,420	15,536
<b>TOTAL EXPENDITURES</b>	<b>\$ 293,656</b>	<b>\$ 285,781</b>	<b>\$ 411,710</b>	<b>\$ 395,164</b>
Fund Balance	-	-	-	(4,802)
<b>General Fund Costs</b>	<b>\$ 293,656</b>	<b>\$ 285,781</b>	<b>\$ 411,710</b>	<b>\$ 390,362</b>

**STAFFING**

Total current authorized positions – .75

There are no changes to the current level of staffing.

Total authorized positions – .75

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>836 Bldg Maint Sports Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	60,325	60,718	62,514	61,531
500.502 - Salaries Part Time	0	0	0	0
500.504 - Stand By			0	0
500.505 - Overtime	1,224	1,501	1,500	1,500
500.507 - Taxable Life Premium		0	416	415
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	61,549	62,220	64,430	63,446
10 - Employee benefits				
501.500 - Retirement System	15,233	12,517	17,726	16,711
501.502 - Pers 1959 Surv Empr	40	14	13	0
501.505 - Health Insurance	6,447	6,437	6,787	6,945
501.506 - Dental Insurance	1,105	1,131	1,114	1,114
501.507 - Medicare	822	871	897	888
501.508 - Life Insurance	531	557	499	484
501.509 - Long Term Disability	332	389	442	435
501.510 - Workers Compensation	2,776	2,688	3,423	3,423
501.511 - Vision Insurance	146	148	134	140
501.516 - Hra City Contribution	2	1,270	1,467	1,498
10 - Employee benefits Total	27,436	26,021	32,502	31,638
15 - Materials				
600.601 - General Office Supplies	16	0	0	0
600.611 - Uniforms/Safety Appar			0	260
600.613 - General Supplies	4,104	11,037	10,000	10,000
600.618 - Utilities and Phone	0	0	44,100	0
600.619 - Advertising and Legal Notices	0	0	75,600	0
600.620 - Gas Service	3,202	4,456	4,500	4,500
600.641 - Electrical Service	73,438	71,478	0	75,600
600.642 - Telephone and Data Services	8,140	7,141	0	20,000
600.643 - Water Services	8,429	8,764	0	21,000
600.644 - Sewer Service	1,411	1,579	0	4,000
15 - Materials Total	98,739	104,456	134,200	135,360
20 - Contract services				
700.702 - General Service Agreement	39,423	42,166	60,000	60,000
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	39,423	42,166	60,000	60,000
25 - Cost allocation				
800.801 - Equipment Reimbursement			2,480	0
800.802 - IT Reimbursement	6,367	8,172	8,171	10,623
800.803 - City Channel Reimb	4,993	3,636	3,635	0
800.804 - Web Site Reimbursement	884	1,164	1,165	0
800.805 - CC CAP Allocation	4,246	5,512	5,092	3,606
800.806 - CM CAP Allocation	4,509	10,620	10,624	979

800.807 - ENV Affairs CAP Alloc	1,431	2,976	2,976	0
800.808 - ECON Dev CAP Alloc	1,095	2,856	2,854	0
800.809 - City Clerk CAP Alloc	3,203	6,030	2,986	0
800.811 - Public Affairs CAP Alloc	3,046	2,592	5,183	0
800.812 - Disaster PREP CAP Alloc	1,029	450	899	0
800.813 - Admin Serv CAP Allocation	3,435	5,148	5,145	0
800.814 - Finance CAP Alloc	6,512	12,408	12,404	12,070
800.815 - Human resources CAP Alloc	2,094	2,100	2,094	5,456
800.818 - PW Admin CAP				0
800.823 - Strategic Support CAP				0
25 - Cost allocation Total	42,844	63,664	65,708	32,734
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	14,380	0	0
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	14,380	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition		-57,887	0	0
900.990 - Special Projects - PW			17,000	38,000
31 - Special projects Total		-57,887	17,000	38,000
35 - Contingencies				
719.705 - Contingencies	0	0	19,420	15,536
35 - Contingencies Total	0	0	19,420	15,536
50 - Other financing uses				
800.904 - Depreciation Expenses	23,666	30,762	18,450	18,450
50 - Other financing uses Total	23,666	30,762	18,450	18,450
<b>836 Bldg Maint Sports Center Total</b>	<b>293,656</b>	<b>285,781</b>	<b>411,710</b>	<b>395,164</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**CREEKSIDE PARK**

Budget Unit 100-87-837

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 81,781
Total Expenditures	67,785
Fund Balance	-
	General Fund Costs \$ (13,996)
Total Staffing	0.20
	% Funded by General Fund -20.6%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$67,785 for the Creekside Park Program. This represents a decrease of \$6,944 from the FY 2015-16 Final Adopted Budget. The decrease is driven primarily by the special projected identified below.

This budget is funded from a \$13,996 contribution from the General Fund.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
Window Film	\$ 5,000	\$ 5,000	General Fund	Replace old failing window film
<b>TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>		

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

### Public Works - Creekside Park

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	81,781
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,781</b>
<u>Expenditures</u>				
Employee Compensation	17,265	16,609	17,597	17,348
Employee Benefits	7,644	7,752	9,064	8,723
Materials	11,018	10,251	12,536	12,665
Contract Services	10,636	5,559	10,000	10,000
Cost Allocation and Depreciation	3,178	3,336	3,334	12,290
Capital Outlay	-	4,154	-	-
Special Projects	-	-	20,000	5,000
Appropriations for Contingency	-	-	2,198	1,759
<b>TOTAL EXPENDITURES</b>	<b>\$ 49,740</b>	<b>\$ 47,661</b>	<b>\$ 74,729</b>	<b>\$ 67,785</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 49,740</b>	<b>\$ 47,661</b>	<b>\$ 74,729</b>	<b>\$ (13,996)</b>



## STAFFING

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total authorized positions – .20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
837 Bldg Maint Creekside				
05 - Employee compensation				
500.501 - Salaries Full Time	16,892	16,137	17,118	16,569
500.505 - Overtime	373	472	400	700
500.507 - Taxable Life Premium		0	79	79
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	17,265	16,609	17,597	17,348
10 - Employee benefits				
501.500 - Retirement System	4,355	4,284	4,835	4,507
501.502 - Pers 1959 Surv Empr	8	5	3	0
501.505 - Health Insurance	1,785	1,782	1,820	1,820
501.506 - Dental Insurance	251	260	252	253
501.507 - Medicare	254	253	246	239
501.508 - Life Insurance	144	151	125	111
501.509 - Long Term Disability	89	98	119	115
501.510 - Workers Compensation	715	720	1,237	1,237
501.511 - Vision Insurance	40	42	36	41
501.516 - Hra City Contribution	3	156	391	400
10 - Employee benefits Total	7,644	7,752	9,064	8,723
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	40
600.613 - General Supplies	584	201	900	900
600.618 - Utilities and Phone	0	0	4,725	0
600.619 - Advertising and Legal Notices	0	0	6,911	0
600.641 - Electrical Service	6,454	5,975	0	7,000
600.642 - Telephone and Data Services	1,356	1,144	0	1,000
600.643 - Water Services	2,172	2,495	0	3,000
600.644 - Sewer Service	452	436	0	725
15 - Materials Total	11,018	10,251	12,536	12,665
20 - Contract services				
700.702 - General Service Agreement	10,636	5,559	10,000	10,000
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	10,636	5,559	10,000	10,000

25 - Cost allocation				
800.802 - IT Reimbursement	2,942	2,916	2,918	2,850
800.804 - Web Site Reimbursement	236	420	416	0
800.823 - Strategic Support CAP				9,440
25 - Cost allocation Total	3,178	3,336	3,334	12,290
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	4,154	0	0
30 - Capital outlays Total	0	4,154	0	0
31 - Special projects				
900.990 - Special Projects - PW			20,000	5,000
31 - Special projects Total			20,000	5,000
35 - Contingencies				
719.705 - Contingencies	0	0	2,198	1,759
35 - Contingencies Total	0	0	2,198	1,759
<b>837 Bldg Maint Creekside Total</b>	<b>49,740</b>	<b>47,661</b>	<b>74,729</b>	<b>67,785</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**  
**COMMUNITY HALL MAINTENANCE**

Budget Unit 100-87-838  
 General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 250,130
Total Expenditures	311,722
Fund Balance	-
	General Fund Costs \$ 61,592
Total Staffing	0.50
	% Funded by General Fund 19.8%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$311,722 for the Community Hall Maintenance Program. This represents an increase of \$68,854 over the FY 2015-16 Final Adopted Budget. The increase is driven primarily by special projects highlighted below.

This budget is funded from a \$61,592 contribution from the General Fund.

**SPECIAL PROJECTS**

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

<b>Project Name</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Source</b>	<b>Description</b>
<b>Vehicle Charging Station</b>	\$15,000	\$15,000	General Fund	Designated station for City owned all-electric pool vehicle
<b>Replace Wood/Podium Council Dais</b>	\$40,000	\$40,000	General Fund	Mill work to support video department monitor/lighting upgrade project
<b>Carpet Replacement</b>	\$60,000	\$60,000	General Fund	Replace original carpeting in building
<b>TOTAL</b>	\$115,000	\$115,000		

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

**Public Works - Community Hall Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	8,065	17,316	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	250,130
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 8,065</b>	<b>\$ 17,316</b>	<b>\$ -</b>	<b>\$ 250,130</b>
<i>Expenditures</i>				
Employee Compensation	33,527	34,317	33,844	33,897
Employee Benefits	16,177	17,534	20,017	19,775
Materials	45,566	43,839	53,350	54,950
Contract Services	23,361	22,479	25,000	75,000
Cost Allocation and Depreciation	5,443	5,556	5,557	7,020
Capital Outlay	-	-	-	115,000
Special Projects	-	-	97,500	-
Appropriations for Contingency	-	-	7,600	6,080
<b>TOTAL EXPENDITURES</b>	<b>\$ 124,074</b>	<b>\$ 123,725</b>	<b>\$ 242,868</b>	<b>\$ 311,722</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 116,009</b>	<b>\$ 106,409</b>	<b>\$ 242,868</b>	<b>\$ 61,592</b>

**STAFFING**

Total current authorized positions – .50

There are no changes to the current level of staffing.

Total authorized positions – .50

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>838 Comm Hall Bldg Maint</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	39,147	32,991	35,885	33,109
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	329	536	180	180
500.507 - Taxable Life Premium			395	555
05 - Employee compensation Total	39,476	33,527	36,460	33,844
10 - Employee benefits				
501.500 - Retirement System	10,333	8,332	9,774	9,356
501.502 - Pers 1959 Surv Empr	0	22	0	7
501.505 - Health Insurance	4,444	3,945	4,649	4,068
501.506 - Dental Insurance	941	794	784	783
501.507 - Medicare	583	639	521	475
501.508 - Life Insurance	428	360	276	291
501.509 - Long Term Disability	231	192	249	237
501.510 - Workers Compensation	3,321	1,789	1,789	3,732
501.511 - Vision Insurance	107	104	91	90
501.516 - Hra City Contribution			979	978
10 - Employee benefits Total	20,387	16,177	19,112	20,017
15 - Materials				
600.601 - General Office Supplies	6,921	244	0	0
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies		5,165	4,000	4,000
600.618 - Utilities and Phone	0	0	11,845	15,750
600.619 - Advertising and Legal Notices	0	0	29,753	33,600
600.641 - Electrical Service	34,939	28,080	0	0
600.642 - Telephone and Data Services	474	268	0	0
600.643 - Water Services	12,382	11,083	0	0
600.644 - Sewer Service	660	726	0	0
15 - Materials Total	55,375	45,566	45,598	53,350
20 - Contract services				
700.702 - General Service Agreement	13,507	22,248	22,957	25,000
700.703 - Maintenance of Equipment	97	1,113	1,200	0
20 - Contract services Total	13,604	23,361	24,157	25,000
25 - Cost allocation				
800.802 - IT Reimbursement	181,300	4,854	4,863	4,863
800.804 - Web Site Reimbursement		589	694	694
25 - Cost allocation Total	181,300	5,443	5,557	5,557
30 - Capital outlays				
900.904 - Non Recur Facility MGT	5,367	0	0	0
900.905 - Facility Improvements	1,085	0	0	0
30 - Capital outlays Total	6,452	0	0	0
31 - Special projects				
900.990 - Special Projects - PW				97,500
31 - Special projects Total				97,500
35 - Contingencies				
719.705 - Contingencies		0	6,976	7,600
35 - Contingencies Total		0	6,976	7,600
<b>838 Comm Hall Bldg Maint Total</b>	<b>316,594</b>	<b>124,074</b>	<b>137,860</b>	<b>242,868</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ 40,287
Total Expenditures		43,549
Fund Balance		-
	General Fund Costs	\$ 3,262
Total Staffing		0.10
	% Funded by General Fund	7.5%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$43,549 for the Teen Center Building Maintenance Program. This represents an increase of \$6,736 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to changes in the City’s Cost Allocation Plan.

This budget is funded from a \$3,262 contribution from the General Fund.

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

**Public Works - Teen Center Bldg Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	40,287
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,287</b>
<u>Expenditures</u>				
Employee Compensation	15,442	7,124	8,498	8,442
Employee Benefits	6,713	3,568	4,568	4,449
Materials	6,683	6,210	8,612	8,957
Contract Services	9,383	9,606	12,000	14,000
Cost Allocation and Depreciation	2,422	1,116	1,112	6,082
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	2,023	1,619
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,643</b>	<b>\$ 27,623</b>	<b>\$ 36,813</b>	<b>\$ 43,549</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 40,643</b>	<b>\$ 27,623</b>	<b>\$ 36,813</b>	<b>\$ 3,262</b>

**STAFFING**

Total current authorized positions – .10

There are no changes to the current level of staffing.

Total authorized positions – .10



#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
839 Teen Center Bldg Maint				
05 - Employee compensation				
500.501 - Salaries Full Time		15,340	7,124	8,274
500.504 - Stand By				0
500.505 - Overtime		102	0	200
500.507 - Taxable Life Premium			0	24
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		15,442	7,124	8,498
10 - Employee benefits				
501.500 - Retirement System		3,826	1,815	2,350
501.502 - Pers 1959 Surv Empr		10	2	3
501.505 - Health Insurance		1,696	759	978
501.506 - Dental Insurance		309	167	157
501.507 - Medicare		217	112	119
501.508 - Life Insurance		140	78	69
501.509 - Long Term Disability		86	49	59
501.510 - Workers Compensation		389	360	619
501.511 - Vision Insurance		40	24	18
501.516 - Hra City Contribution			202	196
10 - Employee benefits Total		6,713	3,568	4,568
15 - Materials				
600.601 - General Office Supplies		0	0	0
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies		14	250	500
600.618 - Utilities and Phone		0	0	2,310
600.619 - Advertising and Legal Notices		0	0	5,685
600.620 - Gas Service		23	0	117
600.641 - Electrical Service		4,500	4,125	0
600.642 - Telephone and Data Services		2,044	1,669	0
600.643 - Water Services		102	165	0
15 - Materials Total		6,683	6,210	8,612
20 - Contract services				
700.702 - General Service Agreement		9,383	9,606	12,000
700.703 - Maintenance of Equipment		0	0	0
20 - Contract services Total		9,383	9,606	12,000
25 - Cost allocation				
800.802 - IT Reimbursement		2,304	972	973
800.804 - Web Site Reimbursement		118	144	139
800.823 - Strategic Support CAP				4,650
25 - Cost allocation Total		2,422	1,116	1,112
30 - Capital outlays				
900.904 - Non Recur Facility MGT		0	0	0
30 - Capital outlays Total		0	0	0
31 - Special projects				
900.990 - Special Projects - PW				0

31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	2,023	1,619
35 - Contingencies Total	0	0	2,023	1,619
<b>839 Teen Center Bldg Maint Total</b>	<b>40,643</b>	<b>27,623</b>	<b>36,813</b>	<b>43,549</b>



**PUBLIC RESOURCES**

**Public Ways**

**FACILITIES-**

**PARK RESTROOMS**

Budget Unit 100-87-840

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ -
Total Expenditures	157,933
Fund Balance	-
<hr/>	
General Fund Costs	\$ 157,933
Total Staffing	0.20
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$157,933 for the Park Restrooms Program. This represents an increase of \$28,066 over the FY 2015-16 Final Adopted Budget, the increase is attributed to one-time special project costs.

This budget is funded from a \$157,933 contribution from the General Fund.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
New Partitions	\$7,000	\$7,000	General Fund	Install New Stall Partitions
Repaint Exteriors	\$11,000	\$11,000	General Fund	Repaint exteriors of Bathrooms
Floor Repairs	\$8,000	\$8,000	General fund	Bathroom Floor Repairs
<b>TOTAL</b>	\$26,000	\$26,000		

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

**Public Works - Park Restrooms**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	1,453	518	13,496	14,527
Employee Benefits	16	48	6,371	6,394
Materials	1,112	8,094	25,000	25,080
Contract Services	62,172	64,041	75,000	75,000
Cost Allocation and Depreciation	-	-	-	2,932
Capital Outlay	-	6,000	-	-
Special Projects	688	575	-	26,000
Appropriations for Contingency	-	-	10,000	8,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 65,442</b>	<b>\$ 79,276</b>	<b>\$ 129,867</b>	<b>\$ 157,933</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 65,442</b>	<b>\$ 79,276</b>	<b>\$ 129,867</b>	<b>\$ 157,933</b>

**STAFFING**

Total current authorized positions – .20

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

Total authorized positions – .20

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>840 Park Bathrooms</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		92	12,417	12,948
500.505 - Overtime	1,453	426	1,000	1,500
500.507 - Taxable Life Premium			79	79
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	1,453	518	13,496	14,527
10 - Employee benefits				
501.500 - Retirement System		28	3,503	3,509
501.502 - Pers 1959 Surv Empr			0	0
501.505 - Health Insurance		6	1,750	1,751
501.506 - Dental Insurance		1	313	314
501.507 - Medicare	16	11	178	186
501.508 - Life Insurance		1	111	97
501.509 - Long Term Disability			89	91
501.510 - Workers Compensation	0	0	0	0
501.511 - Vision Insurance		0	36	46
501.516 - Hra City Contribution		1	391	400
10 - Employee benefits Total	16	48	6,371	6,394
15 - Materials				
600.611 - Uniforms/Safety Appar			0	80
600.613 - General Supplies	1,112	4,233	25,000	25,000
600.618 - Utilities and Phone		0	0	0
600.644 - Sewer Service		3,861	0	0
15 - Materials Total	1,112	8,094	25,000	25,080
20 - Contract services				
700.702 - General Service Agreement	62,172	64,041	75,000	75,000
700.703 - Maintenance of Equipment	0	0	0	0
20 - Contract services Total	62,172	64,041	75,000	75,000
25 - Cost allocation				
800.802 - IT Reimbursement				2,932
25 - Cost allocation Total				2,932
30 - Capital outlays				
900.904 - Non Recur Facility MGT		6,000	0	0
30 - Capital outlays Total		6,000	0	0
31 - Special projects				
900.917 - Park Door Jollyman Ranch	688	426	0	0
900.953 - Sandwich Refrigerator		150	0	0
900.990 - Special Projects - PW			0	26,000
31 - Special projects Total	688	575	0	26,000
35 - Contingencies				
719.705 - Contingencies	0	0	10,000	8,000
35 - Contingencies Total	0	0	10,000	8,000
<b>840 Park Bathrooms Total</b>	<b>65,442</b>	<b>79,276</b>	<b>129,867</b>	<b>157,933</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 345,925
Total Expenditures	297,782
Fund Balance	-
	General Fund Costs \$ (48,143)
Total Staffing	0.90
	% Funded by General Fund -16.2%

**PROGRAM OVERVIEW**

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

**SERVICE OBJECTIVES**

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

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$297,782 for the Blackberry Farm Maintenance Program. This represents a decrease of \$18,312 from the FY 2015-16 Final Adopted Budget. The decrease is driven by a decrease in special projects for this property.

This budget is funded from \$345,925 in charges for services and is projected to return \$48,143 in fund balance to the general fund due to the cost allocation plan true up.

## SPECIAL PROJECTS

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

Special Project	Appropriations	Revenue	Funding Source	Description
Door Threshold/Sweep	\$5,000	\$5,000	General Fund	Install New Door Thresholds/Weather Stripping
Pool Sweep	\$6,500	\$6,500	General Fund	Backup in case the existing breaks down
<b>TOTAL</b>	<b>\$ 11,500</b>	<b>\$11,500</b>		

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

### Public Works - Blackberry Farm Maintenance

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	345,925
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 345,925</b>
<u>Expenditures</u>				
Employee Compensation	2,094	26,464	55,608	51,601
Employee Benefits	24	12,347	27,195	26,345
Materials	86,024	160,608	88,925	89,297
Contract Services	43,160	21,418	55,000	55,000
Cost Allocation and Depreciation	1,667	2,220	2,223	52,724
Capital Outlay	-	71,368	-	-
Special Projects	65,009	46,762	73,000	11,500
Appropriations for Contingency	-	-	14,143	11,315
<b>TOTAL EXPENDITURES</b>	<b>\$ 197,978</b>	<b>\$ 341,187</b>	<b>\$ 316,094</b>	<b>\$ 297,782</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 197,978</b>	<b>\$ 341,187</b>	<b>\$ 316,094</b>	<b>\$ (48,143)</b>



## STAFFING

Total authorized positions – .90

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

Total current authorized positions – .90

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>841 BBF Facilities Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		24,277	54,120	50,113
500.502 - Salaries Part Time		0	0	0
500.505 - Overtime	2,094	2,187	1,200	1,200
500.507 - Taxable Life Premium		0	288	288
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	2,094	26,464	55,608	51,601
10 - Employee benefits				
501.500 - Retirement System		6,131	13,781	13,002
501.502 - Pers 1959 Surv Empr		20	0	0
501.505 - Health Insurance		3,886	8,511	8,511
501.506 - Dental Insurance		726	1,410	1,410
501.507 - Medicare	24	391	777	723
501.508 - Life Insurance		342	416	374
501.509 - Long Term Disability		166	379	351
501.510 - Workers Compensation	0	0	0	0
501.511 - Vision Insurance		319	161	177
501.516 - Hra City Contribution		367	1,760	1,797
10 - Employee benefits Total	24	12,347	27,195	26,345
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.611 - Uniforms/Safety Appar			0	360
600.613 - General Supplies	32,437	99,507	32,437	32,437
600.618 - Utilities and Phone	0	0	21,000	0
600.619 - Advertising and Legal Notices	0	0	31,488	0
600.620 - Gas Service	4,253	5,708	4,000	4,000
600.632 - Mileage Reimbursement			0	0
600.641 - Electrical Service	34,539	35,930	0	31,500
600.643 - Water Services	14,796	19,083	0	20,500
600.644 - Sewer Service	0	381	0	500
15 - Materials Total	86,024	160,608	88,925	89,297
20 - Contract services				
700.702 - General Service Agreement	35,151	20,878	55,000	55,000
700.703 - Maintenance of Equipment	8,009	540	0	0
20 - Contract services Total	43,160	21,418	55,000	55,000

25 - Cost allocation				
800.802 - IT Reimbursement	1,667	1,944	1,946	12,796
800.804 - Web Site Reimbursement		276	277	0
800.823 - Strategic Support CAP				39,928
25 - Cost allocation Total	1,667	2,220	2,223	52,724
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	71,368	0	0
30 - Capital outlays Total	0	71,368	0	0
31 - Special projects				
900.918 - Remodel Pool HVAC	65,009	0	0	0
900.950 - Floors Paint and amp; Doors		16,000	0	0
900.951 - Pool Sweep		6,213	0	0
900.952 - Pool Slide		6,623	0	0
900.953 - Sandwich Refrigerator		1,748	0	0
900.954 - FRP Restroom		2,017	0	0
900.955 - Golf Course Restroom		14,161	0	0
900.990 - Special Projects - PW			73,000	11,500
31 - Special projects Total	65,009	46,762	73,000	11,500
35 - Contingencies				
719.705 - Contingencies	0	0	14,143	11,315
35 - Contingencies Total	0	0	14,143	11,315
<b>841 BBF Facilities Maintenance Total</b>	<b>197,978</b>	<b>341,187</b>	<b>316,094</b>	<b>297,782</b>



**PUBLIC RESOURCES**

**Public Ways**

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

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ -
Total Expenditures		1,758,401
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 1,758,401
Total Staffing		3.60
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage vehicular, bicycle and pedestrian traffic within the City’s street and trail network. This includes responding to citizen requests and concerns regarding traffic issues, developing plans for the installation of traffic signals, traffic signs, and pavement markings, and developing design standards. The Division assists in the preparation of the General Plan, street plan lines and the capital improvement program related to street improvements. Division staff are active on Santa Clara Valley Transportation Authority (VTA) subcommittees and working groups and keeps abreast regarding current developments in the field as well as grant funding opportunities for large projects.

The Transportation Division also participates in the review of private development proposals to identify potential traffic impacts and to require necessary mitigations to maintain levels of service and safe and efficient traffic operations.

**SERVICE OBJECTIVES**

- Ensure the efficiency and safety of the street system for all modes of travel through continual observation of traffic patterns, traffic signals and other traffic control devices.
- Review traffic collision reports, traffic flow patterns, and neighborhood traffic issues and respond as needed.
- Cooperate with neighboring jurisdictions on regional issues that affect both traffic safety and traffic efficiency at City boundaries.
- Continue training personnel in traffic engineering by encouraging attendance at classes and seminars.

- Coordinate with schools and school districts on Safe Routes to School Program

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,758,401 for the Traffic Engineering Program. This represents an increase of \$1,016,848 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the Apple Traffic Mitigation Study.

This budget is funded from a \$1,758,401 contribution from the General Fund.

**SPECIAL PROJECTS**

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

<b>Special Project</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
<b>Apple Traffic Mitigation</b>	\$850,000	\$850,000	Pass Through Revenue*	Apple Traffic Mitigation Neighborhood Studies per Mitigation Agreement
<b>TOTAL</b>	\$850,000	\$850,000		

\*Cost Recovered

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

**Public Works - Traffic Engineering**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	3,192,215	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,192,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	213,280	227,700	379,497	416,555
Employee Benefits	85,529	90,095	140,308	164,030
Materials	4,520	4,092	5,230	5,230
Contract Services	136,452	112,777	175,500	225,500
Cost Allocation and Depreciation	41,249	25,320	22,952	82,633
Capital Outlay	-	-	-	-
Special Projects	22,850	-	-	850,000
Appropriations for Contingency	-	-	18,066	14,453
<b>TOTAL EXPENDITURES</b>	<b>\$ 503,881</b>	<b>\$ 459,984</b>	<b>\$ 741,553</b>	<b>\$ 1,758,401</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ (2,688,334)</b>	<b>\$ 459,984</b>	<b>\$ 741,553</b>	<b>\$ 1,758,401</b>

**STAFFING**

Total current authorized positions – 3.60

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

Total authorized positions – 3.60

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
844 Traffic Engineering				
05 - Employee compensation				
500.501 - Salaries Full Time	207,280	219,382	324,541	410,239

500.502 - Salaries Part Time	0	2,768	50,000	0
500.503 - Excess Med Pay		0	0	0
500.505 - Overtime	0	81	0	1,000
500.506 - Car Allowance	6,000	5,469	2,700	2,700
500.507 - Taxable Life Premium		0	756	1,116
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			1,500	1,500
05 - Employee compensation Total	213,280	227,700	379,497	416,555
10 - Employee benefits				
501.500 - Retirement System	54,619	58,625	88,240	109,175
501.502 - Pers 1959 Surv Empr	99	42	33	0
501.505 - Health Insurance	15,686	14,106	22,147	22,148
501.506 - Dental Insurance	1,773	1,719	2,457	2,488
501.507 - Medicare	3,002	3,295	4,705	5,919
501.508 - Life Insurance	1,324	1,336	1,739	2,495
501.509 - Long Term Disability	940	1,116	2,093	2,805
501.510 - Workers Compensation	6,620	6,624	13,342	13,342
501.511 - Vision Insurance	339	329	466	468
501.516 - Hra City Contribution	1,127	2,903	5,086	5,190
10 - Employee benefits Total	85,529	90,095	140,308	164,030
15 - Materials				
600.601 - General Office Supplies	2,613	671	2,500	2,500
600.603 - Maps, Blueprints, Etc	0	0	55	55
600.613 - General Supplies	400	924	500	500
600.618 - Utilities and Phone	0	0	1,575	1,575
600.629 - Conference and Meeting	8	740	500	500
600.632 - Mileage Reimbursement	0	0	100	100
600.642 - Telephone and Data Services	1,500	1,756	0	0
15 - Materials Total	4,520	4,092	5,230	5,230
20 - Contract services				
700.701 - Training and Instruction	88	400	500	500
700.702 - General Service Agreement	128,729	112,377	175,000	225,000
700.703 - Maintenance of Equipment	7,636	0	0	0
20 - Contract services Total	136,452	112,777	175,500	225,500
25 - Cost allocation				
800.801 - Equipment Reimbursement	6,690	7,536	5,170	0
800.802 - IT Reimbursement	32,378	15,564	15,563	50,758
800.804 - Web Site Reimbursement	2,181	2,220	2,219	0
800.805 - CC CAP Allocation				7,413
800.806 - CM CAP Allocation				1,991
800.814 - Finance CAP Alloc				10,103
800.815 - Human resources CAP Alloc				12,368
800.818 - PW Admin CAP				0
25 - Cost allocation Total	41,249	25,320	22,952	82,633
31 - Special projects				
900.923 - Apple Campus 2	22,850	12,461	0	850,000
900.964 - I-280/Wolfe Rd Interchange Imprv			0	0
900.965 - Traffic Impact Fee			0	0
900.990 - Special Projects - PW			0	0

31 - Special projects Total	22,850	12,461	0	850,000
35 - Contingencies				
719.705 - Contingencies	0	0	18,066	14,453
35 - Contingencies Total	0	0	18,066	14,453
<b>844 Traffic Engineering Total</b>	<b>503,881</b>	<b>472,445</b>	<b>741,553</b>	<b>1,758,401</b>



**PUBLIC RESOURCES**

**Public Ways**

**TRANSPORTATION-  
TRAFFIC SIGNAL MAINTENANCE**

Budget Unit 100-88-845  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	635,310
Fund Balance	-
<hr/>	
General Fund Costs	\$ 635,310
Total Staffing	2.00
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City’s 56 traffic signals, including eight traffic signals owned by the State of California. The Division also maintains the traffic signal communication infrastructure, such as the fiber optic network and the traffic operation center hub.

**SERVICE OBJECTIVES**

- Ensure the continuous and safe operation of the City’s traffic signal system on a continuous 24-hour basis with full-time and on-call staff, which is accomplished by regularly performing preventative maintenance, diagnosing malfunctions and repairs, investigating citizen complaints, replacing or upgrading obsolete hardware, inspecting the work of contractors, responding to knockdowns and power outages, and adjusting signal timing parameters.
- Continue training maintaining proficiency of traffic signal technicians and on-call staff by encouraging attendance at classes and seminars.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$635,310 for the Traffic Signal Maintenance Program. This represents a decrease of \$177,649 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the reduction in capital outlay costs.

This budget is funded from a \$635,310 contribution from the General Fund.



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

**Public Works - Traffic Signal and Maintenance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	250,000	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	186,342	202,429	205,594	202,737
Employee Benefits	77,132	83,047	94,233	91,590
Materials	54,496	40,999	53,750	53,750
Contract Services	155,984	202,011	201,000	201,000
Cost Allocation and Depreciation	76,412	108,120	68,127	66,029
Capital Outlay	15,834	118,203	165,000	-
Special Projects	-	-	25,255	20,204
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 566,201</b>	<b>\$ 754,809</b>	<b>\$ 812,959</b>	<b>\$ 635,310</b>
Fund Balance	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 316,201</b>	<b>\$ 754,809</b>	<b>\$ 812,959</b>	<b>\$ 635,310</b>

**STAFFING**

Total current authorized positions – 2.00

There are no changes to the current level of staffing.

Total authorized positions – 2.00

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>845 Traffic Signal Maintenance</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	171,296	180,928	187,059	184,913
500.503 - Excess Med Pay	0	0	711	0
500.504 - Stand By	9,200	10,000	10,000	10,000
500.505 - Overtime	5,846	11,502	6,000	6,000
500.507 - Taxable Life Premium		0	1,824	1,824
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	186,342	202,429	205,594	202,737
10 - Employee benefits				
501.500 - Retirement System	44,471	47,316	53,119	50,420
501.502 - Pers 1959 Surv Empr	104	46	35	0
501.505 - Health Insurance	16,381	16,406	17,136	17,136
501.506 - Dental Insurance	1,828	1,966	1,878	1,914
501.507 - Medicare	2,669	3,044	2,686	2,667
501.508 - Life Insurance	1,254	1,493	1,386	1,386
501.509 - Long Term Disability	934	1,146	1,309	1,302
501.510 - Workers Compensation	7,157	7,152	12,413	12,413
501.511 - Vision Insurance	344	373	359	360
501.516 - Hra City Contribution	1,992	4,106	3,912	3,992
10 - Employee benefits Total	77,132	83,047	94,233	91,590
15 - Materials				
600.601 - General Office Supplies	11,371	110	7,000	7,000
600.613 - General Supplies	92	104	350	350
600.618 - Utilities and Phone	0	0	4,200	0
600.619 - Advertising and Legal Notices	0	1,155	42,000	0
600.632 - Mileage Reimbursement	0	410	200	200
600.641 - Electrical Service	39,275	35,877	0	42,000
600.642 - Telephone and Data Services	3,759	3,342	0	4,200
15 - Materials Total	54,496	40,999	53,750	53,750
20 - Contract services				
700.701 - Training and Instruction	1,354	599	1,000	1,000
700.702 - General Service Agreement	76,477	138,447	100,000	100,000
700.703 - Maintenance of Equipment	78,154	62,965	100,000	100,000
20 - Contract services Total	155,984	202,011	201,000	201,000
25 - Cost allocation				
800.801 - Equipment Reimbursement	58,420	85,896	45,900	0
800.802 - IT Reimbursement	15,634	19,452	19,453	28,042
800.804 - Web Site Reimbursement	2,358	2,772	2,774	0
800.805 - CC CAP Allocation				8,485
800.806 - CM CAP Allocation				2,272
800.814 - Finance CAP Alloc				12,680
800.815 - Human resources CAP Alloc				14,550
800.818 - PW Admin CAP				0
25 - Cost allocation Total	76,412	108,120	68,127	66,029

31 - Special projects				
900.937 - T/S Interc Modif	15,834	118,203	0	0
900.990 - Special Projects - PW			165,000	0
31 - Special projects Total	15,834	118,203	165,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	25,255	20,204
35 - Contingencies Total	0	0	25,255	20,204
<b>845 Traffic Signal Maintenance Total</b>	<b>566,201</b>	<b>754,809</b>	<b>812,959</b>	<b>635,310</b>



**PUBLIC RESOURCES**

**Public Ways**

**FIXED ASSET ACQUISITION-**

Budget Unit 630-90-985

Internal Service Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 305,500
Total Expenditures	1,222,000
Fund Balance	(916,500)
<hr/>	
	General Fund Costs \$ -
Total Staffing	-
	% Funded by General Fund 0.0%

**PROGRAM OVERVIEW**

This program purchases equipment having a value greater than \$5,000 and expected life of more than one year. Equipment users are charged be approved for the use of these assets through a depreciation schedule. Equipment used by Special Revenue and Enterprise funds are charged to the respective funds.

**SERVICE OBJECTIVES**

- Obtain quality equipment through competitive bidding.
- Purchase energy efficient vehicles whenever practical.
- Purchase quiet, ergonomic and environmentally friendly equipment whenever practical.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,222,000 for the Fixed Asset Acquisition Program. This represents an increase of \$376,000 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the replacement of several conventional vehicles with fuel efficient alternatives as well as additional vehicle/equipment purchases in FY 2016-17 shown below.

<b>Replacement Vehicles/Equipment</b>	<b>Costs</b>
Replace TCM loader (service center)	\$125,000
Replace D60 & 404 with new boom truck (trees/row)	\$155,000
Replace D38 aerial lift truck (streetlights)	\$125,000
Replace D96 water truck with F650 (trees/row)	\$85,000
Replace D30 dump with similar F550 (trees/row)	\$75,000
Replace #33 with larger F450 dump (trees/row)	\$65,000
Replace D67 stake bed (streets)	\$65,000
Replace Chevy #62 with F350 w/utility (fleet)	\$65,000
Replace truck #61 with F350 w/utility (facilities)	\$55,000
Replace ranger #74 with larger F350 w/utility & dump (grounds)	\$55,000
Replace ranger #75 with larger F350 w/utility & dump (grounds)	\$55,000
Replace F250 #19 with larger F350 w/utility & dump (grounds)	\$55,000
Replace salvaged Dodge #22 with F350 w/utility & dump (trees/row)	\$55,000
Replace ranger #47 with larger F350 w/utility (streets)	\$55,000
Replace ranger #32 with larger F350 w/utility (traffic)	\$55,000
Replace van #5 with a transit connect wagon (public works/video)	\$40,000
Replace ranger #82 with larger F150 (facilities)	\$37,000
<b>TOTAL REPLACEMENT VEHICLES/EQUIPMENT</b>	<b>\$1,222,000</b>
<b>New Vehicles/Equipment</b>	
<b>No Equipment Proposed for FY 16/17</b>	
<b>TOTAL NEW VEHICLES/EQUIPMENT</b>	<b>\$0</b>
<b>TOTAL ALL</b>	<b>\$1,222,000</b>

This budget is funded from \$305,500 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and \$916,500 in retained earnings.

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

**Public Works - Fixed Asset Acquisition**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	305,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 305,500</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation and Depreciation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	33,615	106,056	846,000	1,222,000
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,615</b>	<b>\$ 106,056</b>	<b>\$ 846,000</b>	<b>\$ 1,222,000</b>
Fund Balance	-	-	(395,000)	(916,500)
<b>General Fund Costs</b>	<b>\$ 33,615</b>	<b>\$ 106,056</b>	<b>\$ 451,000</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
985 Fixed Assets Acquisition				
31 - Special projects				
900.945 - Fixed Asset Acquisition	33,615	106,056	846,000	1,222,000
31 - Special projects Total	33,615	106,056	846,000	1,222,000
<b>985 Fixed Assets Acquisition Total</b>	<b>33,615</b>	<b>106,056</b>	<b>846,000</b>	<b>1,222,000</b>



CUPERTINO

# Non- Departmental

Debt Service  
Employee Housing Assistance  
Transfers Out



CUPERTINO

# Non Departmental

			Final Adopted 2016-17
<b>Page Debt Service</b>			<b>\$ 3,167,538</b>
GI Org			
696 365-90-500	Public Facilities Corporation		3,167,538
<b>Employee Housing Assistance</b>			<b>\$ 10,000</b>
GI Org			
700 100-90-502	Employee Housing Assistance		10,000
<b>Transfers Out</b>			<b>\$ 22,126,373</b>
GI Org			
702 100-90-001	Transfers		22,126,373
<b>TOTAL NON DEPARTMENTAL</b>			<b>\$ 25,303,911</b>



## DIVISION SUMMARY

### Non Departmental - Summary

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	8,018	-	10,000
Contract Services	-	-	-	-
Cost Allocation	28,661,423	44,594,414	20,468,523	25,293,911
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,490,996</b>	<b>\$ 41,427,294</b>	<b>\$ 17,300,985</b>	<b>\$ 25,303,911</b>
Fund Balance (Use of)	-	-	(5,690,000)	(9,165,000)
<b>General Fund Costs</b>	<b>\$ 25,490,996</b>	<b>\$ 41,427,294</b>	<b>\$ 11,610,985</b>	<b>\$ 16,138,911</b>

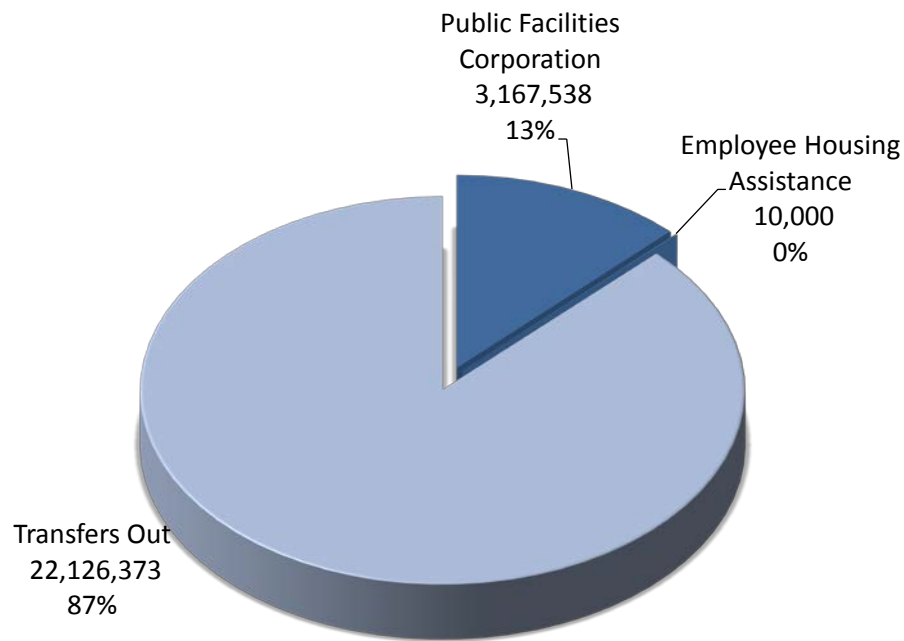
### FINAL ADOPTED BUDGET

On June 6, 2016, the City Council adopted a budget of \$25,303,911 for the programs that are part of Non Departmental division. This represents an increase of \$8,002,926 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the increase in transfers out to the from the Capital Reserve to fund various capital projects and is offset by a decrease in Employee Housing Assistance due to no new department head electing to participate in the program.

This budget is funded from \$16,138,911 contribution from the General Fund and from \$9,165,000 in fund balance from the Capital Reserve to fund CIP projects in other funds.

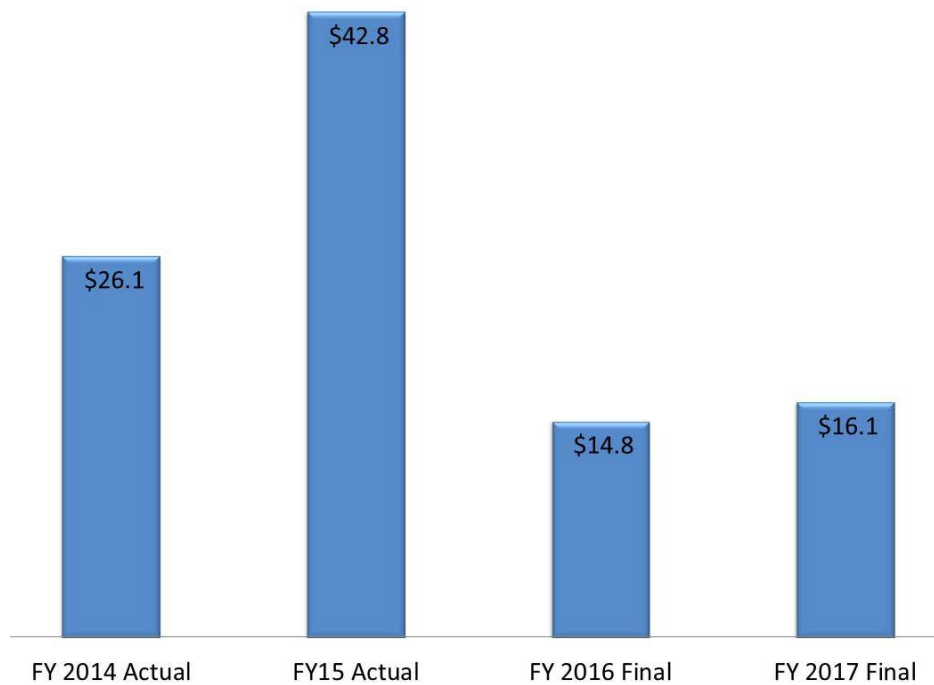


## Adopted Expenditures Fiscal Year 2016-17



## 4 Year Expenditure History

In Millions



# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative

#### NON-DEPARTMENTAL

#### DEBT SERVICE

#### PUBLIC FACILITIES CORPORATION

Budget Unit 365-90-500

Debt Service Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		3,167,538
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 3,167,538
Total Staffing		-
	% Funded by General Fund	100.0%

#### PROGRAM OVERVIEW

The Debt Service Program provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

#### SERVICE OBJECTIVES

The majority of the borrowings occurred in early 1990 to acquire additional park real estate and expand community facilities. A breakdown of the capital acquisitions follows:

- Increased 90 acres of park real estate to 190 acres, a 111% increase
- Increased 26,031 sq ft of recreation building space to 84,460 sq ft, a 224% increase
- Specific purchases included:
  - Blackberry Farm - \$18 million, voter approved debt;
  - Creekside Park - \$12 million voter approved debt;
  - Sports Center - \$8 million;
  - Quinlan Community Center, including park real estate - \$6.1 million;
  - Wilson Park and improvements - \$5.6 million;
  - Jollyman Park development - \$1 million;
  - City Hall renovation/improvements - \$1.7 million;
  - Library renovation/improvements - \$1.7 million.
  - New library/community center - \$10 million.

In May 2012, the Corporation refinanced its \$44 million in outstanding debt to lower the interest rate and save approximately \$350,000 per year in debt payments.

#### SCHEDULE OF LEASE PAYMENTS

Payment Date	Principal Component	Interest Component	Total Lease Payment	Annual Lease Payment
12/15/12		687,643.15	687,643.15	
6/15/13	1,920,000.00	567,778.75	2,487,778.75	3,175,421.90
12/15/13		564,418.75	564,418.75	
6/15/14	2,040,000.00	564,418.75	2,604,418.75	3,168,837.50
12/15/14		559,318.75	559,318.75	
6/15/15	2,055,000.00	559,318.75	2,614,318.75	3,173,637.50
12/15/15		538,768.75	538,768.75	
6/15/16	2,090,000.00	538,768.75	2,628,768.75	3,167,537.50
12/15/16		517,868.75	517,868.75	
6/15/17	2,135,000.00	517,868.75	2,652,868.75	3,170,737.50
12/15/17		496,518.75	496,518.75	
6/15/18	2,180,000.00	496,518.75	2,676,518.75	3,173,037.50
12/15/18		474,718.75	474,718.75	
6/15/19	2,220,000.00	474,718.75	2,694,718.75	3,169,437.50
12/15/19		441,418.75	441,418.75	
6/15/20	2,290,000.00	441,418.75	2,731,418.75	3,172,837.50
12/15/20		407,068.75	407,068.75	
6/15/21	2,355,000.00	407,068.75	2,762,068.75	3,169,137.50
12/15/21		371,743.75	371,743.75	
6/15/22	2,425,000.00	371,743.75	2,796,743.75	3,168,487.50
12/15/22		335,368.75	335,368.75	
6/15/23	2,500,000.00	335,368.75	2,835,368.75	3,170,737.50
12/15/23		297,868.75	297,868.75	
6/15/24	2,575,000.00	297,868.75	2,872,868.75	3,170,737.50
12/15/24		259,243.75	259,243.75	
6/15/25	2,655,000.00	259,243.75	2,914,243.75	3,173,487.50
12/15/25		219,418.75	219,418.75	
6/15/26	2,730,000.00	219,418.75	2,949,418.75	3,168,837.50
12/15/26		178,468.75	178,468.75	
6/15/27	2,815,000.00	178,468.75	2,993,468.75	3,171,937.50
12/15/27		136,243.75	136,243.75	
6/15/28	2,900,000.00	136,243.75	3,036,243.75	3,172,487.50
12/15/28		92,743.75	92,743.75	
6/15/29	2,985,000.00	92,743.75	3,077,743.75	3,170,487.50
12/15/29		47,968.75	47,968.75	
6/15/30	3,070,000.00	47,968.75	3,117,968.75	3,165,937.50
<b>Total</b>	<b>43,940,000.00</b>	<b>13,133,759.40</b>	<b>57,073,759.40</b>	<b>57,073,759.40</b>

## FINAL ADOPTED BUDGET

On June 6, 2016, the City Council adopted a budget of \$3,167,538 for the Debt Service budget. This budget has changed only minimally since the final adopted budget.

This budget is funded from \$3,167,538 contribution from the General Fund.

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

### Non Departmental - Debt Service

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	3,170,428	3,175,138	3,167,538	3,167,538
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,170,428</b>	<b>\$ 3,175,138</b>	<b>\$ 3,167,538</b>	<b>\$ 3,167,538</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 3,170,428</b>	<b>\$ 3,175,138</b>	<b>\$ 3,167,538</b>	<b>\$ 3,167,538</b>

## STAFFING

There is no staffing associated with this budget.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>500 Facility Lease</b>				
40 - Debt services				
800.901 - Debt Service Principal	3,170,428	3,171,838	3,167,538	3,167,538
40 - Debt services Total	3,170,428	3,171,838	3,167,538	3,167,538
<b>500 Facility Lease Total</b>	<b>3,170,428</b>	<b>3,171,838</b>	<b>3,167,538</b>	<b>3,167,538</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative



**NON-DEPARTMENTAL  
EMPLOYEE HOUSING ASSISTANCE**  
Budget Unit 100-90-502  
General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		10,000
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 10,000
Total Staffing		-
	% Funded by General Fund	100.0%

#### PROGRAM OVERVIEW

The recruitment and hiring of top quality department heads is essential to the efficient operation of the City. Housing costs in Silicon Valley tend to act as a disincentive to persons relocating to the area, and therefore, as an obstacle to the recruitment, hiring, and retention of such top quality personnel. To assist in this end, the Council adopted the housing assistance program for department heads.

#### SERVICE OBJECTIVES

The housing assistance program for department heads provides housing loans for their primary residence at interest rates indexed with the 11<sup>th</sup> District cost of funds with an optional deferred interest feature for the first five years. There is assistance with half of the closing costs. The City may assist in the purchase by acquiring up to thirty percent of the equity share in the residence.

#### General Fund

On June 6, 2016, the City Council approved a budget of \$10,000 for the Employee Housing Assistance budget. This represents a decrease of over \$2 million under the FY 2015-16 Final Adopted Budget. The decrease is due to no new department heads electing to participate in the program.

This budget is funded from \$10,000 contribution from the General Fund.

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



**Non Departmental - Employee Housing Assistance**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	8,018	-	10,000
Contract Services	-	-	-	-
Cost Allocation	2,903	1,256,000	2,239,763	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES \$</b>	<b>2,903 \$</b>	<b>1,264,018 \$</b>	<b>2,239,763 \$</b>	<b>10,000 \$</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs \$</b>	<b>2,903 \$</b>	<b>1,264,018 \$</b>	<b>2,239,763 \$</b>	<b>10,000 \$</b>

**STAFFING**

There is no staffing associated with this budget.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
502 EE Housing Loan				
50 - Other financing uses				
800.903 - Origination EE HSG Loan	2,903	1,256,000	2,239,763	10,000
50 - Other financing uses Total	2,903	1,256,000	2,239,763	10,000
<b>502 EE Housing Loan Total</b>	<b>2,903</b>	<b>1,256,000</b>	<b>2,239,763</b>	<b>10,000</b>

# City of Cupertino

Fiscal Year 2016-2017

## FISCAL GENERAL SERVICES

### Legislative/Administrative



#### NON-DEPARTMENTAL

#### TRANSFERS

Budget Unit 100-90-001 and  
429-90-001 Various Funds

#### BUDGET AT A GLANCE

Total Revenue	\$ -
Total Expenditures	22,126,373
Fund Balance	(9,165,000)
<hr/>	
General Fund Costs	\$ 12,961,373
Total Staffing	-
% Funded by General Fund	58.6%

#### PROGRAM OVERVIEW AND SERVICE OBJECTIVES

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

#### FINAL ADOPTED BUDGET

On June 6, 2016, the City Council adopted a budget of \$22,126,373 for the Transfers Out Budget. This represents an increase of \$7,065,151 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to several capital projects and increased Cost Allocation costs that required the General Fund to transfer additional dollars to other funds.

This budget is funded from \$9,165,000 in fund balance from the Capital Reserve and a \$12,961,373 contribution from the General Fund.

The transfers for 2016-2017 are as follows:

Transfer Out from	Description	Amount
<b>General Fund</b>		
<b>Special Revenue Funds</b>	Non-Point Source	\$ 54,071
	Street Pavement Maintenance	\$5,800,000
<b>Debt Service Fund</b>	Annual Debt Payment	\$ 3,167,538
<b>Enterprise Fund</b>	General Fund subsidy of several Recreation	\$1,294,091

Enterprise Funds		
<b>Internal Service Funds</b>	Compensated Absence Funding for employee accumulated leave cash outs and City Channel and Website funding	\$2,645,673
<b>TOTAL GENERAL FUND TRANSFERS OUT</b>		<b>\$12,961,373</b>
<b>Transfer Out from Special Funds</b>	<b>Description</b>	<b>Amount</b>
<b>Capital Funds</b>	Transfer out to Special Revenue and Enterprise fund to fund Capital Project	\$9,165,000
<b>TOTAL SPECIAL FUNDS TRANSFERS OUT</b>		<b>\$9,165,000</b>
<b>TOTAL ALL FUNDS TRANSFERS OUT</b>		<b>\$22,126,673</b>

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

## Non Departmental - Transfers Out

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	25,488,093	40,163,276	15,061,222	22,126,373
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,488,093</b>	<b>\$ 40,163,276</b>	<b>\$ 15,061,222</b>	<b>\$ 22,126,373</b>
Fund Balance (Use of)	-	-	(5,690,000)	(9,165,000)
<b>General Fund Costs</b>	<b>\$ 25,488,093</b>	<b>\$ 40,163,276</b>	<b>\$ 9,371,222</b>	<b>\$ 12,961,373</b>

## STAFFING

There is no staffing associated with this budget.

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
90 Citywide - Non Departmental				
001 No Department				
45 - Transfer out				
800.902 - Transfers Out & Depreciation	25,488,093	40,163,276	15,061,222	22,126,373
45 - Transfer out Total	25,488,093	40,163,276	15,061,222	22,126,373



# Personnel Schedules

**PERSONNEL SUMMARY by Division and Department**

	FY12	FY13	FY14	FY15	FY16	Change	FY17
<b>CITY COUNCIL/COMMISSIONS</b>							
City Council	0.50	0.50	0.50	0.50	0.45	(0.15)	0.30
Sister Cities	0.00	0.00	0.00	0.10	0.05	0.00	0.05
Fine Arts Commission	0.10	0.10	0.10	0.15	0.15	0.00	0.15
Technology, Information & Communications Commission	0.10	0.10	0.10	0.10	0.10	0.00	0.10
Parks and Recreation Commission	0.10	0.10	0.10	0.05	0.10	0.00	0.10
Teen Commission	0.15	0.15	0.25	0.25	0.25	0.05	0.30
Housing Commission	0.05	0.05	0.05	0.15	0.15	0.00	0.15
Library Commission	0.02	0.07	0.05	0.05	0.05	0.00	0.05
Sustainability Commission	0.00	0.00	0.00	0.00	0.00	0.10	0.10
Planning Commission	0.45	0.45	0.42	0.30	0.30	(0.05)	0.25
	<b>1.47</b>	<b>1.52</b>	<b>1.57</b>	<b>1.55</b>	<b>1.60</b>	<b>-0.05</b>	<b>1.55</b>
<b>ADMINISTRATION</b>							
City Clerk	0.00	0.00	3.60	3.60	3.00	0.00	3.00
City Manager	1.55	1.40	2.55	2.55	3.30	(0.28)	3.02
Community Outreach	0.50	0.75	0.00	0.00	0.00	0.00	0.00
Economic Development	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Sustainability	0.00	0.00	0.60	0.60	1.55	0.00	1.55
Legal Services	3.00	2.90	3.00	3.00	3.00	0.00	3.00
	<b>5.05</b>	<b>5.05</b>	<b>10.75</b>	<b>10.75</b>	<b>10.85</b>	<b>-0.28</b>	<b>10.57</b>
<b>PUBLIC AFFAIRS</b>							
Public Affairs	1.60	1.60	1.80	1.80	1.15	1.30	2.45
Cupertino Scene	0.35	0.35	0.35	0.35	0.35	(0.05)	0.30
Government Channel	3.20	3.20	3.15	3.15	2.95	0.45	3.40
City Website	1.00	0.95	0.95	0.95	0.95	(0.15)	0.80
Community Outreach	0.00	0.00	0.75	0.00	0.00	0.00	0.00
Environmental Affairs	0.80	0.80	0.00	0.00	0.00	0.00	0.00
GIS	0.00	0.00	0.00	0.00	2.00	0.30	2.30
Information Technology	0.00	0.00	4.00	4.00	4.00	0.70	4.70
	<b>6.95</b>	<b>6.90</b>	<b>11.00</b>	<b>10.25</b>	<b>11.40</b>	<b>2.55</b>	<b>13.95</b>
<b>ADMINISTRATIVE SERVICES</b>							
Administration	1.98	1.93	2.70	1.80	2.50	0.00	2.50
Accounting	4.50	4.33	4.50	5.60	5.20	0.55	5.75
Business Licensing	0.50	0.50	0.50	0.50	1.10	(0.55)	0.55
City Clerk	2.90	2.90	0.00	0.00	0.00	0.00	0.00
Duplicating and Printing	0.60	0.60	0.00	0.00	0.00	0.00	0.00
Human Resources	3.50	3.50	2.95	3.75	3.15	0.00	3.15
Insurance Administration	0.50	0.50	0.35	0.35	0.35	0.00	0.35
Code Enforcement	4.00	4.00	0.00	0.00	0.00	0.00	0.00
Information Technology	4.00	4.00	0.00	0.00	0.00	0.00	0.00
	<b>22.48</b>	<b>22.26</b>	<b>11.00</b>	<b>12.00</b>	<b>12.30</b>	<b>0.00</b>	<b>12.30</b>
<b>RECREATION AND COMMUNITY SERVICES</b>							
Administration	2.00	2.00	2.05	3.05	2.95	(0.10)	2.85
Business and Community Services	9.60	9.60	9.80	9.85	8.85	0.95	9.80
Recreation and Education	4.88	4.88	4.58	4.53	5.58	6.27	11.85
Sports, Safety and Outdoor Recreation	6.00	6.00	6.05	6.00	6.00	2.83	8.83
Senior Center/Stevens Creek Trail/Blue Pheasant	7.30	7.05	7.00	7.10	8.10	(8.10)	0.00
Community Outreach	0.00	0.00	0.00	0.75	0.70	(0.70)	0.00
	<b>29.78</b>	<b>29.53</b>	<b>29.48</b>	<b>31.28</b>	<b>32.18</b>	<b>1.15</b>	<b>33.33</b>

**PERSONNEL SUMMARY by Division and Department**

	FY12	FY13	FY14	FY15	FY16	Change	FY17
<b>COMMUNITY DEVELOPMENT</b>							
Administration	1.41	1.39	1.41	0.90	0.90	(0.35)	0.55
Planning	7.79	7.89	8.84	9.10	8.60	2.03	10.63
Housing Services	0.83	0.68	0.68	0.80	0.80	0.00	0.80
Building	11.90	11.90	12.25	12.25	13.30	0.65	13.95
Economic Development/RDA Successor Agency	1.50	2.04	0.00	0.00	1.00	(0.25)	0.75
Muni/Building Code Enforcement	0.00	0.00	1.65	1.75	2.70	(1.45)	1.25
	<b>23.43</b>	<b>23.90</b>	<b>24.83</b>	<b>24.80</b>	<b>27.30</b>	<b>0.63</b>	<b>27.93</b>
<b>PUBLIC WORKS</b>							
Administration	3.25	3.25	10.15	3.25	3.25	0.00	3.25
Environmental Programs	3.17	3.17	3.67	4.17	6.22	0.00	6.22
Development Services	6.72	6.82	0.00	7.40	7.40	0.00	7.40
Service Center	2.00	2.00	2.00	2.30	2.70	1.00	3.70
Grounds	19.70	18.95	18.75	19.75	19.75	0.00	19.75
Streets	10.25	11.25	13.15	13.10	13.65	0.00	13.65
Trees and Right of Way	16.90	16.80	15.40	16.40	16.40	0.00	16.40
Facilities and Fleet	7.35	7.20	7.15	7.15	8.15	0.00	8.15
Transportation	4.25	4.15	3.85	3.60	4.60	1.00	5.60
	<b>73.59</b>	<b>73.59</b>	<b>74.12</b>	<b>77.12</b>	<b>82.12</b>	<b>2.00</b>	<b>84.12</b>
<b>LAW ENFORCEMENT</b>							
Code Enforcement	0.00	0.00	2.00	2.00	2.00	0.00	2.00
	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>
<b>Total Benefitted Positions</b>	<b>162.75</b>	<b>162.75</b>	<b>164.75</b>	<b>169.75</b>	<b>179.75</b>	<b>6.00</b>	<b>185.75</b>



**PUBLIC WORKS DEPARTMENT**  
Timm Borden, Director

CITY HALL  
10300 TORRE AVENUE ~ CUPERTINO, CA 95014-3266  
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# C I P   F Y 2 0 1 7

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Capital Improvement Program

Adopted FY 2017

Planned FY 2018-2021





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## Introduction

May 1, 2016

Honorable Mayor and members of the City Council:

Subject: Fiscal Year 2015/16 CIP Status Report and Fiscal Year 2016/17 CIP Proposal

I am pleased to provide you the following comprehensive document that includes descriptions and the status of currently budgeted projects as well as proposed projects in the categories described below. Project scopes, budgets, and schedules are shown for all incomplete but previously budgeted projects. Please note that the Estimated Project Cost for each project reflects all of the anticipated costs to deliver the project. The total project delivery cost includes all staff costs (both direct and indirect), consultant design costs, construction cost, and construction management costs.

### Newly Proposed Projects

New projects proposed within the five-year CIP are as follows:

#### Parks

- Blackberry Farm-Pool Modifications Study
- Blackberry Farm-San Fernando Dr. Entry Feasibility Study
- McClellan Ranch West-Parking Lot Improvement
- Memorial Park-Phase 1 Construction
- Monta Vista Park- Renovation Master Plan
- Recreation Facilities Monument Signs
- Sport Center – Children’s Play Area

#### Buildings

- Blackberry Farm-Maintenance & Restroom Building Replacement Feasibility Study
- Blackberry Farm-Pool Building Modification Feasibility Study
- City Hall-Turf Reduction
- Service Center-Shed No. 3 Improvement
- Stockmeir House-New Sewer Lateral

#### Streets & Traffic Facilities

- 2016 Bicycle Transportation Plan Implementation
- Bikeway Enhancements & Wayfinding Study
- Fiber Network Extension to Service Center

- Pedestrian Master Plan
- Retaining Wall Repair-Cordova Rd.
- Retaining Wall Replacement-Regnart Rd.

#### Storm Drainage

- Storm Drain Improvements-Byrne Ave. & Stevens Creek Blvd.
- Storm Drain Improvements-Foothill Blvd. & Cupertino Rd.
- Storm Drain Improvements-Homestead Rd.
- Implement Storm Drain Master Plan Priorities (FY2017)

#### Development In-Lieu Contributions

The Development In-Lieu Contributions section creates a vehicle for the Council and the public to track these contributions received from development. The contributions are typically “fair-share” contributions towards a larger project. The projects are therefore on-hold until the funding gap is closed by other contributing developments or by augmentations with City funds. New park in-lieu fees were collected in FY 2016, which will be proposed in the future for park improvements.

#### Unfunded Projects

Although these projects are not proposed for funding at this time, through a community, City Council, or staff proposal, they are tracked in this budget document.

#### FY 2016 CIP Accomplishments

A notable accomplishment in FY2015-16 is the completion of the Civic Center Master Plan project. The process and plan provides Council and residents with information to aid in the design of improvements at the civic center property and for civic facilities. Also notable is the substantial completion of the Bicycle and Pedestrian Facility Improvements which funded measures identified in the 2015 Bicycle Transportation Plan update. In addition, the completion of two key storm drainage projects improved storm water collection in the area of Bubb and McClellan Roads and in the Monta Vista neighborhood.

Other accomplishments include:

Completion of the following projects:

- Fiber Network Expansion for Signal Interconnect
- Homestead Road Concrete Sidewalk Project
- McClellan Ranch – Pedestrian, Parking, Landscape Improvements
- McClellan Ranch West – Simm’s House Removal
- Quinlan Community Center – Cupertino Rm Lighting Replacement

- Senior Center – Exercise Room Wood Floor Replacement
- Senior Center – Mary Avenue Landscaping Service Center – Parking Lot Modification
- Sport Center-Sport Court (Tennis Court Resurfacing)
- Stevens Creek Blvd. at Perimeter Rd. Turn Pocket Extension

Projects that have met progress milestones include:

- Bicycle Transportation Plan Update: draft report is complete with Council consideration for approval scheduled for June 21, 2016;
- Bridge Rehabilitation – Minor: project is redefined to implement improvements at more locations and with a funding grant application submitted;
- Storm Drain Master Plan: survey of system is complete;
- Stevens Creek Corridor Park Chain Master Plan-McClellan to Stevens Creek Blvd.: community and facility assessments are complete along with community outreach, resulting in a recommended plan scheduled for Council consideration in spring 2016;
- Sport Center–Resurface Tennis Courts (18 Courts): 5 courts completed, contract awarded for 13 courts which will be completed by the end of CY 2016.

Several projects that were included in FY 2016 CIP are recommended for defunding, including the following:

- Wilson Park - 3 projects: suspended due to high bid results for construction work; recommend deferral of all three projects until after the completion of a future park master plan;
- Library Expansion: included in approved Civic Center Master Plan, but without further Council action to initiate design work and additional appropriation to fund services, the project will not be implemented, therefore staff recommends defunding this project;
- Initial Civic Center Projects: without further Council action to initiate design work and additional appropriation to fund services, the project will not be implemented, therefore staff recommends defunding this project.

Following are the project description/budget sheets for the five-year CIP budget plan. The estimated project costs shown are inclusive of all anticipated direct and indirect costs, including for administration and management of the project, permits, construction management and inspections, and the construction contract. The costs are escalated to the budget year shown. Since last year, construction costs have increased significantly to this year. Escalation, as suggested by our professional estimation consultant, has been included as follows:



Year	Per Annum Rate	Year	Per Annum Rate
2016	5.7%	2020	3.5%
2017	4.5%	2021	3.0%
2018	4.5%	2022	3.0%
2019	3.5%		

As a tool to help make decisions about funding and the scheduling of resources, each project has been categorized and prioritized using the following criteria:

#### Categories

- A – Public Safety/ Regulatory Mandate/ Grant Commitment
- B – Preventative Maintenance/ Resource and Cost Efficiencies
- C – Enhancement

#### Priorities

1. Ongoing or imminent upon FY 2016-17 Budget Adoption
2. Funded to start in FY 2016-17 but contingent on resources available after Priority 1 projects
3. Funded but contingent on resources available after Priority 1 and 2 projects
4. Planned project FY 2018-2021

Respectfully submitted,

Timm Borden  
 Director of Public Works

## Completed Projects

### Completed Projects FY2012

Projects completed by June 30, 2012

Description	Description
2011-12 Annual Curb, Gutter & Sidewalk Repairs & ADA Ramps	2011-12 Annual Pavement Management
2011-12 Annual Minor Storm Drain Improvements	Blackberry Farm Infrastructure Upgrade
Civic Center Master Plan Framework	Electric Vehicle Charging Station
Linda Vista Pond Improvements – Study	McClellan Ranch/Simms Master Plan Update
McClellan Ranch 4H Sanitary Connection	Permanente Creek
Safe Routed to School – Garden Gate	Stocklmeir Orchard Irrigation
Various Minor Intersection Traffic Signal Battery Backup System	Various Park Path and Parking Lot Repairs & Resurfacing – Phase 1

### Completed Projects FY2013

Projects completed by June 30, 2013

Description	Description
Emergency Van Upgrades	McClellan Ranch Repairs & Painting
McClellan Road Sidewalk Study	Traffic Management Studies – 3 Intersections
Various Park Path and Parking Lot Repairs & Resurfacing – Phase 2	Various Trail Resurfacing at School Sports Fields – Phase 1
Various Trail Resurfacing at School Sports Fields – Phase 2	Wilson Park Irrigation System Renovation

### Completed Projects FY2014

Projects completed by June 30, 2014

Description	Description
McClellan Ranch – Historic Structures Assessment	McClellan Ranch – Barn Evaluation & Renovation Plan
Mary Avenue Dog Park	McClellan Ranch Preserve Signage Program
Senior Center – Various Improvements	Phase 1 Solar Assessment – Public Building
Sports Center – Various Improvements	Various Park Path Repairs – Phase 3
Stevens Creek Corridor Park Phase 2	Various Trail Resurfacing at School Sports Fields – Phase 3
Various Traffic Signal/Intersection Modifications	

## Completed Projects FY2015

Projects completed by June 30, 2015

Description	Description
Accessibility Transition Plan Update	Bicycle and Pedestrian Facility Improvements
Calabazas Creek (Bollinger Rd.) Outfall Repair	Install Speed Bumps – Vista and Lazaneo Dr
Mary Avenue Pedestrian & Streetscape Improvements	McClellan Ranch Environmental Education Center, Blacksmith Shop, Shelter, Solar & Restroom Upgrades
McClellan Road Sidewalk Improvements – Phase 1	Priority Green Bike Lane Improvements
Public Building Solar Installation – Service Center	Quinlan Community Center Fiber Installation
Quinlan Center Interior Upgrades	Sports Center Tennis Court Retaining Wall Replacement

## Completed Projects FY2016

Projects completed by June 30, 2016

Description	Description
Bicycle and Pedestrian Facility Improvements	Bicycle Transportation Plan Update
Bubb Road (Elm Ct.) Storm Drain Imprvmts.	Civic Center Master Plan
Civic Center-Parking Structure-Conceptual Design	Fiber Network Expansion for Signal Interconnect
Homestead Road Concrete Sidewalk Project	McClellan Ranch - Pedestrian, Parking, Landscape Improvements
McClellan Ranch West - Simm's House Removal	Monta Vista Storm Drain System
Quinlan Community Center - Cupertino Rm Lighting Replacement	Senior Center - Exercise Room Wood Floor Replacement
Senior Center - Mary Avenue Landscaping	Service Center - Parking Lot Modification
Sport Center-Sport Court (Tennis Court Resurfacing)	Stevens Creek Blvd. at Perimeter Rd. Turn Pocket Extension

# Current and Proposed CIP Projects



# Priority 1 Projects



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## 2016 Bike Plan Implementation

Budget Unit 420-99-036



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Various Locations  
**Estimated Project Costs:** \$3,000,000

### DESCRIPTION

Design and construct high priority improvements of the 2016 Bicycle Transportation Plan.

### PROJECT JUSTIFICATION

The Bicycle Transportation Plan Update was completed in FY2015-16. The Plan identifies improvements needed and priorities to enhance and promote safer bicycle transportation in the City. Upon its approval by City Council, implementing the recommended improvements is the next step.

### STATUS

Identify and implement improvements throughout FY2016-17 and FY2017-18. Initiate project in summer 2016.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 900,000	\$ -	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -
Construction	\$ 2,100,000	\$ -	1,400,000	700,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 3,000,000	\$ -	\$ 2,000,000	\$ 1,000,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## ADA Improvements

Budget Unit 420-99-007



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Various Locations  
**Estimated Project Costs:** \$450,000

### DESCRIPTION

Implement ADA improvements annually.

### PROJECT JUSTIFICATION

An update of the City's ADA Transition Plan was completed in April 2015. The plan identifies improvements needed and priorities to achieve compliance with ADA in public buildings, parks, and the public right of way.

### STATUS

Identify and implement improvements throughout FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 150,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Construction	\$ 300,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Project Expenditures</b>	<b>\$ 450,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>Funding Sources</b>							
City – General Fund	\$ 450,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 450,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Bicycle and Pedestrian Facility Improvements

Budget Unit 270-90-962



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** City Wide  
**Estimated Project Costs:** \$1,206,000

### DESCRIPTION

Implement the Bicycle Transportation Plan and other bicycle network-related facility improvements.

### PROJECT JUSTIFICATION

In 2011 the City Council approved and adopted the Cupertino Bicycle Transportation Plan, which recommended improvements to 17 proposed bikeways throughout the City. In February of 2015, Council approved an update to Plan that included many short-term, achievable projects.

### STATUS

Approximately 80% of improvements funded in 2015 Bicycle Plan Update have been completed. Work is progressing on the remaining items, with the longer-term ones being rolled into 2016 Bicycle Transportation Plan.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 395,000	\$ 370,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 811,000	753,000	58,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,206,000</b>	<b>\$ 1,123,000</b>	<b>\$ 83,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,206,000	\$ 1,123,000	\$ 83,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,206,000</b>	<b>\$ 1,123,000</b>	<b>\$ 83,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Bikeway Enhancements and Wayfinding Plan

Budget Unit 420-99-037



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** City Wide  
**Estimated Project Costs:** \$60,000

### DESCRIPTION

Develop a plan that identifies and prioritizes key City locations where bicycle wayfinding signage, bicycle parking – both short-term and long-term – and Bike Share Program Depots would be beneficial and most impactful. The plan will also provide a design standard for signage. Available grant funding that may be applied towards these improvements will be identified as part of this effort.

### PROJECT JUSTIFICATION

Upon approval of the 2016 Bicycle Transportation Plan Update, further development of implementation strategies, specific locations, priorities, and design standards for bicycle facility enhancements will be the next step toward implementation of the 2016 recommendations.

### STATUS

Initiate the project in FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blacksmith Shop Forge Restoration - Design

Budget Unit 580-99-019



**Priority:** 1  
**CIP Category:** C - Enhancement  
**Location:** McClellan Ranch Preserve – Blacksmith Shop  
**Estimated Project Costs:** \$60,000

### DESCRIPTION

Research, design, and produce construction documents and an estimate of construction costs to renovate the existing Baer Blacksmith Shop forge for the purposes of operating the forge in the blacksmith shop. Additional funding may be required for construction of the project and will be based on the estimate of the construction cost.

### PROJECT JUSTIFICATION

Relocation and structural enhancement of the Baer Blacksmith Shop has been completed. The City is exploring the possibility of conducting blacksmithing demonstrations using the forge that was acquired by the City with the building. The forge requires restoration and must be fitted to the building in order to activate demonstrations.

### STATUS

Initiated project in the spring of FY 2015-16. Researching similar facilities and operations.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	-	-	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ 60,000	60,000	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	-	-	-	-
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	-	-	-	-
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## City Bridge Maintenance Repairs

Budget Unit 270-90-960



**Priority:** 1  
**CIP Category:** B – Preventative Maintenance  
**Locations:** Stevens Creek Blvd., Homestead Rd. and McClellan Rd. at Stevens Creek  
Stevens Creek Blvd., Miller Ave. and Tantau Ave. at Calabazas Creek  
**Estimated Project Costs:** \$700,000

### DESCRIPTION

Design and construct bridge repairs recommended in the Caltrans report along with additional improvements to prolong the useful life of the bridges.

### PROJECT JUSTIFICATION

The City of Cupertino owns and maintains a total of seven vehicular bridges. Caltrans inspects these bridges and prepares a biennial report detailing the recommended repairs. Six of the seven bridges require rehabilitation. The required minor rehabilitation includes the repairs as recommended in the Caltrans Bridge Report as well as additional work to prolong the life and use of the bridges. Approximately 88% of the project costs are eligible for Federal reimbursement through Caltrans' Bridge Preventive Maintenance Program (BPMP).

### STATUS

This project was previously titled Bridge Rehabilitation-Minor. The project has been programmed into the Bridge Preventive Maintenance Program administered by Caltrans. The grant application to begin the preliminary engineering phase was submitted in March 2016. The authorization to proceed with the Preliminary Engineering work and NEPA Certification was received in May 2016.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 210,000	\$ 50,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 490,000	115,000	375,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 700,000</b>	<b>\$ 165,000</b>	<b>\$ 535,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 700,000	\$ 165,000	\$ 535,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 700,000</b>	<b>\$ 165,000</b>	<b>\$ 535,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## City Hall Turf Reduction

Budget Unit 420-99-033



**Priority:** 1  
**CIP Category:** B – Preventative Maintenance  
**Location:** City Hall  
**Estimated Project Costs:** \$320,000

### DESCRIPTION

Design and install replacement landscape with alternative low-water demand plantings and drip irrigation at the existing turf along Rodriguez Ave. and Torre Ave. fronting City Hall.

### PROJECT JUSTIFICATION

Conventional turf, such as that around the perimeter of City Hall along Torre and Rodriguez Avenues requires regular water throughout the year and especially so during the warm, dry summer months. Reducing the amount of turf will save water and the cost of water. Retaining turf in areas of active recreation and play, while reducing turf where it serves primarily as a cosmetic treatment, will save resources.

### STATUS

Initiate the project in fall FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	2021
Pre-Construction	\$	96,000	\$ -	\$ 96,000	\$ -	\$ -	\$ -	\$ -
Construction	\$	224,000	-	224,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>320,000</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	320,000	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>320,000</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Other Operating Costs		-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Citywide Park and Recreation Master Plan

Budget Unit 100-60-634



**Priority:** 1  
**CIP Category:** C - Enhancement  
**Location:** City Parks  
**Estimated Project Costs:** \$500,000

### DESCRIPTION

Prepare a long-range, city-wide park and recreation system master plan. The planning process will include an evaluation of the recreation services, a needs assessment, and substantial outreach to the community. The master plan will provide guidance regarding recreation services needs as well as future renovations and capital needs for recreation facilities, including parks and open space. The plan will provide guidance and recommendations on how to meet the future demand for recreation services and programming, operations, and establish priorities for facility improvements and acquisitions.

### PROJECT JUSTIFICATION

A comprehensive needs assessment and plan for recreation services will inform future capital improvements and operations for those services.

### STATUS

Per Council authorization in August 2015, consultant services agreement executed in September 2015 with RHAA to prepare a Citywide Parks, Open Space and Recreation Master Plan. Initial tasks commenced in October 2015. Facilities and programs inventory and analysis are continuing. Needs assessment is underway. A public input process launched in early 2016. A community survey is in progress and the first community 'intercept' event occurred on March 26, at the Big Bunny 5K and kids fun run..

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

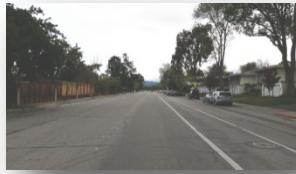
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Fiber Network Expansion to Service Center

Budget Unit 420-99-038



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Mary Ave. between Stevens Creek Blvd. and the Service Center  
**Estimated Project Costs:** \$350,000

### DESCRIPTION

Design for and install fiber optic cable along Mary Avenue between the intersection of Stevens Creek Boulevard and Mary Avenue and the City of Cupertino Service Center.

### PROJECT JUSTIFICATION

The Service Center currently has no direct communication and network connection to City Hall. A direct digital link between the two facilities would improve communication for city operations.

### STATUS

Initiate the project in winter FY 2016-17.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 105,000	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 245,000	-	245,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Lawrence-Mitty Park

Budget Unit 280-99-009



**Priority:** 1  
**CIP Category:** C - Enhancement  
**Location:** Lawrence Expressway and Mitty  
**Estimated Project Costs:** \$8,270,994

### DESCRIPTION

Develop a neighborhood park on several acres of land adjacent to Saratoga Creek, near the intersection of Lawrence Expressway and Mitty, which is currently owned by the County and within the City of San Jose. Acquire the land, annex the land, design and construct the park.

### PROJECT JUSTIFICATION

The City is under-served for neighborhood parks to meet the level of service goal of the City's General Plan. The east side of the City is particularly under-served.

### STATUS

Initiated the project in the fall of FY 2015-16. Initial discussions with County and preliminary site investigation is underway.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Pre-Construction	\$	8,270,994	\$	8,270,994	\$	-	\$	-	\$	-
Construction	\$	-		-		-		-		-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>8,270,994</b>	<b>\$</b>	<b>8,270,994</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Funding Sources</b>										
City – General Fund	\$	-	\$	-	\$	-	\$	-	\$	-
Park Dedication Fees	\$	8,270,994		8,270,994		-		-		-
Storm Drain Fees	\$	-		-		-		-		-
Enterprise Funds	\$	-		-		-		-		-
Gas Tax	\$	-		-		-		-		-
Other – Grants	\$	-		-		-		-		-
<b>Total Project Funding</b>	<b>\$</b>	<b>8,270,994</b>	<b>\$</b>	<b>8,270,994</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Maintenance	\$	-	\$	-	TBD	TBD	TBD	TBD	TBD	
Other Operating Costs	\$	-		-	TBD	TBD	TBD	TBD	TBD	
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	
<b>Funding Sources</b>										
City – General Fund	\$	-	\$	-	TBD	TBD	TBD	TBD	TBD	
Park Dedication Fees	\$	-		-	-	-	-	-	-	
Storm Drain Fees	\$	-		-	-	-	-	-	-	
Enterprise Funds	\$	-		-	-	-	-	-	-	
Gas Tax	\$	-		-	-	-	-	-	-	
Other – Grants	\$	-		-	-	-	-	-	-	
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## McClellan Ranch West Parking Lot Improvement

Budget Unit 420-99-030



**Priority:** 1  
**CIP Category:** C - Enhancement  
**Location:** McClellan Ranch West  
**Estimated Project Costs:** \$400,000

### DESCRIPTION

Design and construct a new “green” meadow-style parking lot that is compatible with the creek environment at McClellan Ranch West, which will be designed to have minimal impact to the site.

### PROJECT JUSTIFICATION

The Stevens Creek Corridor Master Plan identified the need for additional parking to support the programs at McClellan Ranch Preserve and users of the Stevens Creek trail. The opening of the Environmental Education Center in 2015 has increased the parking demand at McClellan Ranch Preserve. The McClellan Ranch West site has been used informally for staff and overflow parking without a suitable, stable surface, and which is not available for use during wet weather due to mud. The removal of the Simms house on the McClellan Ranch West site advances the option to provide the additional parking that is needed by providing a suitable parking surface.

### STATUS

Initiate the project in summer FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	2019	FY 2020	2021
Pre-Construction	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 280,000	-	280,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## McClellan Road Sidewalk Improvements – Phase 2

Budget Unit 270-90-976



**Priority:** 1  
**CIP Category:** C - Enhancement  
**Location:** McClellan Rd. between Orange and San Leandro Avenues  
**Estimated Project Costs:** \$2,035,000

### DESCRIPTION

Design and construct sidewalk improvements along McClellan Road between Orange Avenue and San Leandro Avenue

### PROJECT JUSTIFICATION

In 2013, staff completed a feasibility study for the installation of sidewalks along McClellan Road between Orange Avenue and San Leandro Avenue. McClellan Road has a high volume of pedestrian traffic due to the close proximity of Lincoln Elementary School, Kennedy Middle School and Monta Vista High School, and there are large segments of McClellan Road which currently lack sidewalks. Phase 1 of this project, which installs sidewalks along the less challenging segments, is currently being implemented. Phase 2 will install sidewalks along the remaining segments, which involve challenges such as acquiring right-of-way, relocation of utilities, etc, and will be implemented over a two-year period.

### STATUS

Initial stage of this project is underway. The City's reimbursement ordinance was amended in Jan. 2016, in advance of future discussions with impacted property owners.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 1,400,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 635,000	635,000	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 2,035,000</b>	<b>\$ 2,035,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$ 2,035,000	\$ 2,035,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 2,035,000</b>	<b>\$ 2,035,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	-	-	-	-	-	-
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Pedestrian Master Plan

Budget Unit 420-99-039



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Citywide  
**Estimated Project Costs:** \$120,000

### DESCRIPTION

Prepare a Pedestrian Master Plan, which will identify changes and enhancements, establish performance measures to determine the effectiveness of the enhancements, and identify potential grants that are available to fund future projects. This project may result in future improvement projects.

### PROJECT JUSTIFICATION

As the City continues to promote bicycle and pedestrian modes of travel, it becomes necessary to identify the most heavily traveled pedestrian corridors and evaluate these for accessibility and safety. Having a pedestrian master plan will allow the City to proactively identify areas prone to conflicts and prioritize improvements to eliminate or minimize these conflicts.

### STATUS

Initiate the project in spring 2017.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 120,000	\$ -	120,000	-	-	-	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Quinlan Community Center – Fire Alarm Control Panel Upgrade

Budget Unit 420-99-023



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Quinlan Community Center  
**Estimated Project Costs:** \$135,000

### DESCRIPTION

Investigate, plan, and implement upgrades to the fire alarm system.

### PROJECT JUSTIFICATION

The fire control panel at Quinlan Community Center is nearing the end of its reliable performance life and should be replaced. Related fire prevention and alarm devices should be evaluated for upgrades and for consistency with the panel at the same time.

### STATUS

Initiate project in spring 2016.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 90,000	90,000	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 135,000	\$ 135,000	-	-	-	-	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

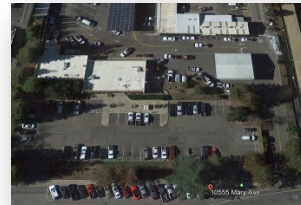
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Service Center - New Administration Building Feasibility Study

Budget Unit 420-99-043



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Service Center  
**Estimated Project Costs:** \$35,000

### DESCRIPTION

Conduct a feasibility study to develop design options and cost estimates for building a new administration building at the Service Center.

### PROJECT JUSTIFICATION

The current Service Center Administration Building is inadequate for meeting current staffing levels. It was designed and built in the late 1970's and does not meet current building codes and accessibility requirements. A new administration building will provide adequate efficient office and meeting space for Service Center staff, as well as provide an opportunity to locate an Emergency Operations Center (EOC) in a structurally sound building.

### STATUS

Initiate the project in the winter of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Service Center Shed No. 3 Improvements

Budget Unit 420-99-034



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Service Center  
**Estimated Project Costs:** \$500,000

### DESCRIPTION

Design and construct a replacement for the existing Shed 3 to accommodate the landscape material storage and organic waste storage requirements, including durable walls and canopy.

### PROJECT JUSTIFICATION

Currently, loose landscape materials and waste are stored at the Service Center in outdoor material storage bays at Shed No. 3. The area of the bays is covered with a metal canopy to prevent moisture intrusion in the materials and as a stormwater protection. As part of the City's increasing waste diversion efforts, it now collects different types of organics from its sites to recycle, including food scraps. To support this program, there needs to be a sufficient number of storage bays at the Service Center to store the organic waste and keep the waste streams separate and covered until they can be collected by the City's recycling hauler. The existing material bays need to be reconfigured to accommodate the increasing demand for separate storage bays.

### STATUS

Initiate the project in the summer of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 400,000	-	-	400,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 500,000	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Sports Center – Resurface Tennis Courts (18 Courts)

Budget Unit 420-90-904



**Priority:** 1  
**CIP Category:** B – Preventative Maintenance  
**Location:** Sports Center  
**Estimated Project Costs:** \$1,735,000

### DESCRIPTION

Resurface all of the tennis courts to maintain a suitable play surface. Install additional court lighting for the three west courts adjacent to Stevens Creek Blvd.

### PROJECT JUSTIFICATION

The surface of the tennis courts are worn due to weathering and normal use wear. Additional court lighting will provide more opportunity to program evening use of courts.

### STATUS

Five courts of this project were merged with the Sports Center Sports Court project, which were constructed under a single contract, completed in Dec. 2015.

The contract for the remaining 13 courts was awarded in March 2016 and construction began in April. The construction will be performed in two phases – Phase 1, April through May, and Phase 2, starting in mid-August through October, after summer high-activity season at the Sports Center.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 570,000	\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,165,000	1,165,000	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,735,000</b>	<b>\$ 1,735,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,735,000	\$ 1,735,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,735,000</b>	<b>\$ 1,735,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ 5,500	500	1,000	1,000	1,000	1,000	1,000
<b>Total Operating Expenditures</b>	<b>\$ 5,500</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ 5,500	500	1,000	1,000	1,000	1,000	1,000
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 5,500</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Stevens Creek Corridor Park Chain Master Plan – McClellan to Stevens Creek Blvd.

Budget Unit 420-90-898



**Priority:** 1  
**CIP Category:** C – Enhancement  
**Location:** Stevens Creek Corridor  
**Estimated Project Costs:** \$535,000

### DESCRIPTION

Study the various uses of public lands along Stevens Creek for optimal public use and operation. Properties to be included are McClellan Ranch Preserve, McClellan Ranch West, Blackberry Farm, Blackberry Farm Golf Course, Nathan Hall Tank House, and the Stocklmeir site.

### PROJECT JUSTIFICATION

Reconcile the various plans for the different City properties into a comprehensive plan to inform future development and operations.

### STATUS

Council provided master plan direction in December 2014, February 2015 and April 2015. Environmental analysis of the plan has commenced. A draft preferred alternative master plan was presented at a Council study session April 5, 2016 and will return to Council for direction regarding next steps.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 535,000	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 535,000	\$ 535,000	-	-	-	-	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Stockmeir House – New Sewer Lateral

Budget Unit 420-99-035



**Priority:** 1  
**CIP Category:** B – Preventative Maintenance  
**Location:** Stockmeir Property  
**Estimated Project Costs:** \$50,000

### DESCRIPTION

Install a new sewer lateral to connect the Stockmeir House to the City’s sanitary sewer main.

### PROJECT JUSTIFICATION

Alternative uses for the Stockmeir house are being considered, including for office space. In order to occupy the building various improvements will be necessary, including replacement of the sanitary sewer line serving the house. This is the first step towards renovating this house and making it suitable for future non-residential use and occupancy. The project will not be initiated until the new use of the building is identified and approved by Council.

### STATUS

Initiate and complete the project in FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 50,000			50,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

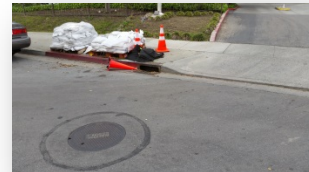
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Storm Drain Improvements – Foothill Blvd./Cupertino Rd.

Budget Unit 420-99-042



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Cupertino Rd. and Foothill Blvd.  
**Estimated Project Costs:** \$ 1,900,000

### DESCRIPTION

Design and construct a parallel system to the existing storm system to provide additional capacity.

### PROJECT JUSTIFICATION

Alleviate local flooding and provide adequate downstream capacity. An existing section of storm line that drains Cupertino Rd., which crosses by easement over private property, is prone to flooding. Increasing the flow capacity of the storm drainage system by adding a supplemental main on Cupertino Rd. and Foothill Blvd., will reduce the potential for flooding. This project will be Priority No. 1 in the updated Storm Drain Master Plan (SDMP).

### STATUS

Initiate the project in summer of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 570,000	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,330,000	-	1,330,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	\$ 1,900,000	-	1,900,000	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Storm Drain Master Plan Update

Budget Unit 210-90-980



**Priority:** 1  
**CIP Category:** A – Public Safety  
**Location:** Citywide  
**Estimated Project Costs:** \$380,000

### DESCRIPTION

Prepare a master plan for the City’s storm drainage system which will identify areas for improvement to bring the current system into compliance with current laws and regulations, and current land use and proposed future land use.

### PROJECT JUSTIFICATION

The storm drain master plan has not been updated since March 1993. With changes in State laws governing storm water and land use changes it is necessary to update the storm drain master plan to determine system deficiencies and track changes to the storm drain system. The updated SDMP will provide guidance for programming future CIP storm drain improvement projects.

### STATUS

The initial phase of this project kicked off in December 2015 and consisted of information gathering. This portion of the project will consist of analysis of the existing system and reporting on the areas and segments of the system that require upgrades..



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 380,000	\$ 330,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 380,000</b>	<b>\$ 330,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ 380,000	330,000	50,000	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 380,000</b>	<b>\$ 330,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Street Median Irrigation & Plant Replacement

Budget Unit 270-90-961



**Priority:** 1  
**CIP Category:** B – Preventative Maintenance  
**Location:** Various Locations  
**Estimated Project Costs:** \$660,000

### DESCRIPTION

Design and construct replacement irrigation and plantings of street medians.

### PROJECT JUSTIFICATION

Cupertino has many mounded median islands which are difficult to irrigate efficiently. Since the installation of many of the City’s planted median islands, the approach to grading, planting, and maintaining them has changed as the desire to conserve resources has increased. Over that same time, irrigation products and systems have also improved efficiency. In addition, landscape plantings need to be replaced as they age out over time. Projects to renovate the median islands will refresh the plantings and improve the efficiency in the use of water and labor to maintain the systems.

### STATUS

Consultant has been retained to prepare a master plan for the renovation of median islands on De Anza Boulevard. Upon completion, annually develop specific project improvement plans in the fall for construction in the following spring of each budget year.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 216,000	\$ 144,000	\$ 72,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 444,000	296,000	148,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 660,000</b>	<b>\$ 440,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 660,000	\$ 440,000	220,000	-	-	-	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 660,000</b>	<b>\$ 440,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ (72,000)	\$ (4,000)	\$ (8,000)	\$ (12,000)	\$ (16,000)	\$ (16,000)	\$ (16,000)
Other Operating Costs	\$ (18,000)	(1,000)	(2,000)	(3,000)	(4,000)	(4,000)	(4,000)
<b>Total Operating Expenditures</b>	<b>\$ (90,000)</b>	<b>\$ (5,000)</b>	<b>\$ (10,000)</b>	<b>\$ (15,000)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>
<b>Funding Sources</b>							
City – General Fund	\$ (90,000)	\$ (5,000)	\$ (10,000)	\$ (15,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ (90,000)</b>	<b>\$ (5,000)</b>	<b>\$ (10,000)</b>	<b>\$ (15,000)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>

# Priority 2 Projects



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Pasadena Avenue Public Improvements (Granada & Olive)

Budget Unit 420-99-027



**Priority:** 2  
**CIP Category:** C - Enhancement  
**Location:** Pasadena Avenue between Granada and Olive  
**Estimated Project Costs:** \$827,000

### DESCRIPTION

Design and construct infill of curb, gutter and sidewalk where gaps occur along Pasadena Ave.

### PROJECT JUSTIFICATION

Gaps in sidewalks occur in various locations in the City. Providing continuous sidewalks improves pedestrian safety and the appeal of walking within the City, especially to schools.

### STATUS

The City's reimbursement ordinance was amended in Jan. 2016, in advance of future discussions with impacted property owners. A land survey of the project area was begun in April 2016.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 557,000	557,000	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 827,000</b>	<b>\$ 827,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 827,000	\$ 827,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 827,000</b>	<b>\$ 827,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

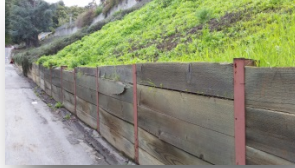
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Retaining Wall Repair – Cordova Road

Budget Unit 420-99-040



**Priority:** 2  
**CIP Category:** B – Preventative Maintenance  
**Location:** West side of Cordova Road, north of San Juan Road  
**Estimated Project Costs:** \$350,000

### DESCRIPTION

Design and construct a project to replace the wood planks in the existing retaining wall.

### PROJECT JUSTIFICATION

There is an existing wall along Cordova Rd. that retains soil adjacent to private property. Some of the wood planks in the existing retaining wall have failed while most others have a pronounced bow, indicating that the surcharge is pushing the existing wall to its design limits and the risk of failure is high.

### STATUS

Initiate the project in winter of FY 2016-17.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	105,000	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -
Construction	\$	245,000	-	245,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs		-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Retaining Wall Replacement – Regnart Road

Budget Unit 420-99-041



**Priority:** 2  
**CIP Category:** Preventative Maintenance  
**Location:** West side of Regnart Road, south of Regnart Canyon Drive  
**Estimated Project Costs:** \$450,000

### DESCRIPTION

Design and construct a new retaining wall to replace existing, including new surface and subsurface drainage facilities.

### PROJECT JUSTIFICATION

Portions of an existing wood retaining wall that is adjacent to the roadway are rotting and beginning to fail. Since Regnart Road is the only means of public vehicular access beyond this point, failure of the wall could obstruct access to the residential properties.

### STATUS

Initiate the project in winter of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	135,000	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -
Construction	\$	315,000	-	315,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>450,000</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>450,000</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Sidewalk Improvements – Orange & Byrne

Budget Unit 270-90-958



**Priority:** 2  
**CIP Category:** C - Enhancement  
**Location:** Orange & Byrne  
**Estimated Project Costs:** \$1,888,000

### DESCRIPTION

Acquire right-of-way as needed, design, and construct new sidewalks.

### PROJECT JUSTIFICATION

The Monta Vista neighborhood was annexed to the City without having standard right-of-way improvements, including sidewalks. Adding sidewalks to the neighborhood will improve pedestrian safety.

### STATUS

Initiate the project in spring of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 620,000	\$ 500,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -
Construction	\$ 1,268,000	-	-	1,268,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,888,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 1,388,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,888,000	\$ 500,000	\$ -	\$ 1,388,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,888,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 1,388,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

### Tennis Court Resurfacing – Various Parks

Budget Unit 420-99-015



**Priority:** 2  
**CIP Category:** C - Enhancement  
**Location:** Memorial Park, Varian Park and Monta Vista Park  
**Estimated Project Costs:** \$1,103,000

#### DESCRIPTION

Over successive years, design and construct the resurfacing of the tennis courts at Memorial Park, Varian Park and Monta Vista Park.

#### PROJECT JUSTIFICATION

The tennis courts at three park locations in the City provide active recreation to residents and they are well used. In order to maintain the quality of play the courts must be resurfaced periodically.

#### STATUS

Initiate design for first site in winter of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 355,000	\$ -	\$ 190,000	\$ 90,000	\$ 75,000	\$ -	\$ -
Construction	\$ 748,000	\$ -	\$ 398,000	\$ 190,000	\$ 160,000	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 1,103,000</b>	<b>\$ -</b>	<b>\$ 588,000</b>	<b>\$ 280,000</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,103,000	\$ -	\$ 588,000	\$ 280,000	\$ 235,000	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 1,103,000</b>	<b>\$ -</b>	<b>\$ 588,000</b>	<b>\$ 280,000</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Priority 3 Projects





# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm Golf Course Renovation

Budget Unit 560-90-885



**Priority:** 3  
**CIP Category:** B – Preventive Maintenance  
**Location:** Blackberry Farm Golf Course  
**Estimated Project Costs:** \$1,043,000

### DESCRIPTION

Initiate preliminary design effort to completely reconfigure and rebuild the existing golf course per the recommendations made by the National Golf Foundation, Inc. in their report dated December 2015. At a minimum, replace the existing irrigation system with a modern, water-efficient system and repair the two existing ponds. Pursue reactivating the existing well at Blackberry Farm and provide connections to allow use of well water to fill the ponds.

### PROJECT JUSTIFICATION

The current irrigation system, installed in the 1960s, is functionally outdated and failing due to age, which results in an excessive use of water and labor to maintain the system. The increasing retail cost of water exacerbates the operational inefficiency. Existing ponds no longer hold water.

### STATUS

Project scope, budget, and schedule is subject to the outcome of the Stevens Creek Corridor Park Chain Master Plan.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 693,000	693,000	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,043,000</b>	<b>\$ 1,043,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 493,000	\$ 493,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ 550,000	550,000	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,043,000</b>	<b>\$ 1,043,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -				
Other Operating Costs	\$ (99,500)	-	(17,900)	(18,900)	(19,900)	(20,900)	(21,900)
<b>Total Operating Expenditures</b>	<b>\$ (99,500)</b>	<b>\$ -</b>	<b>\$ (17,900)</b>	<b>\$ (18,900)</b>	<b>\$ (19,900)</b>	<b>\$ (20,900)</b>	<b>\$ (21,900)</b>
<b>Funding Sources</b>							
City – General Fund	\$ (99,500)	\$ -	(17,900)	(18,900)	(19,900)	(20,900)	(21,900)
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ (99,500)</b>	<b>\$ -</b>	<b>\$ (17,900)</b>	<b>\$ (18,900)</b>	<b>\$ (19,900)</b>	<b>\$ (20,900)</b>	<b>\$ (21,900)</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm – Splash Pad

Budget Unit 420-99-002



**Priority:** 3  
**CIP Category:** C – Enhancement  
**Location:** Blackberry Farm  
**Estimated Project Costs:** \$690,000

### DESCRIPTION

Design and construct a splash pad of approximately 2000 square feet.

### PROJECT JUSTIFICATION

Blackberry Farm currently provides aquatic amenities for children and adults, but doesn't have an element to serve very young children and toddlers. Adding an element that will serve the youngest family members will enhance the attraction of the facility for families with children of various ages.

### STATUS

Project initiation and schedule is subject to the outcome of the Stevens Creek Corridor Park Chain Master Plan.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 620,000	-	-	620,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 690,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 620,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 690,000	\$ 70,000	\$ -	\$ 620,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 690,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 620,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ 7,150	\$ -	\$ -	\$ -	\$ 2,300	\$ 2,350	\$ 2,500
Other Operating Costs	\$ 19,500	-	-	-	6,100	6,400	7,000
<b>Total Operating Expenditures</b>	<b>\$ 26,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ 8,750</b>	<b>\$ 9,500</b>
<b>Funding Sources</b>							
City – General Fund	\$ 26,650	\$ -	\$ -	\$ -	\$ 8,400	\$ 8,750	\$ 9,500
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 26,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ 8,750</b>	<b>\$ 9,500</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## McClellan Ranch – Community Garden Improvements Design

Budget Unit 420-99-004



**Priority:** 3  
**CIP Category:** B – Preventative Maintenance  
**Location:** McClellan Ranch Preserve  
**Estimated Project Costs:** \$96,000

### DESCRIPTION

Prepare design for improvement of the existing community garden, including perimeter fence replacement, water/irrigation distribution system, garden paths, and accessibility to and within the garden. The initial conceptual design is for coordination with gardener community, and will be followed by design development plans for design refinement and construction cost estimate.

### PROJECT JUSTIFICATION

The existing fence around the community garden is failing in many places and is otherwise inconsistent in design and unreliable as a secure enclosure. The garden irrigation system is maintenance intensive and insufficient to meet the needs of the garden. The garden layout has been reconfigured to increase the number of plots.

### STATUS

Project schedule is subject to the outcome of the Stevens Creek Corridor Park Chain Master Plan.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 96,000	\$ -	\$ 30,000	\$ 66,000	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 96,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 96,000	\$ -	\$ 30,000	\$ 66,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 96,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## McClellan Ranch – Construct Trash Enclosure

Budget Unit 420-99-003



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** McClellan Ranch Preserve by 4h  
**Estimated Project Costs:** \$154,000

### DESCRIPTION

Install a wood fence structure with gates on 3 sides of the existing trash and debris boxes. This would include a concrete pad for the boxes.

### PROJECT JUSTIFICATION

Currently the trash containers are in the open, visible from McClellan Road, and attract illegal dumping. Screening the trash containers will help discourage illegal dumping at McClellan Ranch Preserve.

### STATUS

Project schedule is subject to the outcome of the Stevens Creek Corridor Park Chain Master Plan.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 104,000	-	104,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 154,000</b>	<b>\$ -</b>	<b>\$ 154,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 154,000	\$ -	\$ 154,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 154,000</b>	<b>\$ -</b>	<b>\$ 154,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ 950	\$ -	\$ -	\$ 200	\$ 250	\$ 250	\$ 250
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>
<b>Funding Sources</b>							
City – General Fund	\$ 800	\$ -	\$ -	\$ 100	\$ 200	\$ 250	\$ 250
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 200</b>	<b>\$ 250</b>	<b>\$ 250</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Memorial Park Master Plan & Parking Study

Budget Unit 420-99-005



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** Memorial Park  
**Estimated Project Costs:** \$150,000

### DESCRIPTION

Develop a master plan for the renovation Memorial Park and evaluate the parking needs for Memorial Park, Senior Center, Sports Center and the Quinlan Community Center. The project may result in a future renovation project.

### PROJECT JUSTIFICATION

A process to obtain community input and consensus will assist in formulating plans to renovate portions of the park including parking requirements and upgrades for surrounding facilities.

### STATUS

Initiate project in the spring of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Recreation Facilities Monument Signs

Budget Unit 420-99-031



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** Various  
**Estimated Project Costs:** \$385,000

### DESCRIPTION

Design and construct new monument signs with lighting at the following locations:

McClellan Ranch Preserve	McClellan Ranch West	Blackberry Farm
Memorial Park	Sports Center	

### PROJECT JUSTIFICATION

The McClellan Ranch Preserve and Stevens Creek Corridor Signage Program was approved by Council in December 2014. The Signage Program prescribes a standardized and consistent look and feel for all signage along Stevens Creek.

The Signage Program provides a signage convention that can be applied to other recreation facilities in the city. The existing monument signs at several city facilities are outdated, worn, and in need of repair. This project will install new monument signs at five city facilities consistent with the Signage Program.

### STATUS

Initiate the project in the spring of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 115,000		\$ 115,000		\$ -	\$ -	\$ -
Construction	\$ 270,000	-	270,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 385,000		\$ 385,000		\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Sports Center-Children's Play Area

Budget Unit 570-99-032



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** Sports Center  
**Estimated Project Costs:** \$470,000

### DESCRIPTION

Design and construct an outdoor play area in the space between the Multipurpose Room and the tennis courts.

### PROJECT JUSTIFICATION

The demand for child care at the Sports Center is increasing. The addition of a play area to serve young children will enhance the level of service provided by the Sports Center to members with children and can potentially increase membership among families with small children.

### STATUS

Initiate the project in the spring of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 141,000	\$ -	\$ 141,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 329,000	-	329,000	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	470,000	-	470,000	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Sports Center – Exterior Upgrades

Budget Unit 420-99-017



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** Sports Center  
**Estimated Project Costs:** \$270,000

### DESCRIPTION

Upgrades could include painting the building, possibly including a mural on the Stevens Creek Blvd. side, landscape upgrades, aesthetic treatment to the outside decking, and possible installation of an electronic monument sign.

### PROJECT JUSTIFICATION

The last major upgrades to the building were in 2004 so the facility is in need of some minor upgrades, due to wear-&-tear and weathering, and a desire to improve the character of the building to appeal to customers.

### STATUS

Initiate project in spring of FY 2016-17.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 81,000	\$ -	\$ 81,000	\$ -	\$ -	\$ -	\$ -
Construction	\$ 189,000	\$ -	\$ 189,000	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 270,000	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ 5,500	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Funding Sources</b>							
City – General Fund	\$ 5,500	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Sports Center – Interior Upgrades

Budget Unit 420-99-018



**Priority:** 3  
**CIP Category:** C - Enhancement  
**Location:** Sports Center  
**Estimated Project Costs:** \$270,000

### DESCRIPTION

Improvements could include moving the free weight and associated equipment to the lower level, adding rubberize flooring, remodel the restroom including the locker areas, possible modifying the reception area.

### PROJECT JUSTIFICATION

The building was last upgraded in 2004 and, due to changes in customer demand; the building needs to have some interior modifications and remodeling for it to continue to improve the level of service to the community and to address on-going maintenance and operation issues.

### STATUS

Initiate project in spring of FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 70,000	\$ -	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -
Construction	\$ 200,000	-	-	200,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 270,000	\$ -	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	TBD	TBD	TBD
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Priority 4 Projects



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm Pool Building Modification Feasibility Study

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** B – Preventative Maintenance  
**Location:** Blackberry Farm  
**Estimated Project Costs:** \$25,000

### DESCRIPTION

Conduct a feasibility study to identify options for updating and modernizing the existing pool building. This project may result in a future renovation project.

### PROJECT JUSTIFICATION:

The existing pool building is outdated and difficult to maintain. Users have complained that it is dark inside. Upgrading the existing building will provide a more maintainable and user-friendly building that will enhance the enjoyment of the Blackberry Farm pool complex.

### STATUS

Initiate the project in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs		-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm Pool Modification Study

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Blackberry Farm  
**Estimated Project Costs:** \$25,000

### DESCRIPTION

Conduct a feasibility study to identify options for modifying the existing pool to allow lap swimming. This project may result in a future renovation project.

### PROJECT JUSTIFICATION

The outreach conducted for the Stevens Creek Corridor Master Plan suggests that there is strong desire for a community lap pool. The existing pool however is not deep enough at one end to permit flip turns to be done safely and does not currently have lane lines and the required hardware to allow the pool to be sectioned off for lap swimming.

### STATUS

Initiate the project in FY 2017-18.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs		-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm Maintenance & Restroom Building Replacement Feasibility Study

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** B – Preventative Maintenance  
**Location:** Blackberry Farm  
**Estimated Project Costs:** \$25,000

### DESCRIPTION

Conduct a study to determine the feasibility of building a new maintenance and restroom building along the trail between the Blackberry Farm pool complex and McClellan Ranch Preserve. This project may result in a future construction project.

### PROJECT JUSTIFICATION

The need for a new maintenance and restroom building along the trail between the Blackberry Farm pool complex and McClellan Ranch Preserve was identified in the 2006 Master Plan since the existing facilities have been deemed inadequate. This enhancement will allow for more effective maintenance of the Blackberry Farm Park and will provide a much-needed additional restroom facility along the trail.

### STATUS

Initiate the project in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs		-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees		-	-	-	-	-	-	-
Storm Drain Fees		-	-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-
Other – Grants		-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

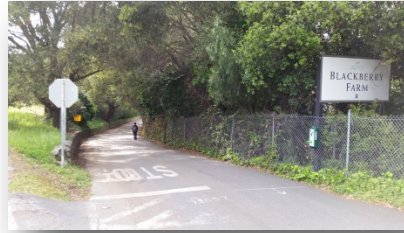
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Blackberry Farm San Fernando Drive Entry Feasibility Study

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Blackberry Farm  
**Estimated Project Costs:** \$35,000

### DESCRIPTION

Conduct a feasibility study to identify options for improving bicycle and pedestrian access along the San Fernando Drive entry driveway into Blackberry Farm. This project may result in a future renovation project.

### PROJECT JUSTIFICATION

Safe entry to and exit from Blackberry Farm at San Fernando Drive was identified as a concern in the Stevens Creek Corridor Master Plan. Currently, vehicles, bicycles and pedestrians share the same driveway that leads to and from Blackberry Farm off San Fernando Drive.

### STATUS

Initiate the project in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Memorial Park Phase 1 – Design

Budget Unit 420-99-010



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Memorial Park  
**Estimated Project Costs:** \$250,000

### DESCRIPTION

Design and prepare construction documents and cost estimates for park improvements.

### PROJECT JUSTIFICATION

The Memorial Park Master Plan & Parking Study will identify capital improvements for Memorial Park. A conceptual plan for improvement of the park will make the implementation of the project more eligible and attractive for potential grant funding.

### STATUS

Subject to the outcome of the Memorial Park Master Plan & Parking Study, initiate design in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Construction	\$ -	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Memorial Park Phase 1 - Construction

Budget Unit XXX-XXXX



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Memorial Park  
**Estimated Project Costs:** \$1,000,000

### DESCRIPTION

Construct improvements at Memorial Park.

### PROJECT JUSTIFICATION

Subject to the approval of a master plan and final design, construction of improvements will implement the master plan.

### STATUS

Subject to the outcome of the Memorial Park Master Plan & Parking Study, initiate design in FY 2017-18 and construction in FY 2018-19.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,000,000	-	-	-	1,000,000	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	TBD	TBD
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>TBD</b>	<b>TBD</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Memorial Park – Tennis Court Restroom Replacement

Budget Unit 420-99-021



**Priority:** 4  
**CIP Category:** C- Enhancement  
**Location:** Memorial Park by Tennis Courts  
**Estimated Project Costs:** \$488,000

### DESCRIPTION

Evaluate options for providing a restroom in the vicinity of the tennis courts, by modification of the existing or replacement. Design and construct the restroom improvements.

### PROJECT JUSTIFICATION

The public restroom near the Memorial Park Tennis Courts needs upgrading for improved performance and to improve accessibility.

### STATUS

Initiate project in spring FY 2018-19.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 148,000	\$ -	\$ -	\$ -	\$ 148,000	\$ -	\$ -
Construction	\$ 300,000	-	-	-	-	300,000	-
<b>Total Project Expenditures</b>	<b>\$ 448,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 148,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 448,000	\$ -	\$ -	\$ -	\$ 148,000	\$ 300,000	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 448,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 148,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Monta Vista Park Master Plan

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Monta Vista Park  
**Estimated Project Costs:** \$55,000

### DESCRIPTION

Develop a master plan for the renovation of Monta Vista Park. This project may result in a future renovation project that could range from \$ 500,000 to \$ 2,000,000, subject to the outcome of the master plan process.

### PROJECT JUSTIFICATION

Monta Vista Park has some facilities from the original construction in the 1960s that can no longer be used as intended. Areas of the park are underutilized for this reason. A process to obtain community input and consensus will inform future plans to renovate portions of the park.

### STATUS

Initiate project FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Portal Park – Renovation Master Plan

Budget Unit 420-99-006



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Portal Park  
**Estimated Project Costs:** \$55,000

### DESCRIPTION

Develop a master plan for the renovation of Portal Park. Include a community outreach process to inform the plan. This project may result in a future renovation project that could range from \$ 500,000 to \$ 2,000,000, subject to the outcome of the master plan process.

### PROJECT JUSTIFICATION

Portal Park has some facilities from the original construction in the 1960s that can no longer be used as intended. Areas of the park are underutilized for this reason. A process to obtain community input and consensus will inform future plans to renovate portions of the park.

### STATUS

Initiate project FY 2018-19.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Quinlan Community Center – Turf Reduction/Landscape Modifications

Budget Unit 420-99-024



**Priority:** 4  
**CIP Category:** B – Resources and Cost Efficiencies  
**Location:** Quinlan Community Center  
**Estimated Project Costs:** \$1,493,000

### DESCRIPTION

Evaluate the turf spaces at around Quinlan Community Center to identify suitable areas for turf reduction. Over successive years, design and construct replacement landscape with alternative low-water demand plantings and drip irrigation.

### PROJECT JUSTIFICATION

Conventional turf, such as that around the boundary of Quinlan Community Center, requires regular water throughout the year and especially so during the warm, dry summer months. Reducing the amount of turf in these inactive areas will save water, maintenance, and expense. Retaining turf in areas of active recreation and play while reducing turf where it serves primarily as a cosmetic treatment will save resources.

### STATUS

Initiate project in FY 2018-19.

Anticipate O & M cost savings of \$500/year in maintenance and \$1,000/year in water usage.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 490,000	\$ -	\$ -	\$ -	\$ 250,000	\$ 240,000	\$ -
Construction	\$ 1,003,000	-	-	-	500,000	503,000	-
<b>Total Project Expenditures</b>	<b>\$ 1,493,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 743,000</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,493,000	\$ -	\$ -	\$ -	\$ 750,000	\$ 743,000	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,493,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 743,000</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Stevens Creek Bank Repair – South of SCB – Conceptual Design

Budget Unit 420-99-014



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Stevens Creek South of Stevens Creek Boulevard  
**Estimated Project Costs:** \$100,000

### DESCRIPTION

Prepare a conceptual design for repairs to creek banks that will protect property from further erosion and stabilize the bank, and is compatible with existing goals and requirements for the creek corridor.

### PROJECT JUSTIFICATION

In 2014, the City purchased a residential parcel (Blesch) on Stevens Creek Boulevard that lies between the Stockmeir site and the Blackberry Farm Golf Course. The creek channel upstream of this parcel has been widened and restored. However this parcel, which is in the active floodway and subject to bank erosion, remains to be stabilized and restored. This parcel is targeted for improvements relating to the park and recreation purposes of the Stevens Creek Corridor. Its bank should be stabilized before such improvements move forward in order to protect the City's investment. A conceptual plan for improvement of the bank and channel will make the implementation of the project more eligible and attractive for potential grant funding.

### STATUS

Initiate project in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other – Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Storm Drain Improvements - Byrne Ave. & Stevens Creek Blvd.

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** A – Public Safety  
**Location:** Stevens Creek Blvd. from Stevens Creek to Byrne Ave.;  
Byrne Ave. from Stevens Creek Blvd. to Granada Ave. and from  
Almaden Ave. to San Fernando Ave.  
**Estimated Project Costs:** \$1,500,000

### DESCRIPTION

Design and construct new storm mains at the designated locations to increase the capacity of the downstream portion of the system and allow the newer upstream portion of the system to connect to it.

### PROJECT JUSTIFICATION

The storm drain system along Byrne Ave. is currently split into two separate systems, an upper and a lower. The recently completed Monta Vista Storm Drain Project is the upper section, collecting storm water from the Monta Vista neighborhood and conveying it off the streets. This split was created to stay within the capacity limits of the existing downstream section. In order to maximize the capacity of the recently installed section, the existing downstream portion must be upgraded or supplemented. Increasing the capacity of the existing downstream system on Byrne Ave. will allow the upper and lower systems to be connected thereby reducing the storm water flow that is currently diverted to the Blackberry Farm Golf Course.

### STATUS

Initiate the project in FY 2017-18.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 450,000	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -
Construction	\$ 1,050,000	-	-	1,050,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Storm Drain Improvements - Homestead Road

Budget Unit 420-99-XXX



**Priority:** 4  
**CIP Category:** A – Public Safety  
**Location:** Homestead Road between Bluejay Drive and Blaney Avenue  
**Estimated Project Costs:** \$2,398,000

### DESCRIPTION

Design and construct a parallel system to the existing storm system to provide additional capacity as identified in the City’s Storm Drainage Master Plan (SDMP).

### PROJECT JUSTIFICATION

Alleviate local flooding and provide adequate downstream capacity for the buildout of the SDMP. This project is Priority No. 2 in the SDMP.

### STATUS

Initiate the project in FY 2019-20.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 719,000	\$ -	\$ -	\$ -	\$ 719,000	\$ -	\$ -
Construction	\$ 1,679,000	-	-	-	1,679,000	-	-
<b>Total Project Expenditures</b>	<b>\$ 2,398,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,398,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 2,398,000	\$ -	\$ -	\$ -	\$ 2,398,000	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 2,398,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,398,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Traffic Signal: Foothill/I-280 SB Off-ramp

Budget Unit 420-99-028



**Priority:** 4  
**CIP Category:** A – Grant  
**Location:** Foothill Blvd. / I-280  
**Estimated Project Costs:** \$100,000

### DESCRIPTION

Match funding for the design and installation of a new traffic signal at the intersection of Foothill Expressway and the Interstate 280 southbound off-ramp.

### PROJECT JUSTIFICATION

The County of Santa Clara Roads and Airports Department has identified a new traffic signal at the intersection of Foothill Expressway and the Interstate 280 southbound off-ramp as a project in their draft Expressway Plan 2040. A local match of 20% is required in order to place the project within their Tier 1 category, from which the first round of projects will be funded.

### STATUS

Initiate project in FY 2017-18.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 100,000	-	-	100,000	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$ -	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$ -	-	-	-	-	-	-
Storm Drain Fees	\$ -	-	-	-	-	-	-
Enterprise Funds	\$ -	-	-	-	-	-	-
Gas Tax	\$ -	-	-	-	-	-	-
Other – Grants	\$ -	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017



## Wilson Park Renovation Master Plan

Budget Unit 580-90-909



**Priority:** 4  
**CIP Category:** C - Enhancement  
**Location:** Wilson Park  
**Estimated Project Costs:** \$55,000

### DESCRIPTION

Develop a master plan for the renovation of the east side of Wilson Park. The project may result in a future renovation project.

### PROJECT JUSTIFICATION

Wilson Park has sport fields on the west side of the park and the east side of the park is potentially underutilized. A process to obtain community input and consensus will assist in formulating a plan to renovate portions of the park.

### STATUS

Initiate project in FY 2018.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$	55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
Construction	\$	-	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget		Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	\$	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>								
City – General Fund	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	\$	-	-	-	-	-	-	-
Storm Drain Fees	\$	-	-	-	-	-	-	-
Enterprise Funds	\$	-	-	-	-	-	-	-
Gas Tax	\$	-	-	-	-	-	-	-
Other – Grants	\$	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Development In-Lieu Contributions



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Development In-Lieu Contributions



## Monument Gate Way Signs (4)

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>Various Locations</b>
<b>Estimated Project Costs:</b>	<b>Budgetary Estimate \$ 100,000</b>
<b>Fund Balance:</b>	<b>\$37,108</b>

### DESCRIPTION

Upgrade or replace three existing center island gateway signs, that announce one's entry into Cupertino, at 1) Stevens Creek Blvd near Tantau, 2) De Anza Blvd near I-280 overcrossing, 3) De Anza Blvd near Bollinger Road, and install a new center island gateway sign at Stevens Creek Blvd near the Oaks shopping center.

### PROJECT JUSTIFICATION

Enhance the identity of the city.

### STATUS

Project to be initiated upon the accumulation of sufficient Developer contributions or the addition of supplementary City funding.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	70,000	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants, Dev. In-Lieu	37,108	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 37,108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ 62,892</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Development In-Lieu Contributions



## De Anza Blvd./McClellan/Pacifica Signal Modification

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>DeAnza Blvd./McClellan/Pacifica Intersection</b>
<b>Estimated Project Costs:</b>	<b>Budgetary Estimate \$ 600,000</b>
<b>Fund Balance:</b>	<b>\$155,989</b>

### DESCRIPTION

Reconfigure the intersection which may include relocating two signal mast arms and poles, related electrical, concrete and striping work, and the closing of the Pacifica street driveway to the gas station.

### PROJECT JUSTIFICATION

Improve traffic flow and efficiency at this complex intersection.

### STATUS

Project to be initiated upon the accumulation of sufficient Developer contributions or the addition of supplementary City funding.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 200,000	-	-	-	-	-	\$ -
Construction	\$ 400,000	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	-	-	-	-	-	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	155,989	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 155,989</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ 444,011</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Development In-Lieu Contributions



## Traffic Calming along Rodrigues Ave. & Pacifica Dr.

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>Rodrigues Ave. and Pacifica Ave.</b>
<b>Estimated Project Costs:</b>	<b>TBD</b>
<b>Fund Balance:</b>	<b>\$27,536</b>

### DESCRIPTION

Design and construct traffic calming measures along Rodrigues Ave. and Pacifica Dr. to include measures such as curb bulb-outs and /or other traffic mitigation measures, as deemed appropriate.

### PROJECT JUSTIFICATION

A development (Civic Park G. LLC) at Town Center Lane increased traffic that impacts pedestrians along Rodrigues Ave. and Pacific Dr. The City plans to make improvements to the traffic signal at Rodrigues and De Anza Blvd. The remaining funds will be utilized to supplement the project.

### STATUS

Funds have been encumbered for use on the De Anza/Rodrigues traffic signal modification work.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	TBD	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants, Dev. In-Lieu	27,536	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 27,536</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ (27,536)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 300</b>	<b>\$ 300</b>



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

## Development In-Lieu Contributions

### North Stelling Rd./ I-280 Bridge Pedestrian Lighting & Upgrades

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>North Stelling Rd. at I-280 overcrossing</b>
<b>Estimated Project Costs:</b>	<b>\$50,000</b>
<b>Fund Balance:</b>	<b>\$48,747</b>

#### DESCRIPTION

Design and construct pedestrian-scaled lighting, paving materials, railings and/or repainting of the pedestrian facilities of the east or west side of the bridge.

#### PROJECT JUSTIFICATION

Two developments contributed \$25,000 to the City for enhancements to the pedestrian walkway along the east or west side of the N. Stelling Road Bridge that crosses over Interstate 280, which is located south of the project sites. The City had a report prepared to analyze the existing lighting and provide recommendations to complete the project.

#### STATUS

Feasibility study completed and evaluating alternative in FY 2016-17.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	33,000	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants, Dev. In-Lieu	48,747	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 48,747</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ 1,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300	\$ 300
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300	\$ 300
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

## Development In-Lieu Contributions

### De Anza / Homestead Southbound Right Turn Lane Upgrade

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>De Anza Blvd. at Homestead Road</b>
<b>Estimated Project Costs:</b>	<b>\$333,000</b>
<b>Fund Balance:</b>	<b>\$76,697</b>

#### DESCRIPTION

Study, design, and construct R-O-W improvements at the intersection of De Anza Blvd. and Homestead Rd.

#### PROJECT JUSTIFICATION

Mitigate impacts of increased traffic due to the redevelopment of the Sunnyvale Town Center, which contributed a 22.8% fair share cost, not to exceed \$75,924.

#### STATUS

Project to be completed by Apple as a mitigation measure. The contributions collected for this project will be released to Apple upon successful completion and acceptance by the City of these improvements. The Apple Campus 2 development is expected to complete funding of the project and to construct the improvements as a mitigation to the development.

## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	\$ 113,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	220,000	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ 333,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants, Dev. In-Lie	75,924	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 75,924</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ 257,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	-	-	-	-	-	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

## Development In-Lieu Contributions



### Stevens Creek Blvd. and Bandley Signal and Median Improvements

Budget Unit XXX-XX-XXX



<b>Priority:</b>	<b>Development in-Lieu Contributions</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>Stevens Creek Blvd. at Bandley</b>
<b>Estimated Project Costs:</b>	<b>TBD</b>
<b>Fund Balance:</b>	<b>\$25,202</b>

#### DESCRIPTION

Design and construct improvements to upgrade the traffic signal at Bandley Dr. and Stevens Creek Blvd. (should the need arise due to impacts from the development) and the traffic median on Steven Creek Blvd., east of Bandley Dr. and west of De Anza Blvd.

#### PROJECT JUSTIFICATION

The redevelopment of the Cupertino Crossroads property contributed \$50,000 to mitigate traffic impacts in the vicinity of the development. Funds were split evenly for traffic signal upgrades and for traffic median upgrades. Traffic median improvements have been completed.

#### STATUS

Project to be initiated upon the accumulation of sufficient Developer contributions or the addition of supplementary City funding.



## FISCAL IMPACT

The following table outlines the project budget, prior year and projected costs and funding sources for the next five years including any anticipated impacts to the operating budget:

Project Expenditures	Project Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Pre-Construction	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	TBD	-	-	-	-	-	-
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants, Dev. In-Lieu	25,202	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ 25,202</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Not Yet Identified</b>	<b>\$ (25,202)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

New Operating Expenditures	Operating Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Maintenance	\$ -	-	-	-	-	-	\$ -
Other Operating Costs	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>							
City – General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-
Storm Drain Fees	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Other – Grants	-	-	-	-	-	-	-
<b>Total Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Unfunded CIP Projects



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Blackberry Farm – Play Area Improvements



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** Blackberry Farm Picnic Area  
**Estimated Project Costs:** \$540,000 - Budgetary Estimate (Escalated to FY15/16)

### DESCRIPTION

Remove existing tan bark and replace with new resilient surfacing and install 3 par course type exercise stations.

### PROJECT JUSTIFICATION

The Captain Stevens play area could be enhanced by adding a more reliable and stable resilient play surface beneath the play equipment and by adding exercise stations adjacent to the play area that would provide for a multi-generational activity.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Civic Center Master Plan Implementation



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** Civic Center  
**Estimated Project Costs:** \$2,200,000 for Design

### DESCRIPTION

Prepare Schematic Design of the initial improvement project in FY 2016, in accordance with the Civic Center Master Plan.

### PROJECT JUSTIFICATION

Subject to Council approval of a Civic Center Master Plan, design of master plan elements will be a next step.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Implement Storm Drain Master Plan Priorities



**Priority:** Unfunded  
**CIP Category:** B – Preventative Maintenance  
**Location:** Various locations  
**Estimated Project Costs:** \$2,000,000

### DESCRIPTION

Design and construct high priority storm drain improvements at locations identified in the updated Storm Drain Master Plan. The goal of the improvements is to minimize the potential for localized flooding of streets and private property.

### PROJECT JUSTIFICATION

Completion of the Storm Drain Master Plan Update is anticipated in 2016, which will identify and prioritize storm drain improvement projects. A project to fund implementation of the initial priorities will be the next step to improve the City’s storm drain system. Jollyman Park Irrigation Upgrade

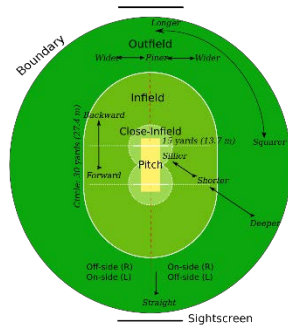
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## International Cricket Ground - Feasibility Study



**Priority:** Unfunded  
**CIP Category:** C – Enhancement  
**Location:** To be determined  
**Estimated Project Costs:** Unknown

### DESCRIPTION

Prepare a feasibility study for an international cricket ground.

### PROJECT JUSTIFICATION

While the sport of cricket has been increasing in popularity in the US and in San Francisco bay area, there is currently no dedicated field for play in Cupertino, including to meet the requirements for adult international play. A feasibility study to assess the demand, possible locations for an international scale field, and the estimated costs for such an improvement, will provide base information for a future improvement project.

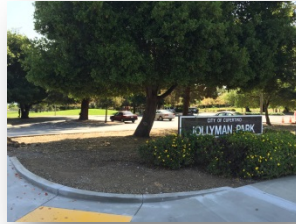
# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Jollyman Park Irrigation Upgrade



<b>Priority:</b>	<b>Unfunded</b>
<b>CIP Category:</b>	<b>B – Resource and Cost Efficiencies</b>
<b>Location:</b>	<b>Jollyman Park</b>
<b>Estimated Project Costs:</b>	<b>\$2,313,000</b>

### DESCRIPTION

Evaluate and analyze the existing irrigations system at Jollyman Park, followed by design and construction of improvements.

### PROJECT JUSTIFICATION

The irrigation system at Jollyman Park is antiquated and fragile resulting in frequent breaks in water lines and malfunctioning equipment. Broken water lines result in increased use of water and soggy fields that cannot be used. The poor performance of the system also requires increased staff labor to repair and restore the system. Upgrading the system will result in savings of water and staff labor.



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Linda Vista Pond Repair



**Priority:** Unfunded  
**CIP Category:** B- Preventative Maintenance  
**Location:** Linda Vista Park  
**Estimated Project Costs:** \$800,000 - Budgetary Estimate (Escalated to FY15/16)

### DESCRIPTION

The existing ponds will be repaired and put back into service.

### PROJECT JUSTIFICATION

The ponds are a significant element in Linda Vista Park but have been inactive for many years due to leaking, leaving a major gap in the park. Council determined that repairing the ponds is the preferred approach and staff will be moving forward with the project.

### STATUS

Technical Investigation was completed in 2014. Design and construction of the improvements deferred due to current drought conditions and potential water usage restrictions.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## McClellan Ranch – Barn Renovation



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** McClellan Ranch Preserve  
**Estimated Project Costs:** \$1,580,000 - Budgetary Estimate (Escalated to FY15/16)

### DESCRIPTION

Design and construct improvements to renovate the barn into an educational and public space.

### PROJECT JUSTIFICATION

In 2012, an update to the 1993 master plan for the McClellan Ranch was completed, which lays out priorities for implementing programs and the related improvements at the park. In the FY 2013 budget, Council approved funding for the barn to be evaluated historically and structurally and for a conceptual renovation plan to be developed to meet the goals for the barn as listed in the master plan. The outcome of this project produced a conceptual renovation plan for the barn to be used for education and as an agricultural exhibit space open to the public.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## McClellan Ranch Preserve Stevens Creek Access



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** McClellan Ranch Preserve  
**Estimated Project Costs:** TBD

### DESCRIPTION

Design and construct an accessible access to the creek.

### PROJECT JUSTIFICATION

Design and construct an accessible access to the creek along Stevens Creek in McClellan Ranch Preserve to be able to offer as a learning experience.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Monta Vista Park –Play Areas



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** Monta Vista Park  
**Estimated Project Costs:** \$1,334,000

### DESCRIPTION

In the general location of the existing play area, design and construct two play areas – one for school-age children and a fenced-enclosed pre-school play area that can be used by neighborhood families and by the pre-school program at Monta Vista Recreation Center.

### PROJECT JUSTIFICATION

Currently there is a single general access play area to serve all childhood ages at Monta Vista Park. The Pre-School program at Monta Vista Recreation Center uses the play area for their students. The existing play area has not been upgraded since the City acquired the property. The pre-school program and neighborhood families would benefit by having separate age-appropriate play areas for pre-schoolers and older children.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Monta Vista Park –Turf Reduction



**Priority:** Unfunded  
**CIP Category:** B – Resources and Cost Efficiencies  
**Location:** Monta Vista Park  
**Estimated Project Costs:** \$1,757,000

### DESCRIPTION

Evaluate the turf spaces at Monta Vista Park to identify suitable areas for turf reduction. Design and construct replacement landscape with alternative low-water demand plantings and drip irrigation.

### PROJECT JUSTIFICATION

Conventional turf requires regular water throughout the year and especially so during the warm, dry summer months. Retaining turf in areas of active recreation and play while reducing turf where it serves primarily as a cosmetic treatment will save resources.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Portal Park Phase 1 – Design & Construction



<b>Priority:</b>	<b>Unfunded</b>
<b>CIP Category:</b>	<b>C – Enhancement</b>
<b>Location:</b>	<b>Portal Park</b>
<b>Estimated Project Costs:</b>	<b>\$825,000</b>

### DESCRIPTION

Prepare conceptual design documents for implementing the improvements proposed in the master plan.

### PROJECT JUSTIFICATION

Subject to the outcome of the Portal Park-Renovation Master Plan, a conceptual design for the implementation of the master plan may attract grant funding from external sources. A conceptual plan for improvement of the park will make the implementation of the project more eligible and attractive for potential grant funding.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Quinlan Community Center – Turf Reduction/Landscape Modifications Phase 2 Construction



**Priority:** Unfunded  
**CIP Category:** B – Resources and Cost Efficiencies  
**Location:** Quinlan Community Center  
**Estimated Project Costs:** \$1,000,000

### DESCRIPTION

Evaluate the turf spaces at around Quinlan Community Center to identify suitable areas for turf reduction. Over successive years, design and construct replacement landscape with alternative low-water demand plantings and drip irrigation.

### PROJECT JUSTIFICATION

Phase 2 of this project will complete the landscaping and irrigation work that will begin in FY 2020.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Stevens Creek Trail Bridge over UPRR



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** Stevens Creek Boulevard West of Foothill Blvd.  
**Estimated Project Costs:** \$2,860,000 – Budgetary Estimate (Escalated to FY15/16)

### DESCRIPTION

Acquire necessary easement, permits, and agreements, and, design and construct a vehicle/pedestrian/bicycle bridge span over the UPRR right of way, adjacent to Stevens Creek Blvd. and near the Lehigh Cement Plant.

### PROJECT JUSTIFICATION

Provide a connection with the Stevens Creek Trail system and vehicle access to the Snyder-Hammond House. This project is included in the City's adopted Bicycle Transportation Plan.



# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Stevens Creek Trail to Linda Vista Park



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** McClellan Rd. to Linda Vista Park  
**Estimated Project Costs:** \$750,000 - Placeholder only – scope details unknown

### DESCRIPTION

Implement a segment of the Stevens Creek Trail from McClellan Ranch Preserve to Linda Vista Park. Secure property or access rights to a former haul road along the east side of Deep Cliff Golf Course for the trail segment; and, design and construct the trail.

### PROJECT JUSTIFICATION

In 2002 Cupertino and Santa Clara County adopted a Stevens Creek Trail Feasibility Report that evaluated trail alignments along the Stevens Creek corridor. An alignment south of McClellan Ranch connecting to Linda Vista Park and beyond was identified and endorsed.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Stocklmeir House Preservation and Restoration



**Priority:** Unfunded  
**CIP Category:** B – Preventative Maintenance  
**Location:** Stocklmeir Property  
**Estimated Project Costs:** \$200,000 - Placeholder only – scope details unknown

### DESCRIPTION

Design and construct improvements to restore the exterior walls, fireplace and chimney, doors, windows, and architectural details of the Stocklmeir house.

### PROJECT JUSTIFICATION

The house on the Stocklmeir property sits vacant and is subject to further weathering deterioration. Interim improvements to prevent further deterioration are warranted until a proposal for a complete restoration is developed.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Stockmeir Legacy Farm – Phase 1 Improvement



**Priority:**

**Unfunded**

**CIP Category:**

**C - Enhancement**

**Location:**

**Stockmeir Property**

**Estimated Project Costs:**

**\$400,000 - Placeholder only – scope details unknown**

### DESCRIPTION

Develop a service program and master plan for a legacy farm park, and implement an initial improvement project.

### PROJECT JUSTIFICATION

Transition the former Stockmeir property to a public park as a “legacy farm”.

## CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



### Tank House Completion (Nathan Hall)



**Priority:**

**Unfunded**

**CIP Category:**

**C - Enhancement**

**Location:**

**Stevens Creek Boulevard next to BBF Golf Course**

**Estimated Project Costs:**

**\$500,000 - Placeholder only – scope details unknown**

#### DESCRIPTION

Design and construct improvements to convert the Nathan Hall Tank House into usable space and improve landscaping as feasible within the parameters of the current use agreement.

#### PROJECT JUSTIFICATION

Occupy the building as a security measure by providing useable meeting space within this historic structure.

# CAPITAL IMPROVEMENT PROGRAM

Fiscal Year 2016-2017

Unfunded



## Wilson Park Phase 1 – Design & Construction



**Priority:** Unfunded  
**CIP Category:** C - Enhancement  
**Location:** Wilson Park  
**Estimated Project Costs:** \$825,000

### DESCRIPTION

Prepare conceptual design documents for implementing the improvements proposed in the master plan.

### PROJECT JUSTIFICATION

Subject to the outcome of the Wilson Park Renovation Master Plan, a conceptual design for the implementation of the master plan may attract grant funding from external sources. A conceptual plan for improvement of the park will make the implementation of the project more eligible and attractive for potential grant funding.

# Appendix: Five-Year CIP Summary

**Proposed Five-Year Capital Improvement Program  
FY2017 - FY2021**

Fund	Description	Total Budget	Prior Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>CURRENT PROJECTS REQUIRING ADDITIONAL FUNDS &amp; NEW PROJECTS</b>								
	<b>Parks</b>							
420	Blackberry Farm-Splash Pad	690,000	70,000		620,000			
420	McClellan Ranch - Construct Trash Enclosure	154,000		154,000				
420	McClellan Ranch - Community Garden Improvements Design	96,000		30,000	66,000			
420	Memorial Park Master Plan & Parking Study	150,000		150,000				
420	Memorial Park Phase 1 - Design	250,000			250,000			
420	Portal Park - Renovation Master Plan	55,000				55,000		
420	Stevens Creek Bank Repair - South of SCB-Conceptual Design	100,000			100,000			
420	Tennis Court Resurfacing - Various Parks	1,103,000		588,000	280,000	235,000		
420	Wilson Park - Renovation Master Plan	55,000			55,000			
	<b>New Projects</b>							
420	Blackberry Farm-Pool Modification Study	25,000			25,000			
420	Blackberry Farm-San Fernando Dr. Entry Feasibility Study	35,000			35,000			
420	MCClellan West-Parking Lot Improvement	400,000		400,000				
420	Memorial Park Phase 1 - Construction	1,000,000				1,000,000		
420	Monta Vista Park - Master Plan	55,000			55,000			
420	Recreation Facilities Monument Signs	385,000		385,000				
570	Sport Center-Children's Play Area	470,000		470,000				
	<b>Totals</b>	<b>5,023,000</b>	<b>70,000</b>	<b>2,177,000</b>	<b>1,486,000</b>	<b>1,290,000</b>	<b>0</b>	<b>0</b>

**Proposed Five-Year Capital Improvement Program  
FY2017 - FY2021**

<b>Fund</b>	<b>Description</b>	<b>Total Budget</b>	<b>Prior Years</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
	<b>Buildings</b>							
420	Memorial Park - Tennis Court Restroom Replacement	448,000				148,000	300,000	
420	Quinlan Community Center - Turf Reduction/Landscape Modification	1,493,000				750,000	743,000	
420	Sports Center - Exterior Upgrades	270,000		270,000				
420	Sports Center - Interior Upgrades	270,000		20,000	250,000			
	<b>New Projects</b>							
420	Blackberry Farm-New Maintenance & Restroom Bldg Feasibility Study	25,000			25,000			
420	Blackberry Farm-Pool Bldg Modification Feasibility Study	25,000			25,000			
420	City Hall-Turf Reduction	320,000		320,000				
420	Service Center-New Admin Bldg. Feasibility Study	35,000		35,000				
420	Service Center-Shed No. 3 Improvement	500,000		100,000	400,000			
420	Stockmeir House-New Sewer Lateral	50,000		50,000				
	<b>Totals</b>	<b>3,436,000</b>	<b>0</b>	<b>795,000</b>	<b>700,000</b>	<b>898,000</b>	<b>1,043,000</b>	<b>0</b>
	<b>Streets &amp; Traffic Facilities</b>							
270	City Bridge Maintenance Repairs	700,000	165,000	535,000				
420	ADA Improvements	450,000	75,000	75,000	75,000	75,000	75,000	75,000
270	Bicycle and Pedestrian Facility Improvements	1,206,000	1,123,000	83,000				
270	Sidewalk Improvements - Orange & Byrne	1,888,000	500,000		1,388,000			
270	Street Median Irrigation & Plant Replacement	660,000	440,000	220,000				
420	Traffic Signal: Foothill/I-280 SB Off-ramp	100,000			100,000			
	<b>New Projects</b>							
420	2016 Bicycle Plan Implementation	3,000,000		2,000,000	1,000,000			
420	Bikeway Enhancements & Wayfinding Plan	60,000		60,000				
420	Fiber Network Extension to the Service Center	350,000		350,000				
420	Pedestrian Master plan	120,000		120,000				
420	Retaining Wall Repair-Cordova Rd.	350,000		350,000				
420	Retaining Wall Replacement-Regnart Rd.	450,000		450,000				
	<b>Totals</b>	<b>9,334,000</b>	<b>2,303,000</b>	<b>4,243,000</b>	<b>2,563,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>



**Proposed Five-Year Capital Improvement Program  
FY2017 - FY2021**

<b>Fund</b>	<b>Description</b>	<b>Total Budget</b>	<b>Prior Years</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
	<b>Storm Drainage</b>							
210	Storm Drain Master Plan Update	380,000	330,000	50,000				
	<b>New Projects</b>							
420	Storm Drain Improvements - Byrne Ave. & Stevens Creek Blvd.	1,200,000			1,200,000			
210	Storm Drain Improvements - Foothill Blvd. & Cupertino Rd.	1,900,000		1,900,000				
420	Storm Drain Improvements - Homestead Rd.	2,398,000				2,398,000		
	<b>Totals</b>	<b>5,878,000</b>	<b>330,000</b>	<b>1,950,000</b>	<b>1,200,000</b>	<b>2,398,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL NEW FUNDING</b>	<b>23,671,000</b>	<b>2,703,000</b>	<b>9,165,000</b>	<b>5,949,000</b>	<b>4,661,000</b>	<b>1,118,000</b>	<b>75,000</b>
<b>CURRENT PROJECTS - NO ADDITIONAL FUNDING REQUIRED</b>								
420/560	Blackberry Farm Golf Course Renovations	1,043,000	1,043,000					
580	Blacksmith Shop Forge Restoration-Design	60,000	60,000					
100	Citywide Park and Recreation Master Plan	500,000	500,000					
280	Lawrence-Mitty Park	8,270,994	8,270,994					
270	McClellan Rd. Sidewalk Improvement - Phase 2	2,035,000	2,035,000					
420	Pasadena Ave Public Improvements (Between Granada & Olive)	827,000	827,000					
420	Quinlan Community Center - Fire Alarm Control Panel Upgrade	135,000	135,000					
420	Sports Center - Resurface Tennis Courts (18 courts)	735,000	735,000					
420	Stevens Creek Corridor Park Chain Master Plan-McClellan to Stevens Creek Blvd	535,000	535,000					
	<b>TOTAL CURRENT PROJECT FUNDING</b>	<b>12,870,994</b>	<b>12,870,994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL IMPROVEMENT PROGRAM TOTALS</b>	<b>36,541,994</b>	<b>15,573,994</b>	<b>9,165,000</b>	<b>5,949,000</b>	<b>4,661,000</b>	<b>1,118,000</b>	<b>75,000</b>