

# Public Works

Budget Unit	Program	2020 Proposed Budget
<b>Public Works Administration</b>		<b>\$ 935,441</b>
100-80-800	Public Works Administration	\$ 935,441
<b>Environmental Programs</b>		<b>\$ 3,104,945</b>
520-81-801	Resource Recovery	\$ 2,361,667
230-81-802	Non-Point Source	\$ 743,278
<b>Developmental Services</b>		<b>\$ 2,525,290</b>
100-82-804	Plan Review	\$ 1,316,596
100-82-806	CIP Administration	\$ 1,208,694
<b>Service Center</b>		<b>\$ 1,251,830</b>
100-83-807	Service Center Administration	\$ 1,251,830
<b>Grounds</b>		<b>\$ 4,843,563</b>
100-84-808	McClellan Ranch Park	\$ 91,617
100-84-809	Memorial Park	\$ 783,072
100-84-812	School Site Maintenance	\$ 1,161,318
100-84-813	Neighborhood Parks	\$ 1,837,003
100-84-814	Sport Fields Jollyman, Creekside	\$ 721,573
100-84-815	Civic Center Maintenance	\$ 248,980
<b>Streets</b>		<b>\$ 8,029,405</b>
100-85-818	Storm Drain Maintenance	\$ 434,095
270-85-820	Sidewalk Curb and Gutter	\$ 1,377,406
270-85-821	Street Pavement Maintenance	\$ 3,906,202
270-85-822	Street Sign Marking	\$ 719,275
100-85-848	Street Lighting	\$ 497,044
630-85-849	Equipment Maintenance	\$ 929,280
100-85-850	Environmental Materials	\$ 166,103
<b>Trees and Right of Way</b>		<b>\$ 3,040,316</b>
100-86-824	Overpasses and Medians	\$ 1,251,590
100-86-825	Street Tree Maintenance	\$ 1,338,934
<b>Total</b>		<b>\$ 30,744,275</b>

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
100-86-826	Weekend Work Program	\$ 449,792
<b>Facilities and Fleet</b>		<b>\$ 4,385,826</b>
100-87-827	City Hall Maintenance	\$ 642,985
100-87-828	Library Maintenance	\$ 595,393
100-87-829	Service Center Maintenance	\$ 289,389
100-87-830	Quinlan Community Center Maintenance	\$ 512,732
100-87-831	Senior Center Maintenance	\$ 321,242
100-87-832	McClellan Ranch Maintenance	\$ 209,024
100-87-833	Monta Vista Community Center Maintenance	\$ 158,634
100-87-834	Wilson Park Maintenance	\$ 97,162
100-87-835	Portal Park Maintenance	\$ 39,323
570-87-836	Sports Center Maintenance	\$ 429,105
100-87-837	Creekside Park Maintenance	\$ 87,022
100-87-838	Community Hall Maintenance	\$ 301,343
100-87-839	Teen Center Maintenance	\$ 55,445
100-87-840	Park Bathrooms Maintenance	\$ 143,869
100-87-841	Blackberry Farm Maintenance	\$ 450,915
100-87-852	Franco Traffic Operations Center	\$ 52,243
<b>Transportation</b>		<b>\$ 2,033,559</b>
100-88-844	Traffic Engineering	\$ 925,023
100-88-845	Traffic Signal Maintenance	\$ 554,759
100-88-846	Safe Routes 2 School	\$ 553,777
<b>Non-Departmental</b>		<b>\$ 594,100</b>
210-90-978	Minor Storm Drain Improvement	\$ -
630-90-985	Fixed Assets Acquisition	\$ 594,100
<b>Total</b>		<b>\$ 30,744,275</b>

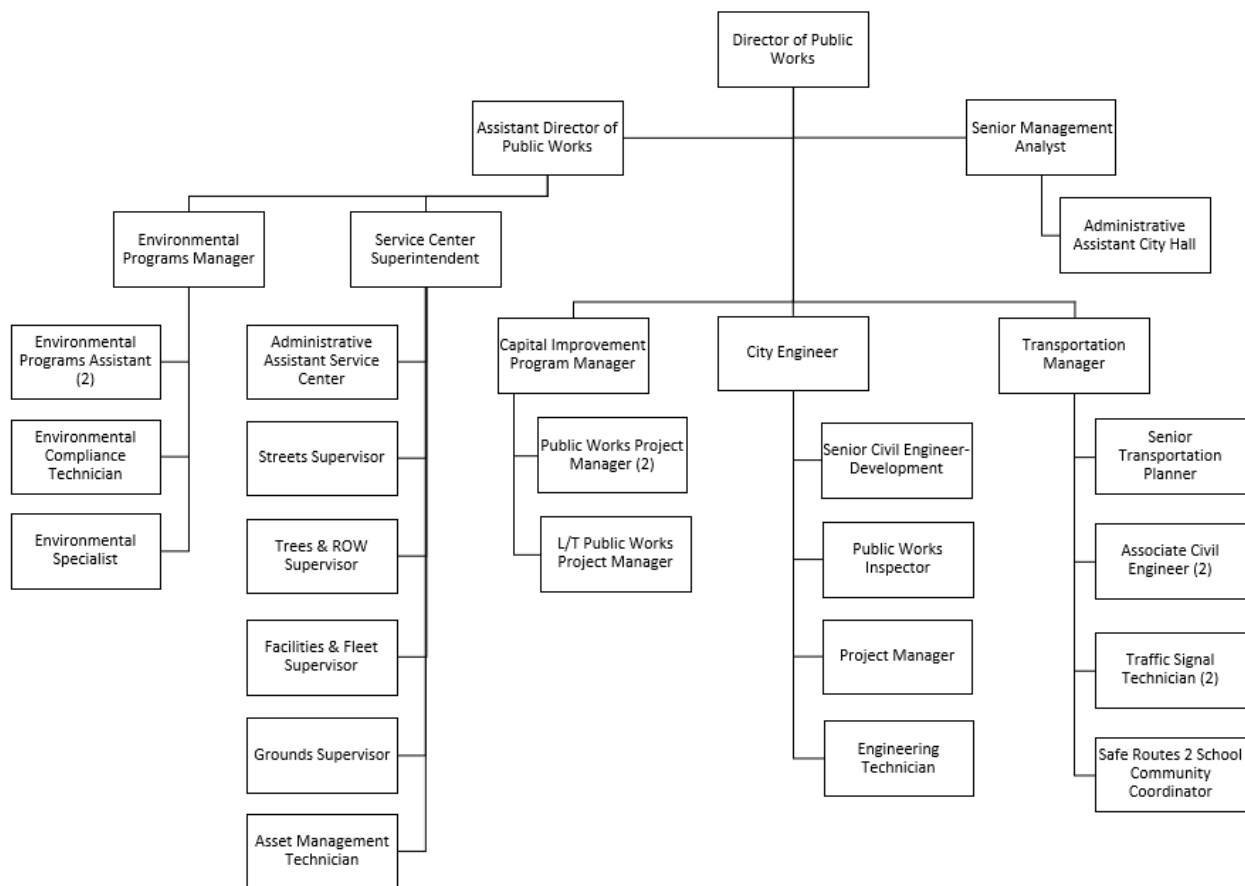
# Department Overview

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 15,716,787
Total Expenditures	\$ 30,744,275
Fund Balance	\$ (1,027,287)
General Fund Costs	\$ 14,000,201
% Funded by General Fund	45.5%
Total Staffing	88.75 FTE

## Organization

**Roger Lee**, Acting Director of Public Works



## Performance Measures

### Capital Project Delivery

Goal: Deliver capital projects on time and within budget.

Benefit: Residents and businesses are assured their community is being improved by efficient use of taxes and fees.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Projects are on budget	100% (5)	100% (7)	100% (4)	80%
Projects are on time	80% (4)	100% (7)	75% (3 of 4)	80%

### Development Services

Goal: Provide timely review and permitting of privately completed improvements within the public right of way.

Benefit: Customers receive quality reviews and permitting on a defined schedule.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	98%	99%	94%	100%
Respond to complete encroachment permit applications within (2) weeks	Not tracked	Not tracked	New	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	100%	100%	97%	95%

### Dependable Infrastructure

Goal: Maintain timely levels of service to meet community and environment requirements at optimal life-cycle costs.

Benefit: Cupertino has well maintained infrastructure and programs that meets the needs of the community.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	78	81	83	90
Respond to reported issues within one (1) business day:				
Storm drain system	100%	100%	95%	100%
Street markings & signs	100%	100%	95%	95%
Sidewalk and pathway	100%	100%	95%	100%
Playground equipment	100%	100%	95%	100%
Respond to reported issues within two (2) business days: Streetlight outages caused by mechanical failures (Investigated/Resolved)	100%	100%	95%	95%
Number of regionally-significant intersections within Cupertino that meet Cupertino Level of Service goals for vehicle delay as state in the General Plan, Policy M-1.2, reported every other year.	Not tracked	Not tracked	New	100%
Percent reduction of bicycle- and pedestrian-related injuries over previous reporting year.	Not tracked	Not tracked	New	10%
Annual mileage increase of separated bicycle and pedestrian paths.	Not tracked	Not tracked	New	1 mile

## Environment

Goal: Protect our natural environment for current and future generations.

Benefit: Current and future residents enjoy a healthy, sustainable environment.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Respond to reports of actual or potential discharge the same business day	97%	95%	92%	80%
Percent of businesses in compliance during annual proactive inspections	87%	N/A <sup>5</sup>	N/A <sup>1</sup>	75%
Tons of waste entering landfill (does not include self-haul or material to landfills other than Newby Island)	30,140	14,917	7251 <sup>2</sup>	<= 27,000
Diversion Rates rate				
By employment <sup>1</sup> :	72%	N/A	TBD	75%
By population <sup>1</sup> :	56%	21% <sup>3</sup>	TBD	75%
Commercial only <sup>2</sup> :	47%	55% <sup>3</sup>	58% <sup>5</sup>	60%
Number of all business and multifamily accounts separating organics out of 496	28% (135/488)	30% (144/483)	56% <sup>6</sup> 264/472	50%
Number of outreach site visits, workshops, events and activities to inform residents and businesses	198	65	48 <sup>7</sup>	150
% of street, median, and park trees maintained according to the Urban Forest Workplan <sup>4</sup>	164%	68%	57.3%	100%
Number of trees planted compared to number of trees removed	Removed: 68 Planted: 118 173%	Removed: 67 Planted: 53 79%	Removed: 85 Planted: 105 123%	110%
All new vehicle purchases are to be hybrid and/or electric only models	90%	100%	55%	90%

<sup>1</sup> CalRecycle has a 12 month lag in reporting. Data is for calendar year 2016.

<sup>2</sup> Does not include business donations, back haul, or other source reduction, etc.

<sup>3</sup> For FY 2018, Recology began breaking out multi-family from commercial tonnage. Our data for FY 2018 July-Dec displays the diversion rates for the multi-family and commercial sector respectively.

<sup>4</sup> Urban Forest Workplan Updated November 2016

<sup>5</sup> Proactive inspections are primarily conducted during Q3 and Q4 each year

<sup>6</sup>As of the end of October 2018

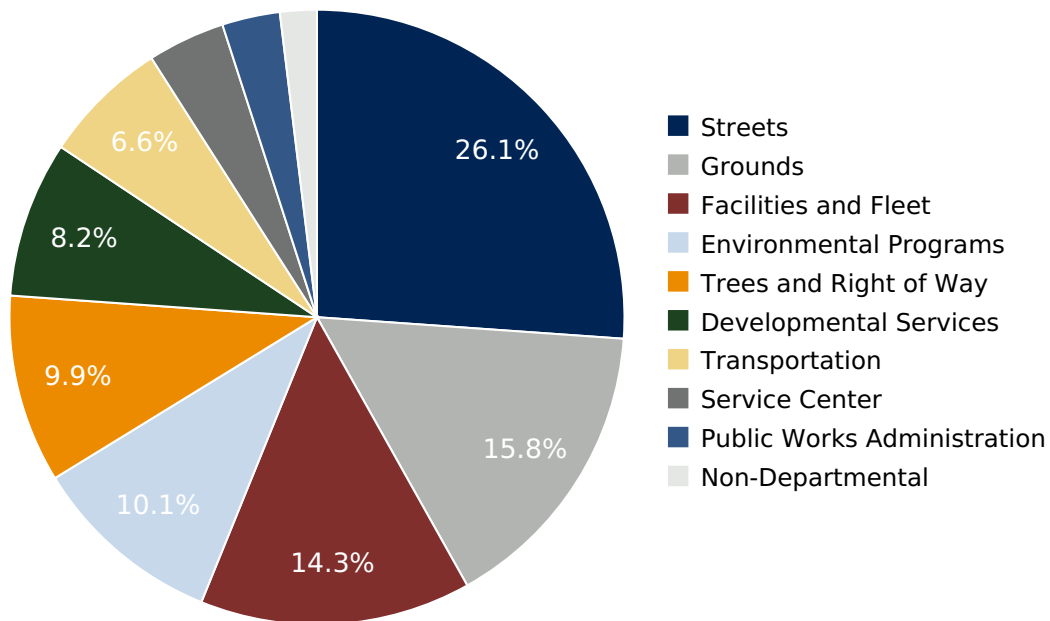
<sup>7</sup>An additional 786 site visits were conducted at single-family homes to determine cart contents for a pilot project to increase organics collection of food scraps in the organics cart.

## Proposed Budget

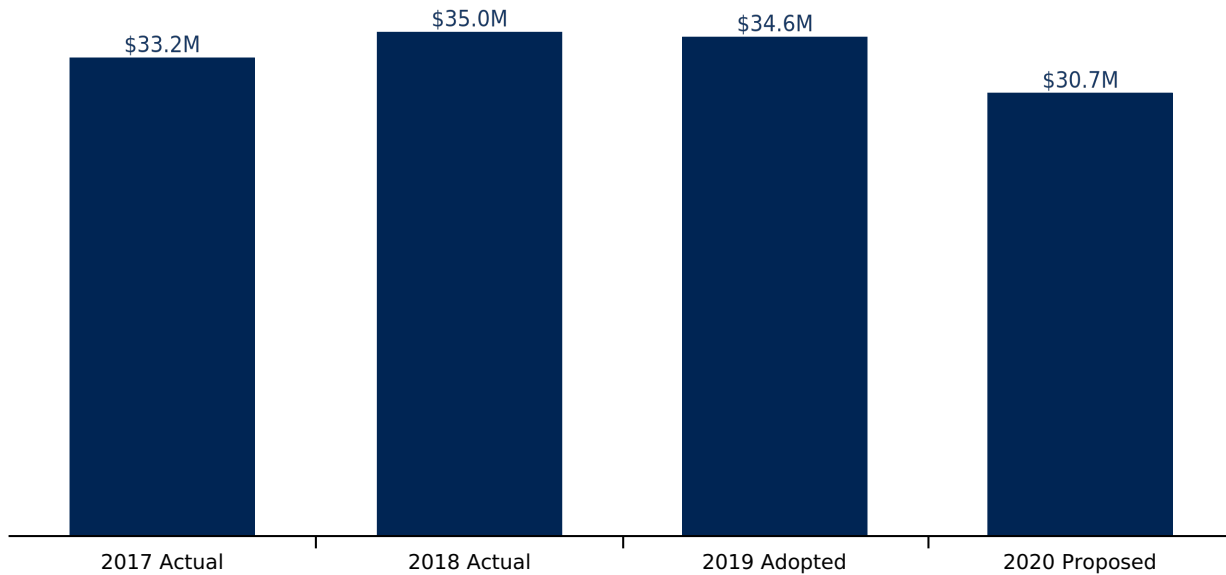
It is recommended that City Council approve a budget of \$30,744,275 for the Public Works department. This represents a decrease of \$3,885,411 (-11.2%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a decrease in funding for the annual pavement maintenance project as a result of achieving a high PCI rating and a decrease in expenditures due to the restructuring of debris box fee collections.

## Proposed Expenditures by Division



## Department Expenditure History





## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 201,564	\$ 275,069	\$ 196,500	\$ 210,770
Intergovernmental Revenue	\$ 245,288	\$ 955,327	\$ 2,547,439	\$ 6,055,305
Charges for Services	\$ 8,921,042	\$ 6,838,460	\$ 7,089,624	\$ 9,050,219
Fines and Forfeitures	\$ 10,071	\$ 27,902	\$ 9,000	\$ 10,000
Miscellaneous Revenue	\$ 778,328	\$ 964,867	\$ 302,200	\$ 390,493
<b>Total Revenues</b>	<b>\$ 10,156,293</b>	<b>\$ 9,061,625</b>	<b>\$ 10,144,763</b>	<b>\$ 15,716,787</b>
<b>Expenditures</b>				
Employee Compensation	\$ 6,909,700	\$ 7,617,713	\$ 8,323,673	\$ 8,837,246
Employee Benefits	\$ 3,981,717	\$ 3,589,800	\$ 3,826,260	\$ 4,078,421
Materials	\$ 2,793,262	\$ 3,433,779	\$ 3,906,934	\$ 3,792,650
Contract Services	\$ 4,720,718	\$ 4,104,863	\$ 5,507,001	\$ 4,080,583
Cost Allocation	\$ 4,465,674	\$ 3,860,953	\$ 3,725,691	\$ 4,249,410
Capital Outlays	\$ 930,147	\$ 1,411,552	\$ 1,771,379	\$ 1,037,050
Special Projects	\$ 9,384,260	\$ 10,949,821	\$ 7,220,000	\$ 4,195,210
Contingencies	\$ -	\$ -	\$ 348,748	\$ 473,705
<b>Total Expenditures</b>	<b>\$ 33,185,478</b>	<b>\$ 34,968,481</b>	<b>\$ 34,629,686</b>	<b>\$ 30,744,275</b>
<b>Fund Balance</b>	<b>\$ (4,599,335)</b>	<b>\$ (5,551,988)</b>	<b>\$ (3,011,554)</b>	<b>\$ (1,027,287)</b>
<b>General Fund Costs</b>	<b>\$ 18,429,849</b>	<b>\$ 20,354,869</b>	<b>\$ 21,483,369</b>	<b>\$ 14,000,201</b>

# Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 935,441
Fund Balance	\$ -
General Fund Costs	\$ 935,441
% Funded by General Fund	100.0%
Total Staffing	3.05 FTE

## Program Overview

The Public Works Department is comprised of the following eight divisions:

- Development Services (including inspection services)
- Capital Improvement Program Administration
- Environmental Programs
- Transportation
- Facilities and Fleet
- Trees and Right-of-Way
- Grounds
- Streets

## Service Objectives

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, stormwater 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 a 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$935,441 for the Public Works Administration program. This represents a decrease of \$153,142 (-14.1%) from the FY 2019 Adopted Budget.

The decrease in contract services is primarily attributable to a grant administrator contract position requested in the previous fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 209,628	\$ 13,843	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 209,628</b>	<b>\$ 13,843</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 443,380	\$ 492,767	\$ 548,195	\$ 546,007
Employee Benefits	\$ 199,386	\$ 173,702	\$ 181,962	\$ 191,458
Materials	\$ 15,171	\$ 23,015	\$ 24,339	\$ 32,600
Contract Services	\$ 2,073	\$ 844	\$ 254,800	\$ 105,525
Cost Allocation	\$ 801,902	\$ 69,802	\$ 72,830	\$ 52,945
Capital Outlays	\$ 18,077	\$ 23,803	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,457	\$ 6,906
<b>Total Expenditures</b>	<b>\$ 1,479,989</b>	<b>\$ 783,933</b>	<b>\$ 1,088,583</b>	<b>\$ 935,441</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,270,359</b>	<b>\$ 770,090</b>	<b>\$ 1,088,583</b>	<b>\$ 935,441</b>

## Staffing

Total current authorized positions - 3.05 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.05 FTE

# Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 1,351,000
Total Expenditures	\$ 2,361,667
Fund Balance	\$ (1,010,667)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	4.20 FTE

## Program Overview

The Resource Recovery program 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 businesses and apartment complexes to provide recycling instruction, kitchen containers, and visual materials; presentations at events and schools and employee training for businesses on-site as needed. The program coordinates many complimentary activities with the Sustainability program 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. Help businesses implement the City's Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with AB 1826. Assist businesses and multi-family properties with preparations to recycle organics. Provide landlords and property owners with support and educational materials for their tenants. Visit the management of each multi-family complex via a knock and talk campaign to distribute free kitchen pails and guidance to help residents sort kitchen waste for their central garbage and recycling area. Conduct waste characterization studies to determine future services.
- 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 and the spring and summer free compost giveaway for residents. Assist CUSD and high school teachers and students with student recycling and composting projects related to teachers' curriculum and the City's environmental initiatives.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,361,667 for the Resource Recovery program. This represents a decrease of \$1,139,434 (-32.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the restructuring of debris box fee collections.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Solid Waste Hauler RFP Development	\$250,000	\$250,000	Resource Recovery	Solid Waste Hauler RFP Development
Total	\$250,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ 71,114	\$ 30,000	\$ -
Intergovernmental Revenue	\$ -	\$ 14,781	\$ 15,000	\$ 15,000
Charges for Services	\$ 2,650,895	\$ 2,475,967	\$ 2,157,000	\$ 1,270,000
Miscellaneous Revenue	\$ -	\$ 69,114	\$ 66,000	\$ 66,000
<b>Total Revenues</b>	<b>\$ 2,650,895</b>	<b>\$ 2,630,976</b>	<b>\$ 2,268,000</b>	<b>\$ 1,351,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 436,602	\$ 514,086	\$ 512,003	\$ 534,397
Employee Benefits	\$ 287,981	\$ 276,031	\$ 218,021	\$ 220,152
Materials	\$ 22,872	\$ 32,959	\$ 28,410	\$ 75,796
Contract Services	\$ 2,087,822	\$ 1,604,941	\$ 2,406,000	\$ 1,045,724
Cost Allocation	\$ 155,904	\$ 166,494	\$ 186,667	\$ 179,522
Special Projects	\$ -	\$ -	\$ 150,000	\$ 250,000
Contingencies	\$ -	\$ -	\$ -	\$ 56,076
<b>Total Expenditures</b>	<b>\$ 2,991,181</b>	<b>\$ 2,594,511</b>	<b>\$ 3,501,101</b>	<b>\$ 2,361,667</b>
<b>Fund Balance</b>	<b>\$ (287,072)</b>	<b>\$ 36,464</b>	<b>\$ (1,233,101)</b>	<b>\$ (1,010,667)</b>
<b>General Fund Costs</b>	<b>\$ 53,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 4.30 FTE

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

Total recommended positions - 4.20 FTE

# Non-Point Source

Budget Unit 230-81-802

Env Mgmt Cln Creek Storm Drain - Environmental Programs - Non-Point Source

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 380,000
Total Expenditures	\$ 743,278
Fund Balance	\$ 296,722
General Fund Costs	\$ 660,000
% Funded by General Fund	88.8%
Total Staffing	1.90 FTE

## Program Overview

The Non-Point Source program manages the City's compliance with its State-mandated Municipal Regional Stormwater NPDES Permit; provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; conducts annual interdepartmental 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 Plan development requirements. The program 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 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, conserving water as a resource (e.g. infiltration rather than runoff), and low impact development (LID) via the City's permit application process and conditions of approval.
- Coordinate urban runoff pollution and erosion prevention activities with other departments divisions and private businesses. Mandated activities include: catch basin cleaning; postconstruction oversight of permanent stormwater treatment measures installed at private 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 and wet-waste 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$743,278 for the Non-Point Source program. This represents an increase of \$22,493 (3.1%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ 255	\$ -	\$ -
Charges for Services	\$ 159,743	\$ 369,443	\$ 370,000	\$ 370,000
Fines and Forfeitures	\$ 10,071	\$ 27,902	\$ 9,000	\$ 10,000
<b>Total Revenues</b>	<b>\$ 169,814</b>	<b>\$ 397,600</b>	<b>\$ 379,000</b>	<b>\$ 380,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 193,261	\$ 210,662	\$ 216,320	\$ 221,319
Employee Benefits	\$ 93,366	\$ 96,863	\$ 100,686	\$ 101,711
Materials	\$ 2,717	\$ 3,169	\$ 8,027	\$ 32,848
Contract Services	\$ 236,357	\$ 263,079	\$ 307,000	\$ 299,841
Cost Allocation	\$ 68,655	\$ 66,387	\$ 73,001	\$ 70,925
Contingencies	\$ -	\$ -	\$ 15,751	\$ 16,634
<b>Total Expenditures</b>	<b>\$ 594,356</b>	<b>\$ 640,160</b>	<b>\$ 720,785</b>	<b>\$ 743,278</b>
<b>Fund Balance</b>	<b>\$ (267,708)</b>	<b>\$ (158,441)</b>	<b>\$ 94,215</b>	<b>\$ 296,722</b>
<b>General Fund Costs</b>	<b>\$ 156,834</b>	<b>\$ 84,120</b>	<b>\$ 436,000</b>	<b>\$ 660,000</b>

## Staffing

Total current authorized positions - 1.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.90 FTE



# Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 1,661,242
Total Expenditures	\$ 1,316,596
Fund Balance	\$ -
General Fund Costs	\$ (344,646)
% Funded by General Fund	-26.2%
Total Staffing	5.50 FTE

## Program Overview

The Development Services Division is comprised of two areas:

- Development Services - reviews plans for private developments and utility encroachments to ensure conformance with City standards and policies.
- 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 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 permits and prevent runoff from polluting nearby watersheds. Work closely with the Environmental Programs Division to continue inspecting job sites 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,316,596 for the Plan Review program. This represents an increase of \$19,523 (1.5%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ -	\$ -	\$ 9,270
Charges for Services	\$ 1,372,398	\$ 1,011,940	\$ 531,500	\$ 1,521,160
Miscellaneous Revenue	\$ 158,167	\$ 93,509	\$ 24,500	\$ 130,812
<b>Total Revenues</b>	<b>\$ 1,530,565</b>	<b>\$ 1,105,449</b>	<b>\$ 556,000</b>	<b>\$ 1,661,242</b>
<b>Expenditures</b>				
Employee Compensation	\$ 499,174	\$ 572,352	\$ 703,106	\$ 724,006
Employee Benefits	\$ 240,399	\$ 241,255	\$ 321,042	\$ 309,231
Materials	\$ 14,163	\$ 19,851	\$ 18,868	\$ 10,585
Contract Services	\$ 148,639	\$ 118,379	\$ 58,400	\$ 90,388
Cost Allocation	\$ 162,021	\$ 179,733	\$ 171,369	\$ 177,337
Special Projects	\$ 1,024,916	\$ 563,781	\$ 20,500	\$ -
Contingencies	\$ -	\$ -	\$ 3,788	\$ 5,049
<b>Total Expenditures</b>	<b>\$ 2,089,312</b>	<b>\$ 1,695,351</b>	<b>\$ 1,297,073</b>	<b>\$ 1,316,596</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 558,746</b>	<b>\$ 589,902</b>	<b>\$ 741,073</b>	<b>\$ (344,646)</b>

## Staffing

Total current authorized positions - 5.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.50 FTE

# CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,208,694
Fund Balance	\$ -
General Fund Costs	\$ 1,208,694
% Funded by General Fund	100.0%
Total Staffing	5.00 FTE

## Program Overview

The Capital Improvement Program (CIP) provides design and construction administration for all capital improvement projects including streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,208,694 for the CIP Administration program. This represents an increase of \$468,755 (63.4%) from the FY 2019 Adopted Budget.

The increase is primarily due to the re-assignment of the Park Restoration and Improvement Manager Position from Recreation and Community Services to the Capital Improvement Program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 374,231	\$ 374,747	\$ 499,204	\$ 777,241
Employee Benefits	\$ 112,010	\$ 127,546	\$ 169,383	\$ 326,658
Materials	\$ 7,185	\$ 9,675	\$ 13,300	\$ 15,102
Contract Services	\$ 99,025	\$ 26,010	\$ 3,000	\$ 15,904
Cost Allocation	\$ 306,973	\$ 87,944	\$ 54,237	\$ 72,239
Capital Outlays	\$ 5,000	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 815	\$ 1,550
<b>Total Expenditures</b>	<b>\$ 904,424</b>	<b>\$ 625,922</b>	<b>\$ 739,939</b>	<b>\$ 1,208,694</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 904,424</b>	<b>\$ 625,922</b>	<b>\$ 739,939</b>	<b>\$ 1,208,694</b>

## Staffing

Total current authorized positions - 5.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.00 FTE

# Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 85,000
Total Expenditures	\$ 1,251,830
Fund Balance	\$ -
General Fund Costs	\$ 1,166,830
% Funded by General Fund	93.2%
Total Staffing	3.65 FTE

## Program Overview

The Service Center Administration 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.
- Ensure proper documentation and inventory of trees, sidewalk repair, striping and legends, street signs, vehicle and equipment, streetlights and stormwater 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,251,830 for the Service Center Administration program. This represents an increase of \$16,884 (1.4%) from the FY 2019 Adopted Budget.

The decrease in contract services is primarily attributable to an insurance settlement in the previous fiscal year.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Facilities Office Reconfiguration - Various Sites	\$75,000	\$75,000	General Fund	Facilities Office Reconfiguration - Various Sites
Total	\$75,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 58,706	\$ 59,867	\$ 25,000	\$ 60,000
Miscellaneous Revenue	\$ 410,000	\$ 12,517	\$ 25,000	\$ 25,000
<b>Total Revenues</b>	<b>\$ 468,706</b>	<b>\$ 72,384</b>	<b>\$ 50,000</b>	<b>\$ 85,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 319,515	\$ 398,819	\$ 369,310	\$ 421,033
Employee Benefits	\$ 171,300	\$ 153,860	\$ 135,667	\$ 184,434
Materials	\$ 61,268	\$ 107,892	\$ 84,045	\$ 76,162
Contract Services	\$ 239,519	\$ 262,909	\$ 121,000	\$ 8,557
Cost Allocation	\$ 554,100	\$ 644,091	\$ 339,672	\$ 482,408
Capital Outlays	\$ 239,087	\$ 39,438	\$ 175,000	\$ -
Special Projects	\$ -	\$ 103,147	\$ -	\$ 75,000
Contingencies	\$ -	\$ -	\$ 10,252	\$ 4,236
<b>Total Expenditures</b>	<b>\$ 1,584,789</b>	<b>\$ 1,710,156</b>	<b>\$ 1,234,946</b>	<b>\$ 1,251,830</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,116,084</b>	<b>\$ 1,637,772</b>	<b>\$ 1,184,946</b>	<b>\$ 1,166,830</b>

## Staffing

Total current authorized positions - 2.50 FTE

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

Staff requests to convert two (2) part-time office assistant positions one (1) FTE Senior Office Assistant position in the Service Center Administration division.

Total recommended positions - 3.65 FTE

# McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 91,617
Fund Balance	\$ -
General Fund Costs	\$ 91,617
% Funded by General Fund	100.0%
Total Staffing	0.30 FTE

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$91,617 for the McClellan Ranch Park program. This represents an increase of \$7,608 (9.1%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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



Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 26,137	\$ 29,393	\$ 29,587	\$ 30,356
Employee Benefits	\$ 14,777	\$ 13,758	\$ 14,587	\$ 14,665
Materials	\$ 13,072	\$ 15,354	\$ 18,713	\$ 16,635
Contract Services	\$ 18,750	\$ 10,750	\$ 8,000	\$ 10,080
Cost Allocation	\$ 4,228	\$ 956	\$ 11,786	\$ 18,545
Contingencies	\$ -	\$ -	\$ 1,336	\$ 1,336
<b>Total Expenditures</b>	<b>\$ 76,964</b>	<b>\$ 70,211</b>	<b>\$ 84,009</b>	<b>\$ 91,617</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 76,964</b>	<b>\$ 70,210</b>	<b>\$ 84,009</b>	<b>\$ 91,617</b>

## Staffing

Total current authorized positions - 0.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.30 FTE

# Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 783,072
Fund Balance	\$ -
General Fund Costs	\$ 783,072
% Funded by General Fund	100.0%
Total Staffing	3.00 FTE

## 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, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, 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.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$783,072 for the Memorial Park program. This represents an increase of \$22,727 (3.0%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ 14,000	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 213,740	\$ 233,435	\$ 265,139	\$ 279,167
Employee Benefits	\$ 126,841	\$ 122,804	\$ 126,643	\$ 128,531
Materials	\$ 113,597	\$ 172,237	\$ 233,774	\$ 186,484
Contract Services	\$ 67,602	\$ 26,216	\$ 37,550	\$ 24,652
Cost Allocation	\$ 42,976	\$ 29,474	\$ 83,673	\$ 153,681
Capital Outlays	\$ 6,829	\$ 57,801	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 13,566	\$ 10,557
<b>Total Expenditures</b>	<b>\$ 571,585</b>	<b>\$ 641,967</b>	<b>\$ 760,345</b>	<b>\$ 783,072</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 571,584</b>	<b>\$ 627,966</b>	<b>\$ 760,345</b>	<b>\$ 783,072</b>

## Staffing

Total current authorized positions - 3.00 FTE

There are not changes to the current level of staffing.

Total recommended positions - 3.00 FTE

# School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 135,000
Total Expenditures	\$ 1,161,318
Fund Balance	\$ -
General Fund Costs	\$ 1,026,318
% Funded by General Fund	88.4%
Total Staffing	4.30 FTE

## Program Overview

Under a joint use agreement with 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 and other maintenance.
- Provide quarterly maintenance that may include fertilization, aerating, over-seeding, top dressing, 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.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,161,318 for the School Site Maintenance program. This represents an increase of \$32,432 (2.9%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Kennedy School Field Upgrade	\$19,500	\$19,500	General Fund	Six (6) dugout fence & roof replacements
Total	\$19,500			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 135,000	\$ 135,000	\$ 135,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 269,451	\$ 310,059	\$ 321,950	\$ 335,106
Employee Benefits	\$ 160,860	\$ 160,866	\$ 170,579	\$ 177,090
Materials	\$ 250,176	\$ 357,372	\$ 437,660	\$ 386,127
Contract Services	\$ 12,000	\$ 16,556	\$ 33,500	\$ 17,217
Cost Allocation	\$ 60,537	\$ 85,733	\$ 106,639	\$ 206,111
Capital Outlays	\$ -	\$ 143,717	\$ 35,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 19,500
Contingencies	\$ -	\$ -	\$ 23,558	\$ 20,167
<b>Total Expenditures</b>	<b>\$ 753,024</b>	<b>\$ 1,074,303</b>	<b>\$ 1,128,886</b>	<b>\$ 1,161,318</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 753,023</b>	<b>\$ 939,303</b>	<b>\$ 993,886</b>	<b>\$ 1,026,318</b>

## Staffing

Total current authorized positions - 4.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 4.30 FTE

# Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 1,837,003
Fund Balance	\$ -
General Fund Costs	\$ 1,837,003
% Funded by General Fund	100.0%
Total Staffing	8.30 FTE

## 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, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, 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 with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Recreation and Community Services Department for all the City's special events.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,837,003 for the Neighborhood Parks program. This represents an increase of \$207,501 (12.7%) from the FY 2019 Adopted Budget.

## Special Projects

The following table shows the special projects for the fiscal year.

This budget includes several one-time projects as listed in the following table:

<b>Special Projects/Capital Outlays</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Blackberry Farm Windmill & Fence Refinishing (Special Project)	\$12,610	\$12,610	General Fund	Preventative maintenance for windmill & fence at Blackberry Farm
Monta Vista Community Center Sidewalk Replacement (Capital Outlay)	\$25,000	\$25,000	General Fund	Sidewalk repair for ADA compliance & risk mitigation
Wilson Park and Monta Vista Park Field Upgrades (Capital Outlay)	\$12,050	\$12,050	General Fund	Six (6) dugout fence & roof replacements at Wilson Park Two (2) dugout fence & roof replacements at Monta Vista Park
Total	\$49,660			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 2,548	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 508,284	\$ 548,016	\$ 596,485	\$ 601,627
Employee Benefits	\$ 307,028	\$ 277,329	\$ 303,765	\$ 318,627
Materials	\$ 288,310	\$ 380,745	\$ 400,798	\$ 407,429
Contract Services	\$ 152,412	\$ 78,994	\$ 72,000	\$ 72,428
Cost Allocation	\$ 115,540	\$ 105,213	\$ 165,814	\$ 363,239
Capital Outlays	\$ 32,861	\$ 112,474	\$ 47,000	\$ 37,050
Special Projects	\$ -	\$ -	\$ 20,000	\$ 12,610
Contingencies	\$ -	\$ -	\$ 23,640	\$ 23,993
<b>Total Expenditures</b>	<b>\$ 1,404,435</b>	<b>\$ 1,502,771</b>	<b>\$ 1,629,502</b>	<b>\$ 1,837,003</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,401,887</b>	<b>\$ 1,502,772</b>	<b>\$ 1,629,502</b>	<b>\$ 1,837,003</b>

## Staffing

Total current authorized positions - 8.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 8.30 FTE



# Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 721,573
Fund Balance	\$ -
General Fund Costs	\$ 721,573
% Funded by General Fund	100.0%
Total Staffing	3.10 FTE

## Program Overview

The sports 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. Sports 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 and 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, programmed play structure inspections, and other maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing sports fields for seasonal use.
- Maintain sports fields for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Recreation and Community Services Department for all the City's special events.

## Proposed Budget

It is recommended that City Council approve a budget of \$721,573 for the Sport Fields Jollyman, Creekside program. This represents an increase of \$56,032 (8.4%) from the FY 2019 Adopted Budget.

The increase is primarily due to increases in cost allocation plan charges due to increased equipment reimbursement costs and allocation of charges that were not previously charged to this program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 174,057	\$ 198,514	\$ 221,793	\$ 222,133
Employee Benefits	\$ 101,740	\$ 97,168	\$ 108,479	\$ 115,509
Materials	\$ 151,535	\$ 206,416	\$ 223,972	\$ 223,001
Contract Services	\$ 38,038	\$ 300	\$ 22,000	\$ 315
Cost Allocation	\$ 40,885	\$ 42,072	\$ 66,998	\$ 149,449
Capital Outlays	\$ -	\$ 12,600	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 12,299	\$ 11,166
<b>Total Expenditures</b>	<b>\$ 506,255</b>	<b>\$ 557,070</b>	<b>\$ 665,541</b>	<b>\$ 721,573</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 506,255</b>	<b>\$ 557,069</b>	<b>\$ 665,541</b>	<b>\$ 721,573</b>

## Staffing

Total current authorized positions - 3.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.10 FTE

# Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 204,590
Total Expenditures	\$ 248,980
Fund Balance	\$ -
General Fund Costs	\$ 44,390
% Funded by General Fund	17.8%
Total Staffing	1.00 FTE

## 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 and general maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$248,980 for the Civic Center Maintenance program. This represents a decrease of \$12,887 (-4.9%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 180,929	\$ 175,468	\$ 193,990	\$ 204,590
<b>Total Revenues</b>	<b>\$ 180,929</b>	<b>\$ 175,468</b>	<b>\$ 193,990</b>	<b>\$ 204,590</b>
<b>Expenditures</b>				
Employee Compensation	\$ 72,628	\$ 82,372	\$ 82,722	\$ 84,111
Employee Benefits	\$ 44,116	\$ 44,406	\$ 46,435	\$ 46,391
Materials	\$ 40,891	\$ 66,936	\$ 102,364	\$ 70,934
Contract Services	\$ 5,800	\$ -	\$ 3,000	\$ -
Cost Allocation	\$ 368,947	\$ 7,006	\$ 22,078	\$ 43,997
Contingencies	\$ -	\$ -	\$ 5,268	\$ 3,547
<b>Total Expenditures</b>	<b>\$ 532,382</b>	<b>\$ 200,720</b>	<b>\$ 261,867</b>	<b>\$ 248,980</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 351,454</b>	<b>\$ 25,252</b>	<b>\$ 67,877</b>	<b>\$ 44,390</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 434,095
Fund Balance	\$ -
General Fund Costs	\$ 434,095
% Funded by General Fund	100.0%
Total Staffing	1.20 FTE

## Program Overview

Maintenance of storm drain system to provide the efficient flow of stormwater and to comply with stormwater 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$434,095 for the Storm Drain Maintenance program. This represents a decrease of \$42,408 (-8.9%) from the FY 2019 Adopted Budget.

The decrease is primarily related to decreased contract costs to better align the budget with prior year actual expenditures.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,259	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 131,084	\$ 117,112	\$ 127,538	\$ 129,294
Employee Benefits	\$ 62,203	\$ 52,053	\$ 51,389	\$ 52,724
Materials	\$ 7,408	\$ 8,162	\$ 16,720	\$ 9,776
Contract Services	\$ 176,410	\$ 176,175	\$ 225,000	\$ 185,436
Cost Allocation	\$ 31,359	\$ 33,530	\$ 43,770	\$ 47,104
Contingencies	\$ -	\$ -	\$ 12,086	\$ 9,761
<b>Total Expenditures</b>	<b>\$ 408,464</b>	<b>\$ 387,032</b>	<b>\$ 476,503</b>	<b>\$ 434,095</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 407,206</b>	<b>\$ 387,031</b>	<b>\$ 476,503</b>	<b>\$ 434,095</b>

## Staffing

Total current authorized positions - 1.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.20 FTE

# Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 1,377,406
Fund Balance	\$ (1,156,406)
General Fund Costs	\$ 221,000
% Funded by General Fund	16.0%
Total Staffing	1.30 FTE

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,377,406 for the Sidewalk Curb and Gutter program. This represents an increase of \$181,530 (15.2%) from the FY 2019 Adopted Budget.

This increase is mainly due to an additional \$150,000 allocation for the annual sidewalk, curb and gutter maintenance work.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk Curb & Gutter Project	\$1,100,000	\$1,100,000	Transportation Fund	Annual Sidewalk Curb & Gutter Project
Total	\$1,100,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 21,104	\$ -	\$ 1,057,060	\$ -
Charges for Services	\$ 19,183	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 40,287</b>	<b>\$ -</b>	<b>\$ 1,057,060</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 71,599	\$ 102,099	\$ 129,339	\$ 134,552
Employee Benefits	\$ 39,037	\$ 50,970	\$ 67,319	\$ 67,722
Materials	\$ 142	\$ 3,833	\$ 3,729	\$ 5,195
Contract Services	\$ -	\$ 80	\$ 31,000	\$ -
Cost Allocation	\$ 44,435	\$ 68,111	\$ 62,753	\$ 69,677
Capital Outlays	\$ -	\$ 35,000	\$ -	\$ -
Special Projects	\$ 825,140	\$ 879,385	\$ 900,000	\$ 1,100,000
Contingencies	\$ -	\$ -	\$ 1,736	\$ 260
<b>Total Expenditures</b>	<b>\$ 980,353</b>	<b>\$ 1,139,478</b>	<b>\$ 1,195,876</b>	<b>\$ 1,377,406</b>
<b>Fund Balance</b>	<b>\$ (133,087)</b>	<b>\$ (289,482)</b>	<b>\$ 661,184</b>	<b>\$ (1,156,406)</b>
<b>General Fund Costs</b>	<b>\$ 806,977</b>	<b>\$ 849,996</b>	<b>\$ 800,000</b>	<b>\$ 221,000</b>

## Staffing

Total current authorized positions - 1.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.30 FTE



# Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 6,068,826
Total Expenditures	\$ 3,906,202
Fund Balance	\$ 2,162,624
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.35 FTE

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$3,906,202 for the Street Pavement Maintenance program. This represents a decrease of \$2,926,372 (-42.8%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a \$3,000,000 decrease in funding for the annual pavement maintenance project as a result of achieving a high PCI rating.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Pavement Maintenance (Special Project)	\$2,000,000	\$2,000,000	Transportation Fund	Annual Asphalt Project
Pavement Maintenance (Capital Outlay)	\$1,000,000	\$1,000,000	SB1 Grant Funding	Annual Asphalt Project
Total	\$3,000,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 224,184	\$ 750,546	\$ 1,340,379	\$ 5,905,305
Charges for Services	\$ 3,096	\$ 22,261	\$ -	\$ -
Miscellaneous Revenue	\$ 148,639	\$ 772,596	\$ 185,000	\$ 163,521
<b>Total Revenues</b>	<b>\$ 375,919</b>	<b>\$ 1,545,403</b>	<b>\$ 1,525,379</b>	<b>\$ 6,068,826</b>
<b>Expenditures</b>				
Employee Compensation	\$ 254,147	\$ 275,484	\$ 289,040	\$ 297,698
Employee Benefits	\$ 138,331	\$ 135,934	\$ 141,026	\$ 141,722
Materials	\$ 37,675	\$ 33,406	\$ 62,080	\$ 38,761
Contract Services	\$ 137,388	\$ 35,426	\$ 176,000	\$ 192,570
Cost Allocation	\$ 149,849	\$ 145,640	\$ 174,145	\$ 223,884
Capital Outlays	\$ 51,830	\$ 479,999	\$ 978,379	\$ 1,000,000
Special Projects	\$ 6,625,393	\$ 8,754,931	\$ 5,000,000	\$ 2,000,000
Contingencies	\$ -	\$ -	\$ 11,904	\$ 11,567
<b>Total Expenditures</b>	<b>\$ 7,394,613</b>	<b>\$ 9,860,820</b>	<b>\$ 6,832,574</b>	<b>\$ 3,906,202</b>
<b>Fund Balance</b>	<b>\$ (1,999,208)</b>	<b>\$ (2,315,418)</b>	<b>\$ (307,195)</b>	<b>\$ 2,162,624</b>
<b>General Fund Costs</b>	<b>\$ 5,019,487</b>	<b>\$ 6,000,000</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.35 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.35 FTE

# Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 719,275
Fund Balance	\$ (719,275)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.50 FTE

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$719,275 for the Street Sign Marking program. This represents an increase of \$57,386 (8.7%) from the FY 2019 Adopted Budget.

The increase is primarily due to increases in material and contracts to better align the budget with prior year's actual expenditures.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ 2,680	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 2,680</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 272,138	\$ 276,727	\$ 268,072	\$ 279,089
Employee Benefits	\$ 149,858	\$ 143,452	\$ 145,723	\$ 145,864
Materials	\$ 98,676	\$ 120,513	\$ 109,228	\$ 129,783
Contract Services	\$ 8,596	\$ 39,335	\$ 17,000	\$ 34,316
Cost Allocation	\$ 116,492	\$ 268,028	\$ 115,555	\$ 122,018
Special Projects	\$ -	\$ 19,308	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,311	\$ 8,205
<b>Total Expenditures</b>	<b>\$ 645,760</b>	<b>\$ 867,363</b>	<b>\$ 661,889</b>	<b>\$ 719,275</b>
<b>Fund Balance</b>	<b>\$ (622,243)</b>	<b>\$ (864,683)</b>	<b>\$ (661,889)</b>	<b>\$ (719,275)</b>
<b>General Fund Costs</b>	<b>\$ 23,518</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.50 FTE

# Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 497,044
Fund Balance	\$ -
General Fund Costs	\$ 497,044
% Funded by General Fund	100.0%
Total Staffing	0.95 FTE

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$497,044 for the Street Lighting program. This represents a decrease of \$91,197 (-15.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of one-time special projects.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Torre Ave Street Light LED Replacement	\$11,500	\$11,500	General Fund	Torre Ave Street Light LED Replacement
Total	\$11,500			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 14,385	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 14,385</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 32,362	\$ 66,064	\$ 90,688	\$ 105,751
Employee Benefits	\$ 16,544	\$ 31,914	\$ 44,497	\$ 44,216
Materials	\$ 237,323	\$ 256,096	\$ 277,769	\$ 269,806
Contract Services	\$ 3,367	\$ 2,588	\$ 24,000	\$ 2,429
Cost Allocation	\$ 19,259	\$ 22,437	\$ 39,199	\$ 49,730
Capital Outlays	\$ 35,260	\$ 46,129	\$ 97,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 11,500
Contingencies	\$ -	\$ -	\$ 15,088	\$ 13,612
<b>Total Expenditures</b>	<b>\$ 344,115</b>	<b>\$ 425,228</b>	<b>\$ 588,241</b>	<b>\$ 497,044</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 329,730</b>	<b>\$ 425,228</b>	<b>\$ 588,241</b>	<b>\$ 497,044</b>

## Staffing

Total current authorized positions - 0.95 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.95 FTE

# Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 1,352,200
Total Expenditures	\$ 929,280
Fund Balance	\$ 422,920
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.00 FTE

## Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (103), 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$929,280 for the Equipment Maintenance program. This represents a decrease of \$664,380 (-41.7%) from the FY 2019 Adopted Budget.

This budget reflects a decrease in budget allocation for materials and supplies due to newer fleet vehicles and equipment that require less maintenance and repair.



## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ 1,056,968	\$ 1,352,200
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,056,968</b>	<b>\$ 1,352,200</b>
<b>Expenditures</b>				
Employee Compensation	\$ 230,249	\$ 281,210	\$ 278,161	\$ 248,768
Employee Benefits	\$ 492,022	\$ 160,348	\$ 126,268	\$ 130,242
Materials	\$ 460,611	\$ 294,185	\$ 331,679	\$ 302,479
Contract Services	\$ 147,496	\$ 82,489	\$ 140,000	\$ 81,399
Cost Allocation	\$ 141,965	\$ 730,497	\$ 693,968	\$ 147,198
Capital Outlays	\$ 10,486	\$ 22,456	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 23,584	\$ 19,194
<b>Total Expenditures</b>	<b>\$ 1,482,829</b>	<b>\$ 1,571,185</b>	<b>\$ 1,593,660</b>	<b>\$ 929,280</b>
<b>Fund Balance</b>	<b>\$ (1,473,362)</b>	<b>\$ (1,571,185)</b>	<b>\$ (536,692)</b>	<b>\$ 422,920</b>
<b>General Fund Costs</b>	<b>\$ 9,468</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.00 FTE

# Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 166,103
Fund Balance	\$ -
General Fund Costs	\$ 166,103
% Funded by General Fund	100.0%
Total Staffing	0.65 FTE

## 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.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$166,103 for the Environmental Materials program. This represents a decrease of \$28,905 (-14.8%) from the FY 2019 Adopted Budget.

The decrease is primarily related to decreased material and contract costs to better align the budget with prior year actual expenditures.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 46,095	\$ 54,331	\$ 56,542	\$ 57,735
Employee Benefits	\$ 21,334	\$ 25,434	\$ 28,383	\$ 28,261
Materials	\$ 29,460	\$ 18,445	\$ 44,480	\$ 24,620
Contract Services	\$ 5,354	\$ 9,125	\$ 5,000	\$ -
Cost Allocation	\$ 21,986	\$ 52,137	\$ 58,129	\$ 54,256
Contingencies	\$ -	\$ -	\$ 2,474	\$ 1,231
<b>Total Expenditures</b>	<b>\$ 124,229</b>	<b>\$ 159,472</b>	<b>\$ 195,008</b>	<b>\$ 166,103</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 124,230</b>	<b>\$ 159,471</b>	<b>\$ 195,008</b>	<b>\$ 166,103</b>

## Staffing

Total current authorized positions - 0.65 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.65 FTE

# Overpasses and Medians

Budget Unit 100-86-824

General Fund - Trees and Right of Way - Overpasses and Medians

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,251,590
Fund Balance	\$ -
General Fund Costs	\$ 1,251,590
% Funded by General Fund	100.0%
Total Staffing	6.30 FTE

## Program Overview

The Overpasses and Medians program maintains 31.54 developed acres of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way, the landscaped area of the Lawrence trail, and the landscaped area of the Don Burnett Bridge.

## Service Objectives

- Maintain and improve median islands, landscape strips, trails, landscaped roadsides and public right-of-ways.
- Maintain and improve water efficient programming of irrigation 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 the planting of appropriate plant stock.
- Undertake a special project to safely evaluate all public trees adjacent to the pathway along the Lawrence trail.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,251,590 for the Overpasses and Medians program. This represents an increase of \$316 (0.0%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Tree Risk Assessment and Mitigation for Lawrence trail	\$19,725	\$19,725	General Fund	Tree risk assessment and resulting mitigation for Lawrence trail
Total	\$19,725			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 25,900	\$ 791	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 25,900</b>	<b>\$ 791</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 433,708	\$ 443,892	\$ 474,434	\$ 471,560
Employee Benefits	\$ 240,466	\$ 236,388	\$ 250,023	\$ 244,647
Materials	\$ 149,526	\$ 195,719	\$ 201,920	\$ 230,260
Contract Services	\$ 67,654	\$ 64,134	\$ 83,000	\$ 19,725
Cost Allocation	\$ 298,283	\$ 248,423	\$ 227,651	\$ 273,248
Capital Outlays	\$ 288	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 14,246	\$ 12,150
<b>Total Expenditures</b>	<b>\$ 1,189,925</b>	<b>\$ 1,188,556</b>	<b>\$ 1,251,274</b>	<b>\$ 1,251,590</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,164,025</b>	<b>\$ 1,187,766</b>	<b>\$ 1,251,274</b>	<b>\$ 1,251,590</b>

## Staffing

Total current authorized positions - 6.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 6.30 FTE

# Street Tree Maintenance

Budget Unit 100-86-825

General Fund - Trees and Right of Way - Street Tree Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 22,577
Total Expenditures	\$ 1,338,934
Fund Balance	\$ -
General Fund Costs	\$ 1,316,357
% Funded by General Fund	98.3%
Total Staffing	8.40 FTE

## Program Overview

The Trees Division maintains the safety, health and appearance of approximately 23,300 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,338,934 for the Street Tree Maintenance program. This represents an increase of \$143,947 (12.0%) from the FY 2019 Adopted Budget.

This budget increase is due primarily to the request to add one (1) FTE Maintenance Worker I/II Position to the Street Tree Maintenance program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 14,616	\$ 12,382	\$ 12,000	\$ 22,577
<b>Total Revenues</b>	<b>\$ 14,616</b>	<b>\$ 12,382</b>	<b>\$ 12,000</b>	<b>\$ 22,577</b>
<b>Expenditures</b>				
Employee Compensation	\$ 442,495	\$ 485,290	\$ 503,748	\$ 589,848
Employee Benefits	\$ 247,231	\$ 261,940	\$ 296,273	\$ 317,417
Materials	\$ 110,534	\$ 116,910	\$ 118,000	\$ 127,065
Contract Services	\$ 18,241	\$ 11,850	\$ 27,400	\$ 11,130
Cost Allocation	\$ 104,808	\$ 253,459	\$ 232,296	\$ 274,584
Capital Outlays	\$ 8,107	\$ -	\$ -	\$ -
Special Projects	\$ 5,315	\$ 6,751	\$ 10,000	\$ 12,000
Contingencies	\$ -	\$ -	\$ 7,270	\$ 6,890
<b>Total Expenditures</b>	<b>\$ 936,731</b>	<b>\$ 1,136,200</b>	<b>\$ 1,194,987</b>	<b>\$ 1,338,934</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 922,114</b>	<b>\$ 1,123,818</b>	<b>\$ 1,192,987</b>	<b>\$ 1,316,357</b>

## Staffing

Total current authorized positions - 7.40 FTE

Staff requests to add one (1) FTE Maintenance Worker I/II Position to the Street Tree Maintenance program.

Total recommended positions - 8.40 FTE

# Weekend Work Program

Budget Unit 100-86-826

General Fund - Trees and Right of Way - Weekend Work Program

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 449,792
Fund Balance	\$ -
General Fund Costs	\$ 449,792
% Funded by General Fund	100.0%
Total Staffing	2.30 FTE

## 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 reduces the number of full-time maintenance workers required.

## Service Objectives

- Efficiently administer and schedule the Weekend Work Program for a variety of nonskilled activities, including trash pick-up, weed control, right-of-way maintenance and sandbag filling.
- Offset manual work currently performed by skilled labor so as to increase overall productivity at the Service Center.

## Proposed Budget

It is recommended that City Council approve a budget of \$449,792 for the Weekend Work Program program. This represents a decrease of \$19,684 (-4.2%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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



Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 233,914	\$ 243,924	\$ 266,225	\$ 233,423
Employee Benefits	\$ 115,487	\$ 98,122	\$ 96,495	\$ 85,910
Materials	\$ 4,225	\$ 6,350	\$ 10,600	\$ 10,276
Contract Services	\$ 45	\$ -	\$ 2,300	\$ -
Cost Allocation	\$ 74,860	\$ 76,840	\$ 93,211	\$ 119,669
Contingencies	\$ -	\$ -	\$ 645	\$ 514
<b>Total Expenditures</b>	<b>\$ 428,531</b>	<b>\$ 425,236</b>	<b>\$ 469,476</b>	<b>\$ 449,792</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 428,531</b>	<b>\$ 425,236</b>	<b>\$ 469,476</b>	<b>\$ 449,792</b>

## Staffing

Total current authorized positions - 2.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 2.30 FTE

# City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 459,503
Total Expenditures	\$ 642,985
Fund Balance	\$ -
General Fund Costs	\$ 183,482
% Funded by General Fund	28.5%
Total Staffing	1.00 FTE

## Program Overview

Maintain City Hall building to ensure efficient operations, employee satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$642,985 for the City Hall Maintenance program. This represents an increase of \$23,235 (3.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 718,539	\$ 355,380	\$ 303,250	\$ 459,503
<b>Total Revenues</b>	<b>\$ 718,539</b>	<b>\$ 355,380</b>	<b>\$ 303,250</b>	<b>\$ 459,503</b>
<b>Expenditures</b>				
Employee Compensation	\$ 92,865	\$ 92,817	\$ 99,201	\$ 102,628
Employee Benefits	\$ 49,491	\$ 44,258	\$ 46,712	\$ 46,496
Materials	\$ 172,426	\$ 181,854	\$ 229,935	\$ 157,101
Contract Services	\$ 114,738	\$ 139,195	\$ 157,000	\$ 235,389
Cost Allocation	\$ 58,577	\$ 34,135	\$ 52,555	\$ 81,746
Capital Outlays	\$ 4,300	\$ 27,341	\$ 15,000	\$ -
Contingencies	\$ -	\$ -	\$ 19,347	\$ 19,625
<b>Total Expenditures</b>	<b>\$ 492,397</b>	<b>\$ 519,600</b>	<b>\$ 619,750</b>	<b>\$ 642,985</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (226,142)</b>	<b>\$ 164,220</b>	<b>\$ 316,500</b>	<b>\$ 183,482</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 1,072,854
Total Expenditures	\$ 595,393
Fund Balance	\$ -
General Fund Costs	\$ (477,461)
% Funded by General Fund	-80.2%
Total Staffing	0.80 FTE

## Program Overview

Maintain Library building to ensure public and employee satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and County employees.
- Respond 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$595,393 for the Library Maintenance program. This represents an increase of \$256,559 (75.7%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for expanded library hours and increase in minimum wage.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 142,858	\$ 143,833	\$ 141,500	\$ 141,500
Charges for Services	\$ 586,459	\$ 375,124	\$ 409,300	\$ 931,354
<b>Total Revenues</b>	<b>\$ 729,317</b>	<b>\$ 518,957</b>	<b>\$ 550,800</b>	<b>\$ 1,072,854</b>
<b>Expenditures</b>				
Employee Compensation	\$ 60,200	\$ 61,052	\$ 65,911	\$ 67,075
Employee Benefits	\$ 35,744	\$ 33,476	\$ 34,540	\$ 34,928
Materials	\$ 3,406	\$ 11,452	\$ 14,356	\$ 30,143
Contract Services	\$ 47,863	\$ 308,529	\$ 175,000	\$ 376,614
Cost Allocation	\$ 263,432	\$ 11,541	\$ 23,259	\$ 45,986
Capital Outlays	\$ 113,890	\$ 20,259	\$ 10,000	\$ -
Special Projects	\$ -	\$ -	\$ 6,000	\$ -
Contingencies	\$ -	\$ -	\$ 9,768	\$ 40,647
<b>Total Expenditures</b>	<b>\$ 524,535</b>	<b>\$ 446,309</b>	<b>\$ 338,834</b>	<b>\$ 595,393</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (204,781)</b>	<b>\$ (72,649)</b>	<b>\$ (211,966)</b>	<b>\$ (477,461)</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 262,382
Total Expenditures	\$ 289,389
Fund Balance	\$ -
General Fund Costs	\$ 27,007
% Funded by General Fund	9.3%
Total Staffing	0.70 FTE

## Program Overview

This program maintains the Service Center buildings to ensure employee satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$289,389 for the Service Center Maintenance program. This represents an increase of \$27,257 (10.4%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 511,696	\$ 429,316	\$ 323,466	\$ 262,382
<b>Total Revenues</b>	<b>\$ 511,696</b>	<b>\$ 429,316</b>	<b>\$ 323,466</b>	<b>\$ 262,382</b>
<b>Expenditures</b>				
Employee Compensation	\$ 58,659	\$ 56,660	\$ 59,410	\$ 61,583
Employee Benefits	\$ 33,395	\$ 29,160	\$ 30,638	\$ 30,664
Materials	\$ 59,199	\$ 71,207	\$ 103,269	\$ 95,620
Contract Services	\$ 35,366	\$ 42,010	\$ 40,000	\$ 46,505
Cost Allocation	\$ 65,008	\$ 63,292	\$ 21,652	\$ 40,518
Capital Outlays	\$ 3,149	\$ 34,369	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 7,163	\$ 14,499
<b>Total Expenditures</b>	<b>\$ 254,776</b>	<b>\$ 296,698</b>	<b>\$ 262,132</b>	<b>\$ 289,389</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (256,921)</b>	<b>\$ (132,617)</b>	<b>\$ (61,334)</b>	<b>\$ 27,007</b>

## Staffing

Total current authorized positions - 0.70 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.70 FTE

# Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 385,272
Total Expenditures	\$ 512,732
Fund Balance	\$ -
General Fund Costs	\$ 127,460
% Funded by General Fund	24.9%
Total Staffing	0.80 FTE

## Program Overview

This program maintains Quinlan Community Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$512,732 for the Quinlan Community Center Maintenance program. This represents an increase of \$46,316 (9.9%) from the FY 2019 Adopted Budget.

The increase in contract services is primarily attributable to additional budget allocation for janitorial services due to increase in minimum wage and increase contract costs to better align the budget with prior year actual expenditures.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Reception Area Remodel	\$40,000	\$40,000	General Fund	Reception Area Remodel
Total	\$40,000	\$40,000		



## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 251,129	\$ -	\$ 181,950	\$ 385,272
<b>Total Revenues</b>	<b>\$ 251,129</b>	<b>\$ -</b>	<b>\$ 181,950</b>	<b>\$ 385,272</b>
<b>Expenditures</b>				
Employee Compensation	\$ 65,784	\$ 64,935	\$ 67,958	\$ 70,702
Employee Benefits	\$ 32,024	\$ 29,986	\$ 30,721	\$ 30,531
Materials	\$ 123,144	\$ 139,419	\$ 153,700	\$ 127,597
Contract Services	\$ 107,885	\$ 126,426	\$ 100,000	\$ 160,513
Cost Allocation	\$ 19,502	\$ 8,793	\$ 32,352	\$ 55,406
Capital Outlays	\$ 64,729	\$ 66,102	\$ 69,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 40,000
Contingencies	\$ -	\$ -	\$ 12,685	\$ 27,983
<b>Total Expenditures</b>	<b>\$ 413,068</b>	<b>\$ 435,661</b>	<b>\$ 466,416</b>	<b>\$ 512,732</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 161,938</b>	<b>\$ 435,660</b>	<b>\$ 284,466</b>	<b>\$ 127,460</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 264,330
Total Expenditures	\$ 321,242
Fund Balance	\$ -
General Fund Costs	\$ 56,912
% Funded by General Fund	17.7%
Total Staffing	0.80 FTE

## Program Overview

Maintain Senior Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$321,242 for the Senior Center Maintenance program. This represents an increase of \$79,556 (32.9%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services due to an increase in minimum wage, an increase in contingency for unforeseen maintenance and a change in cost allocation methodology.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Exterior Deck Resealing	\$12,000	\$12,000	General Fund	Exterior Deck Resealing

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 270,705	\$ 241,640	\$ 181,950	\$ 262,630
Miscellaneous Revenue	\$ 18,689	\$ -	\$ -	\$ 1,700
<b>Total Revenues</b>	<b>\$ 289,394</b>	<b>\$ 241,640</b>	<b>\$ 181,950</b>	<b>\$ 264,330</b>
<b>Expenditures</b>				
Employee Compensation	\$ 48,692	\$ 51,115	\$ 56,694	\$ 61,994
Employee Benefits	\$ 26,807	\$ 28,660	\$ 30,975	\$ 31,625
Materials	\$ 59,700	\$ 74,913	\$ 67,916	\$ 69,717
Contract Services	\$ 78,520	\$ 104,793	\$ 66,000	\$ 94,301
Cost Allocation	\$ 39,661	\$ 1,912	\$ 13,387	\$ 35,231
Capital Outlays	\$ 87,214	\$ 35,586	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 12,000
Contingencies	\$ -	\$ -	\$ 6,714	\$ 16,374
<b>Total Expenditures</b>	<b>\$ 340,594</b>	<b>\$ 296,979</b>	<b>\$ 241,686</b>	<b>\$ 321,242</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 51,202</b>	<b>\$ 55,339</b>	<b>\$ 59,736</b>	<b>\$ 56,912</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 98,885
Total Expenditures	\$ 209,024
Fund Balance	\$ -
General Fund Costs	\$ 110,139
% Funded by General Fund	52.7%
Total Staffing	0.60 FTE

## Program Overview

This program maintains McClellan Ranch buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$209,024 for the McClellan Ranch Maintenance program. This represents an increase of \$30,031 (16.8%) from the FY 2019 Adopted Budget.

The increase in contract services is primarily attributable to better align the budget with prior year actual expenditures.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
HVAC for Environmental Education Center	\$30,000	\$30,000	General Fund	HVAC for Environmental Education Center
Total	\$30,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 95,425
Miscellaneous Revenue	\$ -	\$ 840	\$ 1,700	\$ 3,460
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 840</b>	<b>\$ 1,700</b>	<b>\$ 98,885</b>
<b>Expenditures</b>				
Employee Compensation	\$ 45,976	\$ 46,139	\$ 47,885	\$ 53,002
Employee Benefits	\$ 23,585	\$ 23,658	\$ 23,964	\$ 24,255
Materials	\$ 11,378	\$ 15,407	\$ 22,392	\$ 16,263
Contract Services	\$ 35,456	\$ 15,129	\$ 26,000	\$ 52,007
Cost Allocation	\$ 8,432	\$ 5,736	\$ 12,832	\$ 26,690
Capital Outlays	\$ 10,942	\$ 1,837	\$ 12,000	\$ -
Special Projects	\$ -	\$ -	\$ 30,000	\$ 30,000
Contingencies	\$ -	\$ -	\$ 3,920	\$ 6,807
<b>Total Expenditures</b>	<b>\$ 135,769</b>	<b>\$ 107,906</b>	<b>\$ 178,993</b>	<b>\$ 209,024</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 135,770</b>	<b>\$ 107,065</b>	<b>\$ 177,293</b>	<b>\$ 110,139</b>

## Staffing

Total current authorized positions - 0.60 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.60 FTE

# Monta Vista Community Center Maintenance

Budget Unit 100-87-833

General Fund - Facilities and Fleet - Monta Vista Community Center Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 118,070
Total Expenditures	\$ 158,634
Fund Balance	\$ -
General Fund Costs	\$ 40,564
% Funded by General Fund	25.6%
Total Staffing	0.40 FTE

## 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 a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$158,634 for the Monta Vista Community Center Maintenance program. This represents a decrease of \$69,256 (-30.4%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 166,597	\$ 148,708	\$ 121,300	\$ 118,070
<b>Total Revenues</b>	<b>\$ 166,597</b>	<b>\$ 148,708</b>	<b>\$ 121,300</b>	<b>\$ 118,070</b>
<b>Expenditures</b>				
Employee Compensation	\$ 33,138	\$ 32,743	\$ 35,911	\$ 36,912
Employee Benefits	\$ 18,101	\$ 15,945	\$ 16,993	\$ 16,916
Materials	\$ 23,784	\$ 27,023	\$ 33,573	\$ 27,979
Contract Services	\$ 31,084	\$ 35,244	\$ 35,000	\$ 47,217
Cost Allocation	\$ 23,099	\$ 2,868	\$ 9,984	\$ 22,103
Capital Outlays	\$ 11,849	\$ 19,688	\$ 93,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,429	\$ 7,507
<b>Total Expenditures</b>	<b>\$ 141,055</b>	<b>\$ 133,511</b>	<b>\$ 227,890</b>	<b>\$ 158,634</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (25,542)</b>	<b>\$ (15,197)</b>	<b>\$ 106,590</b>	<b>\$ 40,564</b>

## Staffing

Total current authorized positions - 0.40 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.40 FTE

# Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 77,225
Total Expenditures	\$ 97,162
Fund Balance	\$ -
General Fund Costs	\$ 19,937
% Funded by General Fund	20.5%
Total Staffing	0.20 FTE

## Program Overview

This program maintains Wilson Park pottery building to ensure efficient operations, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$97,162 for the Wilson Park Maintenance program. This represents an increase of \$33,998 (53.8%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage.

## Revenues and Expenditures

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



Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 77,225
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,225</b>
<b>Expenditures</b>				
Employee Compensation	\$ 17,999	\$ 19,031	\$ 18,167	\$ 18,565
Employee Benefits	\$ 9,890	\$ 10,089	\$ 10,361	\$ 10,338
Materials	\$ 12,594	\$ 14,070	\$ 15,217	\$ 16,156
Contract Services	\$ 12,506	\$ 13,952	\$ 10,000	\$ 37,013
Cost Allocation	\$ 2,814	\$ 5,737	\$ 8,158	\$ 12,432
Capital Outlays	\$ 1,200	\$ 24,446	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,261	\$ 2,658
<b>Total Expenditures</b>	<b>\$ 57,003</b>	<b>\$ 87,325</b>	<b>\$ 63,164</b>	<b>\$ 97,162</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 57,002</b>	<b>\$ 87,325</b>	<b>\$ 63,164</b>	<b>\$ 19,937</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 41,483
Total Expenditures	\$ 39,323
Fund Balance	\$ -
General Fund Costs	\$ (2,160)
% Funded by General Fund	-5.5%
Total Staffing	0.10 FTE

## Program Overview

This program maintains Portal Park building to ensure user efficient operations, satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$39,323 for the Portal Park Maintenance program. This represents an increase of \$2,116 (5.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 41,483
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,483</b>
<b>Expenditures</b>				
Employee Compensation	\$ 8,939	\$ 9,250	\$ 8,909	\$ 9,002
Employee Benefits	\$ 4,930	\$ 4,981	\$ 5,182	\$ 5,169
Materials	\$ 3,789	\$ 5,790	\$ 8,606	\$ 6,268
Contract Services	\$ 3,123	\$ 5,218	\$ 8,251	\$ 9,623
Cost Allocation	\$ 1,420	\$ 2,869	\$ 5,416	\$ 8,466
Capital Outlays	\$ 2,200	\$ 18,800	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 843	\$ 795
<b>Total Expenditures</b>	<b>\$ 24,401</b>	<b>\$ 46,908</b>	<b>\$ 37,207</b>	<b>\$ 39,323</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 24,401</b>	<b>\$ 46,908</b>	<b>\$ 37,207</b>	<b>\$ (2,160)</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 429,105
Fund Balance	\$ (429,105)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.70 FTE

## Program Overview

This program maintains Sport Center facilities to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$429,105 for the Sports Center Maintenance program. This represents a decrease of \$60,971 (-12.4%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Water Bottle Filler/Fountains	\$14,000	\$14,000	General Fund	Water Bottle Filler/Fountain
Total	\$14,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 66,612	\$ 75,499	\$ 65,543	\$ 66,021
Employee Benefits	\$ 30,439	\$ 43,295	\$ 34,021	\$ 34,095
Materials	\$ (36,612)	\$ 130,940	\$ 158,778	\$ 130,168
Contract Services	\$ 67,112	\$ 90,409	\$ 60,000	\$ 117,121
Cost Allocation	\$ 68,055	\$ 90,098	\$ 86,476	\$ 42,356
Capital Outlays	\$ 16,450	\$ 7,292	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ 75,000	\$ 14,000
Contingencies	\$ -	\$ -	\$ 10,258	\$ 25,344
<b>Total Expenditures</b>	<b>\$ 212,056</b>	<b>\$ 437,533</b>	<b>\$ 490,076</b>	<b>\$ 429,105</b>
<b>Fund Balance</b>	<b>\$ 192,562</b>	<b>\$ (437,533)</b>	<b>\$ (490,076)</b>	<b>\$ (429,105)</b>
<b>General Fund Costs</b>	<b>\$ 404,617</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.70 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.70 FTE

# Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 47,545
Total Expenditures	\$ 87,022
Fund Balance	\$ -
General Fund Costs	\$ 39,477
% Funded by General Fund	45.4%
Total Staffing	0.20 FTE

## Program Overview

This program maintains Creekside Park building to ensure efficient operations, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$87,022 for the Creekside Park Maintenance program. This represents an increase of \$21,232 (32.3%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage and a change in cost allocation methodology.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 89,958	\$ 80,300	\$ 60,650	\$ 47,545
<b>Total Revenues</b>	<b>\$ 89,958</b>	<b>\$ 80,300</b>	<b>\$ 60,650</b>	<b>\$ 47,545</b>
<b>Expenditures</b>				
Employee Compensation	\$ 18,722	\$ 16,642	\$ 20,025	\$ 20,391
Employee Benefits	\$ 9,813	\$ 8,664	\$ 9,616	\$ 9,656
Materials	\$ 8,889	\$ 10,218	\$ 16,324	\$ 10,345
Contract Services	\$ 13,168	\$ 15,372	\$ 10,000	\$ 26,546
Cost Allocation	\$ 12,290	\$ 2,868	\$ 8,509	\$ 17,199
Capital Outlays	\$ 192	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,316	\$ 2,885
<b>Total Expenditures</b>	<b>\$ 63,074</b>	<b>\$ 53,764</b>	<b>\$ 65,790</b>	<b>\$ 87,022</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (26,884)</b>	<b>\$ (26,536)</b>	<b>\$ 5,140</b>	<b>\$ 39,477</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 233,028
Total Expenditures	\$ 301,343
Fund Balance	\$ -
General Fund Costs	\$ 68,315
% Funded by General Fund	22.7%
Total Staffing	0.50 FTE

## Program Overview

This program maintains Community Hall and interactive fountain to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$301,343 for the Community Hall Maintenance program. This represents an increase of \$50,015 (19.9%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage and a change in cost allocation methodology.

## Revenues and Expenditures

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



Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 275,140	\$ 27,280	\$ 202,167	\$ 233,028
<b>Total Revenues</b>	<b>\$ 275,140</b>	<b>\$ 27,280</b>	<b>\$ 202,167</b>	<b>\$ 233,028</b>
<b>Expenditures</b>				
Employee Compensation	\$ 32,122	\$ 33,952	\$ 36,262	\$ 38,039
Employee Benefits	\$ 19,386	\$ 19,540	\$ 20,686	\$ 20,927
Materials	\$ 44,090	\$ 45,005	\$ 66,425	\$ 71,214
Contract Services	\$ 33,471	\$ 66,422	\$ 105,000	\$ 132,750
Cost Allocation	\$ 7,020	\$ 3,825	\$ 14,384	\$ 28,215
Capital Outlays	\$ 54,296	\$ 94,760	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 8,571	\$ 10,198
<b>Total Expenditures</b>	<b>\$ 190,385</b>	<b>\$ 263,504</b>	<b>\$ 251,328</b>	<b>\$ 301,343</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (84,755)</b>	<b>\$ 236,225</b>	<b>\$ 49,161</b>	<b>\$ 68,315</b>

## Staffing

Total current authorized positions - 0.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.50 FTE

# Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 21,469
Total Expenditures	\$ 55,445
Fund Balance	\$ -
General Fund Costs	\$ 33,976
% Funded by General Fund	61.3%
Total Staffing	0.10 FTE

## Program Overview

This program maintains the Teen Center area below the Sports Center to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$55,445 for the Teen Center Maintenance program. This represents a decrease of \$40,579 (-42.3%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Storefront Door Installation	\$17,000	\$17,000	General Fund	Storefront Door Installation
Total	\$17,000			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 44,312	\$ 97,868	\$ 80,867	\$ 21,469
<b>Total Revenues</b>	<b>\$ 44,312</b>	<b>\$ 97,868</b>	<b>\$ 80,867</b>	<b>\$ 21,469</b>
<b>Expenditures</b>				
Employee Compensation	\$ 9,270	\$ 9,957	\$ 9,009	\$ 9,746
Employee Benefits	\$ 4,981	\$ 5,037	\$ 5,182	\$ 5,169
Materials	\$ 11,581	\$ 6,413	\$ 10,173	\$ 40
Contract Services	\$ 19,411	\$ -	\$ 14,000	\$ 17,049
Cost Allocation	\$ 6,082	\$ 2,869	\$ 3,951	\$ 5,587
Special Projects	\$ -	\$ -	\$ 50,000	\$ 17,000
Contingencies	\$ -	\$ -	\$ 3,709	\$ 854
<b>Total Expenditures</b>	<b>\$ 51,325</b>	<b>\$ 24,276</b>	<b>\$ 96,024</b>	<b>\$ 55,445</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 7,012</b>	<b>\$ (73,592)</b>	<b>\$ 15,157</b>	<b>\$ 33,976</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 85,967
Total Expenditures	\$ 143,869
Fund Balance	\$ -
General Fund Costs	\$ 57,902
% Funded by General Fund	40.2%
Total Staffing	0.20 FTE

## Program Overview

This program maintains park restrooms to ensure efficient operations, user satisfaction, and community pride.

## Service Objectives

- Provide clean and functioning restrooms at various park locations.
- Respond 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$143,869 for the Park Bathrooms Maintenance program. This represents a decrease of \$24,991 (-14.8%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 85,967
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,967</b>
<b>Expenditures</b>				
Employee Compensation	\$ 15,689	\$ 16,726	\$ 16,897	\$ 17,697
Employee Benefits	\$ 7,346	\$ 8,511	\$ 8,477	\$ 8,448
Materials	\$ 26,196	\$ 12,451	\$ 25,080	\$ 13,279
Contract Services	\$ 28,604	\$ 29,459	\$ 75,000	\$ 84,961
Cost Allocation	\$ 2,932	\$ 1,912	\$ 8,402	\$ 14,572
Capital Outlays	\$ 3,305	\$ 28,152	\$ 30,000	\$ -
Contingencies	\$ -	\$ -	\$ 5,004	\$ 4,912
<b>Total Expenditures</b>	<b>\$ 84,072</b>	<b>\$ 97,211</b>	<b>\$ 168,860</b>	<b>\$ 143,869</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 84,071</b>	<b>\$ 97,211</b>	<b>\$ 168,860</b>	<b>\$ 57,902</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 322,155
Total Expenditures	\$ 450,915
Fund Balance	\$ -
General Fund Costs	\$ 128,760
% Funded by General Fund	28.6%
Total Staffing	0.90 FTE

## Program Overview

This program maintains Blackberry Farm buildings and facilities to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$450,915 for the Blackberry Farm Maintenance program. This represents a decrease of \$105,199 (-18.9%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 380,515	\$ 339,664	\$ 444,766	\$ 322,155
<b>Total Revenues</b>	<b>\$ 380,515</b>	<b>\$ 339,664</b>	<b>\$ 444,766</b>	<b>\$ 322,155</b>
<b>Expenditures</b>				
Employee Compensation	\$ 55,440	\$ 59,840	\$ 66,363	\$ 71,727
Employee Benefits	\$ 33,282	\$ 39,467	\$ 38,538	\$ 40,026
Materials	\$ 97,435	\$ 105,132	\$ 104,601	\$ 110,107
Contract Services	\$ 54,148	\$ 76,745	\$ 55,000	\$ 86,582
Cost Allocation	\$ 52,724	\$ 8,606	\$ 83,822	\$ 122,841
Capital Outlays	\$ 16,288	\$ 74,498	\$ 200,000	\$ -
Contingencies	\$ -	\$ -	\$ 7,790	\$ 19,632
<b>Total Expenditures</b>	<b>\$ 309,317</b>	<b>\$ 364,288</b>	<b>\$ 556,114</b>	<b>\$ 450,915</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (71,198)</b>	<b>\$ 24,624</b>	<b>\$ 111,348</b>	<b>\$ 128,760</b>

## Staffing

Total current authorized positions - 0.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.90 FTE

# Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 52,243
Fund Balance	\$ -
General Fund Costs	\$ 52,243
% Funded by General Fund	100.0%
Total Staffing	0.00 FTE

## Program Overview

This program maintains the Traffic Operations Center on Franco Court to ensure efficient operations, user satisfaction, and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for city employees.
- Respond to requests made by Traffic Operations Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

## Proposed Budget

It is recommended that City Council approve a budget of \$52,243 for the Franco Traffic Operations Center program. This represents an increase of \$16,610 (46.6%) from the FY 2019 Adopted Budget.

This increase is mainly due to special project requests and a change in cost allocation methodology.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Traffic Box Art Coating	\$7,500	\$7,500	General Fund	Traffic Box Art Coating
Total	\$7,500			



## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ -	\$ -	\$ -	\$ 137
Cost Allocation	\$ -	\$ -	\$ 35,633	\$ 44,599
Special Projects	\$ -	\$ -	\$ -	\$ 7,500
Contingencies	\$ -	\$ -	\$ -	\$ 7
<b>Total Expenditures</b>	\$ -	\$ -	\$ 35,633	\$ 52,243
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ -	\$ 35,633	\$ 52,243

## Staffing

Total current authorized positions - 0.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.00 FTE

# Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ 966,184
Total Expenditures	\$ 925,023
Fund Balance	\$ -
General Fund Costs	\$ (41,161)
% Funded by General Fund	-4.4%
Total Staffing	3.50 FTE

## Program Overview

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage all modes of travel 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.
- Encourage the use of alternate modes of transportation to the single occupancy vehicle through the implementation of recommendations from the Bicycle and Pedestrian Transportation Plans.
- Supports transit initiatives, ride-share programs, carpool programs, and transportation planning work for all modes of transportation.

## Proposed Budget

It is recommended that City Council approve a budget of \$925,023 for the Traffic Engineering program. This represents a decrease of \$521,672 (-36.1%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of several special projects.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 55,000	\$ -	\$ -
Charges for Services	\$ 924,468	\$ 659,196	\$ 458,500	\$ 966,184
<b>Total Revenues</b>	<b>\$ 924,468</b>	<b>\$ 714,196</b>	<b>\$ 458,500</b>	<b>\$ 966,184</b>
<b>Expenditures</b>				
Employee Compensation	\$ 395,224	\$ 376,704	\$ 466,791	\$ 474,818
Employee Benefits	\$ 165,368	\$ 149,555	\$ 193,270	\$ 198,781
Materials	\$ 8,492	\$ 14,422	\$ 11,555	\$ 105,292
Contract Services	\$ 271,058	\$ 147,477	\$ 236,800	\$ 13,546
Cost Allocation	\$ 82,633	\$ 92,467	\$ 106,461	\$ 126,644
Special Projects	\$ 898,279	\$ 679,808	\$ 420,500	\$ -
Contingencies	\$ -	\$ -	\$ 11,318	\$ 5,942
<b>Total Expenditures</b>	<b>\$ 1,821,054</b>	<b>\$ 1,460,433</b>	<b>\$ 1,446,695</b>	<b>\$ 925,023</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 896,587</b>	<b>\$ 746,237</b>	<b>\$ 988,195</b>	<b>\$ (41,161)</b>

## Staffing

Total current authorized positions - 3.50 FTE

There are no changes to the level of staffing.

Total recommended positions - 3.50 FTE

# Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 554,759
Fund Balance	\$ -
General Fund Costs	\$ 554,759
% Funded by General Fund	100.0%
Total Staffing	2.00 FTE

## Program Overview

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City's 60 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$554,759 for the Traffic Signal Maintenance program. This represents an increase of \$28,229 (5.4%) from the FY 2019 Adopted Budget.

The increase in materials is primarily attributable to better align the budget with prior year actual expenditures.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 89,777	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 89,777</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 206,118	\$ 184,997	\$ 227,033	\$ 222,997
Employee Benefits	\$ 94,818	\$ 78,508	\$ 100,910	\$ 95,775
Materials	\$ 47,234	\$ 97,897	\$ 61,984	\$ 103,612
Contract Services	\$ 94,617	\$ 41,657	\$ 42,000	\$ 43,377
Cost Allocation	\$ 66,029	\$ 127,856	\$ 84,404	\$ 81,649
Capital Outlays	\$ 128,318	\$ (23,995)	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 10,199	\$ 7,349
<b>Total Expenditures</b>	<b>\$ 637,134</b>	<b>\$ 506,920</b>	<b>\$ 526,530</b>	<b>\$ 554,759</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 547,357</b>	<b>\$ 506,921</b>	<b>\$ 526,530</b>	<b>\$ 554,759</b>

## Staffing

Total current authorized positions - 2.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 2.00 FTE

# Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 553,777
Fund Balance	\$ -
General Fund Costs	\$ 553,777
% Funded by General Fund	100.0%
Total Staffing	1.00 FTE

## Program Overview

Safe Routes 2 School seeks to engage local schools, school districts, parent organizations, community groups, and the Santa Clara County Sheriff's Office in the mission of reducing Singular Occupancy Vehicle (SOV) travel to and from school in order to reduce carbon emission and car traffic and increase student safety. The program seeks to achieve these objectives through education, encouragement, enforcement, and engineering infrastructure changes in and around Cupertino schools.

## Service Objectives

- Help to improve the health and well-being of children by increasing the number of students who walk or bike to school.
- Develop partnerships with school administrators, staff, parents, and children.
- Encourage and empower more students and families to walk, bike, carpool, and take alternative transit to school.
- Adjust signage and infrastructure surrounding Cupertino schools to facilitate a safer environment for bicycle and pedestrian travel.
- Educate students and families about the benefits of walking and bicycling to school; health, environmental protection, academic improvements, community building and more.
- Minimize gaps in communication between City, School Districts, and Schools and collaborate on efforts to increase student safety.

## Proposed Budget

It is recommended that City Council approve a budget of \$553,777 for the Safe Routes 2 School program. This represents an increase of \$107,278 (24.0%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for crossing guard services, including the increase in minimum wage and a change in cost allocation methodology.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ 1,500	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ 98,299	\$ 106,103	\$ 110,126
Employee Benefits	\$ -	\$ 34,867	\$ 40,829	\$ 41,440
Materials	\$ -	\$ 20,926	\$ 32,575	\$ 19,888
Contract Services	\$ -	\$ 16,646	\$ 235,000	\$ 281,833
Cost Allocation	\$ -	\$ 9,562	\$ 18,613	\$ 85,404
Contingencies	\$ -	\$ -	\$ 13,379	\$ 15,086
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 180,300</b>	<b>\$ 446,499</b>	<b>\$ 553,777</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 178,801</b>	<b>\$ 446,499</b>	<b>\$ 553,777</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# Minor Storm Drain Improvement

Budget Unit 210-90-978

Storm Drain Improvement - Non-Departmental - Minor Storm Drain Improvement

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## 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.

## Proposed Budget

There is no budget requested for this program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Total Revenues	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Capital Outlays	\$ 4,000	\$ 9,000	\$ -	\$ -
Total Expenditures	\$ 4,000	\$ 9,000	\$ -	\$ -
Fund Balance	\$ (4,000)	\$ (9,000)	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ -



## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Fixed Assets Acquisition

Budget Unit 630-90-985

Vehicle/Equip Replacement - Non-Departmental - Fixed Assets Acquisition

## Budget at a Glance

	2020 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 594,100
Fund Balance	\$ (594,100)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## 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 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$594,100 for the Fixed Assets Acquisition program. This represents an increase of \$56,100 (10.4%) from the FY 2019 Adopted Budget.

## Special Projects

The following table shows the special projects for the fiscal year.

<b>Replacement Vehicles</b>	<b>Cost</b>
Replace #92 Crown Victoria	\$40,000
Replace #3 Ranger	\$55,000
Replace #77 Ranger	\$55,000
Replace #45 F250	\$55,000
Replace #27 F350	\$70,000
<b>Total Replacement Vehicle</b>	<b>\$275,000</b>
<b>Replacement Equipment</b>	
Replace #117 loader	\$159,100
Replace #122 Bandit	\$90,000
Replace #191 Club Car	\$15,000
Replace #147 message board	\$22,000
Replace #177 Walker	\$18,000
Replace #187 Club Car	\$15,000
<b>Total Replacement Equipment</b>	<b>\$319,100</b>
<b>Grand Total</b>	<b>\$594,100</b>

## Revenues and Expenditures

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

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Special Projects	\$ 5,217	\$ (57,290)	\$ 538,000	\$ 594,100
<b>Total Expenditures</b>	<b>\$ 5,217</b>	<b>\$ (57,290)</b>	<b>\$ 538,000</b>	<b>\$ 594,100</b>
<b>Fund Balance</b>	<b>\$ (5,217)</b>	<b>\$ 57,290</b>	<b>\$ (538,000)</b>	<b>\$ (594,100)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE