

# FISCAL YEAR 2020-2021 Proposed Budget



Mission Statement:

The City of Mountain View provides quality services and facilities that meet the needs of a caring and diverse community in a financially responsible manner.

# **THE CITY OF MOUNTAIN VIEW, CALIFORNIA OPERATING BUDGET FISCAL YEAR 2020-21**

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# City of Mountain View California

## City Officials

### City Council

Mayor – Margaret Abe-Koga

Vice Mayor – Ellen Kamei

Christopher R. Clark

Alison Hicks

Lisa Matichak

John McAlister

Lucas Ramirez

### Executive Staff

City Manager – Kimbra McCarthy

City Attorney – Krishan Chopra

City Clerk – Lisa Natusch

Assistant City Manager/Chief Operating Officer – Audrey Seymour Ramberg

CIO/Information Technology Director – Roger R. Jensen

Finance and Administrative Services Director – Jesse Takahashi

Assistant City Manager/Community Development Director – Aarti Shrivastava

Public Works Director – Dawn Cameron

Community Services Director – John Marchant

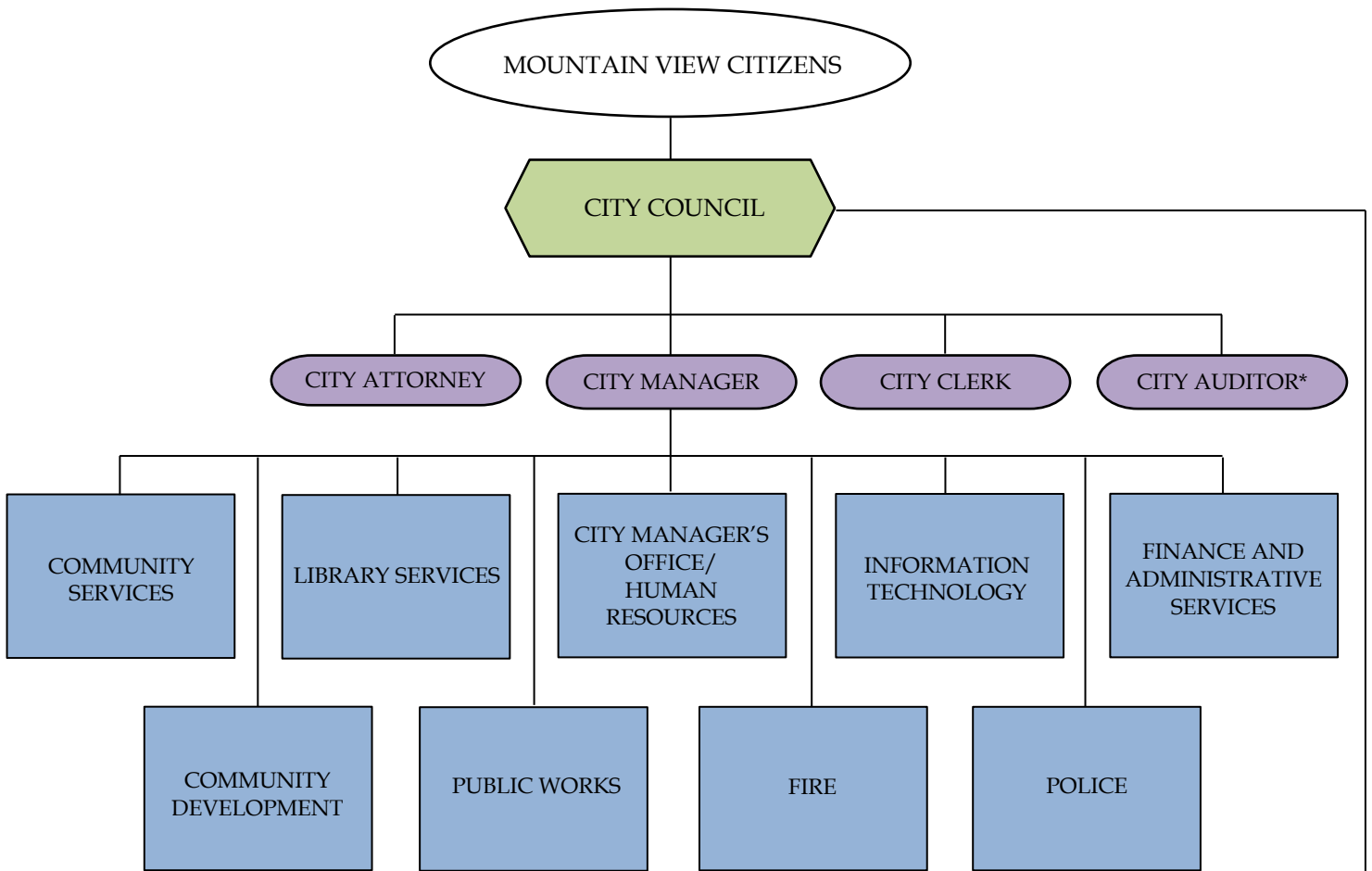
Library Services Director – Tracy Gray

Fire Chief – Juan Diaz

Police Chief – Max Bosel



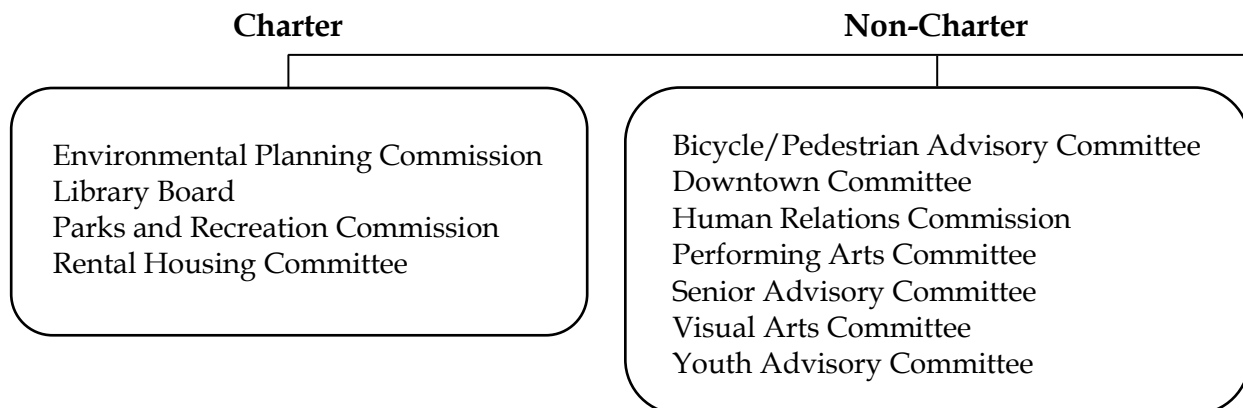
# CITY GOVERNMENT ORGANIZATION



**KEY:**

- ELECTED
- APPOINTED BY COUNCIL
- APPOINTED BY CITY MANAGER

## CITY BOARDS, COMMISSIONS, AND COMMITTEES



\* Finance and Administrative Services Director serves as City Auditor.

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# INTRODUCTION



OFFICE OF THE CITY MANAGER

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650-903-6301 • Fax 650-962-0384

June 9, 2020

Honorable City Council  
City of Mountain View

Honorable Mayor and Members of the City Council:

We are pleased to present for your consideration the Fiscal Year 2020-21 Proposed Operating Budget. Formal adoption of the budget is scheduled after a second public hearing on June 23, 2020. This transmittal summarizes the Proposed Budget.

**INTRODUCTION**

This has been an unprecedented time for the City of Mountain View, the nation, and the entire world, due to the impacts of COVID-19. The World Health Organization (WHO) declared COVID-19 a global pandemic on March 11, 2020. The City subsequently declared a local emergency on March 12, 2020, and a Countywide shelter-in-place order began on March 17, 2020. The shelter-in-place order has been extended twice and is currently in effect with some easing of restrictions since the initial order. At the time of developing the Fiscal Year 2020-21 Proposed Budget, the world has been grappling with the effects of COVID-19.

The economic impacts of COVID-19 to the Federal, State, and regional economies have been unparalleled and continue to remain uncertain. Since the pandemic began, almost 39 million Americans have lost their jobs and filed for unemployment benefits, including more than 4.8 million Californians. As of April 2020, the Statewide unemployment rate has climbed to 15.5 percent. In Mountain View, some businesses have closed and thousands of residents have lost their jobs. The stock market has lost several trillion dollars in a few short weeks; the Federal Open Market Committee (FOMC) reacted sharply with a 50-basis-point reduction in the Federal Funds Discount Rate (Discount Rate) on March 3, 2020 and again on March 15, 2020 with an additional 100-basis-point reduction, impacting the City's investment income.

And yet even during this unprecedented event, over these last few months, the City has pivoted quickly to respond to the crisis and staff is adapting to changes on a daily basis while serving the Mountain View community at the highest standard. The Citywide team has embraced new innovations and efficiencies, and we are transforming the way we do business, including:

- Conducting meetings virtually by Zoom videoconference, including eight City Council meetings to date and numerous advisory body meetings;
- Using digital signatures for contracts in all departments;
- Implementing a paperless permitting process and digital plan review for new projects;
- Offering virtual recreation classes;
- Deploying an online appointment scheduling system for Building, Fire, Planning, and Police;
- Increasing the City's online Library by more than 500 e-books and e-audiobooks;
- Installing automatic pedestrian recall ("no touch") at 23 traffic intersections;
- Redeploying staff to help nonprofit community organizations with food distribution efforts and translation services;
- Streamlining the telecommuting program to more than 400 employees working from home;
- Activating the Emergency Operations Center (EOC) and drafting the COVID-19 recovery plan;
- Piloting three Safe Parking Lots for 116 unstably housed residents to park 24/7;
- Placing more than 15 portable restrooms and handwashing stations around the City for the homeless and unstably housed;
- Providing over 5,000 face masks to the community and assessing vulnerable populations on a daily basis;
- Creating a small business call center where employees called over 700 small businesses to provide resources and support;

- Implementing an online employee wellness program;
- Partnering with Santa Clara County to provide COVID-19 mobile testing services at City parking lots;
- Networking through 90 Spanish-language Ambassadors and Chinese and Russian community groups;
- Planning for the closure of downtown Castro Street to vehicles so restaurants can expand services and allow for safe pedestrian access and physical distancing;
- Delivering the latest COVID-19 updates to the community through *"The Briefing,"* a mobile-friendly daily newsletter with curated content;
- Holding a virtual Town Hall to provide the latest information to our residents and hear from our Congressional leadership; and
- Creating the Mountain View Resiliency Roundtable for stakeholders to collaborate on how to move forward together as a community.

In addition, over the last three months, the City Council has enacted a package of measures designed to assist the most impacted members of the community, the efforts of which will continue in Fiscal Year 2020-21, including:

- \$2.6 million for the Rent Relief Program to help renters in need;
- \$400,000 for the Small Business Assistance Program, with a \$400,000 match from Google, and \$100,000 from LinkedIn, providing microloans to more than 150 small businesses;
- \$100,000 for the Small Landlord Assistance Program to help small apartment complex owners with fewer than nine units;
- \$100,000 for the Utility Bill Assistance Program to help residents offset a portion of their utility bill;
- \$100,000 for the safe parking program at Evelyn and Terra Bella Avenues;
- \$50,000 for mobile sanitation stations; and
- \$50,000 for food gift cards for homeless and unstably housed residents.



In addition to these initiatives, the #TogetherMV effort began in March with the creation of an online donation portal on the City's website, where individuals can donate money to either the Rent Relief Program or the Small Business Assistance Program. To date, the fund has received donations from more than 630 individuals, raising more than \$125,000.

Although the City has devoted available one-time funding resources towards the aforementioned efforts, the City's revenues have been negatively impacted with an estimated loss of approximately \$8.2 million in the General Operating Fund (GOF) for Fiscal Year 2019-20 since the shelter-in-place order began, similar to what other government agencies are experiencing. For the GOF, Sales Tax revenue has sharply declined as nonessential businesses and some restaurants have closed or ceased providing services. Conferences, business travel, and large-group gatherings have been halted or canceled, impacting hotel stays and reducing Transient Occupancy Tax (TOT) revenue. In addition, Charges for Service revenue has also been impacted as Recreation events and classes were canceled and refunds processed. For the Development Services Fund, permit revenues have sharply declined due to City Hall closure and a temporary halt in construction activity. For the Shoreline Golf Links/Michaels at Shoreline Fund, all revenues have been affected due to closure of the facilities. For the Enterprise Funds, service charge revenues are down due to business closures.

Even though there has been a significant loss of revenue in the current fiscal year, the budget will remain balanced. A positive net operating balance at the beginning of the fiscal year, coupled with expenditure savings and reductions to certain reserve transfers, offsets the revenue loss.

Due to the timing of when revenues are received and the timing of preparing this Proposed Budget document, staff had to make various assumptions on the potential future financial impact of COVID-19. In making these assumptions, staff obtained information from the City's revenue consultants and reviewed how the City's revenues were impacted in prior recessions, taking into consideration how revenues may be impacted differently due to the unique and unprecedented circumstances of COVID-19.

The City has historically taken proactive and strategic steps to ensure the City's fiscal health and sustainability, including diversifying its revenues, adopting a structurally balanced annual budget, funding long-term needs, and maintaining prudent reserves. These practices have positioned the City to better withstand the economic disruption caused by the COVID-19 pandemic. Examples of strategic steps include aligning revenue sources to committed expenditures, including the Ameswell development revenue, which Council approved using for the debt service on a new future Police/Fire

Administration Building. Another fiscally prudent strategy is not relying on potential “at risk” revenue for operating expenditures, such as a portion of lease revenue that may be lost during revaluation periods.

Consequently, current projections indicate the City can maintain current service levels in Fiscal Year 2020-21 with sufficient revenues to fund operating expenditures, including salary and benefit costs, and other priorities. Notably, unlike in past years, there is a limited amount of funding available for long-term liabilities and strategic reserves, and in an abundance of caution, the City is filling staffing vacancies on a case-by-case basis, prioritizing sworn safety personnel and positions critical to COVID-19 response efforts.

Taking into account the ongoing situation we are currently experiencing, development of the Fiscal Year 2020-21 Proposed Budget incorporates the following priority areas:

- Essential service delivery and COVID-19 community response efforts, including services for the most vulnerable residents;
- Return or recovery of Citywide operations once the shelter-in-place order is modified;
- Economic development and small business strategy efforts;
- Public communications, engagement, and community-building;
- Strategic planning for the future, with an emphasis on innovation, efficiency, and operational improvements designed to better serve the community and achieve desired outcomes as we adapt to the crisis and the “next normal.”

There are many unknown impacts on the horizon, and if additional adjustments for Fiscal Year 2020-21 are determined to be necessary, they may be requested and assessed at midyear, or sooner, if essential and feasible based on the City’s fiscal condition. To maintain a focus on the fiscal condition, staff will bring quarterly updates to Council to maintain an ongoing conversation regarding potential budget impacts and necessary adjustments.

The Fiscal Year 2020-21 Proposed Budget document, which includes all City funds, is divided into nine sections as follows:

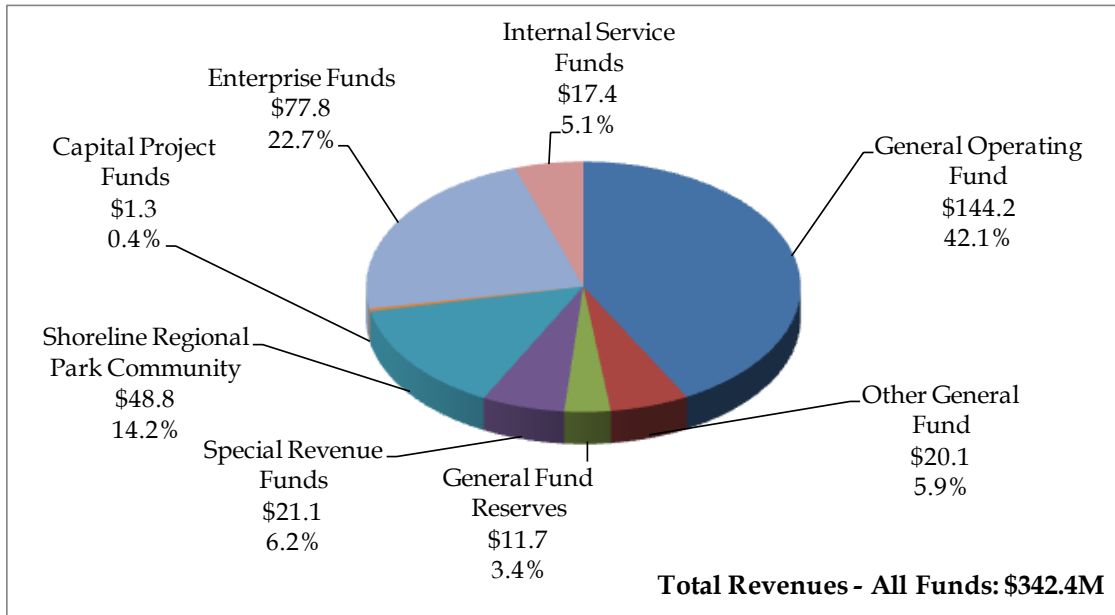
1. Introduction—Includes a summary of the City’s overall financial plan and proposed changes;
2. City and Community Information—Includes the community profile and other information about the City;
3. General Operating Fund Forecast—Includes the GOF Five-Year revenue and expenditure forecast;
4. Department Budgets—Includes operating plans for all City departments;
5. Fund Schedules—Includes proposed budgets for all funds;
6. Capital Improvement Projects—Includes the Proposed Capital Improvement Program (CIP) for Fiscal Year 2020-21 and the remaining years of the Five-Year CIP;
7. Miscellaneous Information—Includes description of the budget process, position listing, debt administration and payments, and other information;
8. Shoreline Regional Park Community—Includes the proposed budget for the Shoreline Regional Park Community; and
9. Glossary and Index—Includes the glossary and index for this document.

This budget has been prepared in accordance with Section 1103 of the City Charter, the State Constitutional limit on the proceeds of taxes, and all applicable regulations.

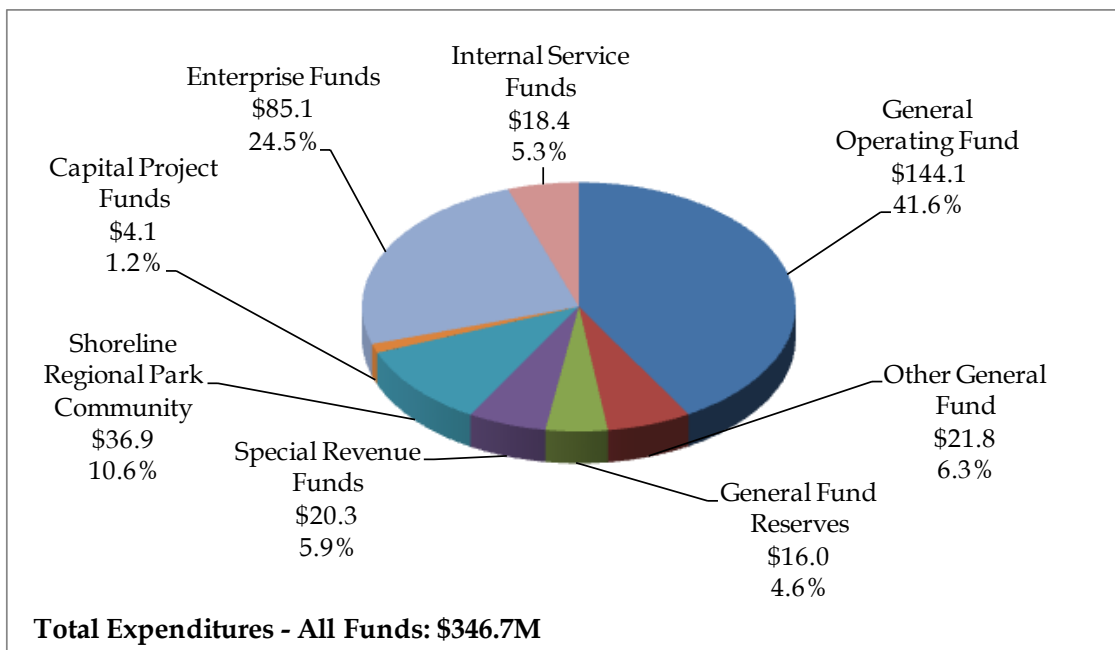
### **FISCAL YEAR 2020-21 BUDGET OVERVIEW**

The total Proposed Budget for Fiscal Year 2020-21 is \$342.4 million in revenues and \$346.7 million in expenditures. Expenditures are greater than revenues as some expenditures, such as capital projects, are funded from existing available resources. The Fund Schedules Section of this document presents the City’s financial picture in detail.

**Total Fiscal Year 2020-21 Proposed Revenues – All Funds  
(dollars in millions)**



**Total Fiscal Year 2020-21 Proposed Expenditures – All Funds  
(dollars in millions)**





## **GENERAL OPERATING FUND**

The GOF is the single largest City fund and provides funding for core services, including Police, Fire, Parks, Recreation, Library, some Planning, Public Works, and all City Administration functions, including the City Attorney, City Clerk, City Manager's Office, Finance and Administrative Services, and Information Technology. As previously stated, the GOF's financial health is shaped in large part by positive and negative economic forces beyond the City's control. Many GOF revenues are driven by the economic climate of Silicon Valley, the greater Bay Area, and the State. During the Great Recession of 2008, due primarily to declines in Property Taxes, Sales Taxes, and Transient Occupancy Tax revenues, the GOF faced structural deficits before corrective actions were taken for four consecutive fiscal years. In strategically and proactively addressing these ongoing structural deficits, the City was able to better position itself for the economic recovery in the ensuing years leading up to today. In addition, the City's sound fiscal practices and budget discipline have allowed the City to maintain its AAA credit rating for more than 10 years, a status held by only a minority of other California cities.

Staff continually monitors the General Operating Fund revenues and expenditures throughout the year. Notably, estimates included in this Proposed Budget were difficult to confidently project due to the uncertainty of the current economic climate and length of time the shelter-in-place order will continue, as both the short- and long-term impacts on the State and regional economies are unknown. For the Proposed Budget, staff used best estimates and will continue to modify assumptions over the next several months as additional information becomes available.

GOF revenues most impacted by the effects of COVID-19 are Sales Tax, Transient Occupancy Tax (TOT), rents and leases income, and Recreation fees and charges. It is possible that Property Taxes revenue may be impacted in the coming years, depending on the length and severity of the impacts to property owners. The County Assessor's Office expects increases in unsubstantiated appeals due to layoffs, bad economic news, and difficulty servicing debt through Fiscal Year 2020-21. The impact on investment earnings revenue will be more significant in future years as investments mature and are replaced with lower-yielding investments.

The City maintains fiscally prudent budgeting practices of balancing ongoing revenues to ongoing expenditures and adopting structurally balanced operating budgets. For the last several fiscal years, the City experienced strong revenue growth with a larger than normal net operating balance that allowed the City to address infrastructure needs and unfunded liabilities. This situation has helped the City to weather the revenue losses currently estimated in Fiscal Year 2019-20. Although it is difficult to forecast revenues

under this climate of extreme uncertainty, the Proposed GOF budget for Fiscal Year 2020-21 is currently estimated to be structurally balanced.

The General Operating Fund Proposed Budget is summarized below (dollars in thousands):

Total Revenues	\$144,162
Total Expenditures	(144,052)
Operating Balance	\$ <u>110</u>

Although revenues are currently estimated to be sufficient to fund proposed expenditures, they were difficult to confidently project due to the uncertainty of the current economic climate and the fact that they are highly dependent on the length of time the shelter-in-place order will continue. Staff will continue to modify assumptions over the next several months as additional information becomes available.

In Fiscal Year 2020-21, the City will not be able to address infrastructure needs and unfunded liabilities as the City was able to address during the previous six fiscal years. The following chart shows Fiscal Years 2014-15 through 2019-20 actual contributions to the City's unfunded liabilities (dollars in millions):

	Fiscal Years 2014-15 through 2016-17		Fiscal Year 2017-18		Fiscal Year 2018-19		Fiscal Year 2019-20		Total	
	PERS	OPEB	PERS	OPEB	PERS	OPEB	PERS	OPEB	PERS	OPEB
GOF	\$4.0 M	\$4.0 M	\$4.0 M	\$2.0 M	\$4.0 M	\$1.0 M	\$4.0 M	—	\$16.0 M	\$7.0 M
GNOF	\$3.5 M	\$2.5 M	\$6.0 M	\$2.0 M	\$2.0 M	—	\$2.0 M	—	\$13.5 M	\$4.5 M
Other Funds	\$1.54 M	—	\$2.35 M	—	\$1.59 M	—	\$1.59 M	—	\$7.07 M	—
Total	\$9.04 M	\$6.5 M	\$12.35 M	\$4.0 M	\$7.59 M	\$1.0 M	\$7.59 M	—	\$36.57 M	\$11.5 M

The overall funding status of the California Public Employees' Retirement System (CalPERS) has declined over the past decade due to a number of factors, such as the CalPERS Fund's investment losses, demographic assumption changes, and discount rate (investment rate of return) reductions. The City's funded status as of June 30, 2018, the date of the most recent valuation, is 70.7 percent combined for both safety and miscellaneous plans, up from 69.9 percent and 67.4 percent in the previous two fiscal years. The City's unfunded liability is \$235.8 million based on the latest actuarial valuation as of June 30, 2018.

For the CalPERS pension liability, the City Council adopted a strategy to contribute a significant lump-sum contribution of \$10.0 million (General Fund) in Fiscal Year 2017-18, as well as proportionate contributions from other funds. This contribution is included in the valuation of June 30, 2018. As part of this strategy, an additional \$10.0 million General Fund payment is proposed from future Google Parking Lease revenues, as well as proportionate contributions from other funds. These lease payments are on a calendar-year basis and begin January 2021 with \$1.0 million available to contribute to CalPERS in Fiscal Year 2020-21; however, staff recommends making the contribution the fiscal year after funds are received. Staff has recommended making additional lump-sum payments to CalPERS when possible to address this unfunded liability. No additional contribution to CalPERS is proposed for Fiscal Year 2020-21.

An unknown consideration on the horizon is whether CalPERS will lower its assumed investment rate of return, also called the discount rate. Should the discount rate be lowered, it would cause the City's annual pension contribution to increase significantly beyond the current estimated amount. CalPERS portfolio earnings have been significantly impacted by the COVID-19 crisis. For the first six months of the fiscal year, the CalPERS portfolio investment earnings were nearly 6.0 percent but are now currently negative 4.0 percent year to date. Actual returns for Fiscal Year 2019-20 will be reported in July 2020 and, although the market did recover some of the initial losses from a couple of months ago, it is expected that the returns will remain negative. The CalPERS investment losses experienced this fiscal year will impact the City's annual required contribution in Fiscal Year 2022-23. Investment losses are amortized over 20 years with a five-year ramp-up period to smooth the financial impact, then level amortization over the next 15 years.

The City's annual total expected pension contribution in Fiscal Year 2020-21 is \$29.3 million. A 5.0 percent CalPERS investment loss is estimated to increase the City's rates (absolute rate change, not percentage rate change) 6.5 percent for the Miscellaneous Plan and 11.5 percent for the Safety Plan by the end of the five-year ramp-up period (Fiscal Year 2026-27). A 5.0 percent investment loss could reduce the City's funded status by approximately 8.0 percent to 63.8 percent and 61.4 percent for Miscellaneous and Safety, respectively, based on information provided by CalPERS.

For other post-employment benefits (OPEB), or retirees' health obligation, the City has made great strides toward funding the actuarial accrued liability (AAL). The liability was last calculated as of July 1, 2019 along with projections for five years. For Fiscal Year 2020-21, the estimated actuarial accrued liability (AAL) is \$151.2 million using a 6.25 percent discount rate; this is 87.0 percent funded based on estimated assets as of June 30, 2020 of \$131.5 million. The liability will again be updated as of July 1, 2021

with the next actuarial update prepared during Fiscal Year 2021-22. Previously, all funds other than the GOF had contributed their full share of the unfunded AAL (UAAL). As noted in the table above, to reduce the GOF share of its UAAL, a total of \$11.5 million in additional funds have been budgeted and transferred towards this liability since Fiscal Year 2014-15.

A summary of the Fiscal Year 2020-21 General Operating Fund Proposed Budget is provided below. Details of the Proposed GOF revenues and expenditures are included on Page 5-4 and in the General Operating Fund Forecast section of this document.

### **General Operating Fund Five-Year Financial Forecast (Forecast)**

Included in this Proposed Budget document is the Forecast beginning on Page 3-1. Forecasting is an important part of a city's financial planning process. While it is challenging to accurately predict local government revenues due to the variable nature of the revenue sources and their connection to regional, State, national, and even international economic conditions, it is generally possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period which is useful to the City Council's decision-making. However, forecasting the impacts of COVID-19 is even more challenging, and financial trends are difficult to project with so much uncertainty surrounding the current economic climate and length of time the shelter-in-place order will continue, as both the short- and long-term impacts on the State and regional economy are unknown. The Forecast includes staff's best estimates for the projected fiscal outlook for the GOF (including the Fiscal Year 2020-21 Proposed Budget).

At this time, assuming the shelter-in-place order will be lifted by June 30, 2020 followed by a transition period before businesses are able to resume, the forecast indicates the City will experience a modest budget deficit starting in Fiscal Year 2021-22, and is expected to grow to approximately \$3.4 million in Fiscal Year 2022-23. The last two fiscal years of the forecast currently indicate positive balances, primarily due to revenue from projected development projects. It is important to note if development is hampered and does not occur, these balances would be reduced. Staff is continuing to refine the City's five-year forecast, and these projections will change as more information is known. Should the shelter-in-place be extended beyond June 30, 2020, there will be a larger decline in revenues and other actions may need to be taken to remain balanced. These additional scenarios are provided in the Forecast section of this Proposed Budget document.

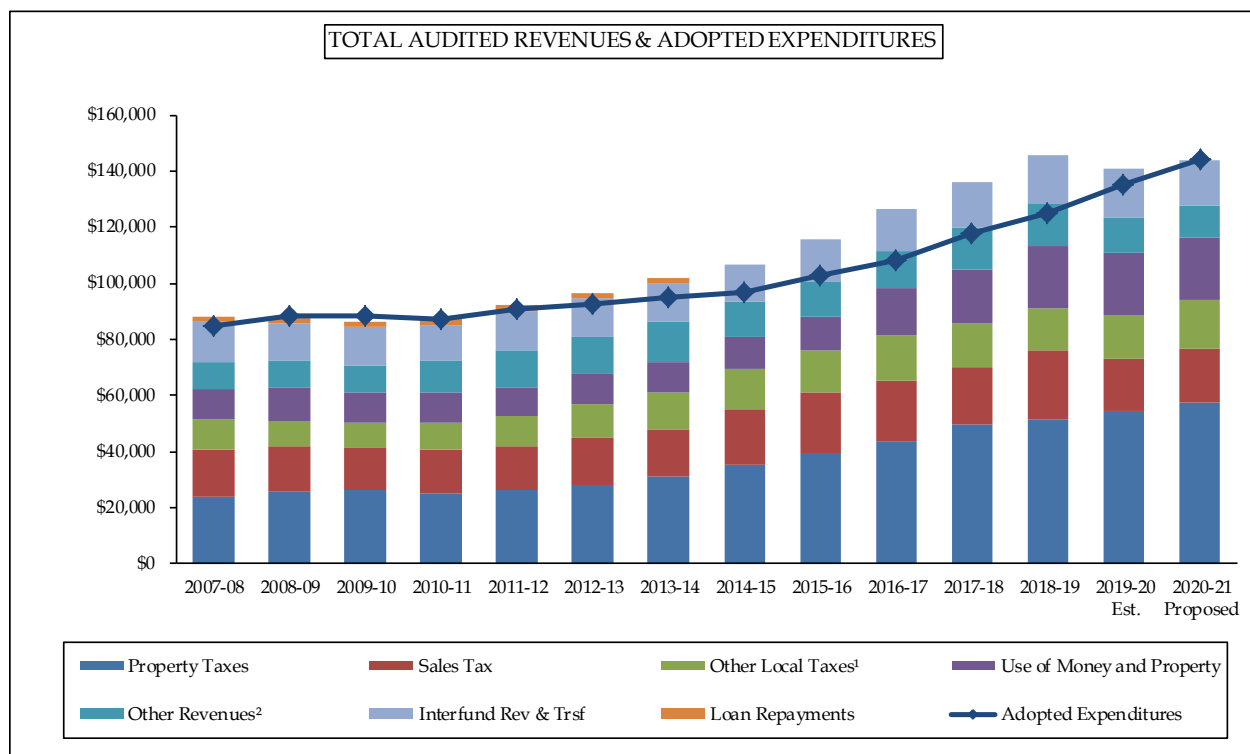


## **Fiscal Year 2020-21 General Operating Fund**

### **Revenues**

For Fiscal Year 2020-21, GOF revenues are currently projected to decline \$4.2 million (2.8 percent), compared to the current fiscal year Adopted Budget, to \$144.2 million. Most major categories of revenues are projected to decline from the Fiscal Year 2019-20 Adopted. More detail on each revenue source can be found in the Forecast.

The City's recent revenue history and estimated revenues for the current fiscal year and projected revenues for the upcoming fiscal year are as follows (dollars in thousands):



<sup>1</sup> Other Local Taxes consist of Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

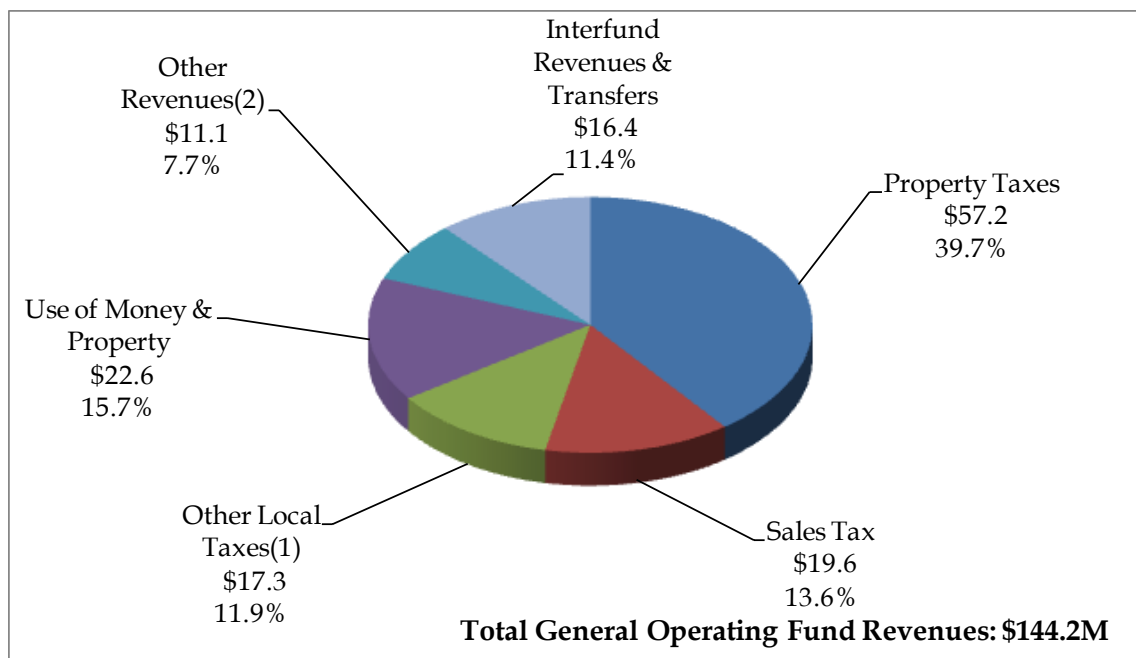
<sup>2</sup> Other Revenues consist of Licenses, Permits and Franchise Fees, Fines and Forfeitures, Intergovernmental, Charges for Services, and Miscellaneous Revenues.

This chart demonstrates the cyclical nature of the City's balance between revenues and expenditures. In recessionary years, small margins existed between GOF revenues and expenditures, while that gap widens during high-revenue-growth years as we experienced the last six fiscal years. The adopted expenditures in the chart include budget savings; however, for Fiscal Years 2008-09 through 2010-11, the actual budget

saving results were greater than adopted and were necessary to maintain a positive operating balance due to revenue shortfalls compared to budget. In comparison, Fiscal Years 2011-12 through 2014-15, actual budget savings declined, but revenues were greater than adopted.

A summary of the major categories of GOF Revenues for the Fiscal Year 2020-21 Proposed Budget is as follows:

**Fiscal Year 2020-21 General Operating Fund Proposed Revenues  
(dollars in millions)**



<sup>1</sup> Other Local Taxes consist of Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

<sup>2</sup> Other Revenues consist of Licenses, Permits and Franchise Fees, Fines and Forfeitures, Intergovernmental, Charges for Services, and Miscellaneous Revenues.

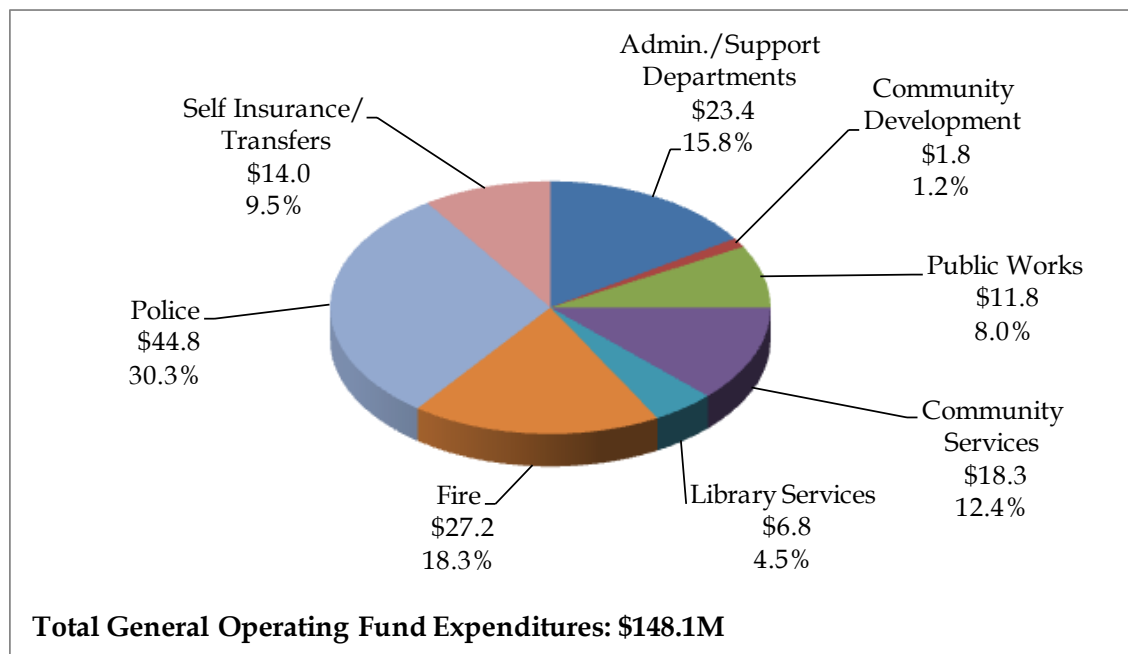
## Expenditures

Due to the significant drop in revenues, the Proposed Budget includes the addition of expenditures that are necessary and sustainable over the next few years in order to maintain a balanced GOF budget. To address heavy workloads, some current demands for resources are being addressed through limited-period funding.

The proposed expenditures for Fiscal Year 2020-21 include the addition of \$537,500 nondiscretionary increases (offset by \$12,500 new revenue), which preserves current service levels, and \$821,500 net discretionary additions for resources to meet demands. In total, including increases for personnel costs, there is a proposed 7.5 percent increase in expenditures from the Fiscal Year 2019-20 Adopted Budget, 6.4 percent net of estimated budget savings. The majority of the increase (5.7 percent) is related to personnel cost increases. Included in Proposed expenditures is an increase in estimated budget savings from \$2.3 million to \$4.0 million based on average savings over the prior five fiscal years.

The major components of GOF proposed expenditures by department are as follows:

### **Fiscal Year 2020-21 General Operating Fund Proposed Expenditures (dollars in millions)**



\* Admin./Support Departments include: City Council, City Clerk, City Attorney, City Manager, Information Technology, and Finance and Administrative Services.

Note: Excludes the \$4.0 million estimated budget savings.

### Fiscal Year 2020-21 Proposed Budget Changes

The following is a discussion of major proposed expenditure changes for Fiscal Year 2020-21.

#### *Nondiscretionary Increases*

For Fiscal Year 2020-21, a total of \$537,500 of nondiscretionary increases, offset by \$12,500 in new revenue, are included to fund existing and new required operational costs such as increases in information technology costs, janitorial cost increases, City utility cost increases, gas and electricity cost increases, and contract services. A listing of all nondiscretionary items, \$50,000 and over, are as follows (see Page 7-7 for a complete listing of nondiscretionary items with descriptions):

- **Janitorial Cost Increases for City Facilities:** \$314,800 (nine months)
- **Gas and Electricity Cost Increase:** \$64,500 (offset by \$12,500 revenue)

#### *Discretionary Expenditures*

Net new expenditures totaling \$821,500 are proposed for high-priority ongoing programs; \$444,800 is related to personnel (fully loaded cost). These are included in the Fiscal Year 2020-21 Proposed Budget and future projections in the Forecast. A listing of all discretionary items, \$50,000 and over, is as follows (see Page 7-13 for a complete listing of discretionary items with descriptions):

- **CMO – Digital Engagement and Marketing Strategist Position:** \$222,900
- **Strategic Planning and Innovation:** \$200,000
- **Reclassification of a Human Resources Manager Position to Human Resources Director:** \$97,200
- **CMO – Community Outreach Coordinator Position (0.50):** \$82,500
- **Operational Costs for Six New Parks:** \$77,500

#### *Limited-Period Expenditures*

Funding of \$3.9 million (excluding rebudgeted items) for new limited-period items, offset by \$12,000 in revenue, is included in the Proposed Budget; \$1.8 million is related

to personnel, most of which is a continuation of current staffing (notated with an \*). A listing of all limited-period items, \$50,000 and over, is as follows (see Page 7-19 for a complete listing of limited-period items with descriptions):

- **November 2020 Election:** \$325,600
- **Police Officer Position – Community Outreach\*:** \$278,000
- **Safe Parking Program:** \$250,000
- **Two Public Safety Dispatcher Overhire Positions (50 percent funded)\*:** \$208,500
- **Organizational Analysis:** \$200,000
- **City Council Major Goals Work Plan – Small Business Strategy:** \$200,000 new (\$275,000 total with \$75,000 rebudget)
- **Human Resources Analyst I/II Position\*:** \$194,100
- **Management Fellow Position\*:** \$164,000
- **Cyber Attack Monitoring Services:** \$150,000
- **HazMat Training:** \$143,900
- **Citywide Succession Planning:** \$125,000
- **Fire Training Overtime:** \$120,000
- **CSD – Communications Coordinator Position (0.50)\*:** \$100,600
- **Janitorial Services for Pool Buildings:** \$100,600
- **Two Police Officer Trainee Positions (25 percent funded)\*:** \$95,300
- **Community Services Officer (CSO) Overhire Position (0.50)\*:** \$91,800
- **Consultant Services for IT Desktop Technician:** \$83,900
- **Community Health Awareness Council (CHAC):** \$75,000
- **Program for Sidewalk Ramping, Grinding, and Inspecting:** \$75,000
- **Fire Operations Training:** \$64,100

- **PW Hourly Staff to Support the Traffic Section: \$60,000**
- **PW Hourly Staff to Support the Capital Projects Section: \$60,000**
- **Continue Community Center Pilot Program for Day Porter Services: \$58,800**
- **Employee Wellness Program: \$53,000**
- **CAO – Legal Services: \$50,000**
- **Employee Relations/Labor Negotiations Attorney Services: \$50,000**
- **Sustainability Fellow Contract: \$50,000**

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\* Represents a continuing limited-period or overhire position.

#### **General Fund Carryover Available for Allocation**

The Fiscal Year 2019-20 estimated GOF operating balance carryover (subject to changes in assets and liabilities and grants/donations carryovers), prior fiscal year unallocated balance of \$6.3 million, and one-time revenues of \$2.4 million (net of \$800,000 allocated midyear) totals \$9.0 million and is proposed to fund the following items included in the Proposed Budget:

- \$3.9 million for limited-period expenditures, as noted above (excluding rebudgeted items);
- \$600,000 General Fund Reserve (to bring to minimum policy level of 20 percent); and
- \$1.3 million Compensated Absences Reserve.

In addition, for Fiscal Year 2019-20, there is \$600,000 recommended to fund COVID-19 emergency expenditures and \$500,000 recommended to transfer to the Shoreline Golf Links/Shoreline at Michaels Restaurant Fund for the anticipated deficit due to the shelter-in-place closure. Staff will return to Council after the conclusion of the fiscal year-end audit with any modifications and final balances available for allocation.

## **OTHER MAJOR FUNDS**

### **Other General Funds**

#### **Development Services Fund**

Development Services is a General Fund program separated from the GOF in order to facilitate better tracking and accounting. This separation was established to allow for an effective way to match revenues and expenditures. Initially created for Building Services, this fund was expanded for Fiscal Year 2014-15 to more fully encompass all development activity.

Development activity has been impacted by COVID-19 and the shelter-in-place order. Fiscal Year 2020-21 total projected operating revenues are \$15.1 million, \$2.5 million (14.0 percent) lower than current fiscal year adopted, approximately \$731,000 lower than estimated. Total proposed operating expenditures are \$16.7 million. This includes nondiscretionary and discretionary increases of \$37,500 and new limited-period items of \$1.9 million primarily targeted to addressing workload related to development activity. In addition, there is an estimated \$800,000 for Land Use Document Fees, a transfer of \$85,000 to the Compensated Absences Reserve, and \$823,000 for capital projects. The Development Services Fund is projected to end the fiscal year with a Land Use Document Reserve of \$9.2 million and ending balance of \$13.2 million. This balance is necessary due to the timing of development-related revenues and expenditures. Revenues on development activity are collected in advance of the services provided and corresponding expenditures. A significant balance should be maintained in the fund for these prepaid services and to continue operations during the next slowdown in development activity.

#### **Shoreline Golf Links and Michaels at Shoreline Restaurant Fund**

Shoreline Golf Links and Michaels at Shoreline Restaurant closed operations with the initial shelter-in-place order. As noted above, significant revenue losses occurred in Fiscal Year 2019-20 and the Fund has an estimated \$500,000 deficit, requiring a transfer from the General Non-Operating Fund to remain balanced. Shoreline Golf Links was able to reopen, with modifications, with the revised shelter-in-place order dated May 4, 2020. For Fiscal Year 2020-21, Shoreline Golf Links revenues are projected at \$2.4 million, and expenditures are proposed at \$2.3 million. This fund is impacted by competition of neighboring courses and weather conditions affecting playability as well as the amount of water needed for irrigation of the course. Modest fee increases are being proposed for Fiscal Year 2020-21. Touchstone Inc. took over management of Michaels at Shoreline Restaurant in January 2019. For Fiscal Year 2020-21, Michaels at

Shoreline Restaurant revenues are projected at \$1.9 million, and expenditures are proposed at \$1.7 million. For both operations, should shelter-in-place orders continue past June, projected revenues would be significantly impacted.

### **Special Funds**

#### **Shoreline Regional Park Community Fund (Shoreline Community)**

The Shoreline Community was created by legislation in 1969, known as the Shoreline Regional Park Community Act (Act), for the development and support of the Shoreline Regional Park (Shoreline Park) and to economically and environmentally enhance the surrounding North Bayshore Area. In accordance with the Act, all tax revenues received by the Shoreline Community are deposited into a special fund and used to pay the principal of and interest on loans, advances, and other indebtedness of the Shoreline Community. The Act prescribes the powers of the Shoreline Community, including the construction and replacement of the infrastructure needed to serve the Shoreline Community such as streets, curbs, gutters, parking lots, sidewalks, water and sewer services, lighting, waste disposal, power and communications, and housing and levees as well as operations and maintenance of Shoreline Park. The Shoreline Community is a separate legal entity with its own budget and financial statements but is considered a blended component unit of the City and financial activities are reported with the City's financial documents. A separate budget for the Shoreline Community is adopted by the Board of the Shoreline Community and is included in a separate section of this Proposed Budget document.

For Fiscal Year 2020-21, operating revenues are projected at \$48.8 million, \$1.8 million lower than the Fiscal Year 2019-20 Adopted. This is primarily due an appraisal of two large commercial properties that were valued significantly below the \$1.0 billion purchase price because it was not an open-market transaction. Staff assumed the July 1, 2019 tax roll used for the Fiscal Year 2019-20 Adopted would reflect the \$1.0 billion property purchase; however, the property was valued at \$830 million, a difference of \$1.7 million in property taxes. Operating expenditures are proposed at \$32.7 million, \$1.1 million higher than Fiscal Year 2019-20 Adopted, primarily due to payments to the school districts increasing by \$1.0 million. Ongoing changes of \$31,700 are proposed as well as limited-period expenditures of \$221,300. In addition, there is a \$50,000 transfer to the Compensated Absences Reserve and capital projects of \$4.2 million. The General Reserve, based on 25.0 percent of operating expenditures (similar to other reserves) net of intergovernmental payments, is \$5.3 million; the Landfill Reserve is increasing from \$8.0 million to \$9.0 million (incrementally increased in case of a catastrophic event); the Sea Level Rise Reserve is increasing \$3.0 million (as part of a plan to fund \$3.0 million annually for 10 years); the Development Impact Fee Reserve is estimated at \$2.5 million;



and the reserve for bond proceeds is estimated at \$1.7 million. The remaining balance available is projected to be \$18.2 million.

### **Utility Funds**

The City's enterprise utility funds are fully funded by the rates charged to customers; there is no General Fund support to the utility funds. Utility rates charged by governmental entities for water, sewer, and trash and recycling services are considered property-related fees and are subject to the procedural requirements of Proposition 218, Article XIII, of the California Constitution. Proposition 218 requires governmental agencies to conduct a majority protest hearing prior to adopting any changes in utility rates. A notice is required to be mailed no later than 45 days prior to the public hearing and is required to include the proposed rate adjustment, the calculation methodology, and describe the process for submitting a protest vote. The legislation also provides for future rate increases within prescribed limits to be approved without holding a hearing each year for up to an additional four years.

A Proposition 218 hearing is not required for the proposed rate increases as all recommended increases for Fiscal Year 2020-21 are within the prescribed limits as noticed May 6, 2016 and approved at the June 21, 2016 public hearing (for Water and Wastewater rates) and noticed May 4, 2018 and approved at the June 19, 2018 public hearing (for trash and recycling rates) pursuant to Government Code Section 53756. Staff mailed a notification of the recommended rate changes on or before June 1.

### **Water Fund**

For Fiscal Year 2020-21, the San Francisco Public Utilities Commission (SFPUC) proposed a zero percent wholesale water rate increase. The Santa Clara Valley Water District (SCVWD) initially proposed an 8.6 percent increase for groundwater (well production) and an 8.0 percent increase for treated water (treated water is \$100 more per acre-foot than groundwater), but, at its April 28 meeting, the Board of Directors recommended no increase in July and instead will consider potential 8.0 percent to 8.6 percent increases midyear. For the City, a 1.0 percent rate increase for the average cost of water and meter rates is proposed, effective January 1, 2021, due to City operating cost increases.

The recycled water rate is proposed to increase from \$4.50 per unit to \$5.00 per unit, effective January 1, 2021, the third year and final year phase-in to align rates to fully recover the cost of the program. With the proposed increase for Fiscal Year 2020-21, the rate will be 28.7 percent lower than the potable Uniform water rate. If recycled water consumption increases or decreases, the rate increases recommended will be modified

correspondingly. Staff continues efforts to convert customers from potable water to recycled water when possible.

Fiscal Year 2020-21 projected operating revenues, with the proposed rate adjustments, are \$36.7 million and proposed operating expenditures are \$34.7 million (after eliminating the budget effect of depreciation expense). Included in expenditures are the zero percent proposed rate adjustments to wholesale water costs as provided and the minimum water purchase from SFPUC. There is an operating balance of \$2.0 million, less than the \$3.1 million annual level of capital projects included in the rate calculation.

For Fiscal Year 2019-20, there are capital projects of \$3.1 million, and there are additional capital projects of \$600,000 funded by capacity fees, and a capital project refund of \$640,000 to the development impact fee fund. There are projected Fiscal Year 2020-21 reserve balances of \$19.0 million, which includes the water transfer reserve, the balance of capacity and development impact fee revenues received, and the interest earned on the balance as well as the full reserve requirement for the fund. The projected ending balance for this fund is \$5.5 million (\$2.2 million lower than the current fiscal year adopted projection), and the cash available goal is \$4.2 million or 10.0 percent of total expenditures.

#### Wastewater Fund

For Fiscal Year 2020-21, costs for the Palo Alto Regional Water Quality Control Plant (Treatment Plant) are proposed to increase 4.3 percent. A 4.0 percent overall rate increase is proposed: 2.0 percent, effective January 1, 2021, due to Treatment Plant and City operating cost increases; and 2.0 percent, effective July 1, 2020, due to the seventh year of the phase-in of planned Treatment Plant capital costs.

The majority of the City's sanitary sewer trunk main infrastructure was installed in the 1950s and 1960s. Staff has previously indicated through the budget and CIP process that there are major City sewer main replacement projects necessary over the next 10 years. As identified previously, capacity and development impact fees have provided a source of funding for some projects; however, the fees received are not sufficient to fund all projects and staff recommended issuing debt to secure additional funds. On October 23, 2018, the City Council approved a \$10.1 million loan financing for Wastewater infrastructure projects. The proceeds have funded \$3.1 million of midyear capital projects in Fiscal Year 2018-19, \$6.3 million of capital projects in Fiscal Year 2019-20, and remaining proceeds are allocated to capital projects in Fiscal Year 2020-21. The financing structure includes the ability to draw funds as needed for the first 18 months, lowering interest cost, and the ability to prepay 10.0 percent of the outstanding balance each year and all of the outstanding balance after 10 years without penalty. All funds

have been fully drawn, and annual payments will be approximately \$852,800 henceforth.

There are infrastructure capital projects beyond the annual capital projects included in the rate. In addition to the \$10.1 million loan noted above to fund infrastructure capital projects, Capacity and other Development Fees have provided an additional source of funding for some of these infrastructure capital projects where allowed. Over the past few years, staff has deferred infrastructure projects to the extent possible until sufficient funding is available. While funding is available for the recommended infrastructure projects in the Fiscal Year 2020-21 and planned projects in the Fiscal Year 2021-22 CIP, projects will have to be deferred again beginning in Fiscal Year 2022-23 unless sufficient fund balance is available or more capacity and/or development impact fees are received. The proposed delayed rate increase of 2.0 percent will reduce the estimated available balance for these capital projects but less severely than having no increase for the entire fiscal year. Available funding for capital projects is forecasted to be deficient by approximately \$5.0 million.

With an overall 4.0 percent rate increase (2.0 percent July 1, 2020 and 2.0 percent January 1, 2021), operating revenues for Fiscal Year 2020-21 are projected at \$25.5 million (including \$2.3 million in revenue generated by the rate increases for planned Treatment Plant capital costs that is being reserved), and operating expenditures are proposed at \$21.7 million (after eliminating the budget effect of depreciation expense). The operating balance of \$3.8 million includes \$2.3 million in revenue generated by the rate increases for planned Treatment Plant capital costs that is being reserved and is less than the \$2.3 million annual level of capital projects included in the rate calculation. For Fiscal Year 2020-21, there is \$2.0 million for capital projects, in addition to \$640,000 in capital projects funded by loan proceeds. There are projected Fiscal Year 2020-21 reserve balances of \$21.2 million, which includes the Treatment Plant reserve, the balance of capacity and development impact fee revenues received and the interest earned on the balance, as well as the full reserve requirement for the fund. The projected ending balance for Fiscal Year 2020-21 is \$8.4 million, and the cash available goal is \$2.7 million, so there is potential fund balance available to partially fund major capital projects of \$8.4 million currently in the Fiscal Year 2022-23 CIP.

#### Solid Waste Management Fund

The agreement with Recology provides for an increase based on the Consumer Price Index (CPI), and the increase in Fiscal Year 2020-21 is 2.97 percent. The City's share of SMaRT® Station costs is currently proposed to increase 3.7 percent, or 2.9 percent after adjusting for tonnage increases that have associated revenue. These provider increases, as well as increases in the cost of City programs, result in an overall average rate

increase of almost 3.0 percent. However, this fund is in a stable financial condition, and an overall rate increase of 2.0 percent, effective January 1, 2021, is proposed for Fiscal Year 2020-21.

Operating revenues for Fiscal Year 2020-21 are projected at \$15.0 million (\$32.4 million, including Recology), and operating expenditures are proposed at \$15.6 million (\$32.9 million, including Recology, and after eliminating the budget effect of depreciation expense). The operating balance is projected to be a negative \$531,000, and there are additional City expenditures of \$284,000 for capital projects. This fund is projected to draw from fund balance to fund ongoing expenditures and capital projects. The fund is projected to end the 2020-21 fiscal year with a reserve at the policy level of \$3.9 million, and the reserve for future facility equipment of \$1.8 million. The projected ending balance for Fiscal Year 2020-21 is \$6.3 million (\$2.6 million lower than the current fiscal year adopted projection), and the cash available goal is \$1.6 million. This fund has benefited over the last few years from higher debris box revenue related to construction activity. These funds will be used to transition the likely cost increases resulting from addressing State regulations within new service agreements effective at the end of 2021.

### **Reserves**

Most reserves are established pursuant to Council Policy A-11, Financial and Budgetary Policy, and others have been approved as needed by Council (see summary in Miscellaneous Section, Page 7-83). Reserves can be classified as those uncommitted but designated for a specific purpose, and those created to fund liabilities. With the recommendations from the General Non-Operating Fund available balance to supplement the General Fund Reserve and the Compensated Absences Reserve, and the recommendation to transfer \$1.5 million from the Workers' Compensation Self-Insurance Fund to the Liability Self-Insurance Fund in Fiscal Year 2019-20, reserves are at or higher than the target or policy balance. Any remaining GOF carryover balance will be transferred to the General Non-Operating Fund

Due to the uncertainty of the ultimate impact of COVID-19, use of some reserves may be needed to transition to a new operating plan.

## **CITY COUNCIL MAJOR GOALS**

During Fiscal Year 2018-19, the City Council undertook a comprehensive goal-setting process to establish its major goals for a two-year cycle, Fiscal Years 2019-20 and 2020-21. These goals were adopted May 21, 2019, and the City Council's four major goals are as follows:

- Promote a Community for All with a focus on strategies to protect vulnerable populations and preserve Mountain View's socioeconomic and cultural diversity;
- Improve the quantity, diversity, and affordability of housing by providing opportunities for subsidized, middle-income, and ownership housing;
- Develop and implement comprehensive and innovative transportation strategies to achieve mobility, connectivity, and safety for people of all ages; and
- Promote environmental sustainability and quality of life for the enjoyment of current and future generations with a focus on measurable outcomes.

To the greatest extent possible, staff will continue to address the City Council's Major Goals Work Plan in the Proposed Budget and in the months ahead; however, the COVID-19 situation has dominated staff workloads during the past couple of months and will continue to do so over the next fiscal year. For that reason, departments are currently assessing the Council Major Goals Work Plan to determine the feasibility of previously adopted time frames and deliverables for the 70 existing projects and initiatives in the Work Plan; some adjustments will need to be made and certain projects postponed. An update to the adopted projects and Work Plan for Fiscal Years 2019-20 and 2020-21 will be provided with the Council report for this Proposed Budget and goals will be incorporated into departmental pages in the Adopted Budget document.

## **SUMMARY AND CONCLUSION**

This is an unprecedented time for the City of Mountain View with many uncertainties. Many assumptions were made projecting Fiscal Year 2020-21 revenues for which slight adjustments to shelter-in-place orders can have big impacts. Staff will be monitoring the situation and adjusting projections with quarterly updates to the City Council over the next fiscal year. GOF revenues are currently projected to decline \$4.2 million (2.8 percent) to \$144.2 million compared to the current fiscal year adopted revenues. The Proposed Budget includes budget recommendations of \$537,500 in nondiscretionary and \$821,500 in discretionary spending, which contributes to a 7.5 percent total expenditure increase, 6.4 percent net of estimated budget savings. The GOF is projected

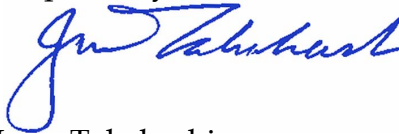
to have an operating balance of \$110,000 (0.08 percent of revenue) at the end of Fiscal Year 2020-21, a sharp difference from the Fiscal Year 2019-20 Adopted operating balance of \$12.9 million, before \$10.0 million of proposed transfers to reserves. A total of 2.0 ongoing regular positions and 17.5 limited-period positions and overhires funded with limit-period funds are proposed. There are other areas where additional resources are needed; however, they cannot be afforded at this time.

Revenue impacts from COVID-19 are expected to continue into Fiscal Year 2020-21, and there is a high degree of uncertainty as to the ultimate magnitude and duration of these impacts. Revenues projected for this Proposed Budget are based on the assumption that the current shelter-in-place order will end by June 30, 2020, followed by a transition period before businesses are able to resume operations. If the resumption of local economic activity is delayed further, there will be greater reductions to GOF revenue, with Sales Tax, Transient Occupancy Tax, Recreation Revenues, Rents and Leases, and Business License Tax revenues decreasing further the longer the situation persists.

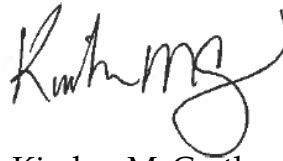
In conclusion, the City will adapt and evolve as we grapple with the unknown effects of the COVID-19 pandemic. As previously mentioned, we will maintain an ongoing dialogue with Council on the revenue impacts and potential ramifications on the budget should the shelter-in-place order continue beyond June, and we will continue to maintain fiscally sound and prudent practices.

We would like to express our appreciation to the Council and to staff in all the departments for their cooperation and assistance in the development of this budget. In particular, we want to thank the department heads and Budget Team, with special thanks to Assistant Finance and Administrative Services Director Suzy Niederhofer, Principal Financial Analyst Rafaela Duran, and Senior Financial Analyst Ann Trinh, for their assistance with the Operating Budget; Purchasing and Support Services Manager Ann Mehta, Public Works Director Dawn Cameron, and Recreation Manager Kristine Crosby for their assistance with the capital outlay process; and the Document Processing Center and Copy Center staff for their constant support in the preparation of this document.

Respectfully submitted,



Jesse Takahashi  
Finance and Administrative  
Services Director



Kimbra McCarthy  
City Manager

JT-KMC/SN/6/FIN  
541-06-09-20L

# Revenue and Expenditure Tables for All Funds



## TOTAL FUND REVENUES

	AUDITED ACTUAL 2018-19	ADOPTED BUDGET 2019-20	ESTIMATED 2019-20	PROPOSED BUDGET 2020-21
GENERAL OPERATING	\$ 146,010,075	148,323,840	140,800,450	144,162,250
GF - DEVELOPMENT SERVICES	20,069,810	18,367,200	16,804,941	15,899,800
GF - SHRLN GOLF /RESTAURANT	2,855,943	4,457,800	2,839,000	4,228,000
GF RESERVES	36,569,494	25,672,456	22,907,794	11,744,249
GAS TAX	3,294,902	3,664,100	3,363,877	3,421,600
OTHER STREETS & TRANSPORTATION	969,806	3,028,800	598,328	5,798,006
CONSTRUCTION/CONVEYANCE TAX	11,884,617	4,692,900	6,851,757	4,634,700
PUBLIC BENEFIT IN LIEU	290,121	346,400	4,694,006	345,900
OTHER TRANSPORTATION DEV FEES	99,805	87,700	181,274	48,100
HOUSING	42,079,935	1,710,700	14,294,220	2,194,410
CSFRA/RENTAL HOUSING COMMITTEE	1,887,007	1,547,300	1,484,493	1,263,500
SUCCESSOR HOUSING AGENCY	298,811	39,400	48,351	32,700
DOWNTOWN BENEFIT ASSMT DIST	2,329,722	2,233,876	3,765,431	2,056,200
GENERAL SPECIAL PURPOSE	45,380	54,870	137,050	56,700
SUPPLEMENTAL LAW ENFRMNT SRVCS	183,035	100,000	204,000	175,000
COMMUNITY DEV BLOCK GRANT	1,742,145	828,120	1,328,512	865,921
CABLE TELEVISION	215,155	241,000	202,756	200,000
SHORELINE REGIONAL PARK COMM	114,854,584	50,619,000	52,624,600	48,819,800
STORM DRAIN CONSTRUCTION	70,301	33,700	164,300	25,100
PARK LAND DEDICATION	11,765,699	18,916,660	35,392,000	1,265,000
WATER	37,223,514	37,712,670	38,764,408	37,301,800
WASTEWATER	25,543,255	34,699,433	36,789,844	25,460,100
SOLID WASTE MANAGEMENT	15,833,307	15,877,797	14,812,323	15,020,500
EQUIPMENT MAINT & REPLACMNT	7,114,806	6,817,960	6,903,660	7,118,615
WORKERS' COMPENSATION SELF-INS	2,383,908	2,671,400	2,416,112	2,332,500
UNEMPLOYMENT SELF-INS	55,834	63,400	58,700	61,300
LIABILITY INSURANCE	1,512,519	1,756,250	1,803,465	2,086,600
RETIREEES' HEALTH INSURANCE	6,792,890	7,079,186	7,117,625	5,667,527
EMPLOYEE BENEFITS SELF-INS	79,803	89,000	85,900	93,700
OTHER <sup>(1)</sup>	52,094	0	457,294	0
TOTAL	\$ 494,108,277	391,732,918	417,896,471	342,379,578

(1) Revenues received mid-year but not budgeted, such as Police Asset Forfeitures and Grants.

## TOTAL FUND EXPENDITURES

	AUDITED ACTUAL 2018-19	ADOPTED BUDGET 2019-20	ESTIMATED 2019-20	PROPOSED BUDGET 2020-21
GENERAL OPERATING	\$ 137,278,839	145,415,078	140,546,053	144,052,432
GF - DEVELOPMENT SERVICES	15,847,840	17,853,723	19,447,203	17,631,381
GF - SHRLN GOLF /RESTAURANT	2,919,060	4,452,081	3,273,745	4,212,931
GF RESERVES	29,429,313	35,780,679	35,271,965	16,030,397
GAS TAX	2,815,100	3,010,200	3,010,200	3,695,400
OTHER STREETS & TRANSPORTATION	402,000	3,084,904	2,900,000	3,982,904
CONSTRUCTION/CONVEYANCE TAX	11,543,000	11,442,000	12,798,000	6,204,000
PUBLIC BENEFIT IN LIEU	2,907,856	0	129,428	0
OTHER TRANSPORTATION DEV FEES	0	0	0	156,000
HOUSING	19,686,943	23,106,296	27,553,452	1,866,947
CSFRA/RENTAL HOUSING COMMITTEE	1,494,973	2,012,851	1,150,842	1,895,777
SUCCESSOR HOUSING AGENCY	38,404	250,000	140,000	250,000
DOWNTOWN BENEFIT ASSMT DIST	725,083	939,061	702,876	847,759
GENERAL SPECIAL PURPOSE	4,111	97,728	4,600	120,881
SUPPLEMENTAL LAW ENFRCMNT SRVCS	213,964	175,000	279,000	175,000
COMMUNITY DEV BLOCK GRANT	1,654,075	928,120	827,565	875,921
CABLE TELEVISION	159,959	195,000	217,480	195,000
SHORELINE REGIONAL PARK COMM	52,776,116	120,099,228	118,638,862	36,896,998
STORM DRAIN CONSTRUCTION	406,000	31,000	31,000	32,000
PARK LAND DEDICATION	2,331,000	42,777,000	43,177,000	4,091,000
WATER	43,430,665	48,212,252	48,001,828	42,479,140
WASTEWATER	31,658,276	30,764,981	29,427,544	26,297,833
SOLID WASTE MANAGEMENT	14,357,496	15,544,068	15,747,321	16,323,509
EQUIPMENT MAINT & REPLACMNT	4,773,102	6,353,839	5,417,236	7,984,550
WORKERS' COMPENSATION SELF-INS	1,563,431	2,372,500	1,595,011	2,383,500
UNEMPLOYMENT SELF-INS	23,881	127,250	32,000	127,250
LIABILITY INSURANCE	1,881,950	1,756,550	2,190,951	2,086,550
RETIREEES' HEALTH INSURANCE	6,780,899	7,097,966	7,117,375	5,650,627
EMPLOYEE BENEFITS SELF-INS	54,492	114,500	54,849	114,500
OTHER <sup>(1)</sup>	0	0	5,515	0
TOTAL	\$ 387,157,828	523,993,855	519,688,901	346,660,187

(1) Expenditures from mid-year appropriations in funds such as Police Asset Forfeitures and Grants.

## GENERAL OPERATING FUND REVENUES

FISCAL YEAR	OPERATING REVENUES	% CHANGE FROM PRIOR FISCAL YEAR
2011-12	\$92,041,000	5.5%
2012-13	\$96,811,000	5.2%
2013-14	\$102,045,000	5.4%
2014-15	\$106,940,000 (1)	4.8%
2015-16	\$115,911,000	8.4%
2016-17	\$126,689,000	9.3%
2017-18	\$136,377,000	7.6%
2018-19	\$146,010,000	7.1%
2019-20 *	\$140,800,000	(3.6%)
2020-21 **	\$144,162,000	2.4%

\* Estimated

\*\* Proposed

(1) Effective July 1, 2014, all development related activities are consolidated into the Development Services Fund to more accurately align development related revenues and expenditures.

## GENERAL OPERATING FUND EXPENDITURES

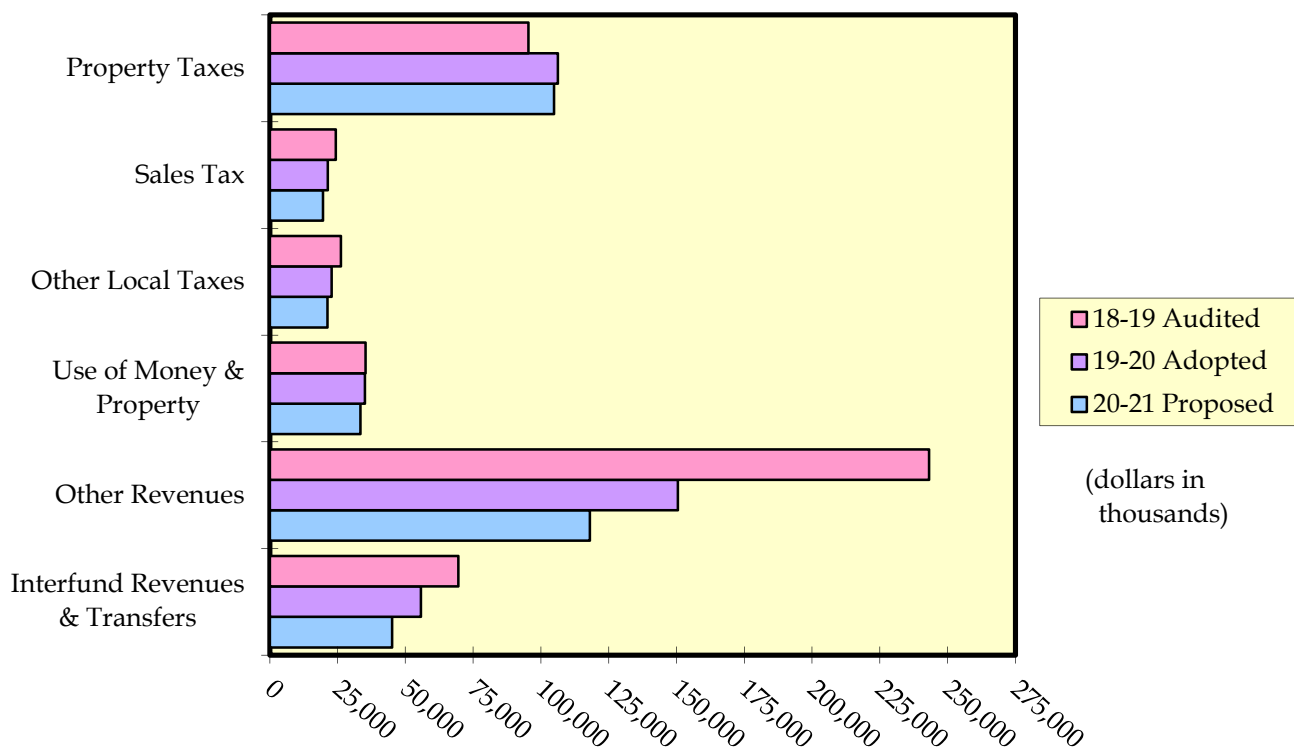
<u>FISCAL YEAR</u>	<u>OPERATING EXPENDITURES</u>	<u>% CHANGE FROM PRIOR FISCAL YEAR</u>
2011-12	\$90,605,000	5.2%
2012-13	\$93,041,000	2.7%
2013-14	\$94,933,000	2.0%
2014-15	\$97,677,000 (1)	2.9%
2015-16	\$102,590,000 (2)	5.0%
2016-17	\$110,936,000 (3)	8.1%
2017-18	\$121,682,000 (4)	9.7%
2018-19	\$137,279,000 (5)	12.8%
2019-20 *	\$140,546,000 (6)	2.4%
2020-21 **	\$144,052,000	2.5%

\* Estimated

\*\* Proposed

- (1) Effective July 1, 2014, all development related activities are consolidated into the Development Services Fund to more accurately align development related revenues and expenditures. Fiscal Year 2014-15 includes an additional contribution of \$1.0 million towards the OPEB liability.
- (2) Fiscal Year 2015-16 includes additional contributions of \$2.0 million towards the CalPERS liability and \$1.0 million towards the OPEB liability.
- (3) Fiscal Year 2016-17 includes additional contributions of \$2.0 million towards both the CalPERS and OPEB liabilities, and transfers of \$2.0 million to the Strategic Property Acquisition Reserve (SPAR) and \$500,000 to the General Non-Operating Fund (GNOF).
- (4) Fiscal Year 2017-18 includes additional contributions of \$4.0 million and \$2.0 million towards the CalPERS and OPEB liabilities, respectively, and a transfer of \$2.0 million to SPAR.
- (5) Fiscal Year 2018-19 includes additional contributions of \$4.0 million and \$1.0 million towards the CalPERS and OPEB liabilities, respectively, and transfers of \$6.5 million to the GNOF for the Sustainability CIP, \$2.0 million each to the Capital Improvement and Transportation Reserves, and \$1.0 million to the General Fund Reserve.
- (6) Fiscal Year 2019-20 includes an additional contribution of \$4.0 million towards the CalPERS liability, and transfers of \$1.0 million to the GNOF for the Sustainability CIP and \$2.0 million to the General Fund Reserve.

## TOTAL FUND REVENUES



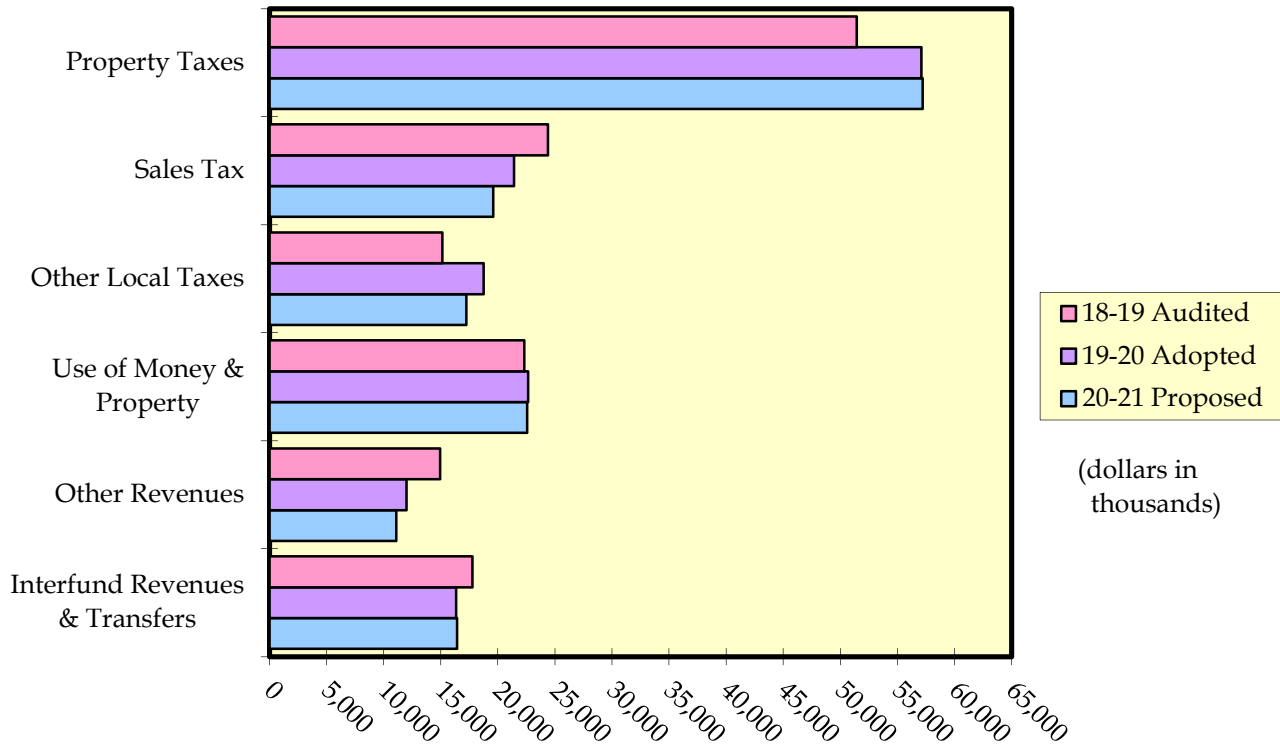
<u>Revenue Category</u>	<u>Audited Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Proposed Budget 2020-21</u>	<u>Percent Change *</u>
Property Taxes	\$ 95,420,512	106,221,410	104,872,800	(1.3%)
Sales Tax	24,389,890	21,432,550	19,604,000	(8.5%)
Other Local Taxes	26,237,126	22,774,700	21,241,300	(6.7%)
Use of Money & Property	35,333,550	35,112,421	33,407,867	(4.9%)
Other Revenues:				
Licenses, Permits & Franchise Fees/				
Fines & Forfeitures	16,276,940	17,314,800	14,811,850	(14.5%)
Intergovernmental	6,239,553	8,177,820	10,988,927	34.4%
Charges for Services <sup>(1)</sup>	142,027,127	109,115,409	89,604,700	(17.9%)
Miscellaneous Revenues <sup>(2)</sup>	78,610,063	15,869,927	2,690,200	(83.0%)
Interfund Revenues & Transfers	69,573,516	55,713,881	45,157,934	(18.9%)
<b>TOTAL</b>	<b>\$ 494,108,277</b>	<b>391,732,918</b>	<b>342,379,578</b>	<b>(12.6%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

(1) Includes Developer Fees and Contributions.

(2) FYs 2018-19 and 2019-20 Miscellaneous Revenues include bond and loan proceeds, respectively.

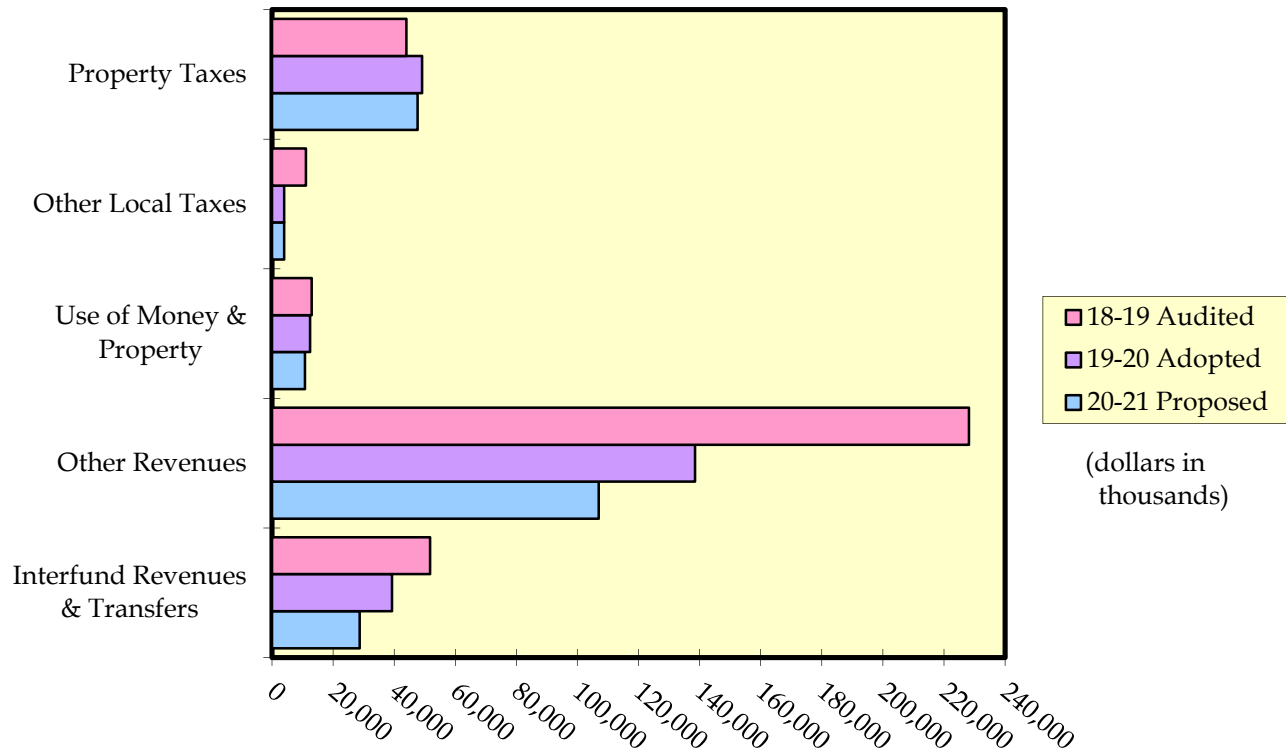
## GENERAL OPERATING FUND REVENUES



<u>Revenue Category</u>	<u>Audited Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Proposed Budget 2020-21</u>	<u>Percent Change *</u>
Property Taxes	\$ 51,450,527	57,091,200	57,206,600	0.2%
Sales Tax	24,389,890	21,432,550	19,604,000	(8.5%)
Other Local Taxes	15,131,152	18,770,700	17,237,300	(8.2%)
Use of Money & Property	22,316,413	22,657,560	22,571,300	(0.4%)
Other Revenues:				
Licenses, Permits & Franchise Fees/				
Fines & Forfeitures	6,448,285	6,419,800	6,231,750	(2.9%)
Intergovernmental	728,076	521,800	702,600	34.6%
Charges for Services	2,963,032	3,081,050	2,314,900	(24.9%)
Miscellaneous Revenue	4,816,862	1,988,680	1,872,000	(5.9%)
Interfund Revenues & Transfers	<u>17,765,838</u>	<u>16,360,500</u>	<u>16,421,800</u>	0.4%
<b>TOTAL</b>	<b>\$ <u>146,010,075</u></b>	<b><u>148,323,840</u></b>	<b><u>144,162,250</u></b>	<b>(2.8%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

## OTHER FUND REVENUES



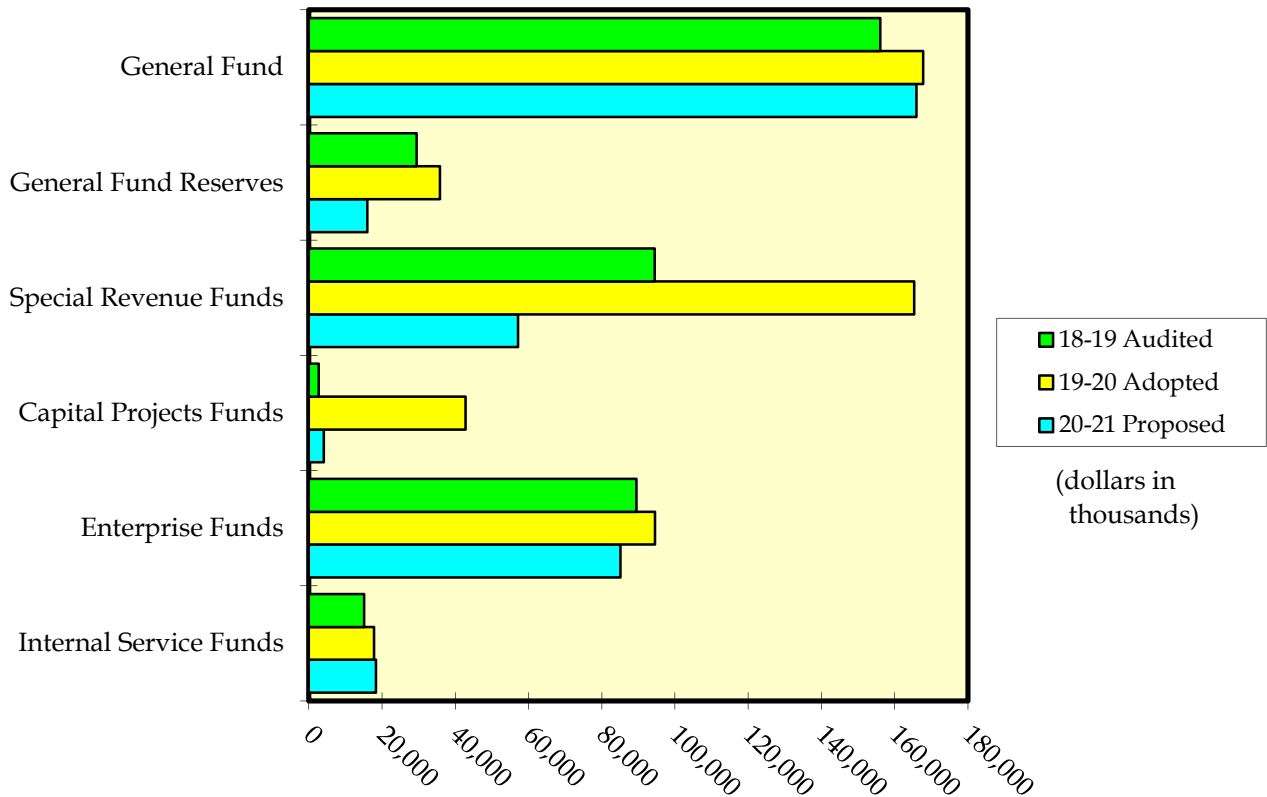
<u>Revenue Category</u>	<u>Audited Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Proposed Budget 2020-21</u>	<u>Percent Change *</u>
Property Taxes	\$ 43,969,985	49,130,210	47,666,200	(3.0%)
Other Local Taxes	11,105,974	4,004,000	4,004,000	0.0%
Use of Money & Property	13,017,137	12,454,861	10,836,567	(13.0%)
Other Revenues:				
Licenses, Permits & Franchise Fees/				
Fines & Forfeitures	9,828,655	10,895,000	8,580,100	(21.2%)
Intergovernmental	5,511,477	7,656,020	10,286,327	34.4%
Charges for Services <sup>(1)</sup>	139,064,095	106,034,359	87,289,800	(17.7%)
Miscellaneous Revenues <sup>(2)</sup>	73,793,201	13,881,247	818,200	(94.1%)
Interfund Revenues & Transfers	<u>51,807,678</u>	<u>39,353,381</u>	<u>28,736,134</u>	(27.0%)
<b>TOTAL</b>	<b>\$ <u>348,098,202</u></b>	<b><u>243,409,078</u></b>	<b><u>198,217,328</u></b>	<b>(18.6%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

(1) Includes Developer Fees and Contributions.

(2) FYs 2018-19 and 2019-20 Miscellaneous Revenues include bond and loan proceeds, respectively.

## TOTAL EXPENDITURES BY FUND TYPE

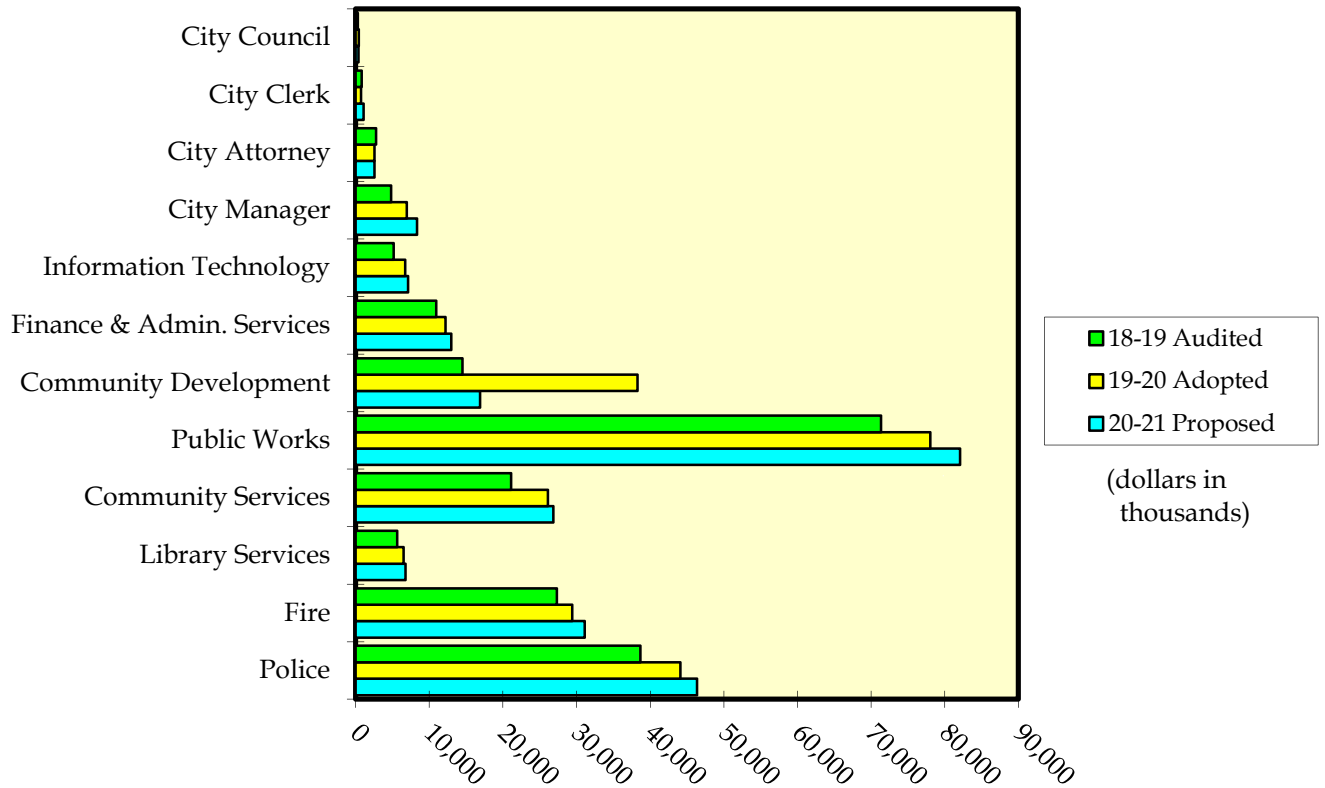


<u>Fund Type</u>	<u>Audited Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Proposed Budget 2020-21</u>	<u>Percent Change *</u>
General Fund	\$ 156,045,739	167,720,882	165,896,744	(1.1%)
General Fund Reserves	29,429,313	35,780,679	16,030,397	(55.2%)
Special Revenue Funds	94,421,584	165,340,388	57,162,587	(65.4%)
Capital Projects Funds	2,737,000	42,808,000	4,123,000	(90.4%)
Enterprise Funds	89,446,437	94,521,301	85,100,482	(10.0%)
Internal Service Funds	15,077,755	17,822,605	18,346,977	2.9%
<b>TOTAL</b>	<b>\$ 387,157,828</b>	<b>523,993,855</b>	<b>346,660,187</b>	<b>(33.8%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.



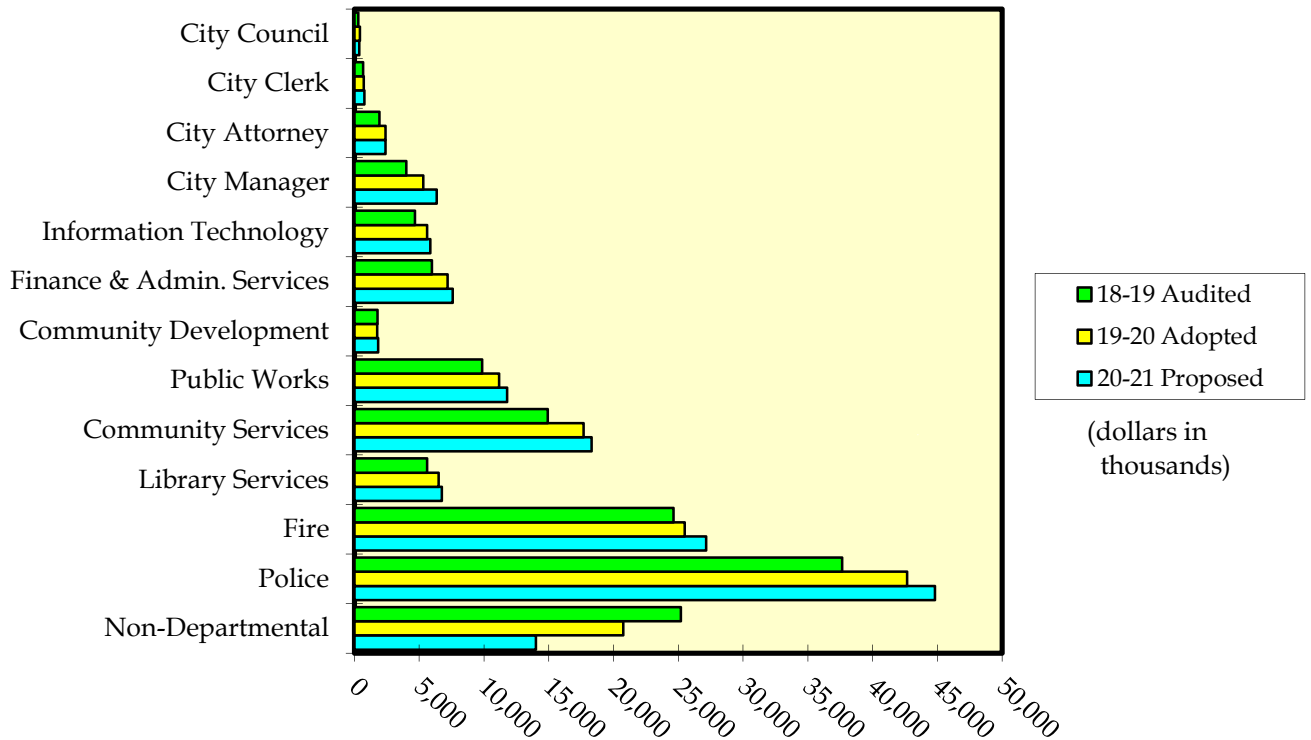
## TOTAL DEPARTMENT EXPENDITURES



Department	Audited Actual 2018-19	Adopted Budget 2019-20	Proposed Budget 2020-21	Percent Change *
City Council	\$ 317,004	427,807	407,831	(4.7%)
City Clerk	824,803	735,205	1,102,968	50.0%
City Attorney	2,775,369	2,573,525	2,557,504	(0.6%)
City Manager	4,846,783	6,938,518	8,328,157	20.0%
Information Technology	5,156,518	6,735,088	7,144,589	6.1%
Finance and Admin Svcs	10,957,890	12,225,583	12,997,432	6.3%
Community Development	14,530,704	38,269,309	16,917,365	(55.8%)
Public Works	71,361,352	78,036,194	82,082,786	5.2%
Community Services	21,137,807	26,136,504	26,846,687	2.7%
Library Services	5,654,865	6,519,660	6,790,982	4.2%
Fire	27,334,581	29,432,531	31,100,888	5.7%
Police	38,657,063	44,088,778	46,369,641	5.2%
<b>TOTAL</b>	<b>\$ 203,554,739</b>	<b>252,118,702</b>	<b>242,646,830</b>	<b>(3.8%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

## GENERAL OPERATING FUND EXPENDITURES



<u>Department</u>	Audited Actual 2018-19	Adopted Budget 2019-20	Proposed Budget 2020-21	Percent Change *
City Council	\$ 302,149	427,807	385,131	(10.0%)
City Clerk	670,681	720,205	772,368	7.2%
City Attorney	1,944,614	2,408,525	2,415,753	0.3%
City Manager	4,006,840	5,311,338	6,359,057	19.7%
Information Technology	4,677,863	5,615,075	5,865,454	4.5%
Finance and Admin Svcs	5,975,941	7,194,672	7,579,496	5.3%
Community Development	1,798,225	1,770,361	1,847,113	4.3%
Public Works	9,872,078	11,178,359	11,787,698	5.5%
Community Services	14,921,468	17,696,317	18,302,150	3.4%
Library Services	5,614,227	6,493,398	6,750,320	4.0%
Fire	24,636,992	25,503,969	27,152,383	6.5%
Police	37,656,654	42,652,270	44,811,631	5.1%
Non-Departmental	25,201,107 **	20,742,782 **	14,023,878 **	(32.4%)
Projected Budget Savings	Included	(2,300,000)	(4,000,000)	73.9%
<b>TOTAL</b>	<b>\$ 137,278,839</b>	<b>145,415,078</b>	<b>144,052,432</b>	<b>(0.9%)</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

\*\* FY 18-19 includes an additional \$6.5 million to the Sustainability CIP, \$4.0 million and \$1.0 million towards the CalPERS and OPEB Liabilities, respectively, and transfers of \$1.0 million to the General Fund Reserve, and \$2.0 million to both the Transportation and Capital Improvement Reserves. FY 19-20 includes an additional \$4.0 million towards CalPERS Liability, and transfers of \$1.0 to the General Non-Operating Fund for the Sustainability CIP, \$2.0 million to the General Fund Reserve, and \$3.0 million to the Capital Improvement Reserve. FY 20-21 does not include any additional transfers.

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**CITY &  
COMMUNITY  
INFO**

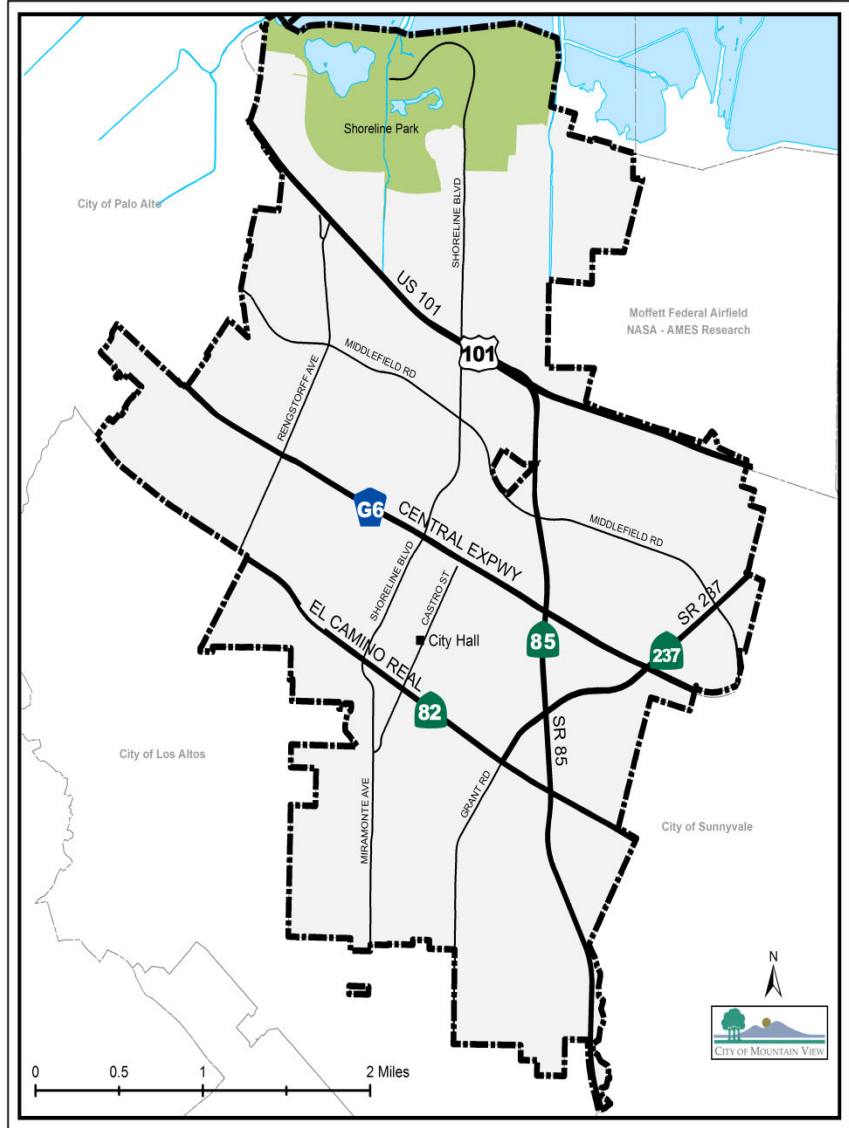
# City of Mountain View, California Community Profile

*The City of the Mountain View's mission is to provide quality services and facilities that meet the needs of a caring and diverse community in a financially responsible manner.*

State of California



City of Mountain View



## Location

Located in Silicon Valley, the City occupies 12.2 square miles in Santa Clara County and is approximately 36 miles southeast of the City of San Francisco and 15 miles northwest of the City of San Jose (the County seat).

City of Mountain View, California  
Community Profile  
(Continued)

## History

Mountain View began as a stagecoach stop and an agricultural center for the lush Santa Clara Valley. The town was incorporated in 1902 with a population of fewer than 1,000 people. Once covered in orchards and vineyards, by 1960 with the growth of the electronic and aerospace industries, the City of Mountain View's (City) population had exploded to over 30,000. As of January 1, 2020, the population is 82,272.



Castro Street, 1904

## Today

Mountain View is a modern, high-tech city that retains quiet neighborhoods and a historic downtown core. While Mountain View is keeping pace with new ideas and innovations, the City is also committed to the traditional values of strong neighborhoods and resident involvement. Mountain View is comprised of a variety of distinct, locally organized neighborhood and homeowners associations which help identify the community's needs and shape the City's future. In 2016, Mountain View was honored as City of the Year by California veterans for its significant programs and activities in the City related to veterans. In 2018, Livability.com ranked Mountain View in "2018 Top 100 Best Places to Live" of small to mid-sized cities in the United States. In 2019, Niche ranked Mountain View fourth in "Best Suburbs to Live in California". In 2020, Niche ranked Mountain View fifth in "Best Suburbs to Live in California".



Mountain View Veterans Memorial

In recent years, the City has developed some of the finest recreation and community facilities the San Francisco Bay Area has to offer. The City's extensive park system not only provides an outstanding array of neighborhood parks, but also includes an innovative regional park built on reclaimed landfill. Shoreline at Mountain View, adjacent to the San Francisco Bay, features an 18-hole golf course, professionally managed concert venue, a sailing lake and wild life preservation areas. The Civic Center,



City of Mountain View, California  
Community Profile  
(Continued)



Utility Box Public  
Art Project



built around downtown's Pioneer Park, has one of the finest theater facilities in Northern California as well as a 60,000 square foot state-of-the-art library. Stevens Creek Trail has been undergoing phases of extensions since 1991 and is currently a 5.14 mile section of paved all-weather pathway for pedestrians and cyclists. Dialogue continues to extend the trail to neighboring cities.

Downtown Mountain View is the “heartbeat” of the City. This vibrant and active center offers a tremendous array of restaurants, as well as shops, the Center for Performing Arts, sidewalk cafes, clubs, businesses and the civic center. Downtown Mountain View is known for its festivals, parades, cultural events, the weekly farmers’ market, summer concerts and a variety of unique celebrations throughout the year. Hundreds of thousands of people come to downtown Mountain View each year to enjoy the events, and the character of downtown keeps them coming back.



Downtown – Castro Street

### City Government

The City of Mountain View, incorporated on November 7, 1902, became a charter city on January 15, 1952. The City operates under a council-manager form of government. The City Council is the legislative body, sets policy and directs the course for the City. Seven City Council members are elected at large for four-year terms that are staggered so three or four seats are filled at the general municipal election in November of every even-numbered year. Service on the City Council is limited to two consecutive terms. Each year in January, the City Council elects one of its members as Mayor and another as Vice Mayor.



City of Mountain View, California  
Community Profile  
(Continued)

## City at a Glance

The climate is mild, with average temperatures during the summer months in the mid-70's and in the high 50's during the winter.

### Population

1960 Census	30,889
1970 Census	54,132
1980 Census	58,722
1990 Census	67,460
2000 Census	71,369
2010 Census	74,066
2011	75,023
2012	75,931
2013	76,872
2014	77,210
2015	78,754
2016	79,805
2017	80,469
2018	80,620
2019	81,639
2020	82,272
2023 Forecast	91,910



At the time of incorporation in 1902, there were approximately 611 residents in the City. Fast forward 100 years to the celebration of the City's Centennial, the population had grown to 71,610.

Source: U.S. Census Bureau (1960-2010)  
City of Mountain View (2023, Based on unbuilt approved projects through 1/1/2020)  
California State Department of Finance (CA DOF) (all other years are provisional estimates as of January 1, revised annually)

### 2010 Census Population Breakdown

White	46.0%
Asian	25.7%
Hispanic or Latino	21.7%
Black or African American	2.0%
American Indian and Alaska Native	0.2%
Native Hawaiian and Pacific Islander	0.5%
Two or More Races	3.6%
Other Race	0.3%

### 2010 Census Age Distribution

<5	7.1%
5-19	14.3%
20-24	5.6%
25-34	21.1%
35-44	17.5%
45-54	13.9%
55-64	9.9%
65+	10.6%

Source: U.S. Census Bureau



City of Mountain View, California  
Community Profile  
(Continued)

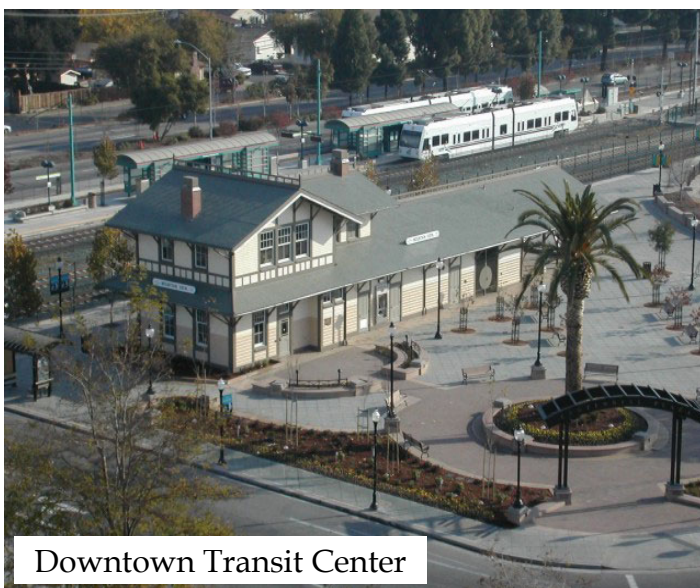
**Parks, Recreation, and Performing Arts**

- 18-hole golf course
- Boathouse & Sailing Lake
- Center for the Performing Arts
- 22,000 Seat Amphitheatre
- Community Center
- Senior Center
- Teen Center
- 39 Parks
- 5 Trails
- 2 Pools
- 3 Community Gardens
- 2 Sports Centers
- 2 Athletic Fields Complexes
- Deer Hollow Farm



**Transportation**

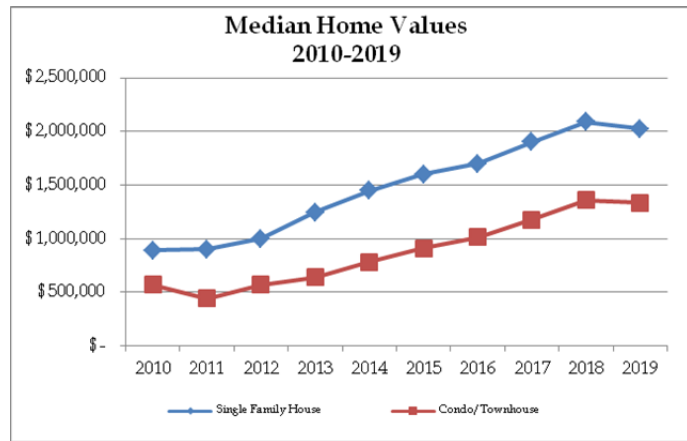
- Highway 101
- Interstate 280
- State Routes 82, 85, and 237
- Central and Foothill Expressways
- Downtown Transit Center
  - Caltrain
  - Valley Transportation Authority
- 15 miles of Class I shared-use bicycle/pedestrian paths along the Bay, Hetch-Hetchy, Permanente Creek, Stevens Creek, and Whisman Trails and 2 miles of San Francisco Bay Trail.
- 26.5 miles of Class II striped bicycle lanes on roadways.
- 16.5 miles of Class III signed bicycle routes where cyclist share and travel on lanes with motorists.
- Mountain View Community Shuttle
- MVgo Shuttle Services



# City of Mountain View, California Community Profile (Continued)

## Housing

- 36,727 housing units\*, including 1,441 affordable housing units existing and 50 under construction
- Median Home Values (end of 2019)
  - Single-family home \$2,026,500
  - Condo/townhouse \$1,333,500
- 41.7% owner-occupied\*\*
- 58.3% renter-occupied\*\*
- 8.4% Vacancy Rate\*\*



Recently approved by City Council: 950 West El Camino Real

The City's goal is to create, preserve and improve a range of housing opportunities serving an economically diverse community. Through development fees, the City funds and supports an inventory of affordable rental housing developments for families, seniors, and developmentally disabled adults. There are 1,441 affordable housing units in the City. Currently there are 9 affordable

housing projects in various stages of development, which would add 50 units to the City's affordable housing inventory.

## Education

Mountain View has several elementary and secondary schools that maintain high standards and keep pace with the increasing demands for the requirements of higher education in the working world. The City is served by the Mountain View Whisman School District, Los Altos School District and Mountain View-Los Altos Union High School District. In addition, the City is located within reach of some of the best universities in the country: Stanford University, Santa Clara University, San Jose State University, Carnegie Mellon University Silicon Valley, and Universities of California at Berkeley and Santa Cruz.

- 7 Public Elementary Schools
- 2 Public Middle Schools
- 3 Public High Schools
- Higher Education Statistics:
  - 71.9% age 25 and over have a bachelor's degree or higher\*\*
  - 42.5% age 25 and over have a graduate or professional degree\*\*

Sources: \* CA DOF, 1/1/2019 City/County Population and Housing Estimates

\*\* U.S. Census Bureau, 2018 American Community Survey (ACS) 1-year estimate



City of Mountain View, California  
Community Profile  
(Continued)

## Sustainability

The City is committed to promoting environmental and social sustainability to protect the natural environment, reduce carbon emissions, meet water conservation and zero waste goals, plan for increased flooding and sea level rise to safeguard the health and well-being of residents and businesses, and ensure that members of our diverse community are integrated into our policy-making and planning processes.

The following are a few of the City's sustainability achievements.



Purple Pipe

- Committed to becoming a Carbon Neutral city by 2045.
- Reduced carbon emissions from City operations 51% since 2005.
- Adopted building “Reach Codes” requiring new development to be all-electric and include electric vehicle charging infrastructure.
- Adopted a Zero Waste goal and developed zero waste action plans for municipal operations and the community.
- Approved installation of 44 additional electric vehicle chargers at City facilities.
- A founding member of Silicon Valley Clean Energy, which provides carbon-free electricity to Mountain View.
- Installed “purple pipe” throughout the North Bayshore area to supply recycled water for landscape irrigation.
- Divested City investments from fossil fuel companies.

## Land Use Distribution

	<u>Estimated Total Acres</u>	<u>Percentage of Total</u>
Residential	2,847	44.2%
Commercial	588	9.1%
Industrial	982	15.2%
Other	2,013	31.2%
Vacant	<u>21</u>	<u>0.3%</u>
Total	6,451	100.0%

# City of Mountain View, California Community Profile (Continued)

## Income

Based on the U.S. Census Bureau, 2018 American Community Survey (ACS) estimate, the median household income in Mountain View is \$150,000 (in 2018 inflation-adjusted dollars). This is higher than the median household income of \$127,000 in Santa Clara County and \$62,000 in the United States.



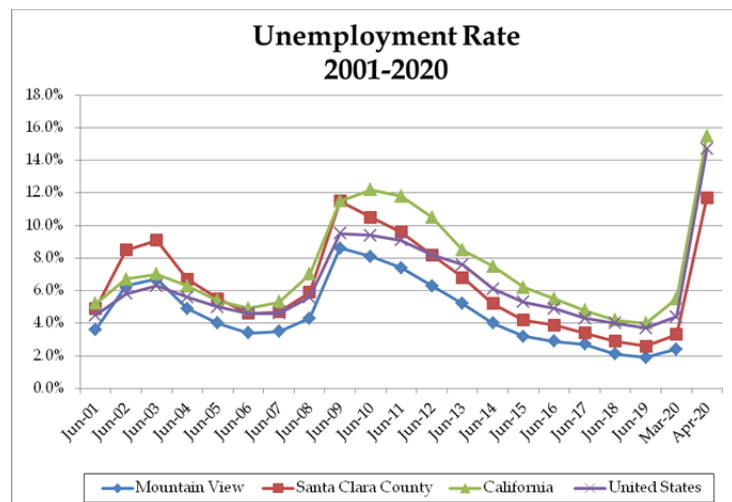
The Census Bureau establishes an income threshold for poverty every year. Below is a summary of the City's poverty level compared to Santa Clara County and the United States.

2018 ACS Estimated Poverty Status - Percentage Below Poverty Level		
Entity	Total Population	Under 18 Years
City of Mountain View	6.6%	4.0%
Santa Clara County	7.2%	6.8%
United States	13.1%	18.0%

## Employment

Unemployment rates as of March 2020 for the City, and as of April 2020 for the County, State and Nation (all rates are preliminary):

- 2.4% in Mountain View
- 11.7% in Santa Clara County
- 15.5% in California
- 14.7% in U.S.



## Health Care



The 2018 ACS estimates 2.9 percent of Mountain View residents are uninsured. About one third of Mountain View residents can access a major medical facility within 30 minutes using public transit. El Camino Hospital is the primary hospital in Mountain View and one of the prominent hospitals in the Bay Area. Community health centers such as MayView Community Health Center (which offers services to low-income families and immigrants regardless of status), Kaiser Permanente, and Palo Alto Medical Foundation are also available. Carbon Health is an urgent care clinic and an alternative to an emergency room.

City of Mountain View, California  
Community Profile  
(Continued)

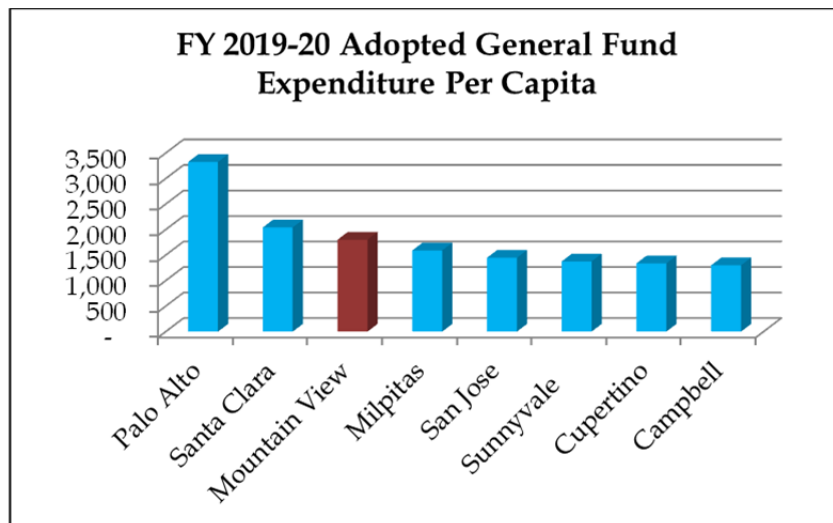
**Fiscal Year 2019-20 Financial Status Comparisons - Selected Santa Clara County Cities**

City	Population <sup>(1)</sup>	Adopted General Fund Revenues	Adopted General Fund Appropriations	Adopted Total Budget	General Fund Expenditure Per Capita
Campbell	43,250	\$ 55,863,156	\$ 56,242,691	\$ 79,338,577	\$1,300
Cupertino	59,879	87,100,152	80,104,468	150,532,151	1,338
Milpitas	76,231	118,415,020	121,241,528	247,859,512	1,590
<b>Mountain View</b>	<b>81,992</b>	<b>148,323,840</b>	<b>147,715,078<sup>(2)</sup></b>	<b>523,993,855</b>	<b>1,802</b>
Palo Alto	69,397	232,102,000	230,810,000	723,837,000	3,326
San Jose	1,043,058	1,323,631,763	1,510,135,437	4,661,164,572	1,448
Santa Clara	128,717	251,951,688	262,904,910	1,184,263,623	2,043
Sunnyvale	155,567	210,150,160	214,180,082	493,987,030	1,377

*Source: Revenues, Appropriations and Budget obtained from respective cities*

<sup>(1)</sup> Estimates as of 1/1/19, obtained from the CA DOF.

<sup>(2)</sup> Does not include projected budget savings.



City of Mountain View, California  
Community Profile  
(Continued)

**Major Employers\***

(In alphabetical order)

<u>Employer</u>	<u>Type of Business</u>
City of Mountain View	Government
El Camino Hospital	Health Care
Google Inc.	R&D, Software Development
Intuit Inc.	Software Development
LinkedIn Corporation	Business Information
Microsoft Corporation	Research and Development
Mountain View Whisman School District	Education
Palo Alto Medical Foundation	Health Care
Pure Storage	Information Technology
Quotient Technology	Information Technology
Samsung Electronics America Inc.	R&D, Software Development
Service by Medallion	Personal Services
Symantec	Software Development
Synopsys, Inc.	Software Development

*Sources: City of Mountain View Business License Data  
Silicon Valley Business Journal 'The List 2018'  
Company Representatives (2017 and 2018)*

*\* Based on number of employees (over 500 employees)*

City of Mountain View, California  
Community Profile  
(Continued)

Top 25 Sales Tax Producers  
As of December 31, 2019  
(In alphabetical order)

Allison BMW  
Benson Industries  
Best Buy  
Bon Appetit  
Boosted Boards  
Chevron  
Costco  
Financial Services Vehicle Trust  
Kiwi Crate  
Kohls  
Mr. Russell Lee  
Marshalls  
Mentor Graphics  
Mountain View Shell  
Omnicell  
Project Fi by Google  
REI  
Safeway  
Siemens Medical Solutions  
Synopsys  
Target  
Total Wine & More  
Valley Oil  
Walmart  
Zones

*Source: HdL Companies*

FISCAL YEAR 2019-20

Top Ten Property Taxpayers  
(dollars in thousands)

<u>OWNER</u>	<u>AGENCY</u>	<u>PRIMARY USE</u>	<u>NET ASSESSED VALUATION</u>	<u>PERCENTAGE OF TOTAL NET ASSESSED VALUATION</u>
Google Inc.	City/SRPC	Industrial/ Unsecured	\$ 4,495,744	14.1%
Intuit Inc.	City/SRPC	Industrial/ Unsecured	411,209	1.3%
SI 62	City/SRPC	Commercial	306,934	1.0%
Nor Cal Plymouth Realty LLC	SRPC	Commercial	134,420	0.4%
Baccarat Shoreline LLC	SRPC	Industrial	118,225	0.4%
P A Charleston Road LLC	SRPC	Commercial	114,240	0.4%
Richard T. Peery Trustee	SRPC	Commercial	100,958	0.3%
Microsoft Corporation	City/SRPC	Industrial/ Unsecured	81,401	0.2%
MGP IX SAC II Properties LLC	City	Commercial	432,054	1.3%
LinkedIn Corporation	City	Industrial	<u>383,852</u>	<u>1.2%</u>
Total			\$ <u><u>6,579,037</u></u>	20.6%

Fiscal Year 2019-20 Total Net Assessed Valuation \$31,907,906

Source: Santa Clara County Assessor Fiscal Year 2019-20 Combined Tax Rolls (as of July 1, 2019).  
Ranking based on Tax Revenue.

City: City of Mountain View (General Operating Fund)

SRPC: Shoreline Regional Park Community



**GENERAL  
OPERATING  
FUND  
  
FIVE-YEAR  
FINANCIAL  
FORECAST**

## **GENERAL OPERATING FUND FIVE-YEAR FINANCIAL FORECAST**

### **INTRODUCTION**

Forecasting is an important part of a city's financial planning process. Even in ordinary times, it is difficult to predict local government revenues due to the variable nature of the revenue sources and their connection to regional, State, national, and even international economic conditions, but it is possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period, which is useful for City Council decision-making. However, the unprecedented impact of COVID-19 has made forecasting very challenging, and financial trends are difficult to project with so much uncertainty surrounding the current economic climate and length of time the shelter-in-place order will continue, as both the short- and long-term impacts on the State and regional economy are unknown.

A Five-Year Financial Forecast is prepared annually and a longer-range 10-year Financial Forecast is prepared periodically and presented to the City Council during the budget process. This report is a Five-Year Financial Forecast (Forecast) for the time period of Fiscal Years 2020-21 through 2024-25. The last 10-year Financial Forecast was completed for Fiscal Years 2019-2028.

Generally, a financial forecast, even with fluctuating economic variables, can assist with identification of long-term financial trends, causes of fiscal imbalances, future fiscal challenges, opportunities, and potential requirements, all of which may assist in keeping the City on a continuing path of fiscal sustainability. The Forecast is for the General Operating Fund (GOF), which provides funding for the majority of City services, including Police, Fire, Parks, Recreation, Library, and administrative functions necessary for ongoing City operations. The GOF is also the fund that is most significantly influenced by economic conditions. The Forecast demonstrates staff's best estimates to the projected fiscal outlook for the GOF at this point in time.

### **BACKGROUND**

The Forecast is based on reasonable assumptions utilizing available information from a wide variety of sources. These sources generally include reviewing the City's historical trends, gathering information from economists that specialize in the regional economics of Silicon Valley, reviewing various indicators (e.g., unemployment data, etc.), networking with staff of neighboring agencies, reviewing State of California (State) and national economic trends, and factoring in known Mountain View conditions, such as lease terms and economic and property development. However, projecting revenues during this unprecedented time has proven to be extremely difficult. The level of City services, staffing, and cost of operations projected for Fiscal Year 2020-21 is the base

year for subsequent fiscal years' expenditures in the Forecast. Confidence levels in the Forecast assumptions become less certain with each subsequent fiscal year, and actual future revenues and expenditures will vary from the Forecast.

Historically, recessions have generally occurred between three and nine years, post-World War II, with the longest period of expansion lasting 10 years, from 1991 to 2001. It has been approximately 11 years since the end of the last recession (June 2009); now a longer recovery and expansion period than the 1990s. A table of previous recessions is as follows:

<b>Name</b>	<b>Period Range</b>	<b>Duration (months)</b>	<b>Time (years) Since Previous Recession</b>
1949 Recession	Nov. 1948 - Oct. 1949	11	3.1
1953 Recession	Jul. 1953 - May 1954	10	3.8
1958 Recession	Aug. 1957 - Apr. 1958	8	3.3
1960-1961 Recession	Apr. 1960 - Feb. 1961	10	2.0
1969-1970 Recession	Dec. 1969 - Nov. 1970	11	8.8
1973-1975 Recession	Nov. 1973 - Mar. 1975	16	3.0
1980 Recession	Jan. 1980 - Jul. 1980	6	4.8
1981-1982 Recession	Jul. 1981 - Nov. 1982	16	1.0
Early 1990s Recession	Jul. 1990 - Mar. 1991	8	7.7
Early 2000s Recession	Mar. 2001 - Nov. 2001	8	10.0
Great Recession	Dec. 2007 - Jun. 2009	18	6.1

Prior to the onset of COVID-19, it was uncertain when the next economic slowdown would occur. The City's Forecast last fiscal year presumed the next downturn would occur in Fiscal Year 2020-21 and continue into Fiscal Year 2021-22. The Forecast is not intended to predict precisely GOF revenues and expenditures but, rather, an indication of what the financial picture might look like.

The various GOF revenue sources are impacted by different economic events. Sales Tax and Transient Occupancy Tax (TOT) revenues are most impacted by the COVID-19 pandemic, and both revenues declined almost immediately when the shelter-in-place order began, while other revenues, such as property taxes, will lag behind. At this time, assuming the shelter-in-place will be lifted by June 30, 2020 followed by a transition period before businesses are able to resume, the "base" Forecast indicates the City will experience a modest budget deficit starting in Fiscal Year 2021-22 and grows to approximately \$3.4 million in Fiscal Year 2022-23. The last two fiscal years of the Forecast currently indicate positive balances, primarily due to revenue from projected development projects. It is important to note, if development is hampered and does not occur, these balances would be reduced. Staff is continuing to refine the City's Five-Year Forecast, and these projections will change as more information is known.

Should the shelter-in-place go beyond June 30, there will be a greater decline in revenues, and other actions may need to be taken to remain balanced. To provide a magnitude of the impact of prolonging the shelter-in-place, there are two alternative scenarios provided: shelter-in-place through August 2020 and shelter-in-place through October 2020. Both scenarios show that the GOF will be significantly impacted, and the City would be facing a budget deficit. Those scenarios are shown on Page 3-11.

## **Influencing Factors**

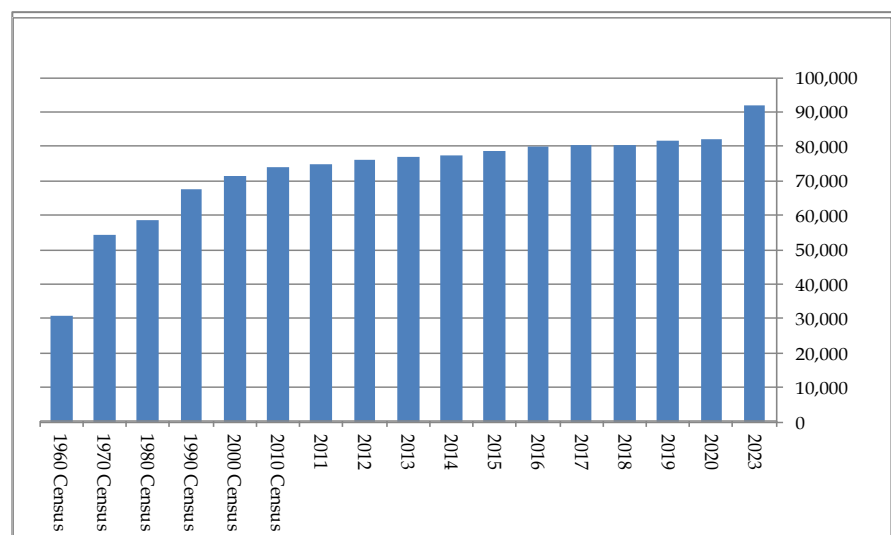
There are factors which influence each individual revenue source, some of which have broad ranges affecting multiple revenues, and some are specific to an individual revenue source. The Forecast includes a discussion of these factors below.

## **Population**

The following chart shows historical population annually for the past 10 years and each U.S. Census year back to 1960. From the 2000 Census to the 2010 Census, the City of Mountain View population grew by 2,697 (3.8 percent). According to the California State Department of Finance (CA DOF), the City's population estimate as of January 1, 2020 is 82,272, an 11.1 percent growth since the last census. With the current pace of housing development and potential for housing in the North Bayshore Area, staff has estimated a population of 91,910 for 2023 based on projects approved through January 2020. After 2020, it is expected population will grow more rapidly.

## **Population**

1960 Census	30,889
1970 Census	54,132
1980 Census	58,722
1990 Census	67,460
2000 Census	71,369
2010 Census	74,066
2011	75,023
2012	75,931
2013	76,872
2014	77,210
2015	78,754
2016	79,805
2017	80,469
2018	80,620
2019	81,639
2020	82,272
2023 Forecast	91,910

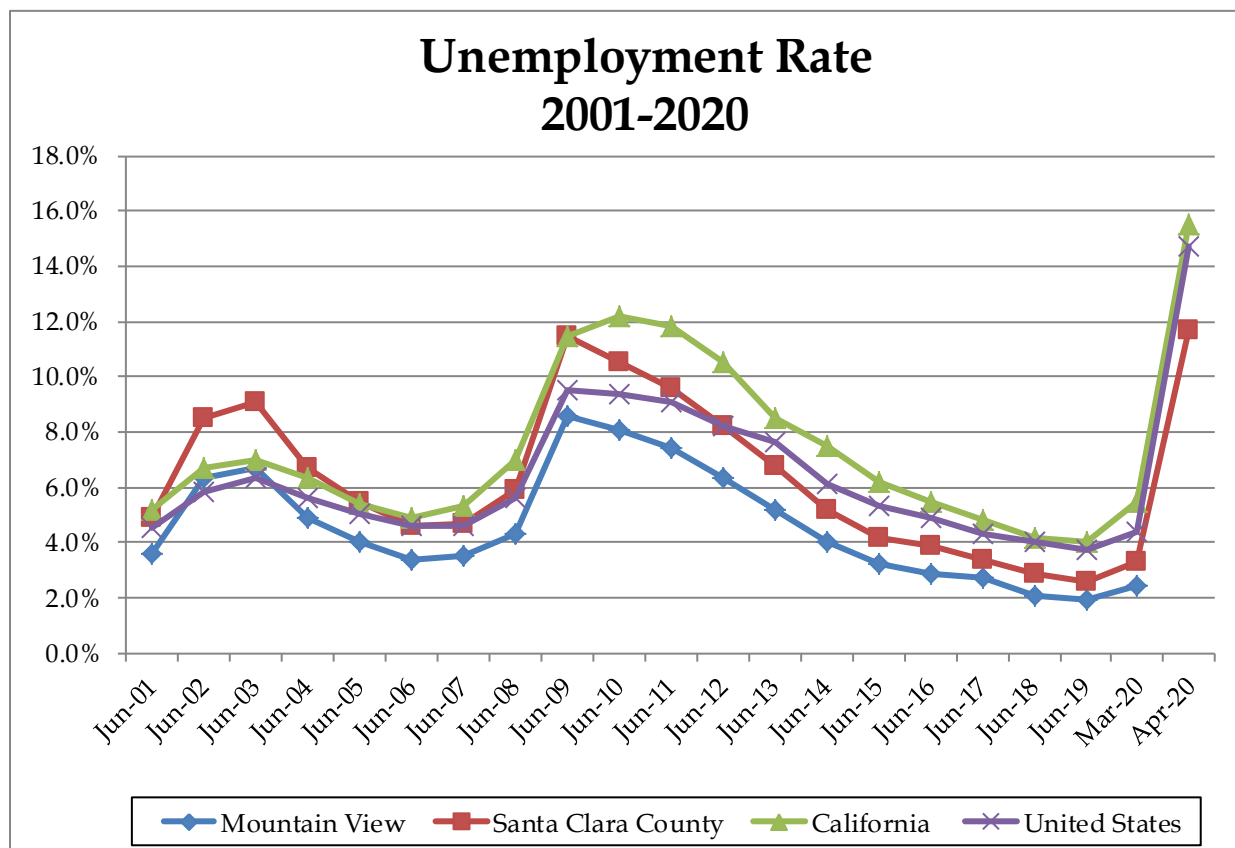


Sources: U.S. Census Bureau (1960-2010)  
City of Mountain View (2023, based on unbuilt approved projects through January 1, 2020)  
California State Department of Finance (all other years are provisional estimates as of January 1, revised annually)

## Unemployment

As detailed in the chart below, Mountain View's unemployment level has been below the County of Santa Clara (County), State, and nation levels, except during the recession of the early 2000s, which hit Silicon Valley the hardest. With the current COVID-19 pandemic, the Bureau of Labor Statistics (BLS) has reported the preliminary unemployment rate as of April 2020 for the State reaching a record high of 15.5 percent and for the nation of 14.7 percent. The California Employment Development Department (EDD) has reported the preliminary unemployment rate as of April 2020 for the County of 11.7 percent. There is currently no unemployment data for the City as of April 2020, which was 2.4 percent as of March 2020; that number is expected to increase once the data is released for April and May.

**Unemployment Rate – 2001-2020**



## State of California

The May revision of the Governor's Fiscal Year 2020-21 Proposed Budget is greatly impacted by the COVID-19 pandemic. Although it manages to maintain a balanced budget for the next fiscal year, the State will face budget deficits of over \$16.0 billion by Fiscal Year 2023-24. The Proposed Budget cancels programs and one-time spending previously proposed, draws down reserves, borrows from special funds, requires employees to take pay decreases, and temporarily increase revenues. The Governor is asking for Federal assistance to prevent billions of spending cuts. Otherwise, the largest spending cuts are to K-12 schools and colleges, health care, and State worker salaries. The risks to the State's long-term fiscal health continue to mount due to the uncertain effects of COVID-19, Federal policies, global risks, rising costs, and volatility of the stock market.

## **ANALYSIS**

### **Revenue and Expenditure Overview**

In order to maintain a base level of services in the City, revenue growth is necessary. If the existing revenue base cannot generate sufficient revenues to fund the cost of operations, the economic base must be enhanced or operating costs reduced. Fiscal Year 2020-21 revenues are projected to decline \$4.2 million (2.8 percent) compared to Fiscal Year 2019-20 adopted revenues and increase \$3.4 million (2.4 percent) compared to the Fiscal Year 2019-20 estimated revenues. The majority, \$2.1 million, of this increase is related to the second year phase-in of the new Business License Tax structure approved by voters November 2018. The City Council has earmarked 80.0 percent of these funds for transportation and 10.0 percent for affordable housing; however, this is general-purpose revenue, and the Council may choose to dedicate any future revenue towards other operating programs, if needed.

The City, as well as the global economy, is facing an unprecedented time due to COVID-19. The economic impacts of COVID-19 to the Federal, State, and regional economies have been unparalleled and continue to remain uncertain. The City's financial position since Fiscal Year 2014-15 had remained strong with annual surpluses allocated for CalPERS and OPEB unfunded liabilities, enhancing reserves, and funding the Sustainability Capital Improvement Program (CIP).

The Fiscal Year 2019-20 budget was adopted with a surplus of \$12.9 million, \$10.0 million allocated for liabilities and reserves. However, due to significant revenue losses caused by the impact of COVID-19, in May 2020, the City Council approved reversing a \$3.0 million transfer to the Capital Improvement Reserve in order for the current fiscal year budget to remain balanced, resulting in an updated estimated net operating balance of \$254,000. This previously strong financial position has allowed the City to project a balanced budget for Fiscal Year 2020-21, assuming shelter-in-place ends by June 30, 2020, with no additional allocations and a projected operating balance of \$110,000.

All employee group labor agreements expire June 30, 2020. The City negotiated to extend the labor agreements for one year, through June 30, 2021. The Forecast includes cost-of-living adjustments (COLAs) and other pay and benefit changes as adopted in the new labor agreements in Fiscal Year 2020-21. Notably, no COLAs are included for the remaining Forecast years; however, all Forecast years include step and merit increases. In conjunction with the approval of labor agreements for employees, an increase from \$2.3 million to \$4.0 million in projected budget savings based on average savings over the prior five fiscal years is proposed and is carried throughout the Forecast.

Fiscal Year 2020-21 proposed expenditures are \$10.3 million (7.5 percent) higher, a net \$8.6 million (6.4 percent) higher with the change in projected budget savings, compared to the Fiscal Year 2019-20 adopted expenditures. The increases in expenditures are primarily related to personnel costs as approximately 80.0 percent of the budget is for the cost of employees to provide services. New ongoing expenditures of \$1.4 million are included to address nondiscretionary needs. The operating balance is projected to be \$110,000 (after budget savings of \$4.0 million) for Fiscal Year 2020-21, which represents approximately 0.08 percent of GOF-projected revenues.

Staff and Council previously recognized the opportunity to take advantage of the City's healthy financial position to reduce unfunded pension liabilities for CalPERS and Other Postretirement Employee Benefits (OPEB). For Fiscal Years 2014-15 through 2016-17, the City Council approved allocations of \$9.0 million toward the CalPERS pension liability and \$6.5 million toward the OPEB liability. For Fiscal Year 2017-18, the City Council approved allocations of \$12.4 million towards the CalPERS pension liability, as part of the CalPERS Discount Rate Change Funding Strategy, and \$4.0 million towards the OPEB liability. For Fiscal Year 2018-19, the City Council approved additional allocations of \$7.6 million toward the CalPERS pension liability and \$1.0 million toward the OPEB liability. For the current fiscal year, the City Council approved additional allocations of \$7.6 million toward the CalPERS liability

The following chart shows the contributions to the City's unfunded liabilities for Fiscal Years 2014-15 through 2019-20 (dollars in millions):

	Fiscal Years 2014-15 through 2016-17		Fiscal Year 2017-18		Fiscal Year 2018-19		Fiscal Year 2019-20		Total	
	PERS	OPEB	PERS	OPEB	PERS	OPEB	PERS	OPEB	PERS	OPEB
GOF	\$4.0 M	\$4.0 M	\$4.0 M	\$2.0 M	\$4.0 M	\$1.0 M	\$4.0 M	—	\$16.0 M	\$7.0 M
GNOF	\$3.5 M	\$2.5 M	\$6.0 M	\$2.0 M	\$2.0 M	—	\$2.0 M	—	\$13.5 M	\$4.5 M
Other Funds	\$1.54 M	—	\$2.35 M	—	\$1.59 M	—	\$1.59 M	—	\$7.07 M	—
Total	\$9.04 M	\$6.5 M	\$12.35 M	\$4.0 M	\$7.59 M	\$1.0 M	\$7.59 M	—	\$36.57 M	\$11.5 M

The overall funded status of CalPERS has declined over the past decade due to a number of factors such as the CalPERS Fund's investment losses, demographic assumption changes, and discount rate reductions. The City's funded status as of June 30, 2018, the date of the most recent valuation, is 70.7 percent combined for both safety and miscellaneous plans, up from 69.9 percent and 67.4 percent in the previous two fiscal years. The unfunded liability is \$235.8 million based on the latest actuarial valuation as of June 30, 2018.



For the CalPERS pension liability, the City Council adopted a strategy to contribute a significant lump-sum contribution of \$10.0 million (General Fund) in Fiscal Year 2017-18, as well as proportionate contributions from other funds. This contribution is included in the valuation of June 30, 2018. As part of this strategy, an additional \$10.0 million General Fund payment is proposed from future Google Parking Lease revenues, as well as proportionate contributions from other funds. These lease payments are on a calendar-year basis and begin January 2021 with \$1.0 million available to contribute to CalPERS in Fiscal Year 2020-21; however, staff recommends making the contribution the fiscal year after funds are received. Staff has recommended making additional lump-sum payments to CalPERS when possible to address this unfunded liability. No additional contribution to CalPERS is proposed for Fiscal Year 2020-21.

CalPERS portfolio earnings have been significantly impacted by the COVID-19 crisis. For the first six months of the fiscal year, the CalPERS portfolio investment earnings were nearly 6.0 percent but are now currently negative 4.0 percent year to date. Actual returns for Fiscal Year 2019-20 will be reported in July 2020, and, although the market did recover some of the initial losses from a couple of months ago, it is expected that the returns will remain negative. The CalPERS investment losses experienced this fiscal year will impact the City's annual required contribution in Fiscal Year 2022-23. Investment losses are amortized over 20 years with a five-year ramp-up period to smooth the financial impact, then level amortization the next 15 years.

The City's annual expected pension contribution is \$29.3 million in Fiscal Year 2020-21. A 5.0 percent CalPERS investment loss is estimated to increase the City's rates (absolute rate change, not percentage rate change) 6.5 percent for the Miscellaneous Plan and 11.5 percent for the Safety Plan by the end of the five-year ramp-up period (Fiscal Year 2026-27). A 5.0 percent investment loss could reduce the City's funded status by approximately 8.0 percent to 63.8 percent and 61.4 percent for Miscellaneous and Safety, respectively, based on information provided by CalPERS.

For other post-employment benefits (OPEB), or retirees' health obligation, the City has made great strides toward funding the actuarial accrued liability (AAL). The liability was last calculated as of July 1, 2019 along with projections for five years. For Fiscal Year 2020-21, the estimated actuarial accrued liability (AAL) is \$151.2 million using a 6.25 percent discount rate; this is 87.0 percent funded based on estimated assets as of June 30, 2020 of \$131.5 million. The liability will again be updated as of July 1, 2021 with the next actuarial update prepared during Fiscal Year 2021-22. Previously, all funds other than the GOF had contributed their full share of the unfunded AAL (UAAL). As noted in the table above, to reduce the GOF share of its UAAL, a total of \$11.5 million in additional funds have been budgeted and transferred towards this liability since Fiscal Year 2014-15.

The following table includes the projected revenues and proposed expenditures by category for Fiscal Year 2020-21 and projections for the subsequent Forecast years. At this time, assuming the shelter-in-place will be lifted by June 30, 2020 followed by a transition period before businesses are able to resume, the Fiscal Year 2020-21 Proposed Budget is narrowly balanced. The Forecast then indicates the City will experience a slight budget deficit of approximately \$84,000 in Fiscal Year 2021-22 that is expected to grow to approximately \$3.4 million in Fiscal Year 2022-23.

Staff is continuing to refine the City's Five-Year Forecast, and these projections will change as more information is known. Should the shelter-in-place be extended beyond June 30, there will be a larger decline in revenues, and other actions may need to be taken to remain balanced. To provide an order of magnitude, projections on impacts to revenues for two possible alternate scenarios are included following the base Forecast: (1) shelter-in-place through August 2020; and (2) shelter-in-place through October 2020. As can be seen, the impacts to revenues and Operating Balance/Deficit are significant, and should shelter-in-place go beyond June 30, 2020, the City will be in a position to have to creatively address the budget shortfalls.

GENERAL OPERATING FUND FORECAST  
(dollars in thousands)

	2019-20 <u>ADOPTED</u>	2019-20 <u>ESTIMATED</u>	2020-21 <u>PROPOSED</u>	2021-22 <u>FORECAST</u>	2022-23 <u>FORECAST</u>	2023-24 <u>FORECAST</u>	2024-25 <u>FORECAST</u>
REVENUES:							
Property Taxes	\$ 57,091	\$ 54,485	\$ 57,207	\$ 57,742	\$ 60,137	\$ 64,182	\$ 68,076
Sales Tax	21,433	18,678	19,604	20,236	20,855	21,608	21,825
Other Local Taxes <sup>1</sup>	18,771	15,698	17,237	21,169	23,332	25,344	26,004
Use of Money and Property	22,657	22,155	22,571	23,919	24,867	25,623	26,442
Other Revenues <sup>2</sup>	<u>28,372</u>	<u>29,784</u>	<u>27,543</u>	<u>28,278</u>	<u>28,757</u>	<u>29,046</u>	<u>29,470</u>
TOTAL REVENUES	<u>148,324</u>	<u>140,800</u>	<u>144,162</u>	<u>151,344</u>	<u>157,948</u>	<u>165,803</u>	<u>171,817</u>
EXPENDITURES:							
Salaries and All Pays	67,699	65,179	70,921	71,802	72,952	73,577	74,103
Retirement	22,134	20,845	24,642	26,068	32,049	32,876	33,711
Health Benefits	10,887	8,961	11,272	11,849	12,688	13,478	14,324
All Other Benefits	<u>7,408</u>	<u>7,088</u>	<u>7,440</u>	<u>7,590</u>	<u>7,756</u>	<u>7,896</u>	<u>8,035</u>
Salaries and Benefits	108,128	102,073	114,275	117,309	125,445	127,827	130,173
Supplies and Services	18,552	20,026	19,575	20,163	20,767	21,390	22,032
Capital Outlay/ Equipment Repl.	2,772	3,243	2,873	3,511	3,601	3,694	3,790
Interfund Expenditures and Transfers	8,263	8,204	10,329	13,445	11,191	11,426	11,670
Debt Service	<u>-0-</u>	<u>-0-</u>	<u>1,000</u>	<u>1,000</u>	<u>4,300</u>	<u>4,300</u>	<u>4,300</u>
Total Operating Exp	137,715	133,546	148,052	155,428	165,304	168,637	171,965
Budget Savings	<u>(2,300)</u>	<u>Included</u>	<u>(4,000)</u>	<u>(4,000)</u>	<u>(4,000)</u>	<u>(4,000)</u>	<u>(4,000)</u>
NET EXPENDITURES	<u>135,415</u>	<u>133,546</u>	<u>144,052</u>	<u>151,428</u>	<u>161,304</u>	<u>164,637</u>	<u>167,965</u>
Transfer to GNOF for Sustainability CIP	(1,000)	(1,000)	-0-	-0-	-0-	-0-	-0-
Transfer to GF Reserve	(2,000)	(2,000)	-0-	-0-	-0-	-0-	-0-
Transfer to Cap Imp Res	(3,000)	-0-	-0-	-0-	-0-	-0-	-0-
CalPERS Contribution	<u>(4,000)</u>	<u>(4,000)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE/(DEFICIT)	\$ <u>2,909</u>	\$ <u>254</u>	\$ <u>110</u>	\$ <u>(84)</u>	\$ <u>(3,356)</u>	\$ <u>1,166</u>	\$ <u>3,852</u>

<sup>1</sup> Other Local Taxes consist of Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

<sup>2</sup> Other Revenue consist of License, Permits & Franchise Fees, Fines & Forfeitures, Intergovernmental, Charges for Services, Miscellaneous Revenues, and Interfund Revenues & Transfers.

<sup>3</sup> Balance is prior to the change in assets and liabilities, encumbrances, and rebudgets for grants and donations.

GENERAL OPERATING FUND FORECAST  
(dollars in thousands)

	2020-21 <u>PROPOSED</u>	2021-22 <u>FORECAST</u>	2022-23 <u>FORECAST</u>	2023-24 <u>FORECAST</u>	2024-25 <u>FORECAST</u>
OPERATING BALANCE/(DEFICIT)	\$ <u>110</u>	\$ <u>(84)</u>	\$ <u>(3,356)</u>	\$ <u>1,166</u>	\$ <u>3,852</u>

ALTERNATE SCENARIO #1--  
IMPACT OF SHELTER-IN-PLACE  
THROUGH AUGUST:

Property Taxes (CCPI 0%)	-0-	(522)	(529)	(540)	(551)
Sales Tax	(1,313)	(1,247)	(636)	(328)	(132)
Transient Occupancy Tax	(1,108)	(357)	(452)	(543)	(569)
Net Business License Tax	(23)	(33)	(17)	-0-	-0-
Rents & Leases	<u>(232)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE/(DEFICIT)	\$ <u>(2,566)</u>	\$ <u>(2,243)</u>	\$ <u>(4,990)</u>	\$ <u>(245)</u>	\$ <u>2,600</u>

ALTERNATE SCENARIO #2--  
IMPACT OF SHELTER-IN-PLACE  
THROUGH OCTOBER:

Sales Tax	(1,457)	(1,609)	(821)	(422)	(171)
Transient Occupancy Tax	(558)	(357)	(452)	(543)	(569)
Net Business License Tax	(23)	(33)	(17)	-0-	-0-
Rents & Leases	<u>(444)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE/(DEFICIT)	\$ <u>(5,048)</u>	\$ <u>(4,242)</u>	\$ <u>(6,280)</u>	\$ <u>(1,210)</u>	\$ <u>1,860</u>

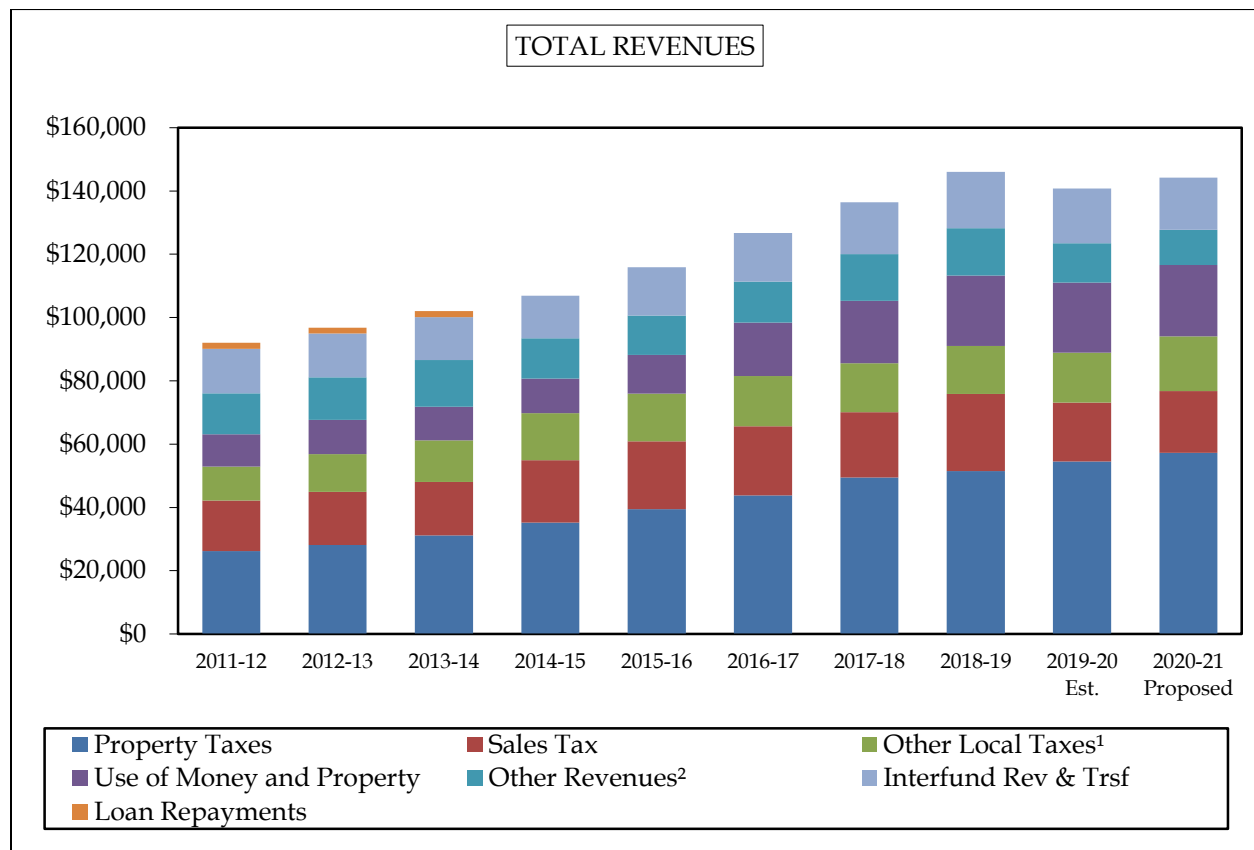
## Revenue and Expenditure Background

### Revenues

Historical experience demonstrates Mountain View had a relatively volatile revenue base, primarily related to sales tax, with substantial variation in the amount of revenues collected over time (see Exhibit A for revenue and expenditure history). In addition to the overarching factors described in the Impacting Factors Section, the City's revenue volatility is continually affected by local factors. In the past decade, however, other revenue sources, such as property taxes and lease revenues, have led to a more stable and predictable overall revenue base.

For Fiscal Year 2020-21, due to the impacts of COVID-19, GOF Revenues are projected \$4.2 million (2.8 percent) lower than the Fiscal Year 2019-20 Adopted Budget. Additional discussion of individual revenue sources can be found later in this Forecast.

A history of total GOF Revenues is as follows (dollars in thousands):



<sup>1</sup> Other Local Taxes consist of Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

<sup>2</sup> Other Revenues consist of Licenses, Permits & Franchise Fees, Fines & Forfeitures, Intergovernmental, Charges for Services, and Miscellaneous Revenues.

## Expenditures

During Fiscal Years 2009-10 through 2012-13, there were projected structural deficits ranging from \$1.1 million to \$6.0 million: through a combination of operating efficiencies and expenditure reductions (totaling \$7.4 million), modest revenue enhancements, and employee cost containment (totaling \$2.2 million), the City was able to balance those budgets and weather the Great Recession. Revenues recovered sufficiently and no budget restructuring was necessary beginning in Fiscal Year 2013-14. Since then, the economic health of the City continued to improve, resulting in a higher level of demand for services to support significant commercial and residential development, as well as to support other community priorities such as affordable housing, transportation, and sustainability.

From the peak in Fiscal Year 2001-02 through Fiscal Year 2012-13, the GOF employee count was reduced by more than 70.0 positions (over 14.0 percent). Although there have been positions added in recent years, overall, the City's GOF continues to operate at a staff level less than the prerecessionary level. This is further exacerbated by the high level of demand for services in City departments. The Fiscal Year 2020-21 budget includes additional regular and continuing limited-period and overhire positions to address the most critical workload demands.

The Forecast expenditures are calculated in the same manner as the annual budget and include the full cost of each existing position (salary and benefits). For Fiscal Year 2020-21, COLAs are included as agreed to in approved labor agreements extended through June 30, 2021. No COLA is included in each of the remaining Forecast years. Also included are multi-year assumptions related to the remaining cost components (e.g., steps, merits, retirement, health care, etc.) throughout the Forecast period. The factors for future health benefit costs are based on health-care trends and historical experience. The CalPERS rates for Fiscal Years 2020-21 through 2024-25 were provided by CalPERS with staff's estimated impact of CalPERS investment losses for the fiscal year ended June 30, 2020 which will be reported in the actuarial for Fiscal Year 2022-23 rates.

For Supplies and Services and the remaining categories, a base level of expenditures is calculated and then adjusted based on the multi-year assumptions related to each component of cost (e.g., City utilities, equipment maintenance, self-insurance funding, etc.).

Based on past experience, it is typical to underspend the budget due to vacant positions and savings in Supplies and Services accounts. Beginning in Fiscal Year 2009-10, a budget savings amount was assumed. It has ranged between \$1.8 million and \$2.8 million. In Fiscal Year 2017-18, it was increased to \$2.3 million to reflect a current five-

year average. For Fiscal Year 2020-21, and throughout the Forecast period, it is proposed to increase to \$4.0 million to reflect the current five-year average.

## **SUMMARY**

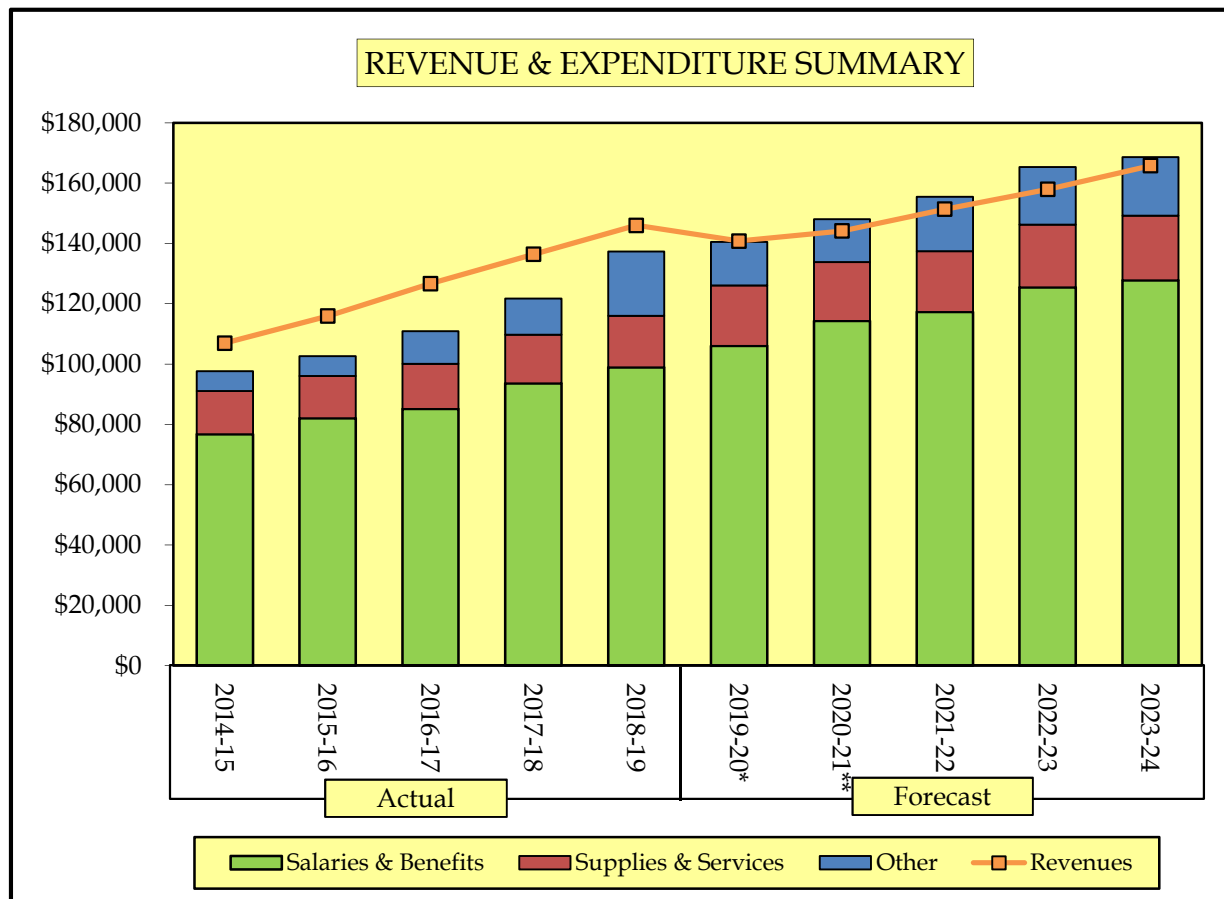
This has been an unprecedented time for the City of Mountain View, the nation, and the entire world, due to COVID-19. The economic impacts of COVID-19 to the Federal, State, and regional economies have been unparalleled, and continue to remain uncertain. This Forecast represents staff's best projections at this point in time and quarterly updates will be prepared for Council during the upcoming fiscal year.

The "base" Forecast projects a balanced budget on the assumption the shelter-in-place restrictions are lifted by June 30, 2020. If shelter-in-place restrictions are prolonged, GOF revenues will be severely impacted. The "base" Forecast projects negative balances in Fiscal Years 2021-22 and 2022-23 before any corrective actions. Fiscal Years 2023-24 and 2024-25 currently show positive balances assuming recovery and certain developments. Future financial stability will be dependent upon the recovery of the economy due to COVID-19 and continued fiscal restraint.

Following is a detailed and graphic presentation of the Forecast, summarizing the assumptions and resulting revenues and expenditures.

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<u>Fiscal Year</u>	<u>Revenues</u>	<u>Expenditures</u>
2015-16	115,911	102,590
2016-17	126,689	110,936
2017-18	136,377	121,682
2018-19	146,010	137,279
2019-20 *	140,800	140,546
2020-21 **	144,162	148,052
2021-22	151,344	155,428
2022-23	157,948	165,304
2023-24	165,803	168,637
2024-25	171,817	171,965

\* Estimated

\*\* Proposed

(dollars in thousands)

The Fiscal Year 2020-21 recommended expenditures and all forecast years do not include the projected operating budget savings.



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## **PROPERTY TAXES**

Property Taxes include the revenue generated from the City's share of the 1.0 percent levy assessed on the taxable value of real and personal property located within the City limits. The assessed value (AV) of secured real property that does not experience a change in ownership or is not subject to new construction is increased annually at a rate not to exceed the California Consumer Price Index (CCPI) or 2.0 percent, whichever is lower. However, if a property changes ownership, it is reassessed (up or down) at the current market value and new construction is initially valued at the cost of the construction. In addition, the County Assessor has the authority to proactively adjust the AV of properties downward to market value during periods of declining property values. Unsecured tax on personal property, such as computers and other equipment, is assessed on the value of the property as self-reported annually to the County.

### **SOURCES**

- Property tax assessed on secured real property.
- Property tax assessed on unsecured personal property.
- Property tax assessed on leased property.

### **ECONOMIC FACTORS**

- General economic conditions.
- Proposition 13 – determines methodology of tax application, limits the annual AV increase, and sets the tax rate.
- California Consumer Price Index (CCPI – October through October).
- New development.
- Property demand, sales, and values.
- County processing time for new development and ownership transfers and inclusion on the tax roll.
- Assessment appeals and proactive assessment reductions by the County Assessor.
- Availability of credit.
- State legislation regarding tax allocation.

## HISTORY

In 1992, as a way of solving its own budget shortfall, the State enacted legislation that shifted partial financial responsibility for funding education to local government. Property tax revenues belonging to cities, counties, and special districts were shifted to the Education Revenue Augmentation Fund (ERAF). The net cumulative loss to the GOF resulting from all ERAF shifts through Fiscal Year 2019-20 exceeds \$123.1 million (\$126.9 million for the entire City).

For the past two decades, housing activity has remained strong with short periods of uncertainty or declines related to the availability of housing stock, interest rates, and the overall economy. During Fiscal Year 2008-09, the housing market collapsed and assessed values across the County suffered and caused some properties to be appraised at less than the outstanding debt on the property. During that time, foreclosures nationwide increased dramatically as homeowners defaulted on their mortgages, and California was the epicenter of the foreclosure crisis. Mountain View experienced foreclosures, but not as severely as other parts of the State. For calendar 2019, the most recent information available, there were a total of 81 foreclosures in the County. Mountain View had one foreclosure, one of the least in the County.

Beginning Fiscal Year 2008-09, the County began processing Proposition 8 (Prop 8) reductions for residential and commercial properties. The majority of the lost value for residential Prop 8 reductions in the City was recaptured by Fiscal Year 2015-16.

In the time period since the beginning of the recession and continuing into the recovery and expansion, commercial property owners have submitted applications for value reductions. The number of appeals submitted Countywide as of April 2020 is slightly lower than the same time frame in 2019. As of April 2020, the County had approximately 5,100 active appeals compared to 5,200 the previous year. Because of the variable nature of commercial properties, the process of reviewing and valuing them is lengthy and more complicated. The County processes Countywide AV roll reductions (primarily the result of resolved appeals) and corrections throughout the year and currently estimates a net \$2.5 billion in reductions for Fiscal Year 2019-20. The General Fund's share of this estimated property tax revenue loss is approximately \$244,000.

Tracking of property sales activity, including new developments, was initiated in 2007 and the most recent 10 years of history is detailed below. The highest number of sales transactions for all types of properties and the largest increase in AV resulting from changes in ownership (CIO) occurred in 2018. For the first time since tracking began the increase in AV related to sales exceeded \$1.0 billion. There has been growth in the median price of single-family homes (SFH) experiencing a CIO every year from 2010 to 2018. In 2019, the median prices of all properties showed a slight decline.

Median Price Statistics (Mountain View Residential Properties with a CIO)

<u>Year</u>	<u>Single-Family Home (SFH)</u>	<u>Number of SFH CIO</u>	<u>Condo/ Townhome</u>	<u>Number of Condo/ Townhome CIO</u>
2009	\$845,000	182	\$535,000	179
2010	\$892,000	267	\$572,500	268
2011	\$900,750	306	\$445,000	241
2012	\$1,000,000	341	\$570,000	299
2013	\$1,245,000	297	\$639,000	356
2014	\$1,450,000	255	\$781,000	322
2015	\$1,600,000	274	\$910,000	312
2016	\$1,700,000	253	\$1,013,000	345
2017	\$1,900,000	278	\$1,175,000	387
2018	\$2,100,000	343	\$1,360,000	417
2019	\$2,027,000	282	\$1,334,000	370

Also impacting the growth in Property Taxes is the CCPI. Over the past 11 fiscal years (2009-10 to 2019-20), five years have had annual CCPI increases less than the maximum 2.0 percent allowed, and one of those five years was a negative CCPI.

In total, Fiscal Year 2019-20 Property Tax revenues of \$54.5 million is estimated to exceed the Fiscal Year 2018-19 Audited of \$51.5 million by 5.9 percent and estimated to be 4.6 percent below the Fiscal Year 2019-20 Adopted Budget of \$57.1 million.

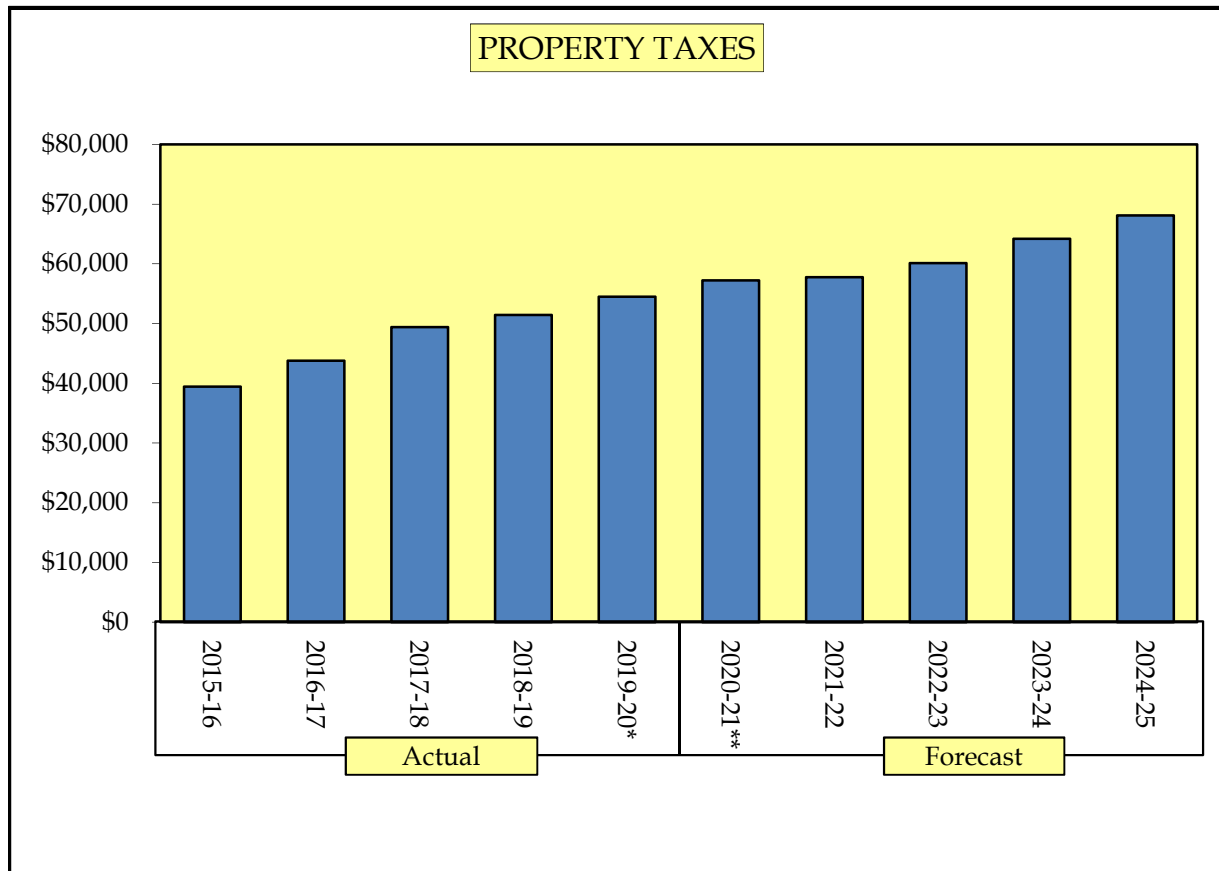
## **FORECAST**

The Fiscal Year 2020-21 projected secured property tax revenue is based on the July 1, 2019 tax roll adjusted for the following:

- A 2.0 percent CCPI increase to the AV of all eligible residential and commercial property;
- Projected AV loss from resolution of pending appeals;
- AV changes related to property transfers and sales prior to the January 1 lien date; and
- Projected AV increase related to new development, tenant improvements, and remodels.

As mentioned earlier, the County has approximately 5,100 active appeals. The Fiscal Year 2020-21 revenue includes a projected tax loss based on the historic resolution of appeals. For the remaining “base” Forecast years, total secured property tax is projected with net annual increases ranging from 1.9 percent to 6.3 percent. Fiscal Years 2021-22 and 2022-23 assume an annual change in AV based on a 1.0 percent and 1.5 percent CCPI, respectively, and the remaining Forecast years include an annual change in AV based on a 2.0 percent CCPI. In addition, increased AV is projected for Fiscal Years 2020-21 through 2024-25 as a result of new development projects under construction and in the pipeline (including Ameswell and numerous housing, hotel, corporate campus and office developments), and anticipated growth from CIO and remodeling. The increased revenue from Ameswell has previously been identified as a revenue source for the Police/Fire Administration Building Remodel and Expansion project. The Forecast assumes appeals will continue to be filed annually and a portion will be resolved resulting in an AV loss. In addition, the Forecast does not include a projection of excess ERAF property tax to be distributed to the City. This revenue is not ongoing, and amounts received will be recorded as one-time revenue to the General Non-Operating Fund. Under the shelter-in-place through August 2020 scenario, the Fiscal Year 2021-22 change in AV is based on a zero percent CCPI, which also affects the AV for the remaining Forecast years.

Unsecured property tax revenue is projected to decline by 12.2 percent for Fiscal Year 2020-21 and another 10.0 percent in Fiscal Year 2021-22, and grow for the remainder of the Forecast period.



<u>Fiscal Year</u>	<u>Property Taxes</u>	<u>% Change</u>
2015-16	39,461	12.2%
2016-17	43,774	10.9%
2017-18	49,419	12.9%
2018-19	51,451	4.1%
2019-20 *	54,485	5.9%
2020-21 **	57,207	5.0%
2021-22	57,742	0.9%
2022-23	60,137	4.1%
2023-24	64,182	6.7%
2024-25	68,076	6.1%

\* Estimated

\*\* Proposed

(dollars in thousands)



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## **SALES TAX**

Sales Tax revenue is currently the third largest single revenue source of the GOF and also the most volatile. The City of Mountain View is allocated 1.0 percent of every sales dollar subject to sales tax. In the late 1990s, sales tax from commercial/industrial businesses generated a greater amount of sales tax than retail businesses, an approximate 1.5:1.0 ratio. During the current decade, as a result of relocations, recession, growth of the service economy (nontaxable products), and California Department of Tax and Fee Administration (CDTFA) (previously known as State Board of Equalization or BOE) reporting changes, retail contributes a greater share, and the ratio for the most recent completed fiscal year is 1.0:4.3.

### **SOURCES**

- Retail sales of tangible personal property to individuals and other businesses.
- Use tax on business consumption of personal property.
- State and County pooled sales tax allocated by the City's share of the Countywide tax on point of sale transactions.

### **ECONOMIC FACTORS**

- Business expansion, reduction, or relocation.
- State of the economy.
- Purchasing patterns.
- CDTFA allocation decisions.
- Level of business-to-business sales.
- Technology changes.

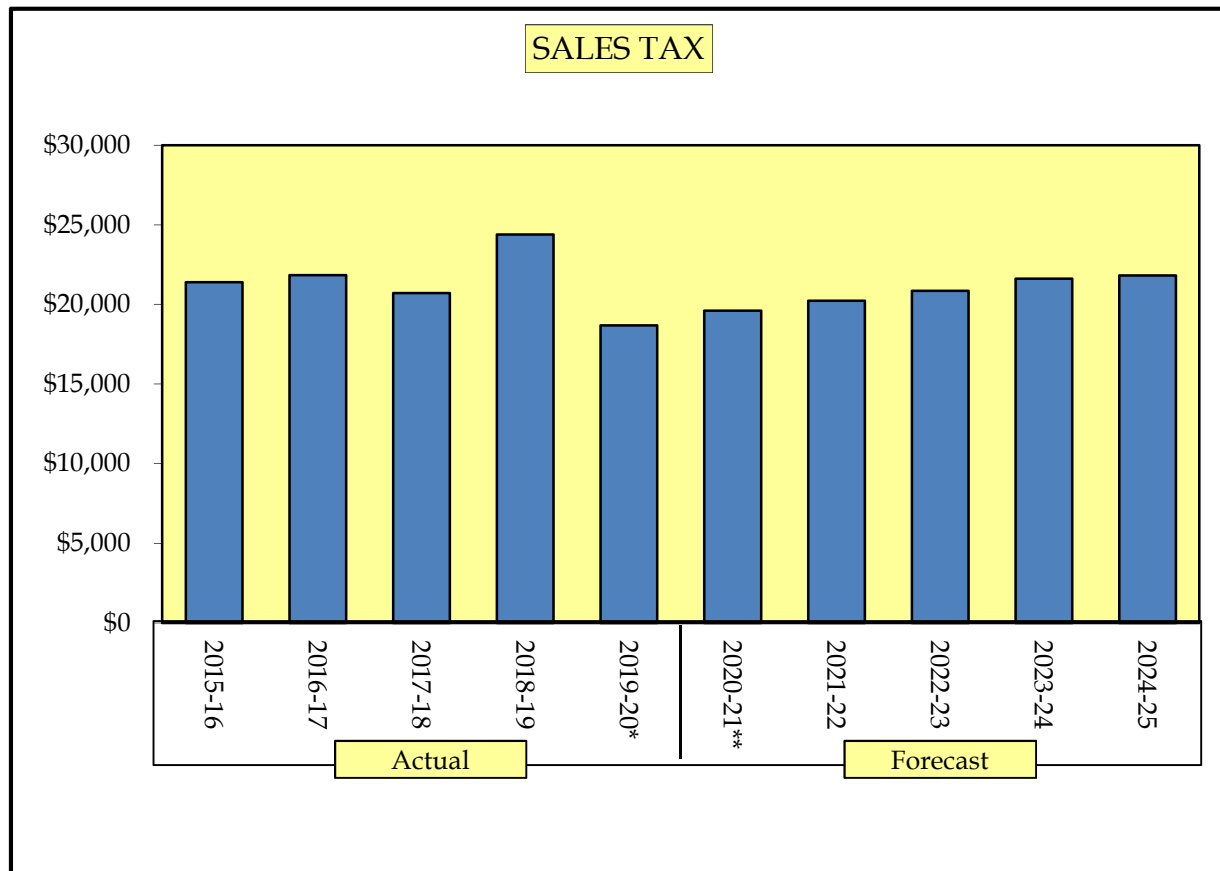
### **HISTORY**

Since the early 1990s, sales tax has been an extremely volatile revenue source, reaching a record high of \$24.1 million in Fiscal Year 2000-01, primarily resulting from high-tech businesses. A precipitous decline to \$14.2 million occurred in Fiscal Year 2003-04 followed by steady growth through Fiscal Year 2007-08 to \$17.3 million. These variations typically occur as businesses move in and out of the City, companies modify reporting and/or sales methods, and the economy changes. Fundamentally, as the service economy grows, less manufacturing is done locally, resulting in a smaller commercial tax base as sales tax is not applicable to most technology company sales. As

a result of the Great Recession, Sales Tax revenue fell in excess of \$2.0 million (11.8 percent) to \$15.2 million in Fiscal Year 2009-10. Subsequently, sales tax revenue grew steadily through Fiscal Year 2015-16, but, since then, has either seen little growth or has declined. In Fiscal Year 2017-18, the CDTFA experienced issues with its new software system which delayed payments to local agencies. Approximately \$1.6 million received in Fiscal Year 2018-19 has been identified as late payments for Fiscal Year 2017-18. After adjusting for these late payments, total sales tax revenue for Fiscal Year 2017-18 would be \$22.3 million instead of the \$20.7 million audited, and total sales tax revenue for Fiscal Year 2018-19 would be \$22.8 million instead of the \$24.4 million audited. For Fiscal Year 2019-20, sales tax is estimated at \$18.7 million, \$2.8 million (12.9 percent) below the \$21.4 million adopted, entirely related to the impact of COVID-19.

## **FORECAST**

Fiscal Year 2020-21 sales tax revenue is projected, assuming shelter-in-place restrictions are lifted by June 30, 2020, at \$19.6 million. This includes \$880,000 of deferred sales tax payments from qualified small businesses that were previously able to defer up to \$50,000 in Q2 2020 for up to 12 months. This “base” projection is essentially the same level as the Fiscal Year 2014-15 audited. The remaining “base” Forecast years project 1.0 percent to 3.6 percent increases in anticipation of recovery from the impacts of COVID-19. Sales tax revenue is projected to be significantly impacted should shelter-in-place restrictions extend beyond June 30, 2020. For an order of magnitude, if restrictions are in place through August 2020, for Fiscal Year 2020-21, staff anticipates a sales tax revenue decline of \$1.3 million, and another \$1.5 million if restrictions are in place through October 2020. Impacts of extended restrictions are also projected to impact the remaining four Forecast years.



<u>Fiscal Year</u>	<u>Sales Tax</u>	<u>% Change</u>
2015-16	21,401	8.2%
2016-17	21,828	2.0%
2017-18	20,713	(5.1%)
2018-19	24,390	17.8%
2019-20 *	18,678	(23.4%)
2020-21 **	19,604	5.0%
2021-22	20,236	3.2%
2022-23	20,855	3.1%
2023-24	21,608	3.6%
2024-25	21,825	1.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **OTHER LOCAL TAXES**

Other Local Taxes is comprised of Transient Occupancy Tax (TOT), Business License Tax, and Utility Users Tax (UUT).

### **SOURCES**

- TOT is a 10.0 percent tax assessed on hotel and motel occupancies. Any occupancy by a government employee while on government business, or a stay exceeding 30 consecutive days, is exempt from the tax. This tax is self-reported on a quarterly basis by hotels and motels within the City limits, and a compliance audit is performed on a periodic basis. On November 13, 2018, the City Council adopted an ordinance related to the short term rental (STR) of residential property. These rentals will be subject to the City's 10.0 percent TOT.
- Business License Tax is assessed on all businesses known to be operating in Mountain View and billed annually. Currently, there are approximately 4,400 active businesses licensed. Prior to Measure P, approved by Mountain View voters in November 2018, the tax rate was generally \$30 per year for most businesses (73.0 percent), but reached \$250 for certain types of businesses. The Business License Tax structure changed effective January 1, 2020, whereby the tax is assessed on a structure of tiered number of employees. The change is phased in over a three-year period for businesses with more than 50 employees. The City Council preliminarily earmarked 80.0 percent of additional revenue generated from the restructured tax to transportation and 10.0 percent to affordable housing.
- UUT is a 3.0 percent tax assessed on the consumption of all telecommunication (2.5 percent tax on purchases of Mobile Telephony Services (MTS)), electricity, and gas services. Companies providing taxable utility services remit UUT payments monthly, and a compliance audit is performed on a periodic basis.

### **ECONOMIC FACTORS**

- TOT: Number of hotel rooms and STR properties, room rate, occupancy rate, and number of exemptions.
- Business License Tax: Number and types of businesses licensed by the City, number of employees, and the applicable tax rate.
- UUT: Customer base, level of consumption, and price of the commodity.

## HISTORY

TOT: The current tax rate of 10.0 percent was last modified in June 1991 from 8.0 percent. Occupancy and room rates in the City typically grow in nonrecessionary times. The impacts of economic downturns or disruptions are immediately reflected in TOT revenue as demonstrated by the 52.1 percent decline resulting from the dot-com bust and the 26.6 percent decline during the Great Recession. TOT revenues began to recover from this last recession in spring 2010 and growth continued through Fiscal Year 2016-17 with Fiscal Years 2017-18 and 2018-19 revenue being relatively flat. The current fiscal year estimate is significantly impacted by the shelter-in-place restrictions due to COVID-19, with revenues currently estimated at \$5.4 million, \$1.6 million (23.0 percent) lower than prior fiscal year audited. The first two quarters of Fiscal Year 2019-20 (ending September 30 and December 31) reflect the opening of the Hyatt Centric Hotel. The Adopted Budget also included the opening of the Shashi Hotel, but the opening has been delayed and it is now anticipated in Fiscal Year 2021-22.

Business License Tax: Prior to the approval of Measure P, this revenue did not change significantly from year to year as the tax rate has remained essentially unchanged since June 1954 (excluding two business types updated in 1985). Any fluctuation in the number of businesses did not significantly change annual revenue because of the low annual tax rate.

As mentioned previously, in November 2018, Mountain View voters approved Measure P, which restructured the Business License Tax. The new structure is an incremental, progressive tax based on a tiered number of employees. Persons operating businesses with 50 employees or more shall pay a phased-in tax over a three-year period, with the first phase of the new tax rates effective January 1, 2020. Revenue for Fiscal Year 2019-20 is currently estimated at \$2.3 million, 3.6 percent higher than adopted and representing approximately one-third of the tax when fully implemented in Fiscal Year 2021-22.

UUT: The tax is calculated on the consumer cost of the energy (gas and electricity) and telecommunication services utilized. The tax revenue fluctuates with the cost, customer usage, and/or customer base and is negatively impacted by economic downturns as a result of business closures and reduction in usage by both residential and commercial customers. In November 2010, the voters approved a ballot measure which broadened the base to include all telecommunications services in order to treat all customers equally and the amended ordinance became effective March 2011. As a result, UUT generated from telecommunications increased.

An audit of telecommunications providers was completed in January 2014 and resulted in a \$1.1 million settlement and one-time assessment. In addition, during Fiscal Year 2014-15, staff worked to bring another telecommunications provider into compliance,

resulting in a payment of the amount due for that fiscal year and a \$1.6 million payment for a prior time period. Both of these companies are remitting monthly UUT payments, contributing to ongoing revenue.

The Agreement between the CDTFA and the City for prepaid phone cards was executed in December 2015, and the City received the first quarterly payment in September 2016. In addition, direct providers of prepaid phone cards began remitting UUT payments in July 2016. UUT revenue from telecommunications has been declining since Fiscal Year 2015-16, as more customers “cut the cord” on services. Payments from a major telecommunications provider have been steadily declining since Fiscal Year 2015-16, and the pervasive use of cell phones has eliminated the necessity and cost of a landline for many people, and it is not uncommon for a cell phone to be utilized for both personal and professional uses. The City began receiving UUT payments from Silicon Valley Clean Energy (SVCE) in the beginning of Fiscal Year 2017-18, offset by lower payments from PG&E resulting from customer migration. Fiscal Year 2019-20 UUT revenue is estimated to be \$8.0 million, 3.3 percent and 1.8 percent higher than adopted and prior fiscal year audited, respectively, primarily due to lower telecommunications revenue offset by higher than projected revenues from energy services.

## **FORECAST**

TOT: Fiscal Year 2020-21 revenue, based on shelter-in-place restrictions lifted by June 30, 2020, is projected 6.5 percent lower than the Fiscal Year 2019-20 estimated, as new hotel openings are not projected for Fiscal Year 2020-21. Revenue from STR is projected at \$190,000 for Fiscal Year 2020-21; this is a modest estimate based on a combination of limited historical information on STRs and the impacts of shelter-in-place orders. Fiscal Year 2021-22 includes the opening of the Ameswell Development Project Hotel and Shashi Hotel, and a reduction in revenue resulting from an economic downturn related to COVID-19. Fiscal Year 2022-23 includes the reopening of the Hilton Garden Inn (with additional rooms) and midyear opening of the Holiday Inn Express and Hotel on the Hope Street Lot development. The remaining Forecast years reflect a gradual recovery from the impacts of COVID-19. TOT revenue is projected to be significantly impacted should shelter-in-place restrictions extend beyond June 30, 2020. For an order of magnitude, if restrictions are in place through August 2020, for Fiscal Year 2020-21, staff anticipates a TOT revenue decline of \$1.1 million, and another \$558,000 if restrictions are in place through October 2020. Impacts of extended restrictions are also projected to impact the remaining four Forecast years.

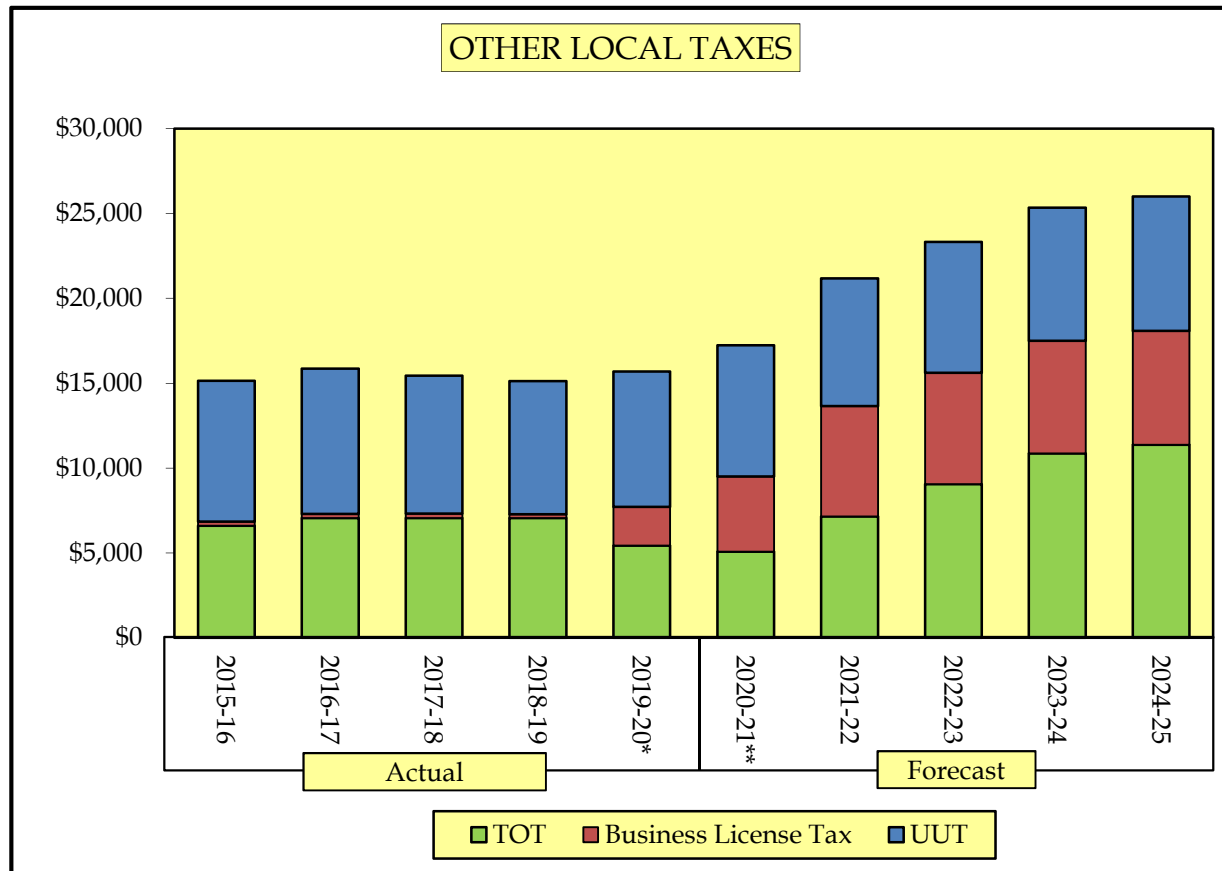
Business License Tax: Fiscal Years 2020-21 and 2021-22 business license tax revenue reflects the second and third year of the phase-in of the new business license tax structure and is projected at \$4.4 million, and \$6.5 million respectively. The City Council earmarked 80.0 percent of the increased tax revenue for transportation and 10.0



percent for affordable housing, resulting in a net revenue gain to the GOF of approximately \$668,000 and \$876,000, respectively. Transfers to the Transportation Reserve and General Housing Fund are included in the Forecast and discussed later in the expenditures section.

Because the Business License Tax revenue has been earmarked for and transferred to transportation and housing, net revenue to the GOF is not significantly impacted by possible impacts of extended shelter-in-place restrictions. The extended shelter-in-place scenarios assume layoffs for businesses paying this tax, thereby reducing employee count and the tax calculated on the number of employees.

UUT: Fiscal Year 2020-21 total projected UUT revenue is 3.2 percent lower than the Fiscal Year 2019-20 estimated. UUT revenue for the following Forecast year declines as a result of the economic downturn related to COVID-19. The remaining Forecast years reflect recovery plus UUT generated from development anticipated in the Shoreline Regional Park Community as identified in the North Bayshore Precise Plan Fiscal Impact Analysis.



Fiscal Year	Transient Occupancy Tax	Business License Tax	Utility Users Tax	Total Other Local Taxes	% Change
2015-16	6,591	245	8,301	15,137	2.2%
2016-17	7,043	251	8,572	15,866	4.8%
2017-18	7,057	251	8,136	15,444	(2.7%)
2018-19	7,050	231	7,850	15,131	(2.0%)
2019-20 *	5,426	2,283	7,989	15,698	3.7%
2020-21 **	5,075	4,428	7,734	17,237	9.8%
2021-22	7,144	6,508	7,517	21,169	22.8%
2022-23	9,045	6,573	7,714	23,332	10.2%
2023-24	10,857	6,639	7,848	25,344	8.6%
2024-25	11,373	6,705	7,926	26,004	2.6%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **USE OF MONEY AND PROPERTY**

Use of Money and Property is comprised of investment earnings and revenue from rents and leases of City-owned property. Investment Earnings are generated from the General Fund's share of the City's pooled investment portfolio. Rents and Leases revenue is generated from rental properties and lease agreements and is now the second largest revenue source of the GOF.

### **SOURCES**

- Monthly interest allocation generated by the City's pooled investment portfolio.
- Leased and rented properties, including:
  - North Charleston, Crittenden, and Charleston East ground leases
  - Shoreline Amphitheatre
  - Ameswell
  - Recology
  - Center for the Performing Arts
  - Michaels at Shoreline Restaurant
  - Community School of Music and Arts (CSMA)
  - CVS (parking structure, retail space)
  - Historic Adobe Building, Community Center, and Senior Center
  - Bean Scene Café, Olympus Caffé, and Savvy Cellar Wines, Inc.
  - Bank of America (ATM)
  - Hope Street Office and Hotel Development
  - Wireless Telecommunication Providers (GTE Mobilnet, Metro PCS, Sprint)
  - Various construction staging sites

### **ECONOMIC FACTORS**

- Economy.
- Federal Reserve policy and interest rates.
- Portfolio balance.
- City Investment Policy.
- Rental revenues received and lease agreements.

## HISTORY

Investment Earnings: Over the past decade, part of the City's financial strategy was to build reserves in anticipation of budget constraints in order to generate additional revenue in the form of investment earnings and to maintain sufficient funds to weather any further significant declines in revenues. The Federal Reserve aggressively managed short-term interest rates between late 2007 and 2008 in an effort to combat the ripple effect of the subprime lending crisis and support the economic recovery by reducing the Federal funds rate from 5.25 percent to a target of 0.25 percent. This significantly impacted the City's interest earnings for numerous years. Between December 2015 and December 2018, the Federal Open Market Committee (FOMC) increased the benchmark interest rate nine times for a total 225-basis-point increase. This significantly improved the City's interest earnings. However, the FOMC began reducing the Federal funds rate again, with three 25-basis-point reductions between July 2019 and October 2019, then reacted sharply to the economy with a 150-basis-point reduction in March 2020. For Fiscal Year 2019-20, investment earnings are estimated at \$3.2 million, \$291,000 (10.0 percent) higher than adopted. The City has a practice of laddering the portfolio so the impact of the reduced Federal funds rate will have a greater impact on future fiscal years as higher-yielding securities mature and are replaced with lower-yielding securities.

Rents and Leases: Over time, the City has strategically developed City-owned properties and negotiated lease agreements that generate long-term revenue for the GOF. These leases and the revenue generated become even more important during economic downturns as they generally do not immediately fluctuate with the economy, and most include annual inflationary increases.

In 1995, 1996, and 2008, the City first negotiated and signed ground lease agreements for the North Charleston, Crittenden, and Charleston East sites, respectively. As allowed in the ground leases, the rent includes fixed annual increases and is revalued every 10 years to market. The decennial revaluation of the North Charleston lease was effective April 1, 2016, resulted in a 141.0 percent rent increase (\$3.3 million for a full year) and will continue to escalate 4.0 percent annually. The decennial revaluation of the Crittenden lease was effective January 1, 2017, resulted in a 104.8 percent rent increase (\$3.1 million for a full year) and will continue to escalate 4.0 percent annually.

The first decennial revaluation for the Charleston East (Lot 1) lease between the City and Google LLC (Google) was effective February 1, 2018. This lease includes a cap on the revalued rent that is not included in the other two land leases. The cap is 165.0 percent of the monthly rent payable during the initial year of the prior 10-year period. In this case, the rent for the period beginning February 1, 2018 is capped at 165.0 percent of the rent paid in February 2008. The total annualized revalued rent is \$1.9 million, an

increase of \$387,000 (26.5 percent) compared to the prior year annualized rent and will continue to escalate 3.0 percent annually.

In late Fiscal Year 2005-06, Council approved the amended and restated lease between the City and SFX Entertainment, Inc. (SFX—operating company of Live Nation, Inc.), for the lease of the Shoreline Amphitheatre. The terms of the lease eliminated the percentage rent structure and replaced it with a fixed amount of \$200,000 per month for the concert season (nine months), a total of \$1.8 million annually. The first annual contractual increase of 2.0 percent went into effect March 2018, and the current annualized payment is \$1.9 million.

In September 2007, CVS opened in the Bryant Street parking structure and began paying the City the negotiated monthly lease rent. The parking structure was partially funded with former Revitalization Authority funds and, based on the Compensation Agreement, any revenues generated from the parking structures are shared with the taxing entities in the same proportion of the Authority's contribution to the structures. The Compensation Agreement was effective July 1, 2014, resulting in annual lease revenue of \$165,000 to the GOF, a loss of \$78,000 annually. The CVS lease agreement provides for an 11.9 percent increase that is effective September 2017 through September 2022.

In May 2010, Savvy Cellars opened to the public at the Centennial Plaza Train Depot and, in accordance with the lease, the annual revenue to the City for the first five years was \$29,700. The first annual increase was effective December 2014, and there have been annual increases effective each subsequent December. In addition, there are various other rentals of City-owned property as listed previously in the Sources section which contribute revenue to the GOF.

On December 11, 2018, staff updated City Council on the Police/Fire Administration Building Expansion Study and confirmed most of the revenue generated from the Ameswell development is earmarked for debt service related to this facility. The City Council authorized staff to issue a request for proposal (RFP) to prepare a preliminary design for a renovation/addition as well as evaluation of a new building.

As stated above, rents and leases revenue generally do not immediately fluctuate with the economy during economic downturns. However, these revenues have been impacted by the shelter-in-place restrictions from COVID-19. Concerts at Shoreline Amphitheatre have been cancelled, nonessential businesses are closed, and rental of City facilities has ceased. Consequently, the City has been asked to waive or defer rent payments. For Fiscal Year 2019-20, rents and leases revenue is estimated at \$18.9 million, \$794,000 (4.0 percent) lower than adopted.

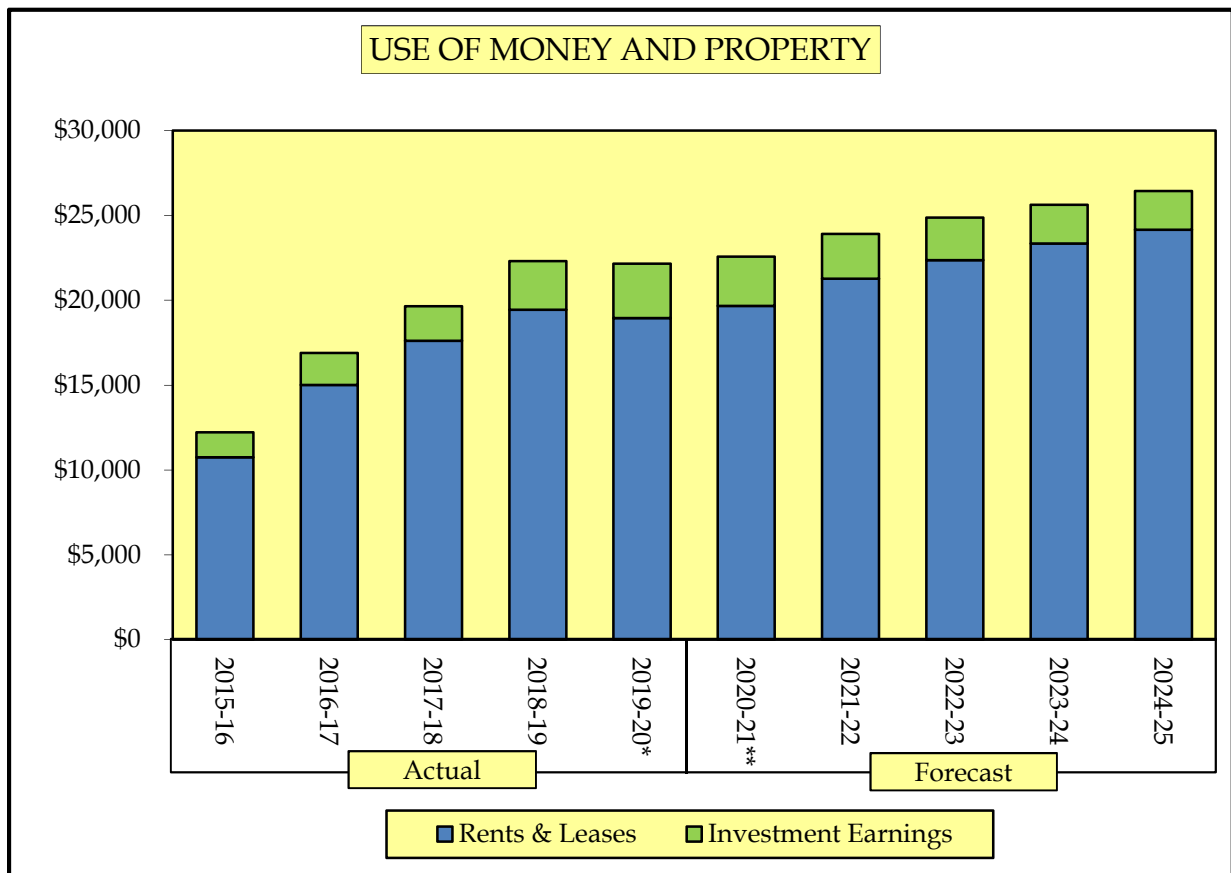
## FORECAST

Investment Earnings: The Fiscal Year 2020-21 projection is based on the assumption that as instruments mature, the funds will be reinvested at rates lower than those available prior the FOMC actions during Fiscal Year 2019-20, resulting in a projected average portfolio yield of 1.85 percent for Fiscal Year 2020-21. The City's average portfolio yield is anticipated to continue falling through the end of the Forecast period.

Rents and Leases: Fiscal Year 2020-21 assumes the shelter-in-place restrictions are lifted by June 30, 2020 followed by a transition period before businesses are able to resume, as revenues are currently projected at \$19.7 million. Rents and Leases revenue will continue to be impacted should shelter-in-place restrictions extend beyond June 30, 2020. If restrictions are in place through August 2020, for Fiscal Year 2020-21, staff anticipates a decline of \$232,000, and another \$444,000 if restrictions are in place through October 2020.

The Ameswell rent of \$1.4 million will continue to be transferred to the Budget Contingency Reserve to be utilized for funding of limited-period items until the proposed debt service related to the Police/Fire Administration Building remodel and expansion begins in Fiscal Year 2022-23. The Forecast for the three long-term ground leases includes annual increases. During Fiscal Year 2022-23, the monthly CVS rent increases 12.0 percent in accordance with the lease. For the remaining leases and rental agreements, the Forecast period includes annual contractual increases and assumes renewal options will be exercised or extended.

As previously discussed with the City Council, Google has paid the City \$600,000 for extending the sublease of Parking Lots C and D from SFX through December 31, 2020. In addition, Google has agreed to lease the parking lots from the City for an additional five years (January 2021 to December 2025) and will be paying over \$2.0 million annually, unless the lease is terminated early. As these payments are limited-period in nature, they will not flow through the GOF. As discussed with the City Council during the Fiscal Year 2017-18 budget process, the \$2.0 million annual payments (\$10.0 million over the 5-year period) would be recorded as one-time GF revenues and then contributed to CalPERS toward the City's unfunded pension liability, and both the annual earned portion of the \$600,000 and the annual rent in excess of the \$2.0 million will be transferred to the Capital Improvement Reserve.



Fiscal Year	Rents & Leases	Investment Earnings	Total Use of Money and Property	% Change
2015-16	10,751	1,468	12,219	11.8%
2016-17	15,020	1,876	16,896	38.3%
2017-18	17,618	2,041	19,659	16.4%
2018-19	19,443	2,873	22,316	13.5%
2019-20 *	18,948	3,207	22,155	(0.7%)
2020-21 **	19,677	2,894	22,571	1.9%
2021-22	21,272	2,647	23,919	6.0%
2022-23	22,372	2,495	24,867	4.0%
2023-24	23,344	2,279	25,623	3.0%
2024-25	24,157	2,285	26,442	3.2%

\* Estimated

\*\* Proposed

(dollars in thousands)



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## **LICENSES, PERMITS, AND FRANCHISE FEES/FINES AND FORFEITURES**

This revenue category is comprised of Licenses, Permits, Franchise Fees, and Fines and Forfeitures.

### **SOURCES**

- Licenses and Permits revenues are generated from businesses requiring specific City permits such as Police business permits.
- Franchisees are required to pay Franchise Fees as compensation to the City for the use of City property while providing a commercial service to Mountain View businesses and residents. The City has franchise agreements with Recology; Pacific Gas and Electric; Comcast and AT&T Cable; and California Water Service.
- Fines and Forfeitures are generated from Library fines and citations issued by the City Police Department and the California Highway Patrol.

### **ECONOMIC FACTORS**

- State of the economy.
- Franchise agreements and revenues generated by franchisees.
- State and Federal regulations, legislation, and funded programs.

### **HISTORY**

Licenses, Permits, and Franchise Fees: Historically, Licenses and Permits revenue tended to fluctuate with the development cycle. In Fiscal Year 2006-07, Building Services was separated from the GOF to better facilitate tracking and accounting. In order to provide a more comprehensive picture of the development process and to more accurately align all development-related revenues and expenditures, Council approved the consolidation of all development-related functions within the City into a Development Services Fund for Fiscal Year 2014-15. Development-related revenues and expenditures were moved from the GOF to the Development Services Fund, which decreased revenues in several categories, including this one, and eliminated the effect of development. Fiscal Year 2019-20 estimated Licenses and Permits revenue is \$199,000 and \$33,000 lower than the Fiscal Year 2019-20 Adopted and Fiscal Year 2018-19 Audited, respectively.

Franchise Fee revenue generated from gas and electricity usage has historically increased as a result of significant commercial and residential development and

declined during economic downturns as a result of commercial office vacancies and conservation by residential and commercial customers.

In accordance with the agreement between the City and the City's trash and recycling collector, Recology, a monthly service fee is owed to the City. This fee includes a portion for the exclusive right to perform this activity and a portion is attributable to the City providing billing and collection services. This revenue has fluctuated over the past decade as a result of conservation efforts, migration to smaller-size containers, the amount of construction debris discarded, and increases in trash and recycling service charges in addition to the economic factors listed above.

Beginning in Fiscal Year 2011-12, Cable Franchise revenues were budgeted directly as General Fund Franchise revenue in lieu of a transfer from the Cable Fund. This revenue grew through Fiscal Year 2015-16, but has been declining since.

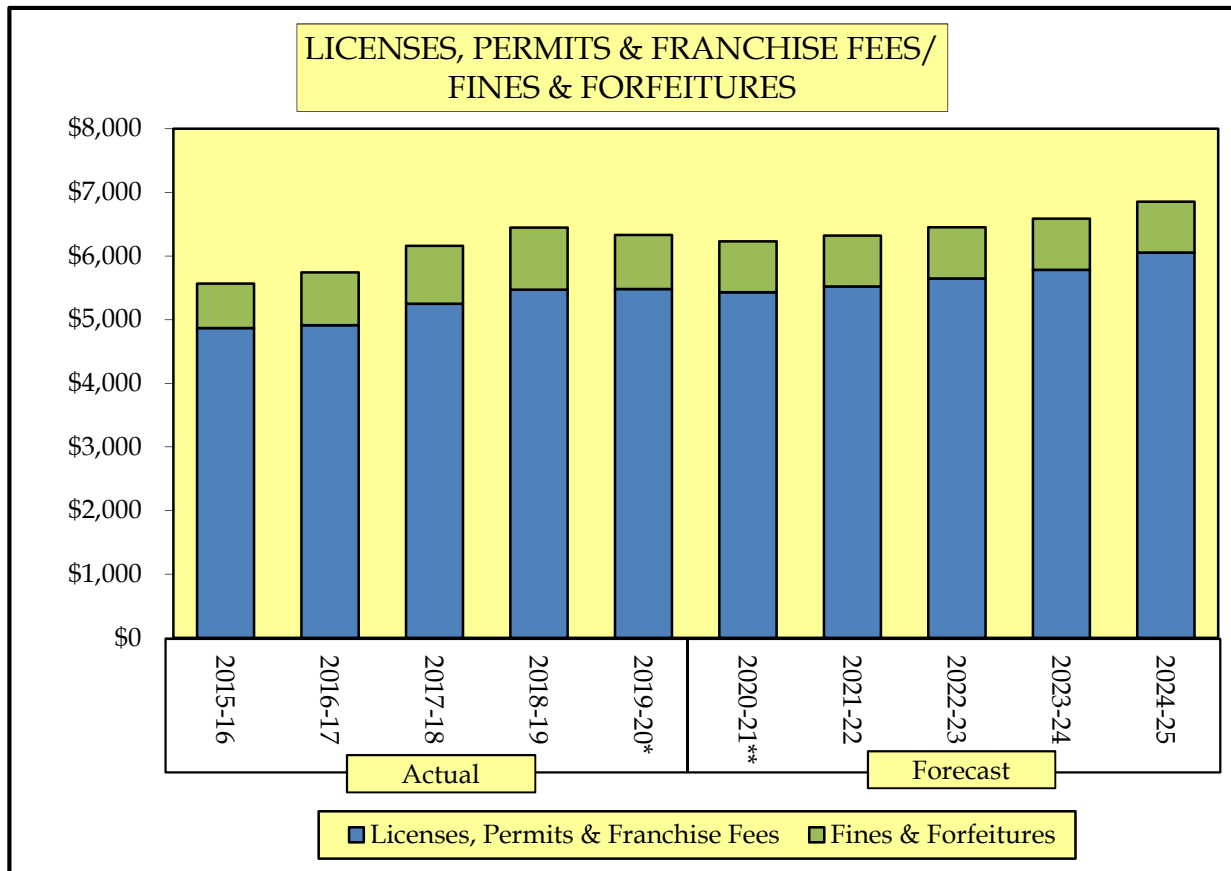
Fiscal Year 2019-20 estimated Franchise Fee revenues are \$84,000 (1.6 percent) and \$47,000 (0.9 percent) higher than the Fiscal Years 2019-20 Adopted and 2018-19 Audited, respectively.

Fines and Forfeitures: This revenue source includes false alarm response fees, bail/fine payments from the County, Library fines, and parking violation payments. Overall, the Fiscal Year 2019-20 estimated Fines and Forfeitures revenue sources are lower than Fiscal Year 2018-19 Audited, primarily due to the elimination of most Library fines, less parking violations, and decreased City share of bails and fines collections from the Superior Court, traffic court, and municipal cases.

## **FORECAST**

Licenses, Permits, and Franchise Fees: Revenue is projected to be essentially the same as the Fiscal Year 2019-20 estimated. Revenues are projected to increase in the remaining Forecast years as the economy is projected to recover.

Fines and Forfeitures: Fiscal Year 2020-21 is projected to be \$47,000 (5.5 percent) below Fiscal Year 2019-20 estimated, primarily due to lower false alarm response revenue, which tends to fluctuate. This revenue is essentially the same level throughout the Forecast period.



Fiscal Year	Licenss, Permits & Franchise Fees	Fines & Forfeitures	Total Licenss, Permits & Franchise Fees/ Fines & Forf	% Change
2015-16	4,869	697	5,566	(1.4%)
2016-17	4,913	830	5,743	3.2%
2017-18	5,249	912	6,161	7.3%
2018-19	5,470	978	6,448	4.7%
2019-20 *	5,484	850	6,334	(1.8%)
2020-21 **	5,429	803	6,232	(1.6%)
2021-22	5,520	803	6,323	1.5%
2022-23	5,649	803	6,452	2.0%
2023-24	5,784	803	6,587	2.1%
2024-25	6,053	803	6,856	4.1%

\* Estimated

\*\* Proposed

(dollars in thousands)

## **INTERGOVERNMENTAL**

Intergovernmental revenue is remitted or allocated to the City by other governmental agencies.

### **SOURCES**

- Other governmental agencies—Santa Clara County, State of California, U.S. government, and local government.

### **ECONOMIC FACTORS**

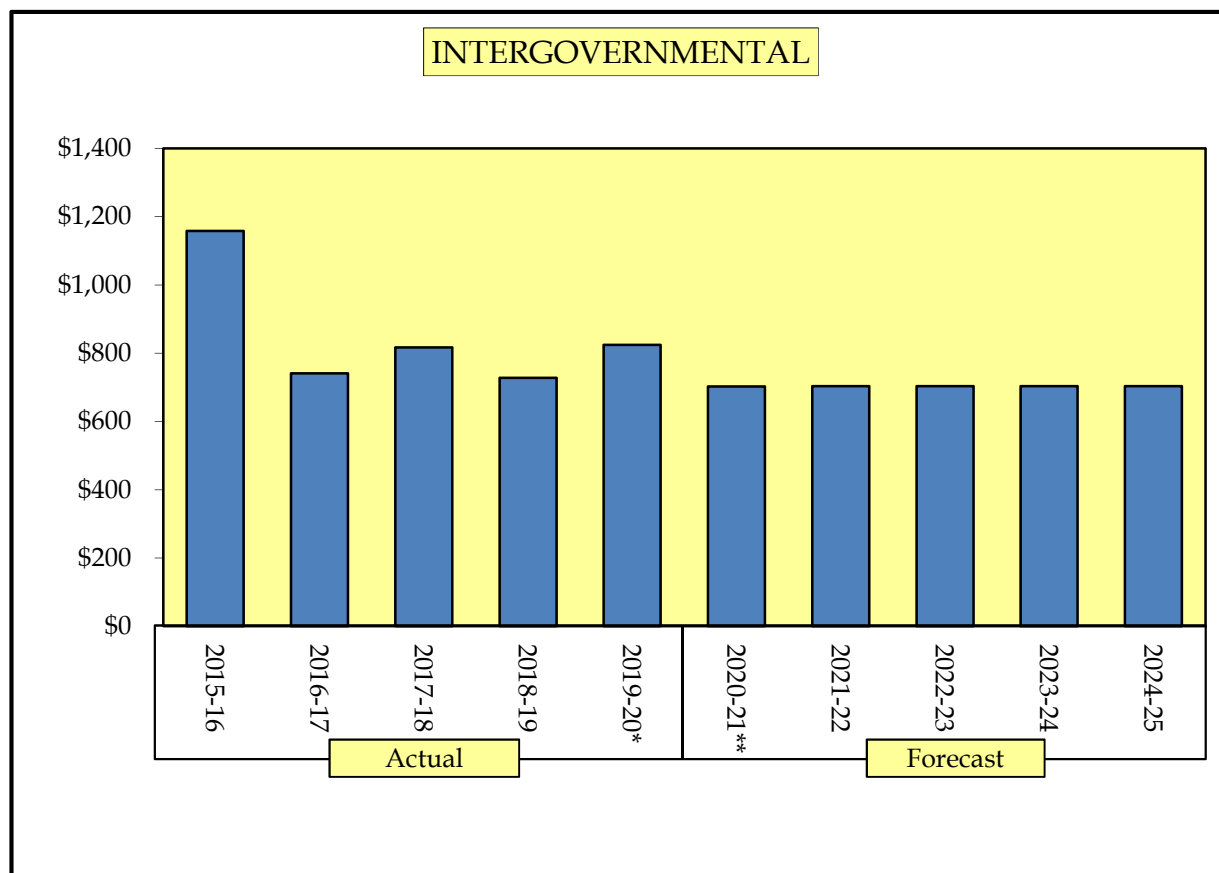
- Actions by the State Legislature.
- State and Federal regulations, legislation, and funded programs.

### **HISTORY**

For more than a decade, many revenues from the State have been reduced or eliminated, including Vehicle License Fees (VLF), Community-Oriented Policing Services (COPS), Public Library Funds, Rapid Enforcement Allied Computer Team (REACT), SB 90 mandate reimbursement, and other programs. Fiscal Year 2019-20 is estimated with net revenue greater compared to the Fiscal Year 2019-20 Adopted Budget due to grants, SB 90, and other State and County reimbursements; funding received that was not budgeted. This revenue is estimated \$96,000 (13.2 percent) more than the Fiscal Year 2018-19 Audited as the City reassigned an Officer to the Regional Auto Theft Task Force (RATTF) in November and, therefore, is receiving reimbursement from the Santa Clara County Specialized Enforcement Team Task Force again.

### **FORECAST**

Fiscal Year 2020-21 is projected \$180,800 (34.6 percent) higher than Fiscal Year 2019-20 Adopted as the City anticipates the County reimbursements for RATTF. The remaining Forecast years are at essentially the same level.



<u>Fiscal Year</u>	<u>Intergovernmental</u>	<u>% Change</u>
2015-16	1,158	49.8%
2016-17	741	(36.0%)
2017-18	817	10.3%
2018-19	728	(10.9%)
2019-20 *	824	13.2%
2020-21 **	702	(14.8%)
2021-22	703	0.1%
2022-23	703	0.0%
2023-24	703	0.0%
2024-25	703	0.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **CHARGES FOR SERVICES**

Charges for Services revenue is comprised of revenue from fees for services provided by various City departments, primarily related to recreation and development activities.

### **SOURCES**

- City Recreation programs.
- City Sports Facility Use.
- Reimbursement of administrative costs related to private development activity.
- Center for the Performing Arts facility use and ticket services.

### **ECONOMIC FACTORS**

- State of the economy.
- Level of participation in City Recreation programs.
- Level of attendance at Center for the Performing Arts (CPA) programs.
- Level of development activity.

### **HISTORY**

In order to ensure appropriate pricing for services, during Fiscal Year 2009-10, staff initiated a Police services cost-of-service study, and the City Council approved a Recreation Cost Recovery Policy (Policy). As a result of these actions, increased recovery levels for services provided by other departments, and new or increased service fees were adopted. Subsequent to approval of the Policy, staff completed an analysis of participation levels, revenues, and changes in programming related to Recreation services. There was an indication that participation levels decreased in some programs, and the utilization of the fee waiver program increased (likely as a result of the struggling economy at that time). Therefore, the number of programs and classes was reduced as attendance did not achieve the minimum requirement authorized in the Policy, and new revenue sources, such as sponsorships, were approved.

As noted earlier, effective with the Fiscal Year 2014-15 Adopted Budget, Development Services was separated from the GOF in order to facilitate better tracking and accounting and allow for an effective way to match revenues and expenditures. The separation caused a significant decline in actual revenue from Fiscal Year 2013-14 to Fiscal Year 2014-15. The remaining development-related revenue is for Heritage tree



applications and reimbursement to the GOF for administrative support provided to development projects.

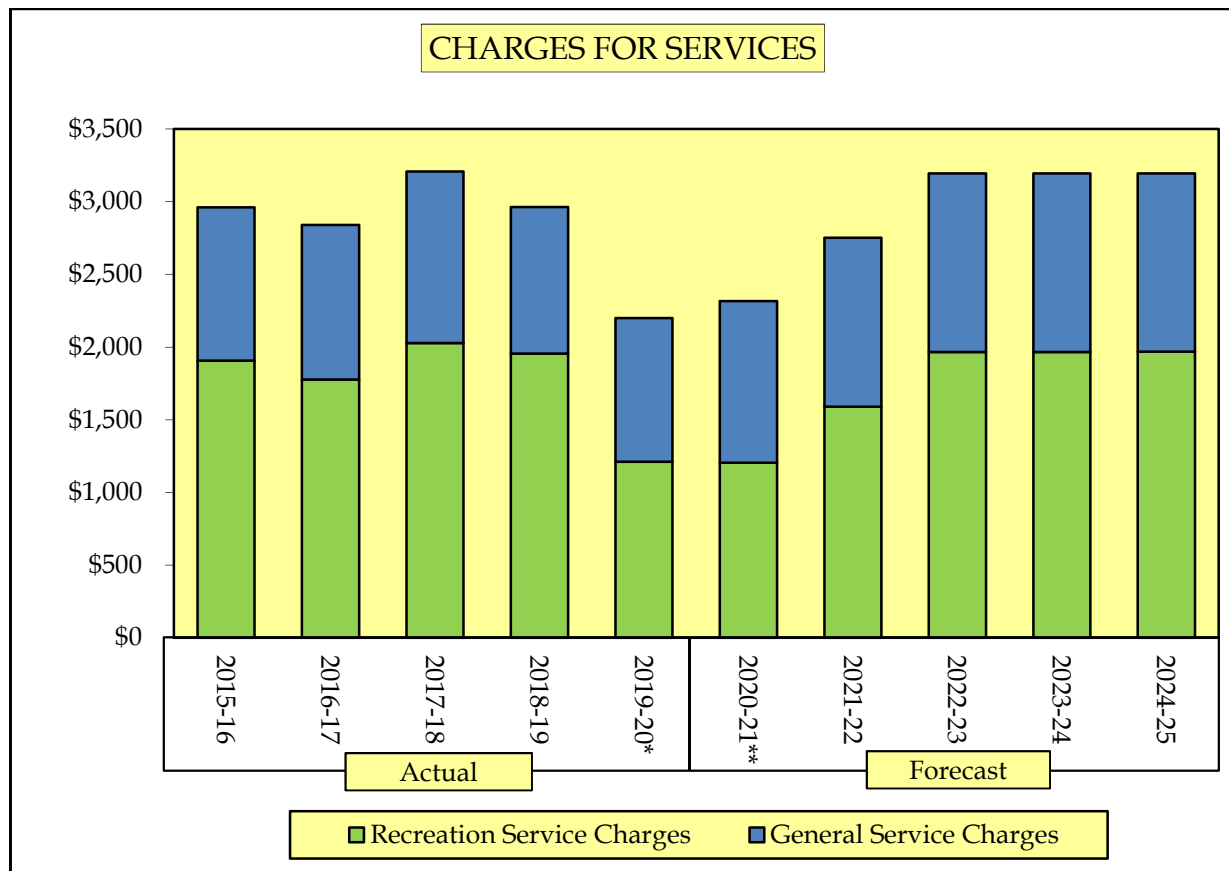
Staff continually reviews programming and pricing, adjusts as appropriate, and Recreation-related Service Charge revenue has continued to improve. Effective with the Fiscal Year 2015-16 Adopted Budget, some Charges for Services revenue was determined to be rental income and was moved to the appropriate revenue category.

On December 13, 2016, Council approved revision of the Recreation Financial Assistance Program (FAP) to a two-tier system which was implemented in September 2017. In addition, the City Council authorized staff to make future amendments to the FAP as part of the City's annual budget process and update the relevant information in the Master Fee Schedule.

Total Service Charge revenue for Fiscal Year 2019-20 is currently estimated at \$2.2 million, \$880,800 (28.6 percent) lower than the Adopted Budget, primarily due to the impacts of the shelter-in-place restrictions which included canceled Recreation programs.

## **FORECAST**

Total Service Charge revenue for Fiscal Year 2020-21 is projected to be 5.2 percent higher than Fiscal Year 2019-20 estimated. The remaining Forecast years are projected with increases reflecting an economic recovery.



<u>Fiscal Year</u>	<u>Recreation Service Charges</u>	<u>General Service Charges</u>	<u>Total Charges for Services</u>	<u>% Change</u>
2015-16	1,906	1,056	2,962	(6.4%)
2016-17	1,776	1,064	2,840	(4.1%)
2017-18	2,027	1,181	3,208	13.0%
2018-19	1,956	1,007	2,963	(7.6%)
2019-20 *	1,211	989	2,200	(25.8%)
2020-21 **	1,204	1,111	2,315	5.2%
2021-22	1,590	1,162	2,752	18.9%
2022-23	1,967	1,227	3,194	16.1%
2023-24	1,967	1,227	3,194	0.0%
2024-25	1,968	1,227	3,195	0.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **MISCELLANEOUS REVENUES**

Miscellaneous Revenues is comprised of a variety of reimbursed services and nonspecific revenues.

### **SOURCES**

- Donations and Grants.
- Reimbursements for services provided by the City.
- Miscellaneous.

### **ECONOMIC FACTORS**

- State of the economy.
- Grant availability, City applications, and grants awarded to the City.
- Services provided to businesses, school districts, and other agencies.

### **HISTORY**

The City receives numerous donations and grants for a variety of City programs and services, many of which are not budgeted. Appropriations are increased when a grant or donation is approved or the funds are received by the City.

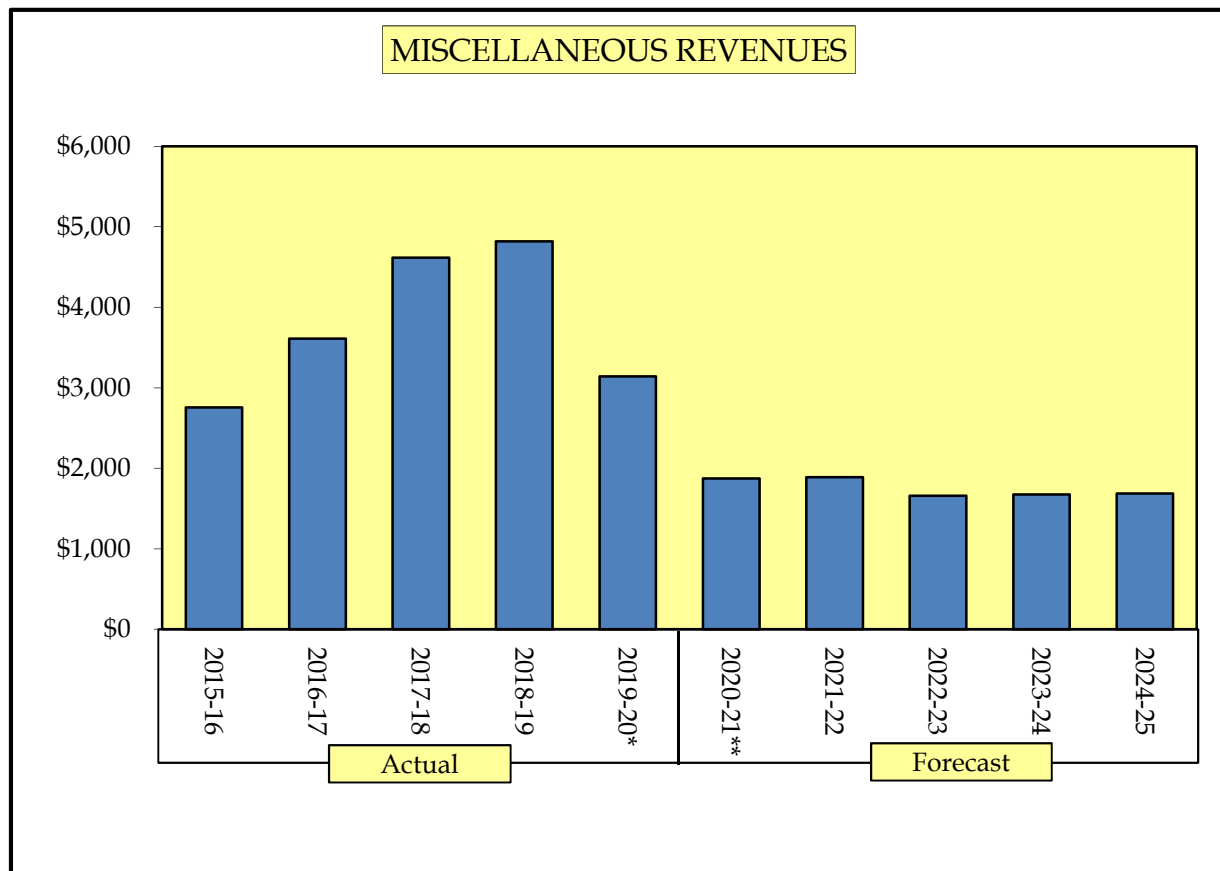
Some reimbursement for services provided in Fiscal Year 2019-20 and prior fiscal years are budgeted as they are ongoing in nature. Other reimbursements are one-time in nature and are not budgeted. The City provides the following categories of services:

- Maintenance services to the school districts for Graham Athletic Field, Whisman Sports Complex, and Mountain View Sports Pavilion.
- Mutual-aid fire support to other cities and the State of California which are later reimbursed by the State and Federal government.
- Public safety dispatch to the Midpeninsula Regional Open Space District (MROSD).
- Contractual first responder for Rural Metro.
- Staffing and other support for some Shoreline Amphitheatre events and other special events.

Total annual Miscellaneous Revenues vary, but over the past 10 years has averaged approximately \$3.0 million annually.

## **FORECAST**

Fiscal Year 2020-21 Miscellaneous Revenues is projected to be \$116,700 (5.9 percent) lower than the Fiscal Year 2019-20 Adopted Budget and, as discussed earlier, lower than the Fiscal Year 2019-20 estimated as a result of grants, donations, and reimbursements not budgeted. Fiscal Year 2021-22 is projected to be essentially level, and Fiscal Years 2022-23 through and 2024-25 decline as the City's agreement with Santa Clara County to provide first responder support to Rural Metro expires June 30, 2022.



<u>Fiscal Year</u>	<u>Miscellaneous Revenues</u>	<u>% Change</u>
2015-16	2,757	(12.5%)
2016-17	3,611	31.0%
2017-18	4,616	27.8%
2018-19	4,817	4.4%
2019-20 *	3,140	(34.8%)
2020-21 **	1,872	(40.4%)
2021-22	1,891	1.0%
2022-23	1,660	(12.2%)
2023-24	1,673	0.8%
2024-25	1,686	0.8%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **INTERFUND REVENUES AND TRANSFERS**

Interfund Revenues result from internal charges for staff time, building space, and maintenance services provided to other funds and capital projects by the GOF. The cost of this internal support provided to other funds is calculated in the City's Full Cost Allocation Plan (Plan). Interfund Transfers include transfers from a variety of other funds.

### **SOURCES**

- Interfund Revenues are reimbursements to the GOF for internal support services provided to other funds and capital improvement projects.
- Interfund Transfers are transfers from other City funds.

### **ECONOMIC FACTORS**

- Level and cost of services provided by GOF staff to other funds and capital improvement projects.

### **HISTORY**

Interfund Revenues: In the early 1990s, with the assistance of a cost plan consultant, the City began preparing and utilizing a full cost plan allocation for reimbursement to the GOF. The Plan has been updated approximately every two to four years, most recently during Fiscal Year 2014-15 and the results incorporated for Fiscal Year 2015-16. Fiscal Year 2019-20 estimated is higher than budget as capital improvement project expenditures have been higher, generating a higher level of reimbursement.

Interfund Transfers: These vary from year to year and are both, ongoing and one-time/limited-period in nature. Fiscal Year 2019-20 estimated includes the annual transfers from the Gas Tax and Parking District funds, and transfers from the GF Reserve approved by City Council during the current fiscal year. The estimate does not include net operating income from Shoreline Golf Links or Michaels at Shoreline Restaurant.

In April 2011, the City executed a long-term (52 years) ground lease with Google Inc. for the other portion of the Charleston East site which became effective in June 2011. Google remitted \$30.0 million in prepaid rent to the City which is invested and generates annual investment earnings. The \$30.0 million of prepaid rent was received from Google for the Charleston East site when the portfolio yield was above 2.5 percent and the average annual rate was projected at 3.5 percent for the 52 years. However, due to the previous recession, the FOMC reduced interest rates (and subsequently increased the benchmark rate and decreased the benchmark rate back to levels of the previous

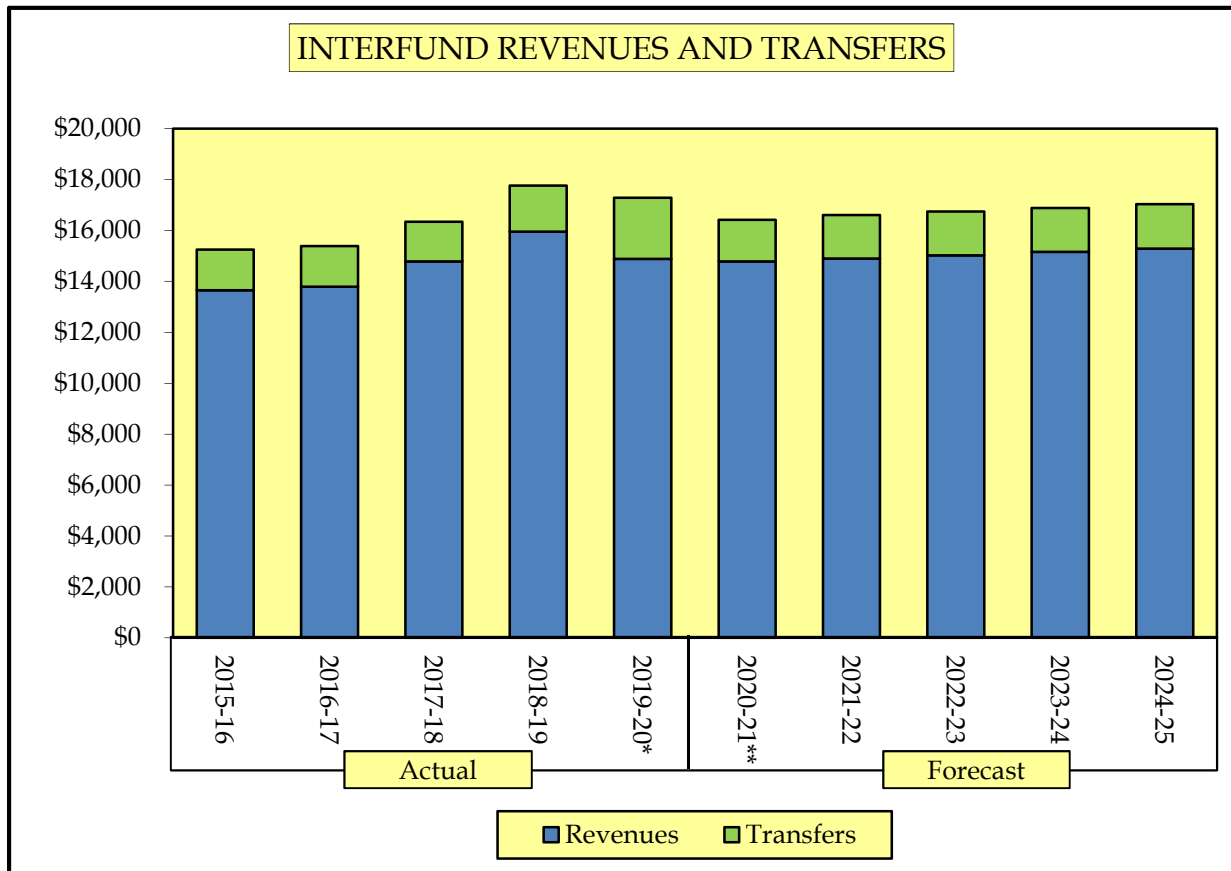


recession) and the actual investment yields have been significantly lower than the 3.5 percent originally projected. This low interest rate environment has lasted longer than anticipated; therefore, in order to preserve the principal amount of the prepaid rent, beginning in Fiscal Year 2014-15, Council agreed to defer transfers until interest rates regain prior levels and revenues can be reevaluated.

## **FORECAST**

Interfund Revenues: Fiscal Year 2020-21 Interfund Revenues include reimbursement from various funds which receive support from the GOF. The remaining Forecast period includes annual increases of less than 1.0 percent.

Interfund Transfers: For Fiscal Year 2020-21, Interfund Transfers include \$1.3 million of reimbursement from the Gas Tax Fund, \$70,000 of operating income from Shoreline Golf Links, \$130,000 of operating income from Michaels at Shoreline Restaurant, and \$108,000 of reimbursement from the Parking District. As discussed previously, the transfer from the Lease Reserve continues to be deferred. The remaining Forecast period includes level or slightly increasing transfers from the same funds.



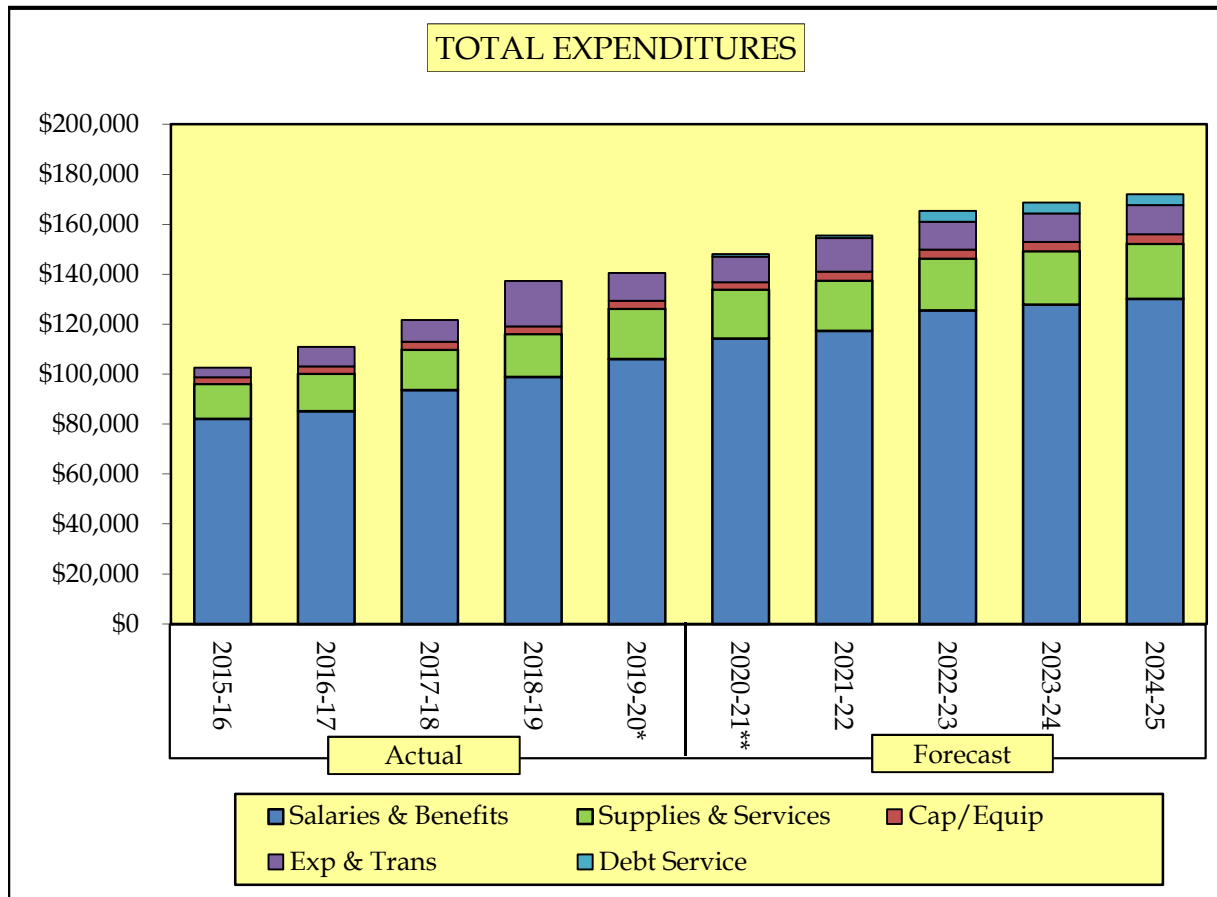
Fiscal Year	Interfund Revenues	Interfund Transfers	Total Interfund Rev & Trans	% Change
2015-16	13,654	1,596	15,250	12.8%
2016-17	13,795	1,595	15,390	0.9%
2017-18	14,790	1,550	16,340	6.2%
2018-19	15,958	1,808	17,766	8.7%
2019-20 *	14,882	2,404	17,286	(2.7%)
2020-21 **	14,780	1,642	16,422	(5.0%)
2021-22	14,904	1,705	16,609	1.1%
2022-23	15,030	1,718	16,748	0.8%
2023-24	15,157	1,732	16,889	0.8%
2024-25	15,284	1,746	17,030	0.8%

\* Estimated

\*\* Proposed

(dollars in thousands)

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<u>Fiscal Year</u>	<u>Total Expenditures</u>	<u>% Change</u>
2015-16	102,590	5.0%
2016-17	110,936	8.1%
2017-18	121,682	9.7%
2018-19	137,279	12.8%
2019-20 *	140,546	2.4%
2020-21 **	148,052	5.3%
2021-22	155,428	5.0%
2022-23	165,304	6.4%
2023-24	168,637	2.0%
2024-25	171,965	2.0%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

The Fiscal Year 2020-21 recommended expenditures and all forecast years do not include the projected operating budget savings.

## **SALARIES AND BENEFITS**

The Salaries and Benefits category makes up the largest component of GOF expenditures and represents all personnel-related costs.

### **CATEGORIES**

- Salaries.
- Wages.
- Overtime.
- Other Pays (e.g., holiday-in-lieu, out-of-class, etc.).
- Health Benefits.
- Retirees' Health.
- California Public Employees Retirement System (CalPERS).
- Workers' Compensation.
- Unemployment Insurance.
- Other Benefits (e.g., life insurance, long-term disability, FICA, etc.).

### **HISTORY**

The City is primarily a service organization, based on the efforts of our employees. The City is obligated by law to meet and confer with bargaining units and also meets with other employees on matters of employee compensation. There are four recognized bargaining groups in the City: the Police Officers Association (POA sworn and nonsworn), the Mountain View Professional Firefighters Union (MVFF Local 1965), the Service Employees International Union (SEIU Local 715), and the EAGLES (Management, Professional, and certain Front-Line positions). The remaining employees include certain unrepresented Management, Professional, Confidential, and Front-Line positions. The outcome of negotiations with each group is a major factor in salary and benefit costs.

Since Fiscal Year 2000-01, there have been two downturns in the economy resulting in a net reduction of approximately 70.0 positions and other employee compensation cost containment. From Fiscal Year 2009-10 to Fiscal Year 2013-14, a salary freeze was in effect for two to four years, depending on the employee group. During Fiscal Year 2011-12, the City negotiated three-year contracts with all employee groups that expired June 30, 2015, then two-year contracts were negotiated with all employee groups that

expired June 30, 2017, then three-year contracts were negotiated with all employee groups that will expire June 30, 2020. During the current fiscal year, staff worked with employee groups to extend the current contracts one year through June 30, 2021. Additional cost-containment measures that became effective for Fiscal Year 2012-13 for all or some of the employee groups included maximum vacation accruals, modified sick-leave incentive program, HMO medical plan copay, option of new high-deductible health plans, improved alignment of dental and vision plans between groups, and Retirees' Health Trust contributions.

Pension costs have increased dramatically since 2000, when pension costs were \$2.9 million (4.7 percent of GOF expenditures), compared to \$22.1 million (16.7 percent of GOF expenditures net of transfers) adopted for Fiscal Year 2019-20. Pension costs continue to increase and, in many cities, the employer pays some or all of the employee contribution. Mountain View employees not only pay the full employee contribution, but they also pay a portion of the employer contribution. This was an unusual and progressive arrangement when instituted in Mountain View and reflects the collaborative approach of our employees. For Fiscal Year 2019-20, cost shares range from 10.5 percent to 17.4 percent, depending on the employee group.

In 2012, structural changes were adopted Statewide with the Public Employees' Pension Reform Act (PEPRA). For new employees hired on January 1, 2013 and thereafter, reduced benefit formulas and increased retirement ages became effective. However, the changes resulting from pension reform will likely not be realized for 15 years or more, until there are a majority of employees under the new formula.

As a result of the significant financial losses to CalPERS during the last recession and the resulting impacts to the financial sustainability of the pension plans, many changes in the way CalPERS rates are calculated have been adopted in the past several years, as detailed below:

- In March 2012, the CalPERS Board approved the reduction of 0.25 percent in the discount rate used to calculate the pension liability and corresponding employer contribution rates. The impact was a 0.92 percent and 1.4 percent employer rate increase for miscellaneous employees and a 2.56 percent and 1.6 percent employer rate increase for safety employees for Fiscal Years 2013-14 and 2014-15, respectively. For Mountain View, this resulted in an increase to pension costs of \$1.3 million (net of additional cost share) phased in over two years.
- On April 17, 2013, the CalPERS Board adopted recommendations of the Chief Actuary that changed the methodology for the amortization and smoothing of rates. Overall, the methods are expected to result in higher volatility in employer rates in normal years, but less volatility in employer rates in years where extreme events occur (e.g., significant investment losses). The method will result in

increased higher employer rates over time, but are also expected to result in improved funding levels. This change is reflected in the employer rates beginning in Fiscal Year 2015-16.

- On February 18, 2014, the CalPERS Board adopted changes as a result of the demographic study. The study resulted in increased rates as life expectancy continues to rise. Generational mortality tables are also being incorporated in the actuarial assumptions. The demographic changes are anticipated to raise rates by 4.5 percent and 7.05 percent over five years, for miscellaneous and public safety, respectively. This impact is reflected in the employer rates beginning in Fiscal Year 2016-17.
- On November 18, 2015, the CalPERS Board adopted an approach to mitigate future rate volatility. The Funding Risk Mitigation Policy includes attributes of the flexible glide path methodology, a lowering of the discount rate, and expected investment volatility following a great investment return with reviews to allow the ongoing monitoring and assessing of the progress toward reducing risk and investment volatility in the funding of the pension system.
- On December 21, 2016, the CalPERS Board approved lowering the discount rate from 7.5 percent to 7.0 percent. The reduction is to be phased in over three years beginning in Fiscal Year 2018-19 for local governments with the full impact reached in Year 7 (Fiscal Year 2024-25) due to the five-year ramp-up and ramp-down methodology previously adopted. CalPERS initially indicated the reduction would result in employer normal costs rate increases between 1.0 percent and 3.0 percent of payroll for most miscellaneous plans and increases of 2.0 percent to 5.0 percent for most safety plans. In addition, CalPERS estimated increases of 30.0 percent to 40.0 percent in unfunded accrued liability (UAL) annual payments. Rates provided in the June 30, 2016 actuarial valuation showed the impact to the rates were not as drastic as CalPERS originally indicated: 1.9 percent and 3.1 percent for Miscellaneous and Safety normal cost, respectively, and 11.5 percent and 14.2 percent for Miscellaneous and Safety UAL, respectively.
- On February 14, 2018, the CalPERS Board adopted changes to the Amortization Policy to shorten the amortization period from 30 years to 20 years for new gains and losses and remove the ramp-up and ramp-down effects attributable to assumption, noninvestment, and investment gains and losses. The policy changes are effective June 30, 2019.

These actions have been adopted to maintain the financial sustainability of the pension fund; however, these actions result in higher rates for the City. The City Council has approved additional contributions (including the CalPERS Discount Rate Change Funding Strategy proposed by staff to pay down the unfunded CalPERS liability) from

the General Fund totaling \$29.5 million from a combination of carryover funds and budgets since Fiscal Year 2014-15 through Fiscal Year 2019-20. The GOF represents approximately 80.0 percent of the total CalPERS contribution; therefore, additional contributions from the Other Funds, proportional to the GOF contribution, were also included in Fiscal Years 2015-16 through 2019-20.

## **FORECAST**

The discussion below includes information regarding COLAs and medical rates and comparisons of projected costs.

All labor contracts and resolutions have been extended for one year and expire June 30, 2021. Fiscal Year 2020-21 includes COLAs and other changes as agreed to in the one year extension. There is no COLA included in any of the remaining Forecast years; however, all Forecast years include step and merit increases.

Fiscal Year 2020-21 medical insurance rates are projected to increase 5.0 percent to 9.0 percent (depending on the health plan), for the second half of the fiscal year and dental rates are projected to increase 2.0 percent. The remaining Forecast years assume medical rates will increase 5.0 percent to 9.0 percent annually (depending on the health plan) and dental rates will continue to increase by 2.0 percent annually.

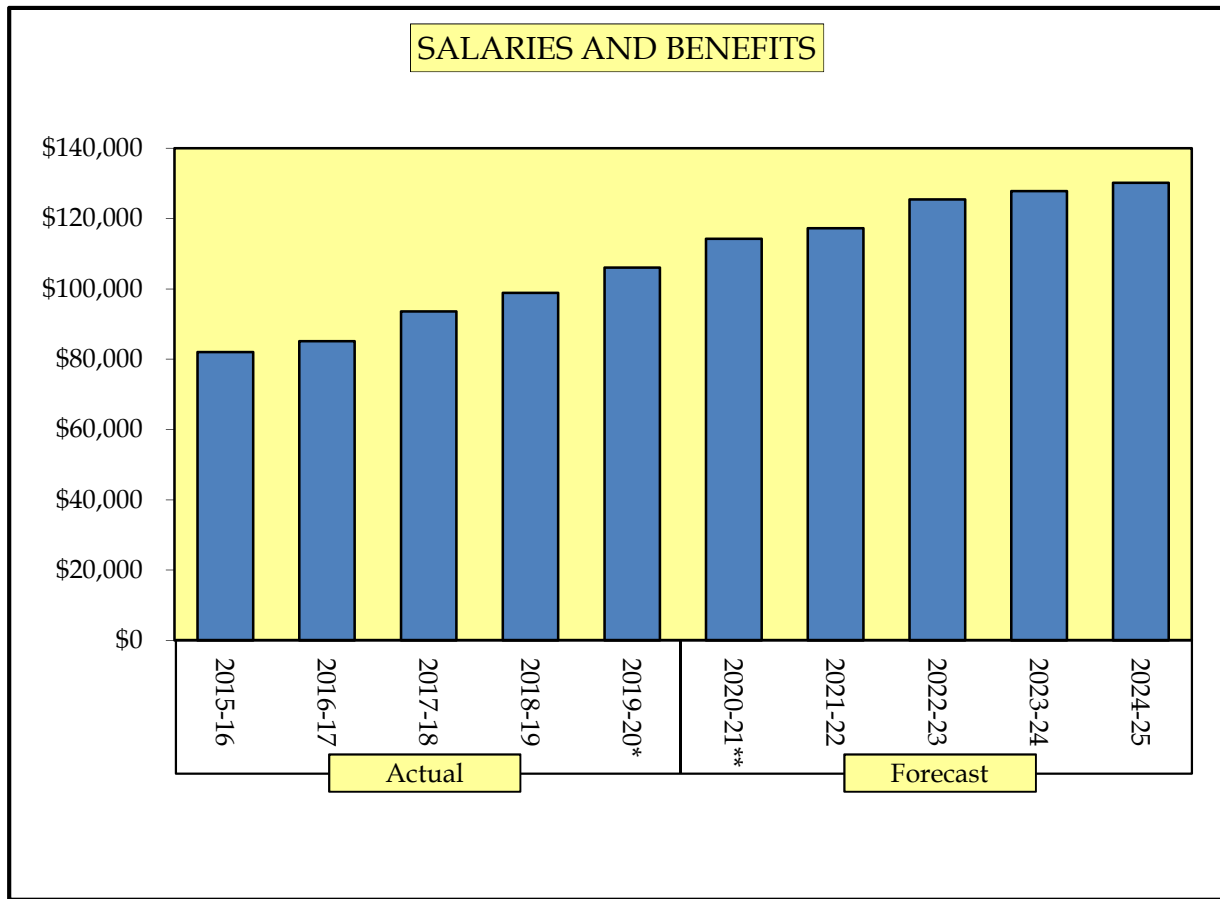
For Fiscal Year 2020-21, retirement benefit costs, overall (excluding the cost for new positions), are projected to increase 11.0 percent compared to the Fiscal Year 2019-20 Adopted Budget. The Forecast years include the rates provided in the most recent CalPERS actuarial. In addition, staff has estimated the potential impact to rates from anticipated CalPERS investment losses for the fiscal year ending June 30, 2020 which will impact rates beginning Fiscal Year 2022-23. Retirement costs are impacted by salary increases (COLAs, steps, and merits) and CalPERS rates which include the impact of the discount rate change. Annual cost increases range from \$1.4 million in Fiscal Year 2021-22, \$6.0 million in Fiscal Year 2022-23, to approximately \$825,000 in the last two years of the Forecast period. The Forecast no longer includes additional funding to pay down the unfunded CalPERS pension obligation with proposed contributions as the City had been able to do for the past six fiscal years. The table in the Revenue and Expenditure Overview Section of the Forecast provides detailed amounts for each fiscal year.

Beginning with the June 30, 2015 CalPERS valuation report (rates for Fiscal Year 2017-18), CalPERS provides a rate for the normal cost component and a flat dollar payment for the UAL. Staff then converts the flat dollar UAL payment into a rate based on estimated payroll provided in the CalPERS actuarial report in order to distribute the cost to all funds through payroll. Below are the projected employer rates provided in the June 30, 2018 CalPERS actuarial valuations (the valuation for Fiscal Year 2020-21



rates and estimates through Fiscal Year 2025-26). It should be noted that these rates do not include the potential impact from CalPERS investment losses for the fiscal year ending June 30, 2020.

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Miscellaneous	34.402	35.910	36.973	37.451	37.993	37.994
Safety	52.214	54.818	56.590	57.432	58.362	58.363



<u>Fiscal Year</u>	<u>Salaries and Benefits</u>	<u>% Change</u>
2015-16	82,073	7.0%
2016-17	85,156	3.8%
2017-18	93,624	9.9%
2018-19	98,894	5.6%
2019-20 *	106,073	7.3%
2020-21 **	114,275	7.7%
2021-22	117,309	2.7%
2022-23	125,445	6.9%
2023-24	127,827	1.9%
2024-25	130,173	1.8%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

Fiscal Years 2015-16 and 2016-17 include an additional \$2.0M CalPERS contribution and Fiscal Years 2017-18 through 2019-20 include an additional \$4.0M CalPERS contribution.

## **SUPPLIES AND SERVICES**

The Supplies and Services category makes up the second largest component of GOF expenditures and represents costs of operations.

### **CATEGORIES**

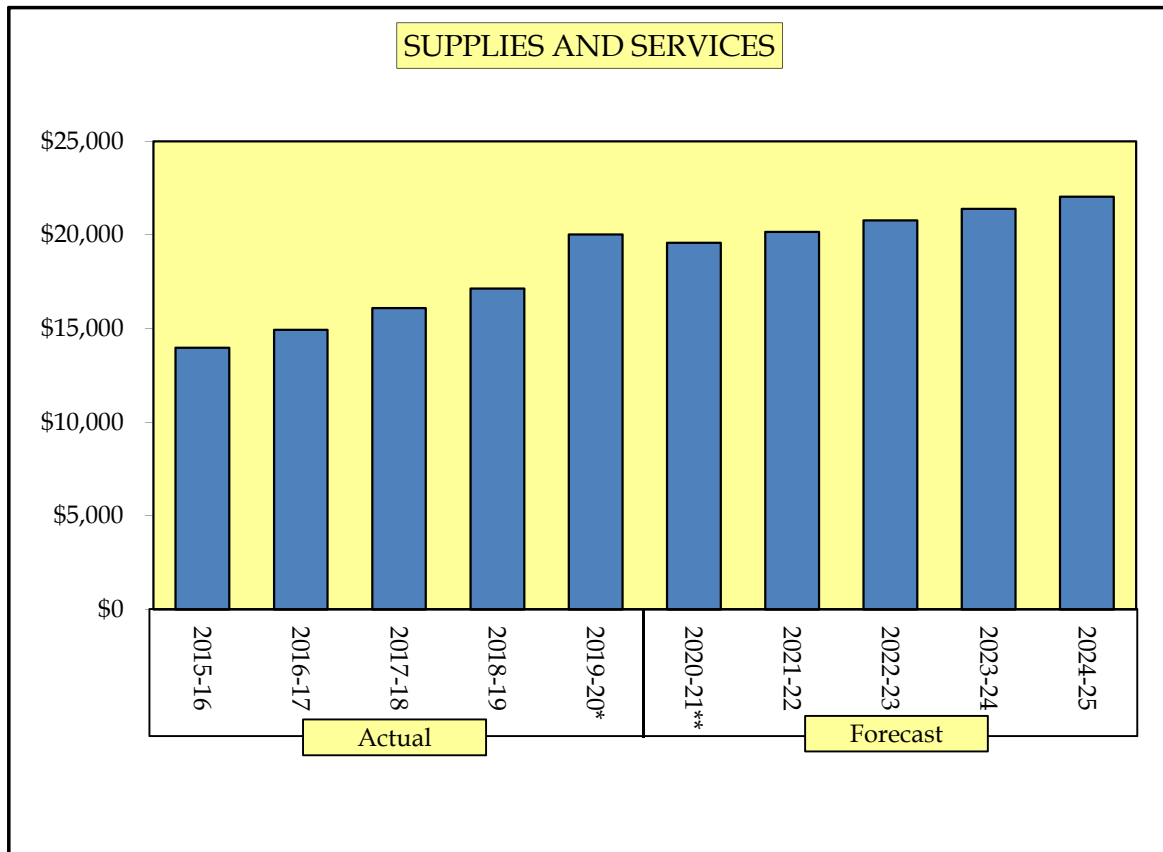
- Materials and Supplies.
- Maintenance and Operations.
- Utilities.
- Professional/Technical Services.
- Training, Conference, and Travel.
- Miscellaneous Expenditures.

### **HISTORY**

The budget for Supplies and Services has fluctuated depending on economic conditions impacting the GOF, and staff has worked diligently to contain costs, particularly during recessionary times.

### **FORECAST**

Fiscal Year 2020-21 (including proposed discretionary and nondiscretionary increases) is increasing \$1.0 million (5.5 percent) compared to the Fiscal Year 2019-20 Adopted. The increase is primarily related to janitorial cost increases, IT services/licenses/software renewals, increased City utility cost increases, strategic planning/innovation, and operations costs for six new parks. The remainder of the Forecast period includes average annual changes of 3.0 percent.



<u>Fiscal Year</u>	<u>Supplies and Services</u>	<u>% Change</u>
2015-16	13,969	(2.9%)
2016-17	14,926	6.9%
2017-18	16,089	7.8%
2018-19	17,128	6.5%
2019-20 *	20,026	16.9%
2020-21 **	19,575	(2.3%)
2021-22	20,163	3.0%
2022-23	20,767	3.0%
2023-24	21,390	3.0%
2024-25	22,032	3.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT**

The Capital Outlay and Equipment Replacement category represents the new and replacement equipment needs of the City. Although Capital Outlay is one-time in nature, the City includes this category in the Operating Budget to reflect capital needs on an annual basis. In addition, annual contributions to the Equipment Replacement Fund are made by other funds as appropriate, based on the equipment used by each of those operations. Equipment replacement expenses are accounted for in the Equipment Replacement Reserve Fund.

### **CATEGORIES**

- Capital Outlay.
- Equipment Replacement.

### **HISTORY**

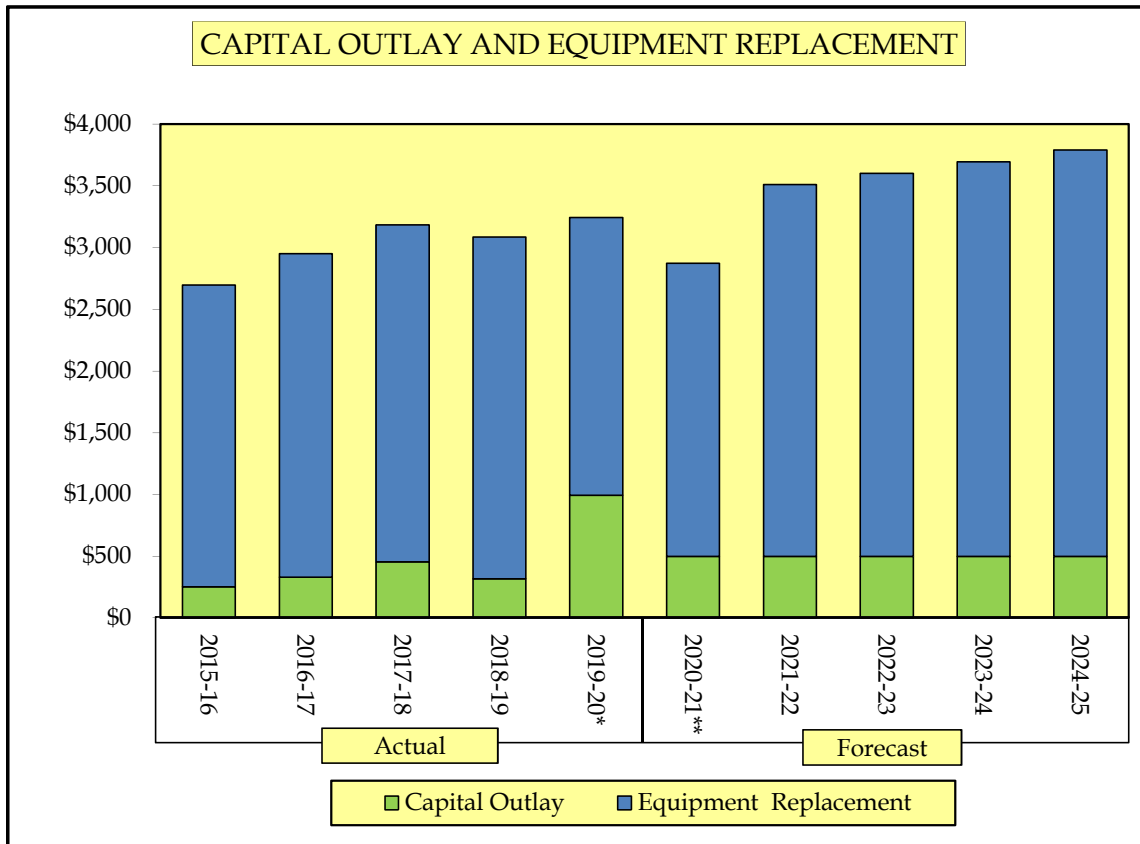
Capital Outlay: Since Fiscal Year 1993-94, annual expenditures have grown as a result of an increased level of technology and related equipment, an increase in the number and quality of safety vehicles, and the addition of hybrid vehicles to the fleet. This category is also influenced by the economic condition impacting the GOF and has experienced fluctuations over the past 10 fiscal years. For the past decade, annual budgeted expenditures for Capital Outlay have ranged between \$200,000 and \$500,000. For Fiscal Year 2019-20, Capital Outlay was funded at \$524,900.

Equipment Replacement: The Equipment Replacement Reserve was funded with year-end General Fund carryover in Fiscal Years 1992-93 and 1993-94. Subsequently, appropriations were gradually increased until the GOF was fully funding its share in Fiscal Year 2001-02. Then, after several years of reduced contributions, a review of cost methodologies, useful life assumptions, and annual contributions was completed in Fiscal Year 2005-06 and staff concluded annual funding would need to be restored in order to financially sustain the replacement schedule. This was accomplished through a combination of increasing operating budget contributions supplemented by General Fund carryover. Beginning in Fiscal Year 2009-10, the full share of funding is budgeted in the GOF. The Fiscal Year 2019-20 contribution to Equipment Replacement was adopted at \$2.2 million. This is lower than the prior fiscal year due to no annual funding needed for certain pieces of equipment that have reached their life expectancy but were not recommended for replacement as they are still in good operating condition. This is a one-time reduction, as when this equipment is replaced, the full annual funding will be required again.

## FORECAST

Capital Outlay: For Fiscal Year 2020-21 and the remainder of the Forecast period, annual funding of \$500,000 is included as the base level.

Equipment Replacement: The GOF contribution for Fiscal Year 2020-21 is increasing 5.6 percent to \$2.4 million due to a net of inflation for replacement cost and some adjustments to quantity of items and life expectancy offset by no annual funding needed for certain pieces of equipment that have reached their life expectancy but are not recommended for replacement as they are still in good operating condition. This is a one-time lower level of funding, as when this equipment is replaced, the full annual funding will be required again. Fiscal Year 2021-22 is increasing 26.96 percent to \$3.0 million with the assumption that the delayed replacement of the equipment in the prior fiscal year will be replaced. The remaining Forecast period includes annual increases of 3.0 percent, continuing full funding of the GOF's share of equipment replacement.



Fiscal Year	Capital Outlay	Equipment Replacement	Total Capital Outlay & Equip. Replcmnt.	% Change
2015-16	254	2,442	2,696	4.4%
2016-17	331	2,619	2,950	9.4%
2017-18	456	2,728	3,184	7.9%
2018-19	318	2,768	3,086	(3.1%)
2019-20 *	995	2,248	3,243	5.1%
2020-21 **	500	2,373	2,873	(11.4%)
2021-22	500	3,011	3,511	22.2%
2022-23	500	3,101	3,601	2.6%
2023-24	500	3,194	3,694	2.6%
2024-25	500	3,290	3,790	2.6%

\* Estimated

\*\* Proposed

(dollars in thousands)



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## **INTERFUND EXPENDITURES AND TRANSFERS**

This category includes Self-Insurance funding and Interfund Transfers. Self-Insurance represents the GOF's share of insurance costs accounted for in the Internal Service Funds such as General Liability, Retirees' Health, and Vision Care. Special Funds and the Enterprise Funds also contribute to self-insurance. Interfund Transfers includes any transfers from the GOF to another fund (with the exception of the Equipment Replacement Transfer).

### **CATEGORIES**

- General Liability.
- Vision Care.
- Retirees' Health Program.
- Housing.
- Limited-Period Needs.
- Capital Improvements.
- Strategic Property Acquisition.

### **HISTORY**

General Liability: In Fiscal Year 1993-94, the City joined a liability insurance pool (ACCEL) with other select medium-sized cities for the provision of coverage in excess of the \$1.0 million self-insured retention (SIR). Beginning in Fiscal Year 2001-02, funding of liability insurance was spread to all funds which receive a benefit from this insurance coverage. Previously, the cost was funded entirely by the GOF.

Vision Care: Vision care claims for employees and retirees with the City's Health Net medical coverage and safety employees and retirees who are covered by the CalPERS health insurance program (PEMHCA), and reimbursement for safety glasses submitted by current employees are paid for by the Employee Benefits Fund. The annual cost of this program is allocated to other funds as appropriate.

Retirees' Health Insurance Program: The medical premiums for eligible retirees are paid by the Retirees' Health Fund. Council began allocating funds to this reserve beginning in Fiscal Year 1992-93, although the City is not required to fund this liability.

In 2004, the Government Accounting Standards Board (GASB) published Statement No. 45—*Accounting and Financial Reporting by Employers for Postemployment Benefits Other*

*Than Pensions* (OPEB) – which required the City report the annual cost of this liability in the City’s Comprehensive Annual Financial Report (CAFR) beginning in Fiscal Year 2007-08. The Retirees Health program encompasses annual funding of the normal cost (NC), annual self-insurance funding of the unfunded actuarial accrued liability (UAAL) and periodically includes additional funding transfers from the GOF. An actuarial report was completed and beginning in Fiscal Year 2006-07, the calculated NC portion for current employees has been budgeted in all the affected funds. In addition, for Fiscal Year 2006-07, Council approved contributions from other funds for their proportionate share of the UAAL. The combined NC and the amortization of the UAAL represents the annual required contribution (ARC). The City has committed to contributing the ARC on an annual basis. The actuarial valuation is required to be updated every two years and was most recently updated as of July 1, 2019.

In February 2008, Council approved an agreement authorizing the City’s participation in the CalPERS-administered CERBT Fund, and in February 2009, the City began depositing funds into the CERBT. The balance in the CERBT is estimated to be \$130.2 million by the end of the current fiscal year. All funds except the GOF had previously contributed their full share of the actuarial accrued liability. However, changes such as the option to choose the Defined Contribution plan has added volatility to calculating the actuarial accrued liability for each fund. Staff will continue to work towards all other funds contributing their full share as valuations are updated. The City Council has approved additional General Fund contributions totaling \$11.5 million from Fiscal Years 2014-15 through 2018-19. As part of the agreement for Public Safety to move to the CalPERS Health Care system, Public Safety employees are contributing an ongoing 1.2 percent of salary towards the OPEB liability.

GASB Statement No. 75, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions*, is effective with the fiscal year ending June 30, 2018. The new OPEB standard parallels the pension standard issued with GASB Statement No. 68, *Financial Reporting for Pension Plans*, which essentially requires the City to report the unfunded liability on the face of the City’s financial statements and enhances the note disclosures and required supplementary information (RSI) the City’s OPEB liability.

Housing: As a result of the dissolution of the former Revitalization Authority (RDA), the GOF now receives its share of the former RDA property taxes. For Fiscal Years 2014-15 and 2015-16, 20.0 percent of the GOF share has been appropriated for low- and moderate-income housing as limited-period funding in the General Non-Operating Fund. As directed by Council, beginning Fiscal Year 2016-17, the budget includes an annual transfer of these property taxes, in the amount of \$51,000, to the General Housing Fund. In addition, the Fiscal Year 2016-17 Adopted Budget included a transfer from the General Non-Operating Fund to the General Housing Fund for the balance of prior fiscal year funds.

As discussed previously in this document, in November 2018, Mountain View voters approved Measure P, which restructures the Business License Tax. The new structure is an incremental, progressive, tax based on a tiered number of employees. Persons operating businesses with 50 employees or more shall pay a phased-in tax over a three-year period, with the first phase of the new tax rates effective January 1, 2020. The City Council previously earmarked 80.0 percent of the increased tax revenue for transportation and 10.0 percent for housing. Fiscal Year 2019-20 includes a transfer of \$203,200 for 10.0 percent of the increased Business License Tax revenue.

General Non-Operating Fund (GNOF): As directed by the City Council at the Fiscal Year 2016-17 budget public hearing, the Adopted Budget included a transfer of \$500,000 to the GNOF to fund a one-time employee bonus, recruitment strategies and employee engagement activities, and a new limited-term Communications Training Supervisor position. At the April 30, 2019 Study Session, the City Council directed staff to allocate funding of \$7.5 million for sustainability efforts. This allocation is made up of \$4.5 million from the GOF carryover for Fiscal Year 2018-19, \$2.0 million originally designated for the SPAR in Fiscal Year 2018-19, and \$1.0 million from the GOF in Fiscal Year 2019-20. A Sustainability CIP is included in Fiscal Year 2019-20 with all funding sources transferred to the GNOF and the total \$7.5 million be transferred to the Sustainability CIP.

General Fund Reserve: For Fiscal Years 2018-19 and 2019-20, transfers of \$1.0 million and \$2.0 million, respectively, from the General Fund are included to bring this reserve above the 20.0 percent minimum level.

GF Budget Contingency Reserve: The full projected annual revenue from the Ameswell property after a few years of operations is estimated at over \$3.5 million. The majority of this revenue is currently earmarked for debt service to fund the Police/Fire Administration Building Remodel and Expansion (see Debt Service section).

During the Fiscal Year 2017-18 budget process, a strategy was adopted for the Ameswell property revenue received in the fiscal years prior to the beginning of debt service to be transferred to this reserve and used for a limited-period need. The Fiscal Year 2017-18 Adopted Budget included a transfer of \$755,400 to the Budget Contingency Reserve; however, only \$35,000 was transferred as the project was delayed and the building permit was not issued until June 2018. The Fiscal Year 2018-19 Adopted Budget included a transfer of \$1.4 million, which reflects a full year of office base rent.

GF Transportation Reserve: A number of priority transportation projects have been identified and a new Transportation Reserve was established Fiscal Year 2018-19 with \$2.0 million initial funding from the Fiscal Year 2017-18 GF carryover and \$2.0 million

from the Fiscal Year 2018-19 GOF. Fiscal Year 2019-20 includes a transfer of \$1.6 million for 80.0 percent of the increased business license tax revenue.

GF Capital Improvement Reserve: By mid-Fiscal Year 2017-18, the decennial revaluation process had been completed for the three City-owned land leases between the City and Google. Based on the revaluations of the three sites, annualized rent payments increased approximately \$6.8 million. It is probable that during the time span before the next decennial adjustment in April 2026, there will be at least one economic downturn, and if a downturn occurs when a revaluation occurs, the lease revenues to the City could decline. Staff reviewed the changes in AV for the past 13 years and identified a potential 15.0 percent loss in secured AV in the event of an economic downturn. Therefore, to reduce dependency on these revenues, staff recommended, and the City Council adopted, a strategy to set aside 10.0 percent of this potential decline in lease revenues (“at-risk” lease revenue) to fund future capital projects. In Fiscal Year 2017-18, a potential 10.0 percent decline in revenues, calculated at \$1.2 million, was transferred to the Capital Improvement Reserve to fund projects in Fiscal Year 2018-19 or later. In Fiscal Year 2018-19, a total \$3.4 million was transferred; \$1.4 million in “at-risk” lease revenue, and an additional \$2.0 million from GOF balance for potential debt service to fund the Police/Fire Administration Building Remodel and Expansion project should the City Council desire to fund the project sooner than revenues from the Ameswell development will be received. Fiscal Year 2019-20 included an additional \$3.0 million allocation for potential debt service to fund the Police/Fire Administration Building Remodel and Expansion project; however, with the impact of COVID-19 on GOF revenues, this transfer was reversed midyear.

GF Strategic Property Acquisition Reserve (SPAR): The City has successfully leveraged City-owned property for ongoing revenues, and setting aside available resources in the SPAR could assist in obtaining future strategic properties. The Fiscal Years 2016-17 and 2017-18 Adopted Budgets included transfers of \$2.0 million each in order to increase the available funding for future property investment. For Fiscal Year 2018-19, the budget included a transfer of \$2.0 million to the SPAR; however, as stated above, at the April 30, 2019 Study Session, the City Council directed staff to, instead, use the \$2.0 million for sustainability efforts.

## **FORECAST**

General Liability: The Fiscal Years 2020-21 through 2024-25 projections are based on maintaining the minimum policy level for reserve balances. The City currently has a \$1.0 million SIR. For Fiscal Year 2020-21, the GOF is contributing \$1.5 million for the cost of claims and administering the program, a 19.9 percent increase from Fiscal Year 2019-20 Adopted. The remaining Forecast period includes 3.0 percent annual increases.

Vision Care: The GOF’s contribution is the same level as Fiscal Year 2019-20 Adopted.

Retirees' Health Insurance Program: Fiscal Year 2020-21 includes \$2.0 million for the UAAL amortization. The remaining Forecast years use projections based on information provided in the July 1, 2019 valuation for the UAAL amortization.

The City has made great strides toward funding the AAL of \$151.2 million (projected for Fiscal Year 2020-21), with estimated assets of \$131.5 million as of June 30, 2020, or 87.0 percent funded, at a discount rate of 6.25 percent. The actuarial valuation was updated as of July 1, 2019 and showed significant improvement from the prior valuation with an AAL for Fiscal Year 2019-20 of \$145.0 million compared to \$163.3 million projected in the prior valuation. With assets of \$136.3 million in the CERBT as of June 30, 2019, this provided a 94.2 percent funded status. However, since the valuation, with the impact of COVID-19, assets in the CERBT lost \$15.0 million the quarter ending March 31, 2020, which has impacted the funded status and estimated amortization.

Housing: As a result of the dissolution of the former Revitalization Authority (RDA), the GOF now receives its share of the former RDA property taxes. An annual transfer of these property taxes, in the amount of \$51,000, to the Housing Fund is included for the remaining Forecast period. As a result of the restructured Business License Tax and the City Council's earmarking 10.0 percent for housing, the Forecast reflects 10.0 percent of the increased Business License Tax revenue estimated at \$417,800 for Fiscal Year 2020-21, growing to \$645,500 in the last year of the Forecast period.

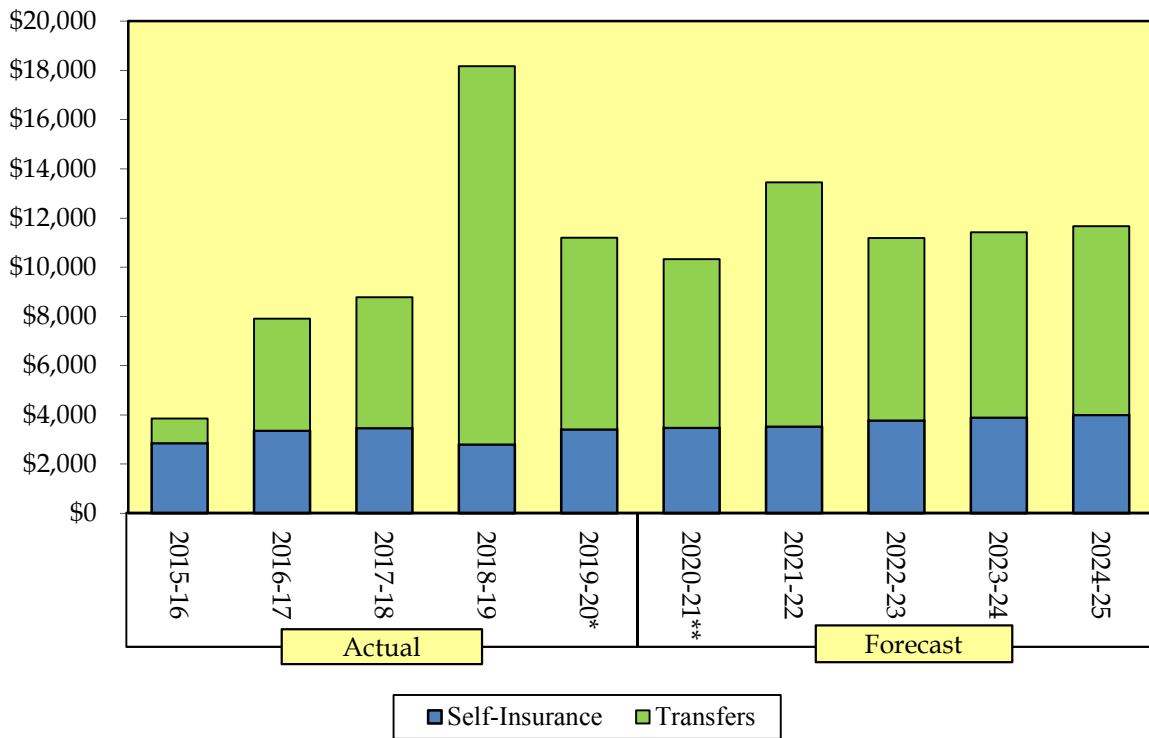
GF Budget Contingency Reserve: As discussed above, revenue from the Ameswell development began late Fiscal Year 2017-18 and by the end of the Forecast period is projected over \$3.5 million annually. This revenue is earmarked for debt service payments related to the Police/Fire Administration Building Remodel and Expansion project (see Debt Service section). It is anticipated the debt will be issued in Fiscal Year 2022-23 and, in the interim, Fiscal Years 2020-21 and 2021-22 include transfers of \$1.5 million and \$2.6 million, respectively, to the Budget Contingency Reserve.

GF Transportation Reserve: The Forecast reflects 80.0 percent of the increased business license tax revenue, estimated at \$3.3 million for Fiscal Year 2020-21 and growing to \$5.0 million in the last year of the Forecast period.

GF Capital Improvement Reserve: As mentioned in the History section above, in order to reduce the dependency on the long-term lease revenues, \$1.6 million is proposed to be transferred to the Capital Improvement Reserve for Fiscal Year 2020-21. For the remaining Forecast period, this amount is increased by the annual rent escalation factors referenced in the lease agreements.

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### INTERFUND EXPENDITURES AND TRANSFERS



Fiscal Year	Self Insurance	Transfers	Total SI & Transfers	% Change
2015-16	2,852	1,000	3,852	(3.7%)
2016-17	3,353	4,551	7,904	105.2%
2017-18	3,457	5,328	8,785	11.1%
2018-19	2,792	15,379	18,171	106.8%
2019-20 *	3,404	7,800	11,204	(38.3%)
2020-21 **	3,476	6,853	10,329	(7.8%)
2021-22	3,524	9,921	13,445	30.2%
2022-23	3,771	7,420	11,191	(16.8%)
2023-24	3,884	7,542	11,426	2.1%
2024-25	4,000	7,670	11,670	2.1%

\* Estimated

\*\* Proposed

(dollars in thousands)



## **DEBT SERVICE**

The Debt Service category represents the GOF's debt payment obligations.

### **CATEGORIES**

- Police/Fire Administration Building.

### **HISTORY**

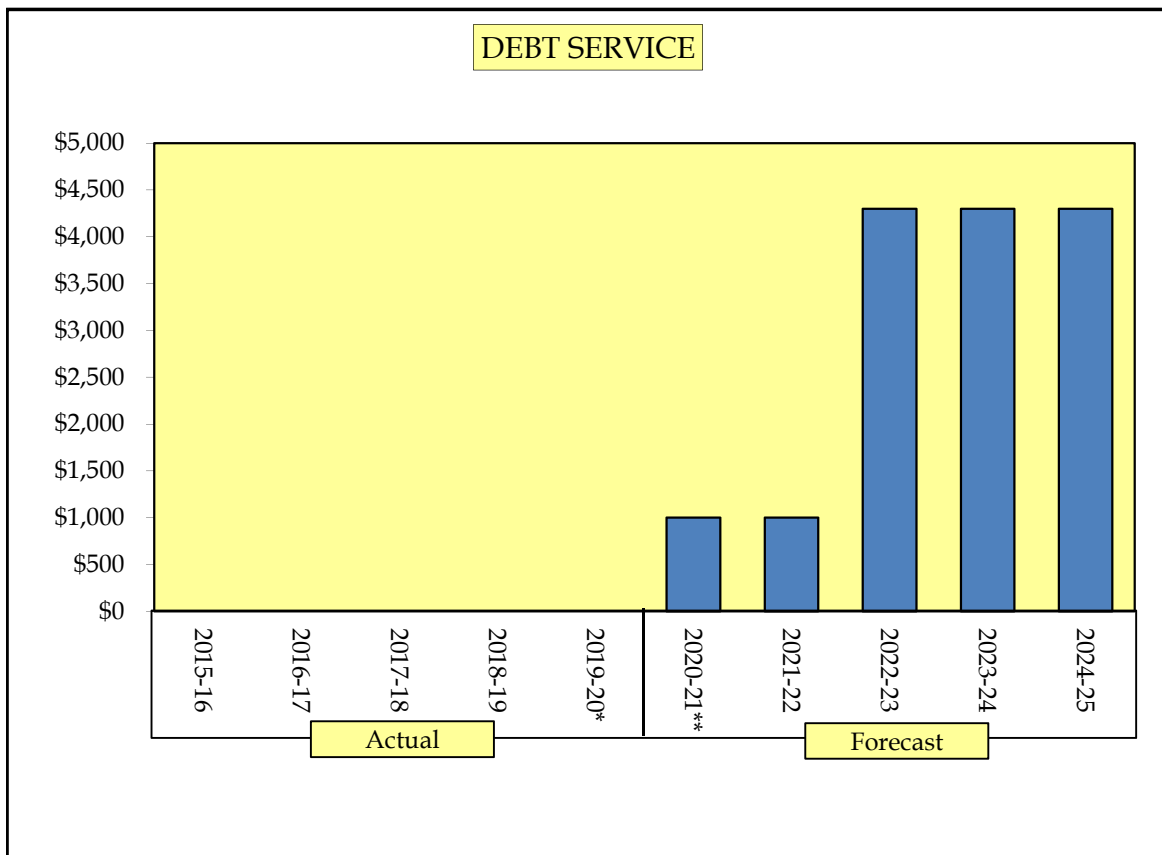
The GOF has had no debt obligations since prior to Fiscal Year 2009-10, when the City Hall/Center for the Performing Arts debt repayment was transferred to Construction/Conveyance Tax funding. This debt was fully retired in Fiscal Year 2015-16.

### **FORECAST**

Police/Fire Administration Building: The Forecast assumes revenue generated from the Ameswell development is earmarked for the Police/Fire Administration Building Remodel and Expansion. It is assumed debt will be issued for the project and annual debt service payments of approximately \$3.3 million have been included as a placeholder beginning in Fiscal Year 2022-23.

Hope Street Parking: Fiscal Year 2020-21 includes projected annual debt service payments of \$1.0 million for a \$12.0 million debt issue that staff will be working on this next fiscal year.

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<u>Fiscal Year</u>	<u>Debt Service</u>	<u>% Change</u>
2015-16	0	0.0%
2016-17	0	0.0%
2017-18	0	0.0%
2018-19	0	0.0%
2019-20 *	0	0.0%
2020-21 **	1,000	100.0%
2021-22	1,000	0.0%
2022-23	4,300	330.0%
2023-24	4,300	0.0%
2024-25	4,300	0.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

## EXHIBIT A

**GENERAL OPERATING FUND HISTORY**  
**(dollars in thousands)**

	<u>2009-10</u> <u>AUDITED</u>	<u>2010-11</u> <u>AUDITED</u>	<u>2011-12</u> <u>AUDITED</u>	<u>2012-13</u> <u>AUDITED</u>	<u>2013-14</u> <u>AUDITED</u>
REVENUES:					
Property Taxes	\$26,017	\$25,142	\$26,216	\$28,122	\$ 31,120
Sales Tax	15,242	15,502	15,940	16,744	16,936
Other Local Taxes <sup>1</sup>	9,144	9,870	10,774	12,015	13,089
Use of Money and Property	10,881	10,290	10,138	10,783	10,690
Other Revenues <sup>2</sup>	23,072	24,361	27,079	27,253	28,316
Loan Repayments	<u>2,060</u>	<u>2,075</u>	<u>1,894</u>	<u>1,894</u>	<u>1,894</u>
TOTAL REVENUES	<u>86,416</u>	<u>87,240</u>	<u>92,041</u>	<u>96,811</u>	<u>102,045</u>
EXPENDITURES:					
Salaries and All Pays	51,273	50,187	50,445	51,252	52,379
Retirement	7,330	7,286	10,028	10,856	11,219
Health Benefits	6,519	7,055	7,701	8,086	8,215
All Other Benefits	<u>4,427</u>	<u>4,479</u>	<u>4,363</u>	<u>4,367</u>	<u>4,385</u>
Salaries and Benefits	69,549	69,007	72,537	74,561	76,198
Supplies and Services	11,933	12,226	12,910	13,414	13,608
Capital Outlay/ Equipment Replc.	2,213	2,253	2,282	2,315	2,562
Interfund Expenditures and Transfers	2,441	2,674	2,876	2,751	2,565
Debt Service	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL EXPENDITURES	<u>86,136</u>	<u>86,160</u>	<u>90,605</u>	<u>93,041</u>	<u>94,933</u>
Transfer to GNOF	-0-	-0-	-0-	-0-	-0-
Transfer to GF Reserve	-0-	-0-	-0-	-0-	-0-
Transfer to Trans Res	-0-	-0-	-0-	-0-	-0-
Transfer to Cap Impr Res	-0-	-0-	-0-	-0-	-0-
Transfer to SPAR	-0-	-0-	-0-	-0-	-0-
CalPERS Contrib.	-0-	-0-	-0-	-0-	-0-
OPEB Contrib.	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE <sup>3</sup>	<u>\$ 280</u>	<u>\$ 1,080</u>	<u>\$ 1,436</u>	<u>\$ 3,770</u>	<u>\$ 7,112</u>

<sup>1</sup> Other Local Taxes consist of Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

<sup>2</sup> Other Revenues consist of Licenses, Permits & Franchise Fees, Fines & Forfeitures, Intergovernmental, Charges for Services, Miscellaneous Revenues, and Interfund Revenues & Transfers.

<sup>3</sup> Balance prior to changes in assets and liabilities, encumbrances, and rebudgets for grants and donations, net transferred to General Non-Operating Fund and General Fund Reserve.

**GENERAL OPERATING FUND HISTORY**  
(dollars in thousands)

	<u>2014-15</u> <u>AUDITED</u>	<u>2015-16</u> <u>AUDITED</u>	<u>2016-17</u> <u>AUDITED</u>	<u>2017-18</u> <u>AUDITED</u>	<u>2018-19</u> <u>AUDITED</u>
REVENUES:					
Property Taxes	\$ 35,173	\$ 39,461	\$ 43,774	\$ 49,419	\$ 51,451
Sales Tax	19,773	21,401	21,828	20,713	24,390
Other Local Taxes <sup>1</sup>	14,805	15,137	15,866	15,444	15,131
Use of Money and Property	10,928	12,219	16,896	19,659	22,316
Other Revenues <sup>2</sup>	26,261	27,693	28,325	31,142	32,722
Loan Repayments	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL REVENUES	<u>106,940</u>	<u>115,911</u>	<u>126,689</u>	<u>136,377</u>	<u>146,010</u>
EXPENDITURES:					
Salaries and All Pays	52,231	54,024	55,262	59,483	62,949
Retirement	11,799	12,575	13,606	15,360	16,723
Health Benefits	7,886	8,102	8,320	8,527	8,675
All Other Benefits	<u>4,791</u>	<u>5,372</u>	<u>5,968</u>	<u>6,254</u>	<u>6,547</u>
Salaries and Benefits	76,707	80,073	83,156	89,624	94,894
Supplies and Services	14,386	13,969	14,926	16,089	17,128
Capital Outlay/ Equipment Replc.	2,582	2,696	2,950	3,184	3,086
Interfund Expenditures and Transfers	3,002	2,852	3,404	4,785	5,671
Debt Service	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL EXPENDITURES	<u>96,677</u>	<u>99,590</u>	<u>104,436</u>	<u>113,682</u>	<u>120,779</u>
Transfer to GNOF	-0-	-0-	(500)	-0-	(6,500)
Transfer to GF Reserve	-0-	-0-	-0-	-0-	(1,000)
Transfer to Trans Res	-0-	-0-	-0-	-0-	(2,000)
Transfer to Cap Impr Res	-0-	-0-	-0-	-0-	(2,000)
Transfer to SPAR	-0-	-0-	(2,000)	(2,000)	-0-
CalPERS Contrib.	-0-	(2,000)	(2,000)	(4,000)	(4,000)
OPEB Contrib.	<u>(1,000)</u>	<u>(1,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(1,000)</u>
OPERATING BALANCE <sup>3</sup>	<u>\$ 9,263</u>	<u>\$ 13,321</u>	<u>\$ 15,753</u>	<u>\$ 14,695</u>	<u>\$ 8,731</u>

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# **DEPARTMENT BUDGETS**

## GENERAL NOTES

These notes explain the format and conventions used for each Department Summary that appear in the following section of this document.

### A. Organizational Charts

Included for each department is the organizational structure of the department. A City-wide organizational chart is included prior to the Introduction Section of this document.

### B. Text Pages

1. Centered at the top of the page is a title identifying the Department or Division name and if it is the Department Summary or a Division Summary.
2. The Department or Division Manager is identified.
3. The Department mission statement and an overview of the functions and responsibilities of the Department and Divisions are provided.
4. The Department's functions are listed on the Department Summary only. Functions are the key ongoing responsibilities of the Department and are tied to performance measures.
5. The Department's major goals/projects/initiatives for Fiscal Year 2020-21 will be listed on the Department Summary with the Fiscal Year 2020-21 Adopted Budget.
6. Major Division Changes are new funding items and are identified by fund on the Division Summary pages or the Department Summary if there are no Divisions for the Department.
7. Performance measures are listed on Department Summary pages only. Performance/Workload Measures are related to Department Functions. If a Department Function has a Performance/Workload Measure tied to it, it is noted in parenthesis with an "M" and the Performance/Workload Measure number(s) following (e.g. M 1, 2, 3). The long-term goals are listed as Department Functions and directly tied to Performance/Workload Measures.

## **GENERAL NOTES**

(Continued)

### **C. Numerical Pages**

1. The listed number of positions for each Department or Division represents the maximum number of regular authorized positions that can be filled. "Part-Time Hourly" positions identify the number of full-time equivalent positions budgeted to be filled by hourly personnel. Limited-Period and contract personnel are not included in this listing.
2. Positions listed in the "2018-19 Adjusted" column are those positions actually approved in the adopted budget that year plus any adjustments made mid-year. Positions listed in the "2019-20 Adopted" column are those positions adopted in Fiscal Year 2019-20. Positions listed in the "2020-21 Proposed" column are those positions in the "2019-20 Adopted" column plus any amendments or adjustments made midyear and any changes proposed for Fiscal Year 2020-21.
3. Salaries for regular positions are calculated using the employees' actual salary plus any agreed to COLA and potential merit increases for the upcoming budget year. Vacant positions are budgeted at fifth step or control point. Hourly positions are calculated using the minimum/maximum range of the position classification. In general, hourly positions are budgeted at the higher end of the range; seasonal hourly positions are generally budgeted at mid-range.



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# FISCAL YEAR 2020-21 PROPOSED BUDGET APPROPRIATIONS MATRIX

	City Council	City Clerk's Office	City Attorney's Office	City Manager's Office	Information Technology	Finance and Administrative Services
<b><u>GENERAL FUND</u></b>						
General Operating	\$ 385,131	772,368	2,415,753	6,359,057	5,865,454	7,579,496
Development Services	0	0	0	0	0	13,000
Shoreline Golf Links/Restaurant	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 385,131</b>	<b>772,368</b>	<b>2,415,753</b>	<b>6,359,057</b>	<b>5,865,454</b>	<b>7,592,496</b>
<b><u>SPECIAL REVENUE</u></b>						
Below-Market-Rate Housing	\$ 0	0	0	0	0	0
Housing Impact	0	0	0	0	0	0
CSFRA/Rental Housing Committee	0	0	0	0	0	0
Downtown Benefit Assmt Districts	0	0	0	0	0	0
Supplemental Law Enforcement Services	0	0	0	0	0	0
CDBG	0	0	0	0	0	0
Cable Television	0	0	0	195,000	0	0
Shoreline Regional Park Community	0	0	10,000	0	0	43,000
<b>TOTAL</b>	<b>\$ 0</b>	<b>0</b>	<b>10,000</b>	<b>195,000</b>	<b>0</b>	<b>43,000</b>
<b><u>ENTERPRISE</u></b>						
Water	\$ 0	0	0	0	675,235	621,736
Wastewater	0	0	0	0	0	0
Solid Waste Management	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>675,235</b>	<b>621,736</b>
<b><u>INTERNAL SERVICE</u></b>						
Equipment Maint & Replacmnt	\$ 0	0	0	0	0	0
Workers' Compensation	0	0	0	0	0	2,383,500
Unemployment	0	0	0	0	0	127,250
Liability	0	0	30,000	0	0	2,056,550
Employee Benefits	0	0	0	14,000	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>0</b>	<b>30,000</b>	<b>14,000</b>	<b>0</b>	<b>4,567,300</b>
<b><u>GENERAL FUND RESERVES</u></b>						
General Non-Operating	\$ 22,700	330,600	101,751	1,760,100	603,900	172,900
<b>TOTAL</b>	<b>\$ 22,700</b>	<b>330,600</b>	<b>101,751</b>	<b>1,760,100</b>	<b>603,900</b>	<b>172,900</b>
<b>GRAND TOTAL</b>	<b>\$ 407,831</b>	<b>1,102,968</b>	<b>2,557,504</b>	<b>8,328,157</b>	<b>7,144,589</b>	<b>12,997,432</b>

Community Development	Public Works	Community Services	Library Services	Fire	Police	Total
1,847,113	11,787,698	18,302,150	6,750,320	27,152,383	44,811,631	134,028,554
9,462,964	4,285,937	0	0	848,332	0	14,610,233
0	0	3,683,089	0	0	0	3,683,089
<b>11,310,077</b>	<b>16,073,635</b>	<b>21,985,239</b>	<b>6,750,320</b>	<b>28,000,715</b>	<b>44,811,631</b>	<b>152,321,876</b>
1,172,654	0	0	0	0	0	1,172,654
283,817	0	0	0	0	0	283,817
1,649,452	0	0	0	0	0	1,649,452
757,480	0	0	0	0	0	757,480
0	0	0	0	0	175,000	175,000
875,921	0	0	0	0	0	875,921
0	0	0	0	0	0	195,000
527,764	1,326,164	4,566,848	0	169,178	40,000	6,682,954
<b>5,267,088</b>	<b>1,326,164</b>	<b>4,566,848</b>	<b>0</b>	<b>169,178</b>	<b>215,000</b>	<b>11,792,278</b>
0	30,377,638	0	0	0	0	31,674,609
0	16,730,056	0	0	2,005,422	142,088	18,877,566
0	14,386,290	0	0	0	0	14,386,290
<b>0</b>	<b>61,493,984</b>	<b>0</b>	<b>0</b>	<b>2,005,422</b>	<b>142,088</b>	<b>64,938,465</b>
0	2,903,703	0	0	0	0	2,903,703
0	0	0	0	0	0	2,383,500
0	0	0	0	0	0	127,250
0	0	0	0	0	0	2,086,550
0	0	0	0	0	0	14,000
<b>0</b>	<b>2,903,703</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,515,003</b>
340,200	285,300	294,600	40,662	925,573	1,200,922	6,079,208
<b>340,200</b>	<b>285,300</b>	<b>294,600</b>	<b>40,662</b>	<b>925,573</b>	<b>1,200,922</b>	<b>6,079,208</b>
<b>16,917,365</b>	<b>82,082,786</b>	<b>26,846,687</b>	<b>6,790,982</b>	<b>31,100,888</b>	<b>46,369,641</b>	<b>242,646,830</b>

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## NOTES

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# CITY COUNCIL

## CITY COUNCIL

<b>Councilmembers</b>	<b>Term Expires</b>
Margaret Abe-Koga, Mayor	01/2021
Ellen Kamei, Vice Mayor	01/2023
Christopher R. Clark	01/2021
Alison Hicks	01/2023
Lisa Matichak	01/2021
John McAlister	01/2021
Lucas Ramirez	01/2023

## STANDING COMMITTEES

### **Appointments Review Committee (CARC)**

Abe-Koga, Chair  
Kamei  
Matichak

### **Finance Committee (CFC) and Investment Review Committee (IRC)\***

Clark, Chair  
Matichak  
Ramirez

### **Neighborhoods Committee (CNC)**

McAlister, Chair  
Abe-Koga  
Ramirez

### **Policy and Procedures Committee (CPPC)**

Matichak, Chair  
McAlister  
Ramirez

### **Transportation Committee (CTC)**

McAlister, Chair  
Kamei  
Matichak

### **Youth Services Committee (CYSC)**

Kamei, Chair  
Abe-Koga  
Hicks

## AD HOC SUBCOMMITTEES

### **Council Sustainability Committee (CSC)**

Hicks, Chair  
Abe-Koga  
Clark

### **Community Stabilization and Fair Rent Act (CSFRA)**

Abe-Koga, Chair  
Clark  
Ramirez

### **NOFA Review Committee (CNRC)**

Ramirez, Chair  
Clark  
Hicks

\* The IRC consists of the members of the CFC and two members of the public.

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## NOTES

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## CITY COUNCIL DEPARTMENT SUMMARY

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### DEPARTMENT MISSION STATEMENT

To set policy that governs the City in a manner which is both financially sound as well as responsive to the needs and concerns of the community.

### DEPARTMENT OVERVIEW

The City Council is the legislative and policy-making body for the City, having responsibility for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to staff.

There are seven standing City Council committees, each with three members. From time to time, ad hoc committees are also formed. There are currently two ad hoc subcommittees, each with three members. In addition, Councilmembers represent the City and serve on numerous regional agencies and organizations.

The City Council holds Regular Meetings at 6:30 p.m. on the second and fourth Tuesday of each month in the Council Chambers located in City Hall, 500 Castro Street. Additional Special Meetings are scheduled as needed. The times and places of City Council committee meetings and the meetings of outside agencies on which Councilmembers serve can be obtained from the City Clerk's Office.

### DEPARTMENT FUNCTIONS

- Serve as Board of Directors for the Mountain View Shoreline Regional Park Community and the City of Mountain View Capital Improvements Financing Authority.
- Participate in regional boards and agencies which directly affect the City of Mountain View and the needs and interests of the citizens.
- Adopt the annual budget and Capital Improvement Program.
- Meet annually in Study Sessions with each advisory commission/committee.
- Participate in the City's Corporate Visitation Program.

### MAJOR CITY COUNCIL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEARS 2019-20 AND 2020-21

- Promote a Community for All with a focus on strategies to protect vulnerable populations and preserve Mountain View's socioeconomic and cultural diversity.
- Improve the quantity, diversity, and affordability of housing by providing opportunities for subsidized, middle-income, and ownership housing.
- Develop and implement comprehensive and innovative transportation strategies to achieve mobility, connectivity, and safety for people of all ages.
- Promote environmental sustainability and quality of life for the enjoyment of current and future generations with a focus on measurable outcomes.

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**CITY COUNCIL  
DEPARTMENT SUMMARY**

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**MAJOR DEPARTMENT CHANGES**

- General Operating Fund:

Training, Conference, and Travel: (\$22,100)

The reserve for training, conference, and travel is reduced from \$18,100 to \$2,000; and the Mayor's additional allocation is reduced \$4,000 to \$1,000.

Cell Phone Allowance: \$400

Provides additional funding to increase the phone allowance for Councilmembers.

- General Non-Operating Fund:

Newly Elected Councilmember Per-Term Allowance (limited-period): \$15,200

Provides funding per Council Policy A-2, whereby each Councilmember is to receive an allowance of \$3,800 per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff.

Team Building (limited-period): \$7,500

Provides funding for Council retreats and team-building activities.

BUD/LHP-001-01 FY2020-21



**CITY COUNCIL  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Mayor	1	1	1
Councilmember	6	6	6
TOTAL REGULAR	7	7	7
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 235,078	314,647	293,651
Supplies and Other Services	81,926	113,160	114,180
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 317,004</b>	<b>427,807</b>	<b>407,831</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 302,149	427,807	385,131
General Non-Operating	14,855	0	22,700
<b>TOTAL FUNDING</b>	<b>\$ 317,004</b>	<b>427,807</b>	<b>407,831</b>

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 97,211	100,367	105,495
Wages	0	0	0
Benefits	137,867	214,280	188,156
TOTAL PERSONNEL	235,078	314,647	293,651
Materials and Supplies	21,464 *1	11,200	26,400 *2
Maintenance and Operations	0	0	0
Utilities	7,059	12,360	12,780 *3
Professional/Technical Services	5,500 *1	0	7,500 *4
Other Expenses	47,903	89,600	67,500 *5
TOTAL SUPPLIES AND SERVICES	81,926	113,160	114,180
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 317,004</b>	<b>427,807</b>	<b>407,831</b>

\*1 Includes limited-period expenditures for per-term Council allowance, Committee Room furniture, and Council team building.

\*2 Includes limited-period funding of \$15,200 for per-term Council allowance.

\*3 Includes increased funding of \$400 for phone allowance.

\*4 Includes limited-period funding of \$7,500 for Council team building.

\*5 Includes reduced funding of \$22,100 for training, conference, and travel reserve.

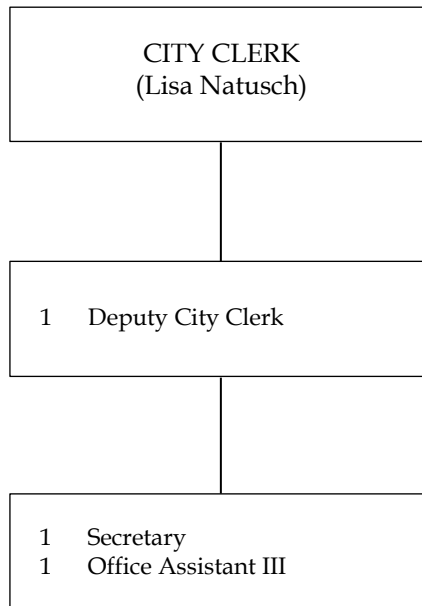
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## NOTES

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# CITY CLERK'S OFFICE



FISCAL YEAR 2020-21 POSITION TOTALS: 4.0 Full-Time

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## NOTES

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## CITY CLERK'S OFFICE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – CITY CLERK

### DEPARTMENT MISSION STATEMENT

To maintain official records, administer elections, and provide administrative support to the City Council.

### DEPARTMENT OVERVIEW

The City Clerk is appointed by the City Council. The Clerk is responsible for facilitating the conduct of business by the City Council and fulfilling legal requirements as set forth in the Charter, City Code, and State law. The City Clerk's Office administers City elections and campaign and financial disclosure laws.

The City Clerk's Office maintains a record of all proceedings of the City Council; meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices; processes assessment districts, annexations, deeds, tax cancellations, appeals, and initiative petitions; administers the selection process for Council appointment of members to the City board, commissions, and committees; and provides support for Sister City activities.

The City Clerk's Office provides administrative assistance to the Council, maintains the City Code and City Charter, is custodian of the City Seal, administers oaths or affirmations, and maintains the official record of City contracts and agreements. The office also maintains official City records, administers the Public Records Act request process, and provides information to the public regarding the legislative operations of government.

### DEPARTMENT FUNCTIONS

- Administer City elections. (M 1)
- Maintain the City Code and City Charter.
- Administer campaign disclosures, financial disclosures, and oaths.
- Coordinate, prepare, and distribute Council agenda materials and minutes. (M 3, 4, 6)
- Maintain official City records and provide records management support services for all departments.
- Notice legal documents and process annexation and assessment district proceedings, deeds, appeals, initiative petitions, and ordinances. (M 6)
- Provide administrative support to the City Council. (M 7)
- Manage coordination of the Council meeting agenda preparation process.
- Administer Public Records Act request process.

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## CITY CLERK'S OFFICE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENT CHANGES

- General Non-Operating Fund:

November 2020 Election (limited-period): \$325,600

Provides funding for the November 3, 2020 General Municipal Election, including four Councilmember seats, the nomination process, candidate statements, and ballot title reviews. Funding is also included for two ballot measures and legal advertisement.

Microfilm Digitizing Service (rebudget balance): \$5,000

Rebudgets the balance of funding to convert existing microfilm to digital format. Digitizing microfilm will allow easier access for the public and increase efficiency in responding to public records requests.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Elections:</b>					
1. Percentage of official election notices published without errors and on time	N/A	100%	100%	N/A	100%
2. Percentage of Statement of Economic Interests submitted on time	99% <sup>(A)</sup>	95% <sup>(B)</sup>	100%	100%	Discontinue
<b>Legislative:</b>					
3. Percentage of agenda packets prepared and distributed five days before a Council meeting	91% <sup>(C)</sup>	100%	100%	93%	100%
4. Percentage of minutes prepared for a City Council meeting without relevant errors of fact <sup>(D)</sup>	88% <sup>(E)</sup>	97% <sup>(F)</sup>	>98%	89% <sup>(G)</sup>	>98%
5. Percentage of resolutions and ordinances processed within five days after a Council meeting is held	99%	97%	>90%	82% <sup>(H)</sup>	Discontinue
6. Percentage of legal hearing notices published and mailed within legal deadlines and per the City's noticing guidelines	100%	96% <sup>(I)</sup>	100%	100%	100%

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Administrative/Support to Council:</b>					
7. Percentage of Council service requests responded to within one working day of receipt	100%	100%	100%	100%	100%

- 
- (A) One Commissioner filed late.
- (B) Nine filings were not submitted on time.
- (C) An agenda item was not submitted in a timely manner, and there were issues with Internet outages.
- (D) Measure updated for Fiscal Year 2020-21 from "Percentage of minutes prepared for a City Council meeting without errors of fact."
- (E) Draft minutes were prepared for 25 City Council meetings. The draft minutes of three City Council meetings included errors of fact, which were corrected at the time of City Council approval.
- (F) Draft minutes were prepared for 32 City Council meetings. The draft minutes of one City Council meeting included errors of fact, which were corrected at the time of City Council approval.
- (G) Draft minutes were prepared for nine City Council meetings. The draft minutes of one City Council meeting included errors of fact, which was corrected at the time of City Council approval.
- (H) Fifty-one (51) resolutions and ordinances were processed. Nine were not processed for the Mayor's signature within five days. Final processing of ordinances and resolutions is contingent on submittal of final documents for multiple departments.
- (I) Two hearing notices were not noticed in a timely manner. They were renoticed for new hearing dates.

BUD/LHP-430-01 FY2020-21

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Secretary	1	1	1
Office Assistant III	1	1	1
TOTAL REGULAR	4	4	4
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>
EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 638,577	679,145	731,308
Supplies and Other Services	186,226	56,060	371,660
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 824,803</b>	<b>735,205</b>	<b>1,102,968</b>
FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 670,681	720,205	772,368
General Non-Operating	154,122	15,000	330,600
<b>TOTAL FUNDING</b>	<b>\$ 824,803</b>	<b>735,205</b>	<b>1,102,968</b>
REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Service Charges	\$ 4,553	1,620 *1	1,620
Miscellaneous Revenue	4,304	1,310	1,310
<b>TOTAL REVENUES</b>	<b>\$ 8,857</b>	<b>2,930</b>	<b>2,930</b>

\*1 Includes elimination of marriage officiant fee.



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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 404,560	434,480	448,586
Wages	13,040	8,000	8,000
Benefits	220,977	236,665	274,722
<b>TOTAL PERSONNEL</b>	<b>638,577</b>	<b>679,145</b>	<b>731,308</b>
Materials and Supplies	14,732	10,595	20,595 *3
Maintenance and Operations	211	1,475	1,475
Utilities	233	290	290
Professional/Technical Services	162,589 *1	26,530 *2	332,130 *3
Other Expenses	8,461	17,170	17,170
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>186,226</b>	<b>56,060</b>	<b>371,660</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 824,803</b>	<b>735,205</b>	<b>1,102,968</b>

\*1 Includes limited-period expenditures for the November 2018 General Municipal Election.

\*2 Includes limited-period funding of \$15,000 for microfilm digitizing service (rebudget balance).

\*3 Includes limited-period funding of \$325,600 for the November 2020 General Municipal Election and \$5,000 for microfilm digitizing service (rebudget balance).

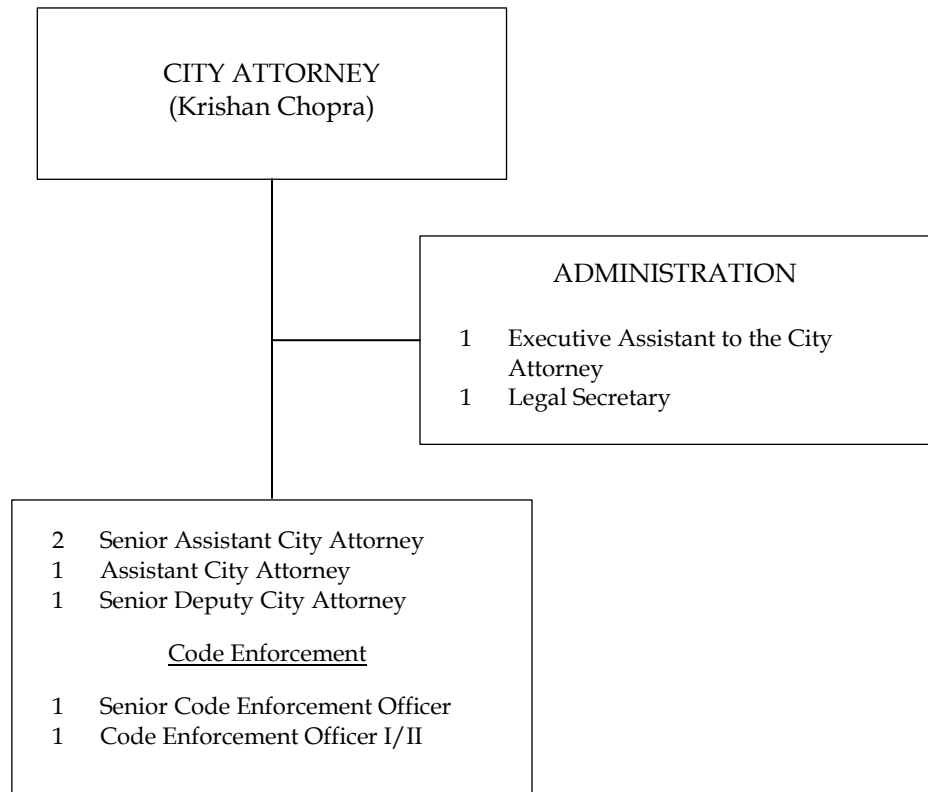
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## NOTES

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# CITY ATTORNEY'S OFFICE



FISCAL YEAR 2020-21 POSITION TOTALS: 9.0 Full-Time

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## **CITY ATTORNEY'S OFFICE DEPARTMENT SUMMARY**

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### DEPARTMENT MANAGER – CITY ATTORNEY

### DEPARTMENT MISSION STATEMENT

To provide legal services and counsel to the City Council, boards, and commissions and participate as a member of the management team in support of City departments.

### DEPARTMENT OVERVIEW

The City Attorney is appointed by the City Council as the Attorney for the City and legal advisor to the City Council. The City Attorney hires subordinate attorneys to assist in the discharge of assigned responsibilities. The City Attorney's Office defends and prosecutes or retains counsel to defend and prosecute all civil actions and proceedings to which the City is a party and prosecutes all criminal actions involving the City Code. The City Attorney's Office represents and advises the City Council, boards, commissions, departments, and all City officials in matters of law related to the conduct of City business.

The City Attorney's Office drafts necessary legal documents, ordinances, resolutions, contracts, and other documents pertaining to the City's business and handles claims against the City. The Office is also responsible for providing legal services in connection with the Shoreline Regional Park Community (North Bayshore).

The Code Enforcement Section is responsible for enforcing the City Code provisions relating to zoning, neighborhood preservation, vehicles on private property, and other Code sections as necessary.

### DEPARTMENT FUNCTIONS

- Prosecute and defend legal proceedings involving the City. (M 1, 2)
- Coordinate and monitor outside legal service providers retained to represent the City in its ongoing operations. (M 1)
- Process and track claims filed against the City. (M 2)
- Represent and advise City officials and City staff in legal matters.
- Draft and/or review ordinances, resolutions, contracts, and other legal documents. (M 3, 4)
- Supervise and administer the Code Enforcement Division, including prosecution of City Code violations. (M 5)
- Work with the Community Development Department to draft, finalize, and execute agreements as needed for developments.
- Update and revise Council policies, administrative policies, and personnel policies in accordance with new regulations such as new Fair Political Practices Commission (FPPC) regulations and initiatives of the Council Policy and Procedures Committee.

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## CITY ATTORNEY'S OFFICE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENT CHANGES

- General Operating Fund:

Legal Services: \$25,000

Provides increased funding for additional legal resources to assist with high workloads and for specialized legal analysis. There is an additional \$50,000 requested as limited-period.

- General Non-Operating Fund:

City Council Major Goals Work Plan— Mobile home park space rents (rebudget balance): \$51,700

Rebudgets the balance of funding to examine and potentially develop an ordinance that controls mobile home park space rents and addresses other issues.

Legal Services (limited-period): \$50,000

Provides funding for outside legal counsel. An additional \$25,000 is included as ongoing funding.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>City Attorney's Office:</b>					
1. Total cost of legal services, in-house and outside counsel, as a percentage of General Operating Fund expenditures.	1.0%	1.4%	<2%	1.3%	<2%
2. Percentage of claims entered into the claim reporting system, reported to ACCEL, and directed to appropriate departments for response within five working days of receipt of the claim.	100%	100%	>90%	100%	>90%
3. Percentage of standard contracts reviewed within two working days.	100%	99%	>85%	99%	>85%
4. Percentage of complex contracts reviewed within 20 working days.	100%	100%	>80%	100%	>80%
5. Percentage of code enforcement cases responded to within five working days of receipt of complaint or observation of violation.	99%	99%	>95%	97%	>95%

BUD/LHP-010-01 FY2020-21

**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
City Attorney	1	1	1
Senior Assistant City Attorney	2	2	2
Assistant City Attorney	1	1	1
Senior Deputy City Attorney	0	1 *2	1
Senior Code Enforcement Officer	1	1	1
Code Enforcement Officer I/II	1	1	1
Exec Asst to the City Attorney	1	1	1
Legal Secretary	1	1	1
TOTAL REGULAR	8	9	9
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>8 *1</b>	<b>9</b>	<b>9</b>

\*1 In addition there is a limited-period Senior Deputy City Attorney position.

\*2 Added a Senior Deputy City Attorney position.

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 2,016,070	2,300,235	2,281,463
Supplies and Other Services	758,527	266,290	268,041
Capital Outlay	0	0	0
Interfund Expenditures	772	7,000	8,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,775,369</b>	<b>2,573,525</b>	<b>2,557,504</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 1,944,614	2,408,525	2,415,753
General Non-Operating	173,814	125,000	101,751
Shoreline Regional Park Community	0	10,000	10,000
Liability Self-Insurance	656,941	30,000	30,000
<b>TOTAL FUNDING</b>	<b>\$ 2,775,369</b>	<b>2,573,525</b>	<b>2,557,504</b>

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines and Forfeitures	\$ 20,711	23,750	23,750
General Service Charge	550	0	0
Miscellaneous Revenue	3,400	2,000	2,000
<b>TOTAL REVENUES</b>	<b>\$ 24,661</b>	<b>25,750</b>	<b>25,750</b>

**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,368,960 *1	1,542,255	1,543,050
Wages	25,700	0	0
Benefits	621,410	757,980	738,413
<b>TOTAL PERSONNEL</b>	<b>2,016,070</b>	<b>2,300,235</b>	<b>2,281,463</b>
Materials and Supplies	30,716	31,660	31,660
Maintenance and Operations	16,131	1,200	1,200
Utilities	1,127	3,350	3,350
Professional/Technical Services	690,528 *2	205,900 *3	207,651 *4
Other Expenses	20,025	24,180	24,180
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>758,527</b>	<b>266,290</b>	<b>268,041</b>
Capital Outlay	0	0	0
Interfund Expenditures	772	7,000	8,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,775,369</b>	<b>2,573,525</b>	<b>2,557,504</b>

\*1 Includes limited-period expenditures for a Senior Deputy City Attorney position.

\*2 Includes limited-period expenditures for legal services and costs for litigation cases, funding approved mid-year or carried over from prior fiscal years.

\*3 Includes limited-period funding of \$125,000 for City Council Major Goals Work Plan - Mobile home park space rents.

\*4 Includes increased funding of \$25,000 for legal services and limited-period fundings of \$51,700 for City Council Major Goals Work Plan - Mobile home park space rents (rebudget balance) and \$50,000 for legal services.

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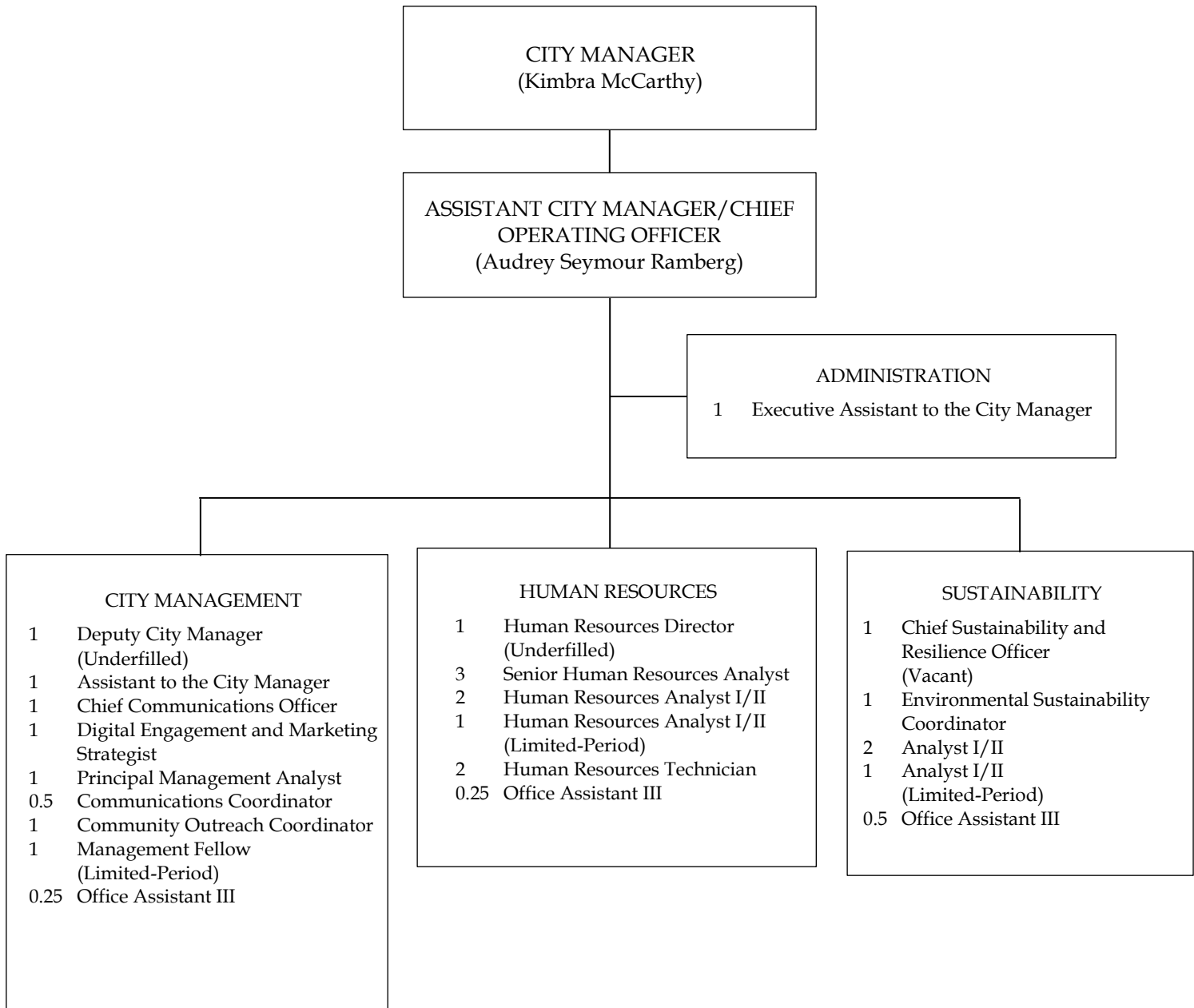
## NOTES

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# CITY MANAGER'S OFFICE



FISCAL YEAR 2020-21 POSITION TOTALS: 22.0 Full-Time  
 0.5 Regular Part-Time  
 3.0 Limited-Period

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## **CITY MANAGER’S OFFICE DEPARTMENT SUMMARY**

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### **DEPARTMENT MANAGER – ASSISTANT CITY MANAGER/ CHIEF OPERATING OFFICER**

#### **DEPARTMENT MISSION STATEMENT**

To support the City Council in the development and execution of its goals and policies; to provide leadership and guidance to City departments in the delivery of City services; to inform and engage the community through a range of outreach, communication, and marketing activities to attract, retain, and support the performance of highly qualified employees; and to collaborate with City departments, the community, and other partners to achieve a thriving, sustainable community.

#### **DEPARTMENT OVERVIEW**

The City Manager is appointed by the City Council. The City Manager’s Office consists of three divisions: the City Management Division, the Human Resources Division, and the Sustainability Division. NOTE: The Fiscal Year 2020-21 budget proposes that the Human Resources Division be established as a City department rather than a division of the City Manager’s Office. This is a return to the organizational structure that was in place prior to Fiscal Year 2010-11 and is consistent with cities of similar size and complexity. This change will be reflected in the Fiscal Year 2021-22 budget document. Through these divisions, the Office: provides professional leadership in the administration of all City services, activities, and facilities; directs the execution of policies and objectives formulated by the City Council; develops and presents to the City Council recommendations and strategies in response to community issues; plans and executes programs to meet the current and future needs of the City of Mountain View; provides strategic communication and marketing services and conducts outreach in a variety of languages and formats to maximize access to services and opportunities for input; strives to create an engaging and high-performing workplace culture; provides effective human resource services to City departments, employees, and prospective employees; and plans and coordinates a wide range of sustainability policies and programs.

#### **DEPARTMENT FUNCTIONS**

- Develop and present to the City Council solutions and strategies in response to community issues.
- Provide leadership to City departments in the execution of policies, objectives, and programs adopted by the City Council. (M 1)
- Respond to all City Council and citizen inquiries received by the City Manager’s Office in a timely manner.
- Assist the City Council in its setting of major City goals and track departments’ progress in achieving Citywide goals.
- Develop and submit an annual balanced City budget to the City Council and support City Council efforts in long-term financial planning.
- Develop, lead, and execute the City’s legislative advocacy and intergovernmental relations efforts. (M 3)
- Manage complex, cross-departmental projects.

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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- Develop, execute, and lead the City's external and internal communication strategy using a broad range of communication channels and Citywide communication initiatives.
- Provide information to the community through public forums, publications, and government access programming to expand visibility and awareness of emerging issues, programs, priorities, and progress on City goals and initiatives. (M 4)
- Enhance and promote the City's overarching brand and manage the marketing function in a manner consistent with the City's vision, organizational values, Code of Ethics, and cultural ideals.
- Serve as the City's Public Information officer and manage media relations.
- Manage the Multilingual Community Outreach Program to provide clear, timely, and meaningful information and opportunities for input to a diverse and multilingual community. (M 2, 4)
- Develop and oversee outreach strategies to enhance civic engagement using a range of social media and other platforms to enable proactive and positive interactions.
- Provide staff support to the Human Relations Commission.
- Act as City liaison to various community groups and nonprofit organizations.
- Coordinate specific interdepartmental and intergovernmental compliance issues.
- Manage customer/citizen relationship management (CRM) "*Ask Mountain View*" web- and mobile-based systems. (M 4)
- Provide staff support to the Council Sustainability Committee (CSC) and Council Policy and Procedures Committee (CPPC).
- Manage the Human Resources Division, including day-to-day functions and initiatives, to promote a strong and effective workplace culture.
- Oversee the City's performance management processes.
- Develop and maintain infrastructure for administering effective personnel/employee relations functions. (M 5)
- Manage and coordinate the City's grievance and appeals process and assist departments with all disciplinary actions. (M 5)
- Manage and maintain positive employee/labor relations with unrepresented and represented employee groups through negotiations and administration of Memorandums of Understanding and resolutions governing unrepresented compensation. (M 5, 6)
- Plan, conduct, and continually evaluate employee training, organizational development opportunities, and succession planning efforts. (M 6)

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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- Fill vacant positions as quickly and cost-effectively as possible while adhering to equal employment principles. (M 6)
- Orient all new employees to the City and conduct interviews with all employees who separate from City service. (M 7, 8)
- Evaluate, update, and maintain the City's classification plan through periodic salary surveys and classification/reclassification studies, and implement changes to the City's compensation plan as needed.
- Manage and administer the City's comprehensive benefits program for employees and retirees, including the wellness program. (M 9)
- Administer the City's leave programs.
- Coordinate with the Finance and Administrative Services Department to process accurate personnel information for payroll, budgeting, and reporting purposes.
- Coordinate cross-departmental sustainability strategic planning and policy-making.
- Develop and oversee implementation of sustainability initiatives.
- Provide information and resources to encourage the community to undertake sustainability actions.
- Develop partnerships with regional agencies, neighboring jurisdictions, and local employers to coordinate and maximize the impact of sustainability solutions.
- Identify and seek grant funding to support sustainability efforts.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>City Management Division:</b>					
1. Percentage of City Manager's Office cost as a percent of the General Operating Fund expenditures. <sup>(A)</sup>	1.4%	1.7%	<2%	1.5%	<2%
2. Number of in-person outreach activities the Multilingual Community Outreach Program conducted to support City initiatives (attendance at special events, community, and resident meetings).	50 <sup>(B)</sup>	62	60	31	60
3. Number of communications regarding the City's position on legislation or legislative issues made annually to the State Legislature, Congress, and other branches of government.	15	13	9	4 <sup>(C)</sup>	9

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
4. Number of Community Information and Outreach Program products provided (newsletters, press releases, Internet postings, media contacts, etc.).	658	799	600	587 <sup>(D)</sup>	900
<b>Human Resources Division:</b>					
5. Employee turnover rate.	8%	9%	<10%	4%	<10%
6. Percentage of recruitments/vacant positions filled by existing personnel (excludes promoting within positions classified as I/II).	30%	29% <sup>(E)</sup>	>30%	37%	>30%
7. Percentage of new employee orientations conducted within seven days of hire.	100%	100%	>98%	100%	>98%
8. Percentage of retirement planning informational meetings conducted with retiring employees.	100%	96%	>90%	100%	>90%
9. Percentage of employee benefit inquiries responded to within two working days.	99%	97%	>90%	98%	>90%

**Sustainability Division:** Performance and workload measures for Sustainability are currently being developed as part of the Sustainability Action Plan-4.

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<sup>(A)</sup> Percentage is for the City Management Division only.

<sup>(B)</sup> Staff conducted 10 fewer outreach activities than expected in Fiscal Year 2017-18 as a significant amount of staff time was used to conduct the Spanish-Language Civic Academy.

<sup>(C)</sup> The number of communications regarding the City's position on legislation or legislative issues varies annually based on the City Council Major Goals, City priorities, and the number of proposed legislative actions in the State Legislature, Congress, or other branches of government that could have a positive or adverse effect on the City. The number of communications does not include all types of engagement or legislative matters. This performance measure will be revised as part of the planned expansion of the legislative program.

<sup>(D)</sup> One hundred thirty-eight (138) of these were unique media contracts (document by topic and reporter).

<sup>(E)</sup> The City encourages employees to seek advancement and prefers to fill vacancies from within whenever practical. For Fiscal Year 2018-19, the City filled 37 vacancies by promotions through competitive recruitment processes and was short of meeting the target by an equivalent of two promotions.

BUD/LHP-614-01 FY2020-21

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
City Manager	1	1	1
Assistant City Manager/Chief Operating Officer	1	1 *2	1
Human Resources Director	0	0	1 *6
Deputy City Manager	1	1	1
Assistant to the City Manager	1	1	1
Human Resources Manager	1	1	0 *6
Chief Communications Officer	0	0	1 *7
Chief Sustainability and Resilience Officer	0	0	1 *8
Digital Engagement and Marketing Strategist	0	0	1 *9
Principal Management Analyst	1	1	1
Senior Human Resources Analyst	2	3 *3	3
Environmental Sustainability Coordinator	0	1 *4	1
Human Resources Analyst I/II	2	2	2
Analyst I/II	0	2 *3/4	2
Human Resources Technician	2	2	2
Communications Coordinator	0.50	0.50	0.50
Community Outreach Coordinator	0.50	0.50	1 *10
Exec Asst to the City Manager	1	1	1
Office Assistant III	0	1 *3	1
<b>TOTAL REGULAR</b>	<b>14</b>	<b>19</b>	<b>22.50</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>	<b>14</b> *1	<b>19</b> *5	<b>22.50</b> *11

\*1 In addition there are the following limited-period positions: Management Fellow and Human Resources Analyst I/II.

\*2 Midyear title change from Assistant City Manager.

\*3 Added a Senior Human Resources Analyst, an Analyst I/II, and an Office Assistant III positions.

\*4 Environmental Sustainability Coordinator and one Analyst I/II positions transferred from the Community Development Department.

\*5 In addition there are the following limited-period positions: Management Fellow, Human Resources Analyst I/II, 0.10 FTE Communications Coordinator, and 0.50 FTE Community Outreach Coordinator.

\*6 Reclassification of the Human Resources Manager to Human Resources Director.

\*7 Midyear addition of a Communications Manager position. Reclassification of the Communications Manager position to Chief Communications Officer.

\*8 Midyear addition of a Chief Sustainability and Resilience Officer position.

\*9 Added a Digital Engagement and Marketing Strategist position.

\*10 Added 0.50 FTE to an existing 0.50 FTE Community Outreach Coordinator position.

\*11 In addition there are the following limited-period positions: Management Fellow, Human Resources Analyst I/II, and an Analyst I/II (added midyear and funded by the Sustainability CIP through Fiscal Year 2021-22).

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
City Management	\$ 2,174,320	2,958,612	4,312,907
Human Resources	2,672,463	3,125,731	3,256,831
Sustainability	0	854,175	758,419
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,846,783</b>	<b>6,938,518</b>	<b>8,328,157</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 3,589,223	4,960,710	5,673,849
Supplies and Other Services	1,257,560	1,977,808	2,654,308
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,846,783</b>	<b>6,938,518</b>	<b>8,328,157</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 4,006,840	5,311,338	6,359,057
General Non-Operating	668,263	1,418,180	1,760,100
Cable Television	159,959	195,000	195,000
Employee Benefits	11,721	14,000	14,000
<b>TOTAL FUNDING</b>	<b>\$ 4,846,783</b>	<b>6,938,518</b>	<b>8,328,157</b>

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 227,317	241,000	200,000
Interfund Revenue Transfers	0	0	0
<b>TOTAL REVENUES</b>	<b>\$ 227,317</b>	<b>241,000</b>	<b>200,000</b>

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## CITY MANAGER'S OFFICE – CITY MANAGEMENT DIVISION SUMMARY

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### DIVISION MANAGER – DEPUTY CITY MANAGER

#### DIVISION OVERVIEW

The City Management Division supports the City Council policy-making process through the preparation of City Council meeting and Study Session agendas and reports; plans, facilitates goal-setting, and tracks progress on Council priority projects and Citywide strategic plans; coordinates cross-departmental projects; provides oversight and support to all City services, activities, and facilities; serves as a liaison for intergovernmental relations; develops, executes, and leads the City's external and internal communication strategy using a broad range of communication channels and Citywide communication initiatives; manages the Multilingual Community Outreach Program to provide clear, timely, and meaningful information and opportunities for input to a diverse and multilingual community; provides staff support to the Human Relations Commission; and promotes the City's best interests in interactions with other levels of government.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

##### Enhanced Communication and Engagement Program

Reclassification of a Communications Manager Position to Chief Communications Officer:

\$16,200

A new communications position was approved by City Council in February 2020 as a midyear budget adjustment. This position was originally scoped at the manager level; however, to meet the City's current and future needs, the position is now proposed at the director level, requiring an additional appropriation of \$16,200. The Chief Communications Officer will provide strategic leadership to create and oversee a robust, modern communications and marketing function that informs and engages the community, the Citywide organization, and the City Council in a more effective and meaningful way, making greater use of digital content, branding, marketing, and a range of communication and community-building strategies. During the COVID-19 emergency, the City has significantly enhanced strategic communications and marketing with more frequent and proactive information provided in a variety of new formats, including curated digital and video content. This has been essential to meeting the needs of the community and has been made possible by the temporary reassignment of several staff from across the organization. This level of creative and responsive communication, community-building, and outreach will continue to be a priority and will require executive-level leadership and additional resources.

Digital Engagement and Marketing Strategist Position:

\$222,900

Provides funding for a Digital Engagement and Marketing Strategist position. As part of the enhanced communication function described above, this position will plan, implement, and evaluate Citywide communications and outreach programs with an emphasis on innovative digital communication, branding, and marketing



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## CITY MANAGER'S OFFICE – CITY MANAGEMENT DIVISION SUMMARY

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strategies. This position is needed to more effectively connect the City with the community, raising awareness, and understanding of City programs, policies, and initiatives and providing meaningful opportunities to engage with the City.

Community Outreach Coordinator Position (0.50): \$82,500

Converts 0.50 FTE limited-term position to increase a half-time Community Outreach Coordinator position to ongoing full-time. The additional resources will provide enhanced multilingual community outreach to strengthen connections with Mountain View's diverse population and expand access to City services and engagement in the public process.

Strategic Planning and Innovation: \$200,000

Provides funding to support the development of a strategic plan for the City which would be integrated with the Council's goal-setting process, community building efforts, and ongoing operational improvements. The strategic plan and resulting outcomes will chart a path forward that is thoughtful and achievable, focusing on the highest priorities of the community to better position the organization now and into the future. The requested funding would also support the implementation of innovative technology solutions, process improvements, and other efficiencies to align with the strategic plan and vision.

Minimum Wage Contract Services: \$5,000

Provides increased funding for the minimum wage enforcement contract with the City of San Jose.

- General Non-Operating Fund:

Safe Parking Program (limited-period): \$250,000

Provides funding for providers of safe parking services and establishment of City safe parking locations.

Organizational Analysis (limited-period): \$200,000

Provides funding to support an analysis of the City's administrative functions, procedures, and resources related to technology, personnel, and finance services. These services are essential to the City's ability to provide superior, customer-driven, and cost-effective services to both external and internal customers. The proposed organization analysis will help streamline and modernize administrative functions to best support the organization's needs.

Americans with Disabilities Act (ADA) Consultant (rebudget): \$200,000

Rebudgets funding for a consultant to prepare an ADA assessment and transition plan for City facilities, website, and public programs (streets, sidewalks, etc.).

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## CITY MANAGER'S OFFICE – CITY MANAGEMENT DIVISION SUMMARY

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Management Fellow Position (limited-period):	\$164,000
Provides continued funding for a Management Fellow position. The objective of this position is to provide increased capacity and an increased level of analytical rigor for important department and Citywide projects.	
Safe Parking Programs (rebudget balance):	\$100,000
Rebudgets the balance of funding for safe parking programs at the Evelyn Avenue and Terra Bella Avenue lots as directed by City Council at the March 27, 2020 City Council meeting.	
Utility Bill Relief Program (rebudget balance):	\$100,000
Rebudgets the balance of funding for utility bill relief program to assist residents who have been financially impacted due to COVID-19 as directed by the City Council at the March 27, 2020 City Council meeting.	
Homeless Enforcement Initiatives (rebudget balance):	\$73,000
Rebudgets the balance of funding for homeless enforcement initiatives as directed by the City Council at the March 19, 2019 City Council meeting.	
Mobile Sanitation and Hygiene Services (rebudget balance):	\$50,000
Rebudgets the balance of funding for mobile sanitation and hygiene services as directed by the City Council at the March 27, 2020 City Council meeting.	

BUD/LHP-614-02 FY2020-21

# CITY MANAGER'S OFFICE - CITY MANAGEMENT DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	6.50	6.75 *2	9.25 *4
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>6.50 *1</b>	<b>6.75 *3</b>	<b>9.25 *1</b>

\*1 In addition there is a limited-period Management Fellow position.

\*2 Added 0.50 FTE Office Assistant III position.

\*3 In addition there are the following limited-period positions: Management Fellow, 0.10 FTE Communications Coordinator, and 0.50 FTE Community Outreach Coordinator.

\*4 Added a Communications Manager position midyear, reclassified to a Chief Communications Officer position, added a Digital Engagement and Marketing Strategist position, and 0.50 FTE Community Outreach Coordinator position.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,192,567 *1	1,471,852 *6	1,788,983 *9
Wages	41,615 *2	46,700 *7	41,700
Benefits	519,227	571,254	852,918
<b>TOTAL PERSONNEL</b>	<b>1,753,409</b>	<b>2,089,806</b>	<b>2,683,601</b>
Materials and Supplies	27,346 *3	57,260 *7	52,260
Maintenance and Operations	40	0	0
Utilities	690	720	100,720 *10
Professional/Technical Services	368,515 *4	791,196 *8	1,456,696 *11
Other Expenses	24,320 *5	19,630	19,630
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>420,911</b>	<b>868,806</b>	<b>1,629,306</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,174,320</b>	<b>2,958,612</b>	<b>4,312,907</b>

\*1 Includes limited-period expenditures for a Management Fellow position.

\*2 Includes limited-period expenditures for hourly support staff and MCOP support.

\*3 Includes limited-period expenditures for MCOP supplies.

\*4 Includes limited-period expenditures for City Council goal related to vulnerable populations, Regional Airplane Noise Round Table, and Civica software training.

\*5 Includes limited-period expenditures for Multicultural Festival.

\*6 Includes limited-period funding for a Management Fellow, 0.10 FTE Communications Coordinator, and 0.25 FTE Community Outreach (Multilingual) Coordinator positions.

\*7 Includes limited-period funding of \$10,000 for MCOP hourly support (\$5,000) and supplies (\$5,000).

\*8 Includes increased funding of \$80,000 for STR compliance contract. Also includes limited-period fundings of \$200,000 for homeless enforcement initiatives, \$200,000 for ADA consultant, and \$12,500 for Know-Your-Rights Workshops.

\*9 Includes limited-period funding for a Management Fellow.

\*10 Includes limited-period funding of \$100,000 for Utility Bill Relief Program (rebudget balance).

\*11 Includes increased fundings of \$200,000 for strategic planning and innovation and \$5,000 for minimum wage contract services. Also includes limited-period fundings of \$250,000 for safe parking program, \$200,000 for organizational analysis, \$200,000 for ADA consultant (rebudget), \$100,000 for safe parking programs (rebudget balance), \$73,000 for homeless enforcement initiatives (rebudget balance), and \$50,000 for mobile sanitation and hygiene services (rebudget balance).

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 227,200	241,000	200,000 *1
<b>TOTAL REVENUES</b>	<b>\$ 227,200</b>	<b>241,000</b>	<b>200,000</b>

\*1 Includes reduced revenue due to lower Public, Education and Government (PEG) fees collected by the cable providers.

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## NOTES

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## CITY MANAGER'S OFFICE – HUMAN RESOURCES DIVISION SUMMARY

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### DIVISION MANAGER – HUMAN RESOURCES MANAGER

#### DIVISION OVERVIEW

The Human Resources Division recruits and tests personnel; manages labor relations, equal employment opportunity, and employment development activities; coordinates organizational development efforts, including new employee orientations and training programs; administers the City's compensation and benefits program; and conducts special studies and programs to improve the quality of service to employees and the public.

The City strives to hire and retain excellent employees throughout the organization. To do this, the division recruits the best people and monitors the City's salary and benefits plan for competitiveness. The City values its employees and provides numerous mechanisms to encourage professional growth. The City provides the necessary on-the-job training and designs and implements supervisory and other management training programs for recently promoted employees, as well as existing employees.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Reclassification of the Human Resources Manager Position to Human Resources Director:

\$97,200

Provides funding to reclassify the Human Resources Manager position to Human Resources Director. Reinstating the Human Resources Director position will provide consolidated executive-level leadership for the critical function of planning for and overseeing personnel services and organizational development to best support the continued engagement and effectiveness of the City's workforce and culture. In the past, Human Resources was a City department; in Fiscal Year 2010-11, Human Resources became a division of the City Manager's Office, with the Assistant City Manager serving as the Director and the Human Resources Manager overseeing daily operations. The current structure is uncommon among regional agencies, especially those similar to the City's size and complexity. The proposed reclassification will focus all aspects of Human Resources leadership to a stand-alone department with a director-level position, thus streamlining oversight of the function and freeing up capacity in the City Manager's Office for additional organizational priorities.

Citywide Training and Development:

\$20,000

Provides increased funding for Citywide training and development to continue the annual trainings currently offered in addition to new training programs.

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## CITY MANAGER'S OFFICE – HUMAN RESOURCES DIVISION SUMMARY

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- General Non-Operating Fund:

Human Resources Analyst I/II Position (limited-period): \$194,100

Provides continued funding for a Human Resources Analyst I/II position. This position will provide needed staffing to assist with leave administration, training functions, and recruitments.

Citywide Succession Planning (limited-period): \$125,000

Provides continued funding for Citywide Succession Planning efforts. The funds will be used for recruitment resources, coaching, and development to prepare the organization for potential retirements and transitions in essential leadership positions.

Employee Wellness Program (limited-period): \$53,000

Provides continued and increased funding for the purchase and delivery of healthy snacks to City offices to expand on the initiatives of the Wellness Committee.

Human Resources Analyst Wages (rebudget): \$50,000

Rebudgets funding for the Human Resources Analyst hourly wages. The funding will provide dedicated resources for special projects and employee communications.

Employee Relations/Labor Negotiations Attorney Services (limited-period): \$50,000

Provides funding for labor negotiation services and supports implementation of any new agreement terms that require legal advice. Also, provides funding for legal advice on general employee relations matters.

Frontline Employee Development Technology Fund Pilot Expansion (limited-period): \$41,000

Provides funding to continue the Frontline Employee Development Program.

Deferred Compensation Program Administration (limited-period): \$20,000

Provides funding for consulting services to assist with oversight of employee deferred compensation plans.

BUD/LHP-614-03 FY2020-21

**CITY MANAGER'S OFFICE - HUMAN RESOURCES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	7.50	8.75 *2	8.75
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>7.50 *1</b>	<b>8.75 *1</b>	<b>8.75 *1</b>

\*1 In addition there is a limited-period Human Resources Analyst I/II position.

\*2 Added a Senior Human Resource Analyst and 0.25 FTE Office Assistant III positions.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,136,250 *1	1,431,087 *4	1,576,197 *9
Wages	87,359 *1	103,840 *5	53,840 *10
Benefits	612,205	715,302 *6	715,292
<b>TOTAL PERSONNEL</b>	<b>1,835,814</b>	<b>2,250,229</b>	<b>2,345,329</b>
Materials and Supplies	69,300	47,310	51,760
Maintenance and Operations	0	122	122
Utilities	236	0	0
Professional/Technical Services	311,304 *2	303,950 *7	294,500 *11
Other Expenses	455,809 *3	524,120 *8	565,120 *12
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>836,649</b>	<b>875,502</b>	<b>911,502</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,672,463</b>	<b>3,125,731</b>	<b>3,256,831</b>

\*1 Includes limited-period expenditures for a Human Resources Analyst I/II position and Human Resources Analyst wages.

\*2 Includes limited-period expenditures for succession planning, labor negotiations attorney, employee engagement and appreciation program, deferred compensation plan, and tax regulation study.

\*3 Includes limited-period expenditures for frontline employee development pilot program and employee wellness program.

\*4 Includes limited-period funding for a Human Resources Analyst I/II position.

\*5 Includes limited-period funding for Human Resources Analyst wages.

\*6 Includes increased funding of \$15,000 for the employee commute benefit program.

\*7 Includes limited-period funding of \$95,000 for the employee relations/labor negotiations Attorney services.

\*8 Includes limited-period fundings of \$125,000 for Citywide succession planning and \$53,000 for employee wellness program.

\*9 Includes increased funding of \$97,200 for the reclassification of a Human Resources Manager position to Human Resources Director. Also includes limited-period funding for a Human Resources Analyst I/II position.

\*10 Includes limited-period funding for Human Resources Analyst wages (rebudget).

\*11 Includes increased funding of \$20,000 for citywide training and development. Also includes limited period fundings of \$50,000 for employee relations/labor negotiations attorney services and \$20,000 for deferred compensation administration.

\*12 Includes limited-period fundings of \$125,000 for Citywide succession planning, \$53,000 for employee wellness program, and \$41,000 for frontline employee development pilot extension.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 117	0	0
<b>TOTAL REVENUES</b>	<b>\$ 117</b>	<b>0</b>	<b>0</b>

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## CITY MANAGER’S OFFICE – SUSTAINABILITY DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT CITY MANAGER/ CHIEF OPERATING OFFICER

#### DIVISION OVERVIEW

The Sustainability Division oversees the City’s sustainability activities, both from a communitywide and municipal operations perspective. This includes formulating strategies and policies and implementing programs and projects based on broad stakeholder engagement with residents, businesses, and City employees, and direction from the City Council. The Division addresses environmental, social equity, and economic considerations, seeking to create a more resilient, safe, and livable Mountain View for all community members by: (1) optimizing land use, transportation, energy, water, waste, and ecosystem resources; (2) mitigating and adapting to the effects of climate change through outreach, education, and action; and (3) increasing the efficiency of City operations to reduce expenses.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Sustainability Fellow Contract (limited-period):	\$50,000
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Provides funding for a professional service agreement for a Sustainability Fellow to support the implementation of Sustainability Action Plan 4 (SAP-4) with a focus on community outreach and engagement.

Sustainability Outreach and Engagement Program (rebudget):	\$40,000
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Rebudgets funding to expand the City’s outreach program in support of SAP-4.

BUD/LHP-614-04 FY2020-21



## CITY MANAGER'S OFFICE - SUSTAINABILITY DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	0	3.50 *1	4.50 *2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>0</b>	<b>3.50</b>	<b>4.50</b> *3

\*1 Two positions transferred from Community Development Department. Added one Analyst I/II and 0.5 FTE Office Assistant III positions.

\*2 Midyear addition of a Chief Sustainability and Resilience Officer.

\*3 In addition there is a limited-period Analyst I/II position added midyear and funded by the Sustainability CIP through Fiscal Year 2021-22.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 0	400,795	422,165 *4
Wages	0	0	0
Benefits	0	219,880	222,754
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>620,675</b>	<b>644,919</b>
Materials and Supplies	0	15,000 *1	15,000
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	0	210,000 *2	90,000 *5
Other Expenses	0	8,500 *3	8,500
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>0</b>	<b>233,500</b>	<b>113,500</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>854,175</b>	<b>758,419</b>

\*1 Includes \$15,000 funding transferred from the Community Development Department.

\*2 Includes limited-period fundings of \$150,000 for Environmental Sustainability action plan (rebudget balance), \$50,000 for outreach and engagement, and \$10,000 for the 2018 community greenhouse gas inventory.

\*3 Includes \$1,500 funding transferred from the Community Development Department, and increased fundings of \$4,000 for training, conference, and travel, and \$3,000 for memberships.

\*4 Limited-period funding for an Analyst I/II position is included in the Sustainability CIP through Fiscal Year 2021-22.

\*5 Includes limited-period fundings of \$50,000 for a Sustainability Fellow contract and \$40,000 for outreach and engagement (rebudget).

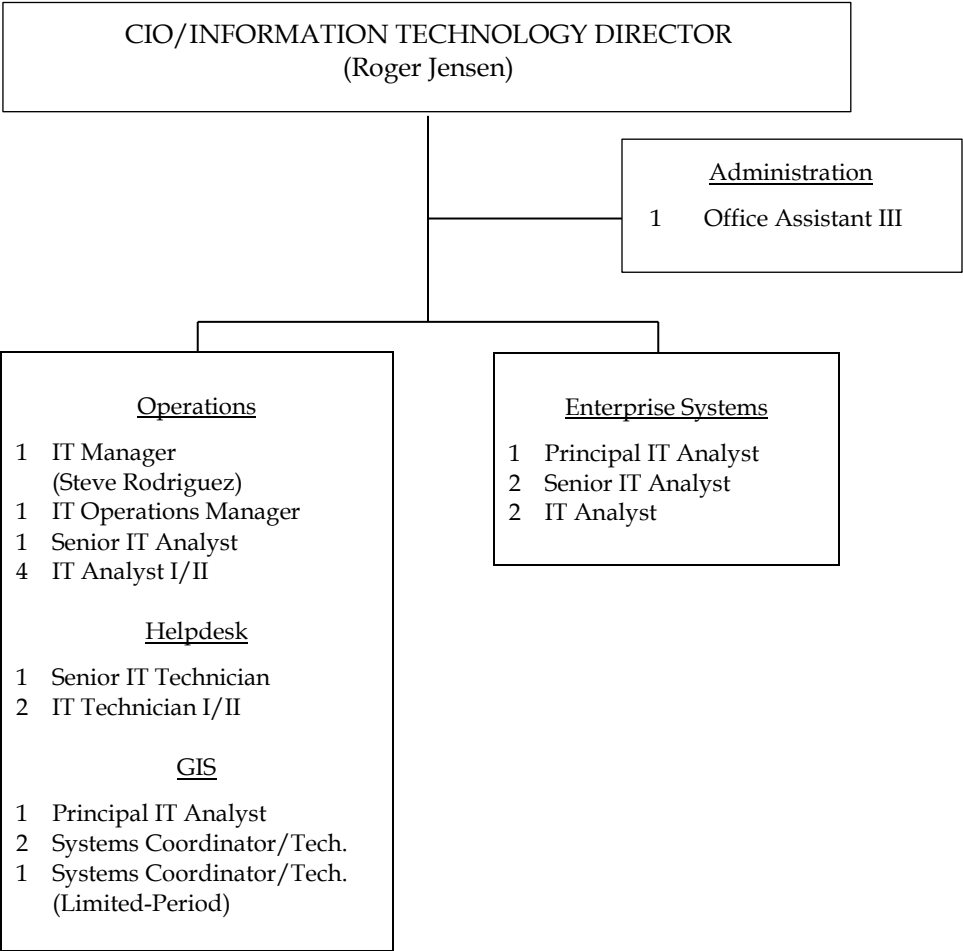
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## NOTES

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# INFORMATION TECHNOLOGY DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 20.0 Full-Time  
1.0 Limited-Period

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## NOTES

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – CIO/INFORMATION TECHNOLOGY DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To support and implement the use of technology to enhance customer service, efficiency, and advance the mission of the organization.

#### DEPARTMENT OVERVIEW

The Information Technology Department plans, maintains, and manages the City's computerized information systems, communication networks, and telecommunications system. Services include systems analysis and design, project management, computer operations, computer equipment maintenance, software selection, vendor management, and website development and support.

#### DEPARTMENT FUNCTIONS

- Manage and support the planning, implementation, operation, and maintenance of information technology, providing a reliable Citywide network, electronic mail, public access, public WiFi, City Internet and Intranet website, and technical support of computer applications in City departments. (M 1, 2, 3)
- Coordinate cost-effective telephone services, including long distance, voice mail applications, and cellular phone services.
- Manage the Geographic Information System (GIS) team to support departments by providing accurate, consistent, and comprehensive GIS data, GIS infrastructure, and GIS services.

#### MAJOR DEPARTMENT CHANGES

- General Operating Fund:  
  
Information Technology Services, Licenses, and Software Renewals: \$49,500  
  
Provides new and increased funding for the annual services, licenses, and software renewals for the OneSolution financial system, Code Enforcement software, data hosting services, mobile device software, and Internet connection support services.
- General Non-Operating Fund:  
  
Professional IT Services (rebudget balance): \$190,000  
  
Rebudgets the balance of funding for consultant services to assist with the backlog of funded infrastructure and capital improvement projects that cannot be executed due to limited resources.  
  
Cyberattack Monitoring Services (limited-period): \$150,000  
  
Provides funding for consultant services to provide real-time monitoring of network firewall and perimeter systems to prevent cyberattacks.

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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Smart City Innovation (rebudget balance): \$110,000

Rebudgets the balance of funding for consulting services to help implement new technology and innovations to increase staff's efficiency and/or provide new services to the community.

IT Desktop Technician Temporary Help (limited-period): \$83,900

Provides funding for temporary help at the IT Desktop Technician level to provide support for employee helpdesk requests.

Public Records Act Management Software (rebudget): \$40,000

Rebudgets funding for software to provide more efficient management of public records requests.

Envisio Software (limited-period): \$15,000

Provides continued funding for a software system to better track City Council goals and other projects.

SharePoint Consultant (rebudget): \$15,000

Rebudgets funding for consulting services to integrate information from an obsolete Public Works software system into the SharePoint software system.

- Water Fund:

Systems Coordinator/Technician Position (limited-period): \$165,400

Provides funding for a Systems Coordinator/Technician position to assist the Public Works Department with GIS and utility functions.

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Information Technology:</b>					
1. Cost of information technology as a percentage of total City department expenditures.	2.4%	2.6%	<3%	2.6%	<3%
2. Percentage of time the City's website is up.	New for FY18-19	99%	>98%	99%	>98%
3. Percentage of IT Helpdesk Tickets responded to within SLA targets. <sup>(A)</sup>		New for FY19-20	>80%	97%	>90%

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<sup>(A)</sup> IT Service Level Agreement (SLA) targets:

- Critical Priority within 30 business minutes (system down or work stopped for multiple business units).
- Medium Priority within one business hour (system degraded or performance affected for multiple users).
- Low Priority within eight business hours (system degraded or performance affected for single user).

BUD/LHP-450-01 FY2020-21

## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
CIO/Information Technology Director	1	1	1
Information Technology Manager	1	1	1
Information Technology Operations Manager	1	1	1
Principal Information Technology Analyst	2	2	2
Senior Information Technology Analyst	3	3	3
Information Technology Analyst I/II	6	6	6
Senior Information Technology Technician	1	1	1
System Coordinator /Technician	2	2	2
Information Technology Technician I/II	2	2	2
Office Assistant III	0	1 <sup>*2</sup>	1
TOTAL REGULAR	19	20	20
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>19<sup>*1</sup></b>	<b>20</b>	<b>20<sup>*3</sup></b>

\*1 In addition, there is a limited-period half-time Secretary position.

\*2 Added an Office Assistant III position.

\*3 In addition, there is a limited-period Systems Coordinator/Technician position.

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 3,794,828	4,307,128	4,670,229
Supplies and Other Services	1,361,690	2,427,960	2,474,360
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,156,518</b>	<b>6,735,088</b>	<b>7,144,589</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 4,677,863	5,615,075	5,865,454
General Non-Operating	46,371	507,000	603,900
Water	432,284	613,013	675,235
<b>TOTAL FUNDING</b>	<b>\$ 5,156,518</b>	<b>6,735,088</b>	<b>7,144,589</b>



## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 2,488,785	2,776,794	3,047,489 *8
Wages	30,282 *1	6,000	6,000
Benefits	1,275,761	1,524,334	1,616,740
<b>TOTAL PERSONNEL</b>	<b>3,794,828</b>	<b>4,307,128</b>	<b>4,670,229</b>
Materials and Supplies	41,919	46,250	46,250
Maintenance and Operations	852,487 *2	1,327,240 *5	1,329,740 *9
Utilities	152,283	197,500	197,500
Professional/Technical Services	291,627 *3	716,470 *6	860,370 *10
Other Expenses	23,374 *4	140,500 *7	40,500
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,361,690</b>	<b>2,427,960</b>	<b>2,474,360</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,156,518</b>	<b>6,735,088</b>	<b>7,144,589</b>

\*1 Includes limited-period expenditures for a half-time Secretary position.

\*2 Includes limited-period expenditures for Open City Hall Subscription and plan management software.

\*3 Includes limited-period expenditures for Office 365 migration consultant and agency cyber-attack training.

\*4 Includes limited-period expenditures for training, conferences, and travel.

\*5 Includes increased funding of \$131,200 for Information Technology Licenses and Maintenance. Also includes limited-period fundings of \$40,000 for Public Records Act management software, \$15,000 for SharePoint consultant, \$15,000 for Envisio software, and \$12,000 for Open City Hall Subscription.

\*6 Includes \$48,400 funding transferred from the Library Services Department and increased funding of \$15,000 for Information Technology Licenses and Maintenance. Also includes limited-period fundings of \$225,000 for professional IT services, \$150,000 for Smart City innovation, \$30,000 for Office 365 migration consultant (rebudget balance), and \$20,000 for agency cyber-attack training (rebudget balance).

\*7 Includes limited-period funding of \$100,000 for GIS contract services.

\*8 Includes limited-period funding for a Systems Coordinator/Technician position.

\*9 Includes increased funding of \$29,500 for Information Technology services, licenses, and software renewals. Also includes limited-period fundings of \$40,000 for Public Records Act management software (rebudget) and \$15,000 for Envisio software.

\*10 Includes increased funding of \$20,000 for Information Technology services, licenses, and software renewals. Also includes limited-period fundings of \$190,000 for professional IT services (rebudget balance), \$150,000 for cyber attack monitoring services, \$110,000 for Smart City innovation (rebudget balance), \$83,900 for an IT desktop technician temporary help, and \$15,000 for SharePoint consultant (rebudget).

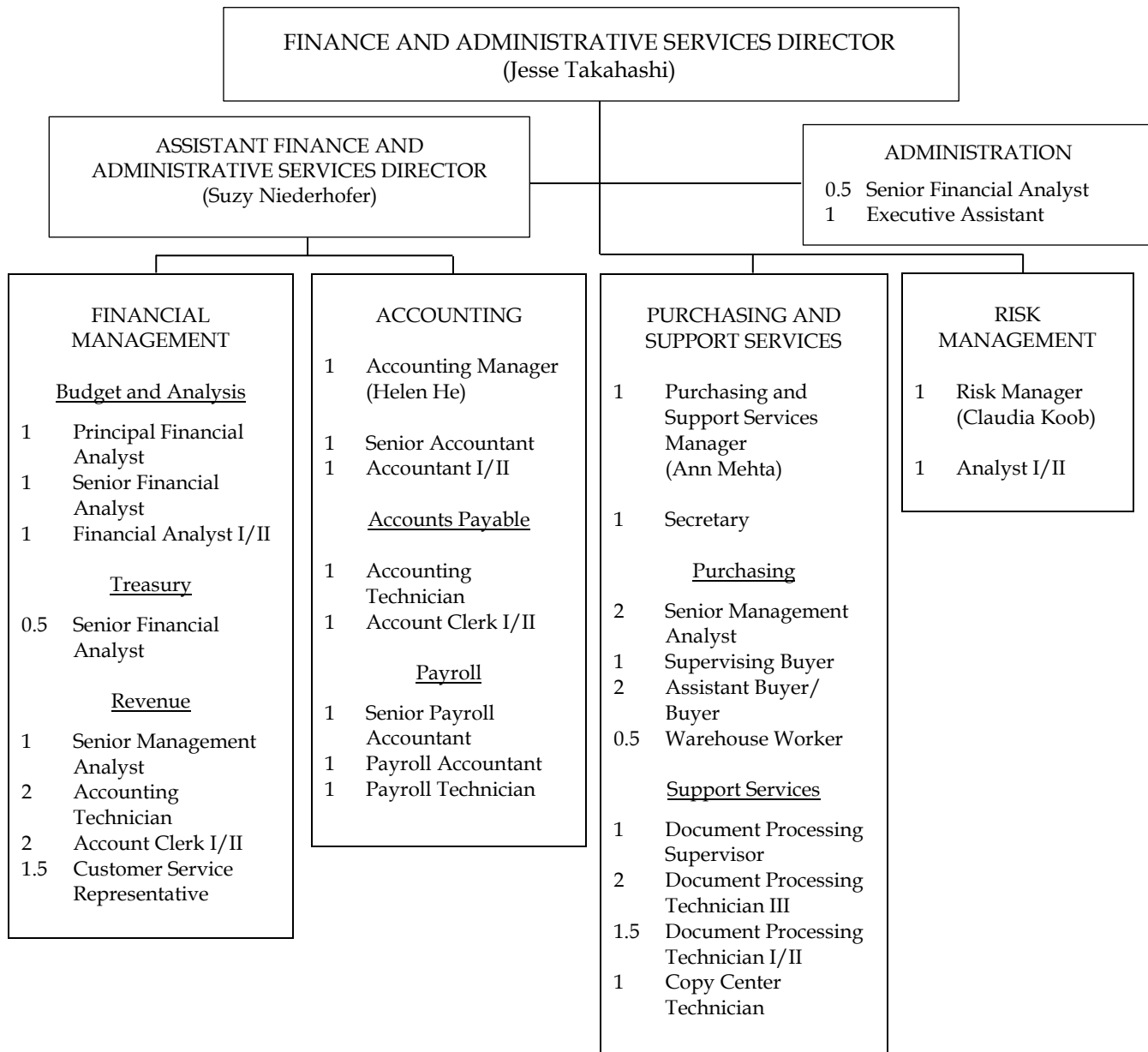
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## NOTES

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# FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 35.0 Full-Time  
1.5 Regular Part-Time

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## NOTES

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To support the planning and management of the City's fiscal affairs and to provide internal administrative services to all City departments.

#### DEPARTMENT OVERVIEW

The Finance and Administrative Services Department is responsible for administration of the financial affairs and internal support activities of the City; provision of financial/analytical, purchasing and document processing, and Workers' Compensation and liability support to all City departments and programs; managing the City's investment portfolio; and coordinating the City's budget process and annual independent audit. Specifically, the department processes payroll, accounts receivable, utility billings, all City revenues, accounting entries, accounts payable, financial reporting, purchase orders, Council reports and other documents, and Workers' Compensation and property loss claims. The department is also responsible for warehousing, copying, and mail for internal support functions and manages the City's general liability, property insurance, and industrial disability retirement programs. In addition, the department provides staff support to the Council Finance Committee and Investment Review Committee.

#### DEPARTMENT FUNCTIONS

- Plan, monitor, and report in a timely and accurate manner the City's financial and budgetary position; provide financial analysis and recommendations on major financial issues facing the City. (M 1)
- Manage the City budget process and produce the annual City budget.
- Provide staff support to the Council Finance Committee (CFC) and Investment Review Committee (IRC).
- Manage investment of City funds with the objectives of minimizing risk and meeting cash flow requirements while earning market rates of return. (M 2)
- Manage the City's debt obligations, including special assessment debt; monitor the City's credit rating; recommend and manage issuance of new debt as appropriate.
- Provide timely, accurate, and cost-efficient payroll processing. (M 8, 9, 10)
- Process billing and collection of charges for utility and miscellaneous services, providing a high level of accuracy and customer service to residents and businesses. (M 4)
- Manage the City's centralized financial, budgetary control, and payroll/HR systems, delivering accurate and timely processing of financial transactions and on-time information. (M 1, 5, 6, 7)
- Coordinate and assist with the City's annual independent audit; prepare the Comprehensive Annual Financial Report, required State reports, and other reports as necessary.

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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- Provide efficient and effective centralized purchasing services, as required by the City Charter and City Code, and the sale of surplus equipment. (M 11, 12)
- Provide cost-beneficial, centralized document processing, document reproduction, and mail distribution services. (M 13, 14, 15)
- Manage the City's comprehensive general liability, property, loss control, Workers' Compensation, and industrial disability retirement programs, including self-insurance programs and excess insurances for catastrophic loss. (M 16, 17, 18)

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Financial Management:</b>					
1. Accuracy of final budget numbers — percentage of budget corrections needed due to error.	0.1%	0.1%	<2%	0.1%	<2%
2. Percentage of time portfolio's market-risk target (modified duration) is within:					
— 3.0 percent of the benchmark (policy requires 25.0 percent of time within 3.0 percent).	92%	100%	>50%	83%	>50%
— 15.0 percent of the benchmark (policy requires 100.0 percent of time within 15.0 percent).	100%	100%	100%	100%	100%
3. Percentage of utility bills processed and mailed 10 working days from last meter reading date.	90%	80%	>80%	60% <sup>(A)</sup>	Discontinue
4. Percentage of utility accounts and accounts receivable written off as a percent of total receivables.	0.1%	0.1%	<2%	0.1%	<2%
<b>Accounting:</b>					
5. Percentage of correcting accounting entries to total accounting entries.	5.3%	4.5%	<10%	4.2%	<10%
6. Percentage of month-end closes completed within 10 working days (target assumes June and July will not close within 10 working days due to year-end workload).	83%	75% <sup>(B)</sup>	83%	83%	83%
7. Cost of Accounts Payable processing as a percentage of total dollars spent.	0.2%	0.2%	<1%	0.2%	<1%
8. Cost per payroll check issued (cost of payroll operation to total paychecks issued).	\$23.80	\$25.50	<\$30.00	\$25.38	<\$30.00

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
9. Percentage of reissued payroll checks due to errors versus total issued. <sup>(C)</sup>	0.04%	0.13%	<1%	0.04%	<1%
10. Payroll checks issued.	20,914	21,623	21,500	11,313	21,500
<b>Purchasing and Support Services:</b>					
11. Cost of procurement services as a percentage of total dollars spent.	3.5%	5%	<5%	4%	<5%
12. Percentage of time purchase orders are issued timely.	91%	86% <sup>(B)</sup>	>89%	91%	>89%
13. Percentage of time City Council documents are completed timely.	New for FY18-19	99%	>90%	99%	>90%
14. Percentage of time non-City Council documents are completed timely.	New for FY18-19	98%	>90%	99%	>90%
15. Percentage of time Copy Center documents are completed timely.	95%	95%	>90%	97%	>90%
<b>Risk Management:</b>					
16. Percentage of Workers' Compensation program costs to total payroll.	1.8%	1.8%	<5%	Reported Annually	<5%
17. Percentage of hours lost to occupational injury compared to total hours worked.	0.6%	0.5%	<2.5%	Reported Annually	<2.5%
18. Percentage of dollars recovered compared to expenditures paid to repair damage to City property.	100%	100%	>85%	Reported Annually	>85%

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<sup>(A)</sup> No billings were scheduled during holiday weeks, causing the time between the read date and billing to be longer than 10 days. Additionally, processing utility rate changes affected the timing of billing in the beginning of the fiscal year.

<sup>(B)</sup> The percentage of month-end closes completed within 10 working days and the timeliness of purchase orders issued were affected by vacancies.

<sup>(C)</sup> Measure updated from "Percentage of reissued payroll checks versus total issued."

BUD/LHP-546-01 FY2020-21

**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Finance and Administrative Svcs Director	1	1	1
Assistant Finance and Admin Svcs Director	1	1	1
Purchasing and Support Services Manager	1	1	1
Risk Manager	1	1	1
Accounting Manager	1	1	1
Principal Financial Analyst	1	1	1
Senior Payroll Accountant	1	1	1
Senior Management Analyst	4	3 *1	3
Senior Financial Analyst	1	2 *1	2
Senior Accountant	1	1	1
Payroll Accountant I/II	1	1	1
Financial Analyst I/II	1	1	1
Analyst I/II	1	1	1
Accountant I/II	1	1	1
Supervising Buyer	1	1	1
Document Processing Supervisor	1	1	1
Assistant Buyer/Buyer	2	2	2
Payroll Technician	1	1	1
Accounting Technician	3	3	3
Account Clerk I/II	3	3	3
Document Processing Technician III	2	2	2
Document Processing Technician I/II	1.50	1.50	1.50
Warehouse Worker	0.50	0.50	0.50
Executive Assistant	1	1	1
Copy Center Technician	1	1	1
Customer Service Representative	1.50	1.50	1.50
Secretary	1	1	1
TOTAL REGULAR	36.50	36.50	36.50
TOTAL PART-TIME HOURLY	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>	<b>36.80</b>	<b>36.80</b>	<b>36.80</b>

\*1 Title change of one Senior Management Analyst position to Senior Financial Analyst.

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Finance and Admin. Services Administration	\$ 1,776,618	1,727,069	1,843,154
Financial Management	1,554,319	1,942,616	2,198,629
Accounting	1,322,058	1,519,786	1,576,918
Purchasing and Support Services	1,698,143	2,349,224	2,323,703
Risk Management	4,606,752	4,686,888	5,055,028
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,957,890</b>	<b>12,225,583</b>	<b>12,997,432</b>



**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 5,303,084	6,747,056	7,121,405
Supplies and Other Services	5,576,582	5,433,527	5,828,027
Capital Outlay	58,911	15,000	15,000
Interfund Expenditures	19,313	30,000	33,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,957,890</b>	<b>12,225,583</b>	<b>12,997,432</b>
FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 5,975,941	7,194,672	7,579,496
General Non-Operating	223,238	137,400	172,900
Building/Development Services	21,681	13,000	13,000
Shoreline Regional Park Community	15,000	19,500	43,000
Water	537,119	604,711	621,736
Workers Compensation Insurance	1,758,150	2,372,500	2,383,500
Unemployment Self-Insurance	23,881	127,250	127,250
Liability Self-Insurance	2,402,880	1,726,550	2,056,550
Retirees' Health Program Insurance	0	30,000	0
<b>TOTAL FUNDING</b>	<b>\$ 10,957,890</b>	<b>12,225,583</b>	<b>12,997,432</b>
REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses and Permits	\$ 2,626	0	0
General Service Charge	191	149,700	146,000
Miscellaneous Revenue	253,716	92,500	85,700
<b>TOTAL REVENUES</b>	<b>\$ 256,533</b>	<b>242,200</b>	<b>231,700</b>

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## NOTES

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## FINANCE AND ADMINISTRATIVE SERVICES – ADMINISTRATION DIVISION SUMMARY

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### DIVISION MANAGER – FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### DIVISION OVERVIEW

Administration is responsible for the management of the Finance and Administrative Services Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Transportation Management Association: \$13,000

Provides increased funding for the City's membership to the Transportation Management Association. Funding is split with the Shoreline Community Fund; total additional funding requested is \$26,000. There is an additional \$21,000 requested as limited-period, also split with the Shoreline Community Fund.

Community Health Awareness Council (CHAC) Funding: \$11,500

Provides increased funding to CHAC. The City is a joint-powers authority member of CHAC. This provides for a 10.0 percent increase as requested by CHAC. There is an additional \$75,000 proposed as limited-period for one-time emergency funding.

- General Non-Operating Fund:

Community Health Awareness Council (CHAC) (limited-period): \$75,000

Provides emergency funding to support the increased need for mental health services in response to the impacts of COVID-19. There is an additional \$11,500 requested as ongoing.

Nonprofit Agency Funding (limited-period): \$49,600

Provides continued funding for the second year of funding for nonprofit agencies.

Regional Airplane Noise Round Table (limited-period): \$22,800

Provides continued funding to participate in a Memorandum of Understanding for the Regional Airplane Noise Round Table.

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## FINANCE AND ADMINISTRATIVE SERVICES – ADMINISTRATION DIVISION SUMMARY

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Transportation Management Association (limited-period): \$10,500

Provides funding for the City's membership to the Transportation Management Association to transition to quarterly payments starting in calendar year 2021. Funding is split with the Shoreline Community Fund; total additional funding requested is \$21,000. There is an additional \$26,000 requested as ongoing, also split with the Shoreline Community Fund.

- Shoreline Regional Park Community Fund:

Transportation Management Association (\$10,500 limited-period): \$23,500

Provides increased and limited-period funding for the City's membership to the Transportation Management Association. Funding is split with the General Fund. Total additional funding requested is \$26,000 ongoing and \$21,000 limited-period.

BUD/LHP-546-02 FY2020-21

## FINANCE AND ADMINISTRATIVE SERVICES - ADMINISTRATION DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	5	3.50 *1	3.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>3.50</b>	<b>3.50</b>

\*1 One Senior Management Analyst position transferred to the Purchasing and Support Services Division and 0.5 Senior Financial Analyst position transferred to the Financial Management Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 619,043	654,336	688,815
Wages	0	0	0
Benefits	311,503	344,366	372,472
<b>TOTAL PERSONNEL</b>	<b>930,546</b>	<b>998,702</b>	<b>1,061,287</b>
Materials and Supplies	10,778	17,310	17,310
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	133,250	205,100 *2	125,100
Other Expenses	670,197 *1	505,957 *3	639,457 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>814,225</b>	<b>728,367</b>	<b>781,867</b>
Capital Outlay	31,847	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,776,618</b>	<b>1,727,069</b>	<b>1,843,154</b>

\*1 Includes limited-period expenditures for non-profit agencies and N.O.I.S.E membership.

\*2 Includes limited-period fundings of \$50,000 for consultant services and \$30,000 for retirees' health actuarial valuation.

\*3 Includes a \$25,000 transfer of funding to the Community Development Department for Project Sentinel Fair Housing Services. Includes increased fundings of \$9,000 for Citywide memberships, \$9,000 for Transportation Management Association, and \$5,200 for CHAC. Also includes limited-period fundings of \$49,600 for nonprofit agency funding and \$22,800 for Regional Airplane Noise Roundtable.

\*4 Includes increased fundings of \$26,000 for Transportation Management Association and \$11,500 for CHAC. Also includes limited-period fundings of \$75,000 for CHAC, \$49,600 for nonprofit agency funding, \$22,800 for Regional Airplane Noise Roundtable \$21,000 for Transportation Management Association.

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## FINANCE AND ADMINISTRATIVE SERVICES – FINANCIAL MANAGEMENT DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### DIVISION OVERVIEW

The Financial Management Division consists of the Budget and Analysis, Treasury, and Revenue Sections.

The Budget and Analysis Section provides information and analytical support to the City Council and other City departments as requested. This section analyzes economic trends, forecasts revenues, and monitors expenditures and balances for the current fiscal year as well as future fiscal years. In addition, Budget and Analysis manages the budget system and produces periodic financial status reports, including the Narrative, Proposed, and Adopted Budget documents.

The Treasury Section is responsible for cash flow and management of the City's investment portfolio.

The Revenue Section processes billing and collection for the City's water, wastewater, and solid waste utilities; business licenses; and miscellaneous accounts receivable. All moneys due to, or collected by, other City departments are forwarded to this section for deposit and tracking in the City's financial system. In addition, this section is the Finance and Administrative Services Department's primary customer service contact point.

#### MAJOR DIVISION CHANGES

- Development Services Fund:

Cost of Service Study (rebudget balance):	\$13,000
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Rebudgets the balance of funding for contractual services to conduct a cost of services study for the Development Services Fund. Fees have not been reviewed since the consolidation of all development services into the Development Services Fund in Fiscal Year 2014-15. This project was postponed from Fiscal Year 2017-18 due to other Council-directed priorities.

BUD/LHP-546-03 FY2020-21

## FINANCE AND ADMINISTRATIVE SERVICES - FINANCIAL MANAGEMENT DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	9.50	10 *1	10
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>9.50</b>	<b>10</b>	<b>10</b>
*1 Transferred 0.5 Senior Financial Analyst position from the Administration Division.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 792,055	986,037	1,110,367
Wages	64,287	0	0
Benefits	392,734	495,949	627,632
<b>TOTAL PERSONNEL</b>	<b>1,249,076</b>	<b>1,481,986</b>	<b>1,737,999</b>
Materials and Supplies	76,966	89,580	89,580
Maintenance and Operations	3,840	3,500	3,500
Utilities	321	0	0
Professional/Technical Services	199,414	346,550	346,550
Other Expenses	22,604 *1	21,000 *2	21,000 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>303,145</b>	<b>460,630</b>	<b>460,630</b>
Capital Outlay	2,098	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,554,319</b>	<b>1,942,616</b>	<b>2,198,629</b>

\*1 Includes limited-period expenditures for cost of service study.

\*2 Includes increased funding of \$2,300 for training, conference and travel. Also includes limited-period funding of \$13,000 for cost of service study (rebudget balance).

\*3 Includes limited-period funding of \$13,000 for cost of service study (rebudget balance).

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses and Permits	\$ 2,626	0	0
General Service Charge	191	146,000 *1	146,000
<b>TOTAL REVENUES</b>	<b>\$ 2,817</b>	<b>146,000</b>	<b>146,000</b>

\*1 Includes revenue from short-term rental registrations.

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## FINANCE AND ADMINISTRATIVE SERVICES – ACCOUNTING DIVISION SUMMARY

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### DIVISION MANAGER – ACCOUNTING MANAGER

#### DIVISION OVERVIEW

The Accounting Division manages and maintains the general accounting and financial records of the City. This division is also primarily responsible for coordinating the independent audit of the City's financial records and preparation of the Comprehensive Annual Financial Report and other required State reports. The Accounts Payable Section of this division matches and reconciles all invoices, purchase requisitions, purchase orders, contracts, and agreements prior to processing payments for City obligations. The Payroll Section of this division processes timecards, payroll documents, and biweekly payroll for all City employees and prepares reports relating to retirement, insurance benefits, deferred compensation, and payroll taxes.

BUD/LHP-546-04 FY2020-21



**FINANCE AND ADMINISTRATIVE SERVICES - ACCOUNTING  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	8	8	8
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 794,070	945,183	982,825
Wages	599	900	900
Benefits	447,461	548,503	567,993
<b>TOTAL PERSONNEL</b>	<b>1,242,130</b>	<b>1,494,586</b>	<b>1,551,718</b>
Materials and Supplies	3,222	7,200	7,200
Maintenance and Operations	1,877	950	950
Utilities	0	0	0
Professional/Technical Services	65,065	6,000	6,000
Other Expenses	9,764	11,050	11,050
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>79,928</b>	<b>25,200</b>	<b>25,200</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,322,058</b>	<b>1,519,786</b>	<b>1,576,918</b>
REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Service Charge	\$ 0	3,700	0 *1
Miscellaneous Revenue	23,728	27,700	17,800 *2
<b>TOTAL REVENUES</b>	<b>\$ 23,728</b>	<b>31,400</b>	<b>17,800</b>

\*1 Includes a \$3,700 revenue transfer to a non-department account.

\*2 Includes a \$9,900 decrease in revenue for the City's purchasing card rebates.

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## **FINANCE AND ADMINISTRATIVE SERVICES – PURCHASING AND SUPPORT SERVICES DIVISION SUMMARY**

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### **DIVISION MANAGER – PURCHASING AND SUPPORT SERVICES MANAGER**

#### **DIVISION OVERVIEW**

The Purchasing and Support Services Division manages purchasing and support services activities of the City.

The Purchasing Section assures acquisition of price-competitive equipment, services, and supplies for City departments. Other services include issuing requests for bid; vendor selection; equipment, supplies, and mail delivery; warehousing of operating inventories; and sale of surplus equipment.

The Support Services Section provides building management, document processing, graphic design, printing, document reproduction, mail distribution, and other support services to City departments.

BUD/LHP-546-05 FY2020-21

## FINANCE AND ADMINISTRATIVE SERVICES - PURCHASING AND SUPPORT SERVICES DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	12	13 <sup>*1</sup>	13
Total Part-Time Hourly	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>	<b>12.30</b>	<b>13.30</b>	<b>13.30</b>

\*1 One Senior Management Analyst position transferred from the Administration Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 889,492	1,328,560	1,295,164
Wages	57,906	19,990	20,529
Benefits	518,685	773,624	777,960
<b>TOTAL PERSONNEL</b>	<b>1,466,083</b>	<b>2,122,174</b>	<b>2,093,653</b>
Materials and Supplies	54,517	50,050	50,050
Maintenance and Operations	4,063	44,200	44,200
Utilities	0	0	0
Professional/Technical Services	83,494	6,200	6,200
Other Expenses	45,707	81,600 <sup>*1</sup>	81,600
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>187,781</b>	<b>182,050</b>	<b>182,050</b>
Capital Outlay	24,966	15,000	15,000
Interfund Expenditures	19,313	30,000	33,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,698,143</b>	<b>2,349,224</b>	<b>2,323,703</b>

\*1 Includes increased funding of \$2,000 for training, conference, and travel.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 137,932	46,600	49,700
<b>TOTAL REVENUES</b>	<b>\$ 137,932</b>	<b>46,600</b>	<b>49,700</b>

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## FINANCE AND ADMINISTRATIVE SERVICES – RISK MANAGEMENT DIVISION SUMMARY

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### DIVISION MANAGER – RISK MANAGER

#### DIVISION OVERVIEW

Risk Management is responsible for managing the City's loss control and risk reduction programs. The City's risk exposures are managed by self-insuring or acquiring insurance, requiring vendors to have insurance, and assisting in the maintenance of a safe workplace. This program encompasses the City's comprehensive general liability, property, property loss recovery, loss control, Workers' Compensation, and industrial disability retirement programs, including the City's self-insurance reserves and excess catastrophic insurance coverage. Risk Management is also responsible for State and OSHA reports and provides guidance to City departments in determining insurance requirements for contracts.

#### MAJOR DIVISION CHANGES

- Workers' Compensation Self-Insurance Fund:

Workers' Compensation Excess Insurance: \$11,000

Provides increased funding for Workers' Compensation excess insurance. The increased cost is related to increased overtime, payroll, and loss experience.

- Liability Insurance Fund:

Liability Insurances: \$330,000

Provides increased funding for cost increases related to the City's excess liability insurance and property insurance.

BUD/LHP-546-06 FY2020-21

**FINANCE AND ADMINISTRATIVE SERVICES - RISK MANAGEMENT  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	2	2	2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 286,495	505,413 *1	521,640 *1
Wages	0	1,500	1,500
Benefits	128,754	142,695	153,608
<b>TOTAL PERSONNEL</b>	<b>415,249</b>	<b>649,608</b>	<b>676,748</b>
Materials and Supplies	556	6,000	6,000
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	192,027	330,950	330,950
Other Expenses	3,998,920	3,700,330 *2	4,041,330 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>4,191,503</b>	<b>4,037,280</b>	<b>4,378,280</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,606,752</b>	<b>4,686,888</b>	<b>5,055,028</b>
*1 Includes \$200,000 for backfilling for employees out on workers' compensation. *2 Includes increased funding of \$181,300 for liability insurances. *3 Includes increased funding of \$330,000 for liability insurances and \$11,000 for workers' compensation excess insurance.			
REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 92,056	18,200	18,200
<b>TOTAL REVENUES</b>	<b>\$ 92,056</b>	<b>18,200</b>	<b>18,200</b>

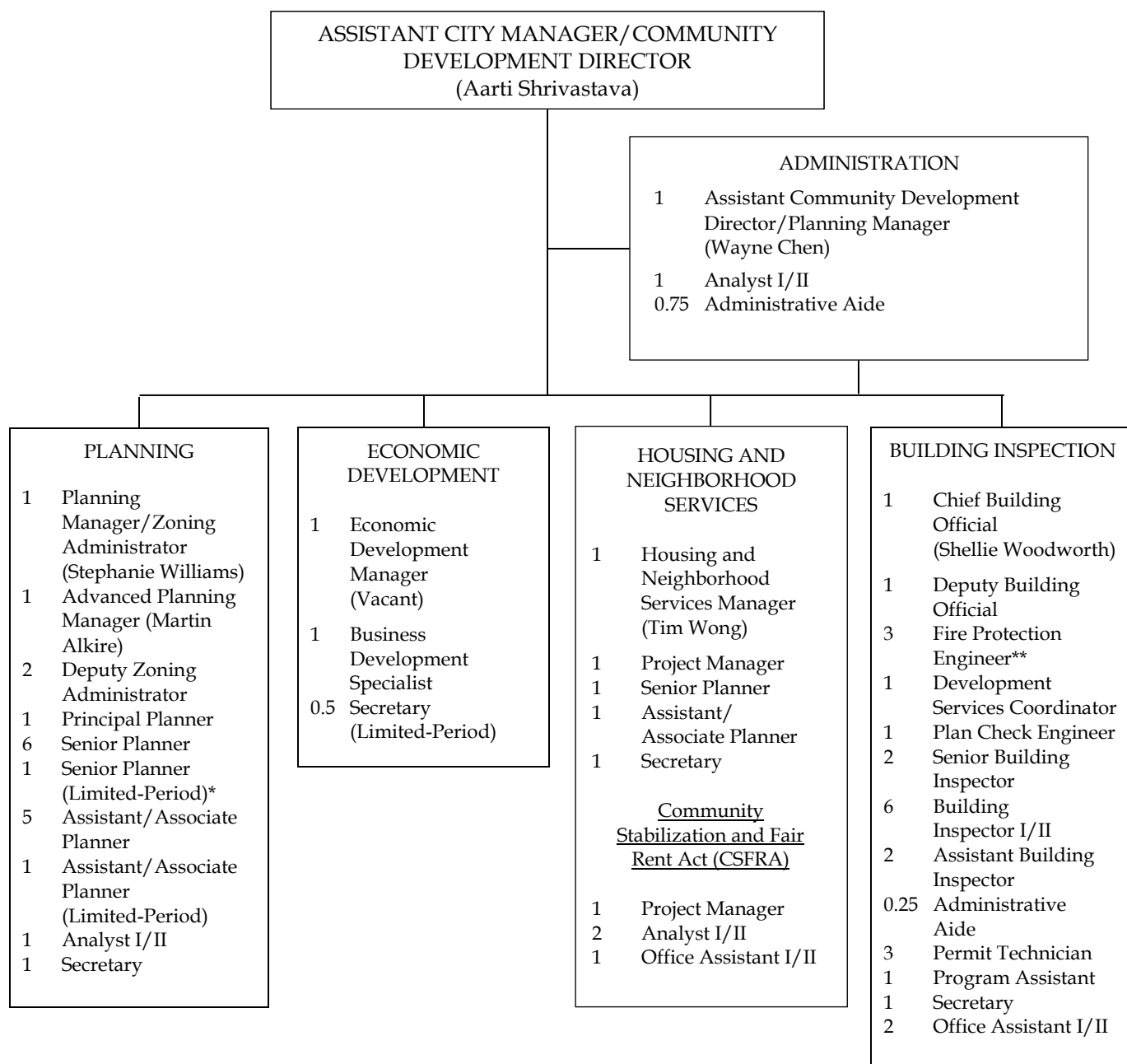
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## NOTES

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# COMMUNITY DEVELOPMENT DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 54.0 Full-Time  
2.5 Limited-Period

\* One limited-period Senior Planner position has been approved for the duration of the Google Reimbursement Agreement.

\*\* Located in Community Development Department but budgeted in Fire Department.

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## NOTES

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To provide land use, building development, neighborhood protection, economic development, and environmental policy services.

#### DEPARTMENT OVERVIEW

The Community Development Department is responsible for the review of development and building activity to ensure compliance with zoning and building codes, the achievement of economic development goals, General Plan policies, the California Environmental Quality Act, housing policies, and community values. The department assists the community in establishing land use and neighborhood plans and ensures the quality of new projects through the design and development review process. The department staffs the Environmental Planning Commission, the Council Neighborhoods Committee, the Downtown Committee, and the Visual Arts Committee in addition to establishing and maintaining communications with citizens, developers, businesses, other governmental agencies, and City departments. The department also provides technical and policy support to the City Manager and other departments.

#### DEPARTMENT FUNCTIONS

- Ensure quality development that is sensitive to community goals and consistent with City standards.
- Respond promptly to individual applications or Environmental Planning Commission-/City Council-initiated General Plan and Zoning Ordinance amendments and Precise Plan changes. (M 1)
- Provide support for the comprehensive planning efforts of citizens, City Council, and the Environmental Planning Commission. (M 1)
- Provide timely, professional assistance with the review of proposed subdivision applications and development applications for Administrative Zoning and Subdivision Committee hearings.
- Provide zoning and planning information to the public in a timely, complete, accurate, and courteous manner. (M 1)
- Provide a foundation for long-range planning activities by maintaining comprehensive databases on land use, demographics, and economics.
- Retain existing businesses and attract new businesses throughout the City. (M 2)
- Provide staff support to the Environmental Planning Commission, Downtown Committee, and the Visual Arts Committee.
- Implement economic development strategies. (M 2)
- Manage affordable housing programs that include the Below-Market-Rate (BMR) program, funding of new affordable housing projects, and oversight of Federally subsidized units. (M 3, 4)

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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- Provide staff support to the Council Neighborhoods Committee and neighborhood programs.
- Continue to implement the Neighborhood Preservation Strategy by managing the Council Neighborhoods Committee's Neighborhood Grant Program, neighborhood meetings, and neighborhood networking events.
- Assist the City Council in allocating CDBG/HOME funding and monitor the use of these funds in compliance with Federal regulations. (M 3)
- Maintain the efficiency of the City's plan review and permit system and building fire life safety inspection elements of the City's development review process while integrating the requirements of City departments and other public agencies with community service goals. (M 5, 6, 7)
- Coordinate development from design review through construction.
- Support code enforcement efforts.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Planning:</b>					
1. Percentage of on-time response rates by Project Coordinating Committee members.	59% <sup>(A)</sup>	62% <sup>(B)</sup>	>75%	48% <sup>(C)</sup>	>75%
<b>Economic Development:</b>					
2. Number of contacts with businesses interested in relocating or expanding in Mountain View.	62	54	50	21 <sup>(D)</sup>	50
<b>Housing and Neighborhood Services:</b>					
3. Percentage of Federally funded contracts carried out in compliance with City and Federal requirements.	100%	100%	100%	100%	100%
4. Number of low-/moderate-income persons served by City housing programs.		New for FY19-20	3,750 <sup>(E)</sup>	2,217	4,500
<b>Building Inspection:</b>					
5. Percentage of time where City provides 24-hour building inspection response for those inspection requests received by 3:00 p.m. on weekdays.	100%	100%	100%	100%	100%

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Target</b>	<b>2019-20 6 Months</b>	<b>2020-21 Target</b>
6. Number of inspections performed.		New for FY19-20	32,100	32,564	35,000
7. Number of plan checks performed.		New for FY19-20	4,200	3,167	4,200

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- (A) Lower due to high volume of submittals and staffing vacancies. For Fiscal Year 2017-18, Planning received 973 on-time comments out of 1,657 items.
- (B) Lower due to high volume of submittals and staffing vacancies. For Fiscal Year 2018-19, Planning received 1,059 on-time comments out of 1,721 items.
- (C) Lower due to high volume of submittals and staffing vacancies. For the first six months of Fiscal Year 2019-20, Planning received 435 on-time comments out of 904 items.
- (D) The actual is trending below the target due to limited staffing resources.
- (E) The new performance measure was added to better gauge the effectiveness of the City's Federally funded housing activities, including public services and capital projects.

BUD/LHP-820-01 FY2020-21

## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Assistant City Manager/Comm. Dev. Director	1	1	1
Asst. Comm. Dev. Dir./ Planning Manager	1	1	1
Economic Development Manager	1	1	1
Housing & Neighborhood Svcs Manager	1	1	1
Chief Building Official	1	1	1
Planning Manager/Zoning Administrator	1	1	1
Advanced Planning Manager	1	1	1
Deputy Zoning Administrator	2	2	2
Principal Planner	0	1 *2	1
Deputy Building Official	0	0	1 *7
Business Development Specialist	1	1	1
Development Services Coordinator	1	1	1
Plan Check Engineer	1	1	1
Senior Building Inspector	2	2	2
Project Manager	2	2	2
Senior Planner	6	7 *3	7
Environmental Sustainability Coordinator	1	0 *4	0
Building Inspector I/II	4	6 *5	6
Asst/ Associate Planner	7	6 *3	6
Assistant Building Inspector	2	2	2
Analyst I/II	4	3 *4	4 *7
Administrative Aide	1	1	1
Permit Technician	3	3	3
Program Assistant	1	1	1
Secretary	3	3	3
Office Assistant I/II	3	3	3
<b>TOTAL REGULAR</b>	<b>51</b>	<b>52</b>	<b>54</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>	<b>51</b> *1	<b>52</b> *6	<b>54</b> *6

\*1 In addition there are the following limited-period positions: Senior Planner (for the duration of the Google Reimbursement Agreement), an Asst/ Associate Planner, a 0.5 FTE Administrative Aide, and a 0.5 FTE Secretary.

\*2 Added a Principal Planner position.

\*3 Reclassified a Assistant/ Associate Planner to Senior Planner.

\*4 Environmental Sustainability Coordinator and one Analyst I/II positions transferred to the City Manager's Office.

\*5 Added two Building Inspector I/II positions.

\*6 In addition there are the following limited-period positions: Senior Planner (for the duration of the Google Reimbursement Agreement), an Asst/ Associate Planner, and a 0.5 FTE Secretary.

\*7 Midyear addition of a Deputy Building Official position and an Analyst I/II position funded by the Sustainability CIP through Fiscal Year 2021-22.

**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Community Development Administration	\$ 718,161	774,296	803,616
Planning	3,836,201	4,621,010	4,699,340
Economic Development	973,498	1,578,476	1,590,873
Housing and Neighborhood Services	2,745,129	26,041,800	4,500,674
Building Inspection	6,257,715	5,253,727	5,322,862
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,530,704</b>	<b>38,269,309</b>	<b>16,917,365</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 7,901,112	10,271,201	10,929,617
Supplies and Other Services	6,473,911	27,634,308	5,694,948
Capital Outlay	17,500	216,400	146,400
Interfund Expenditures	138,181	147,400	146,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,530,704</b>	<b>38,269,309</b>	<b>16,917,365</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 1,798,225	1,770,361	1,847,113
General Non-Operating	321,931	498,600	340,200
Building/Development Services	9,106,978	9,175,174	9,462,964
Below-Market-Rate Housing	768,390	22,533,599	1,172,654
Housing Impact	203,115	268,660	283,817
CSFRA/Rental Housing Committee	1,192,016	1,753,753	1,649,452
Parking District No.2	636,534	845,385	757,480
Grants	259,856	928,120	875,921
Shoreline Regional Park Community	243,659	495,657	527,764
<b>TOTAL FUNDING</b>	<b>\$ 14,530,704</b>	<b>38,269,309</b>	<b>16,917,365</b>

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 8,123,833	9,410,000	7,175,100
Federal Intergovernmental Revenue	990,214	828,120	865,921
General Service Charges	8,566,383	7,104,106	6,915,100
Miscellaneous Revenue	868	0	0
Interfund Revenue Transfer	304,750	0	0
<b>TOTAL REVENUES</b>	<b>\$ 17,986,048</b>	<b>17,342,226</b>	<b>14,956,121</b>

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## COMMUNITY DEVELOPMENT – ADMINISTRATION DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT CITY MANAGER/ COMMUNITY DEVELOPMENT DIRECTOR

#### DIVISION OVERVIEW

Administration is responsible for the management of the Community Development Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

BUD/LHP-820-02 FY2020-21

**COMMUNITY DEVELOPMENT - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	2.75	2.75	2.75
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 328,568	459,810	479,278
Wages	13,073	0	0
Benefits	169,163	217,327	227,179
<b>TOTAL PERSONNEL</b>	<b>510,804</b>	<b>677,137</b>	<b>706,457</b>
Materials and Supplies	79,878 *1	58,448 *2	58,448
Maintenance and Operations	162	286	286
Utilities	0	0	0
Professional/Technical Services	81,103 *1	5,060	5,060
Other Expenses	46,214	33,365 *3	33,365
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>207,357</b>	<b>97,159</b>	<b>97,159</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 718,161</b>	<b>774,296</b>	<b>803,616</b>

\*1 Includes limited-period expenditures for the Visual Arts Committee.

\*2 Includes increased fundings of \$12,500 for public noticing and \$4,000 for supplies.

\*3 Includes increased funding of \$1,500 for training, conference, and travel.

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## COMMUNITY DEVELOPMENT – PLANNING DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR/PLANNING MANAGER

#### DIVISION OVERVIEW

Planning participates in long-range local and regional planning activities and is responsible for all matters concerning the implementation of the Zoning Ordinance, including the issuance of use permits, variance requests, and planned-unit development permits. This division assembles community data; develops and maintains the City's General Plan, precise plans, and Zoning Ordinance; reviews and administers zone change proposals; provides primary staffing to the Environmental Planning Commission; reviews private development projects for design and compliance with the Zoning Ordinance; is responsible for California Environmental Quality Act review and subdivision design; and provides information to the public on regulations, zoning codes, and development projects. This division provides information for private-sector businesses, investors, and developers considering locations in Mountain View and participates in early discussions with people considering new development or uses in the City. The division also holds hearings on proposed projects through the Development Review Committee and the Zoning Administrator.

#### MAJOR DIVISION CHANGES

- Development Services Fund:

Associate Planner Position (limited-period):	\$198,400
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Provides continued funding for an Associate Planner position to support the continued high level of development activity and provide additional support at the Development Services Counter.

Transportation Demand Management Ordinance (rebudget):	\$100,000
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Rebudgets funding for the General Plan action item for a consultant to help prepare a Transportation Demand Management Ordinance.

Planning Intern (limited-period):	\$57,200
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Provides funding for an intern to assist with the workload of the Planning Division.

Precise Plan Noticing (rebudget balance):	\$29,000
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Rebudgets the balance of funding for noticing of planning projects. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, public hearings, and neighborhood meetings.

Legal Services (limited-period):	\$25,000
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Provides funding for legal services to assist with complex development projects and/or policies.



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## COMMUNITY DEVELOPMENT – PLANNING DIVISION SUMMARY

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City Council Major Goals Work Plan – Update City Documents to Implement New Housing Laws (rebudget balance): \$24,700

Rebudgets the balance of funding for the review and to provide recommendations about potential amendments to City documents, including the Zoning Ordinance.

- Shoreline Regional Park Community Fund:

Legal Services (limited-period): \$20,000

Provides continued funding for legal services on matters involving North Bayshore District planning.

BUD/LHP-820-03 FY2020-21

## COMMUNITY DEVELOPMENT - PLANNING DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	19	18 *2	19 *4
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>19</b> *1	<b>18</b> *3	<b>19</b> *3

\*1 In addition there are the following limited-period positions: Senior Planner, an Asst/ Associate Planner, and a 0.5 FTE Administrative Aide.

\*2 Added a Principal Planner position and transferred two positions to the City Manager's Office.

\*3 In addition there are the following limited-period positions: Senior Planner and Asst/ Associate Planner.

\*4 Midyear addition of an Analyst I/II position funded by the Sustainability CIP through Fiscal Year 2021-22.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 2,075,345	2,613,701 *2	2,735,586 *6
Wages	59,205 *1	0	57,200 *7
Benefits	1,036,762	1,247,902	1,344,447
<b>TOTAL PERSONNEL</b>	<b>3,171,312</b>	<b>3,861,603</b>	<b>4,137,233</b>
Materials and Supplies	22,300	10,515 *3	10,515
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	476,819 *1	517,892 *4	342,892
Other Expenses	165,770 *1	231,000 *5	208,700 *8
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>664,889</b>	<b>759,407</b>	<b>562,107</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,836,201</b>	<b>4,621,010</b>	<b>4,699,340</b>

\*1 Includes limited-period expenditures for Environmental Sustainability Fellow, environmental sustainability contract services, Environmental Sustainability Task Force, sustainability outreach and engagement, solar hot water heaters, short-term residential rental regulations, Housing Element update and precise plan noticings.

\*2 Includes increased funding of \$14,500 for the reclassification of an Asst./ Associate Planner position to a Senior Planner. Also includes limited-period funding for an Asst./ Associate Planner position.

\*3 Includes a \$15,000 transfer of funding for Environmental Sustainability to the City Manager's Office.

\*4 Includes increased funding of \$15,000 for legal retainer. Also includes limited-period funding of \$175,000 for soft-story building study (rebudget).

\*5 Includes increased funding of \$10,000 for training, conference, and travel. Also includes limited-period fundings of \$100,000 for transportation demand management ordinance, \$40,000 for Community Benefit Financial Study for Gatekeeper Applications (rebudget), \$36,000 for Precise Plan noticings, \$35,000 to update City documents for new housing laws, \$10,000 for legal retainer, and \$1,500 transfer of funding for Environmental Sustainability to the City Manager's Office.

\*6 Funding for the Analyst I/II position is included in the Sustainability CIP through Fiscal Year 2021-22. Also includes limited-period funding for an Asst./ Associate Planner position.

\*7 Includes limited-period funding of \$57,200 for a Planning Intern.

\*8 Includes limited-period fundings of \$100,000 for transportation demand management ordinance (rebudget), \$45,000 for legal services, \$29,000 for Precise Plan noticings (rebudget balance), and \$24,700 to update City documents for new housing laws (rebudget balance).

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**COMMUNITY DEVELOPMENT - PLANNING  
DIVISION SUMMARY**

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REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 28,652	10,000	15,100
General Service Charges	1,060,374	811,500	892,000
Miscellaneous Revenue	148	0	0
Interfund Revenue Transfer	150,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,239,174</b>	<b>821,500</b>	<b>907,100</b>

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## NOTES

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## COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT DIVISION SUMMARY

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### DIVISION MANAGER – ECONOMIC DEVELOPMENT MANAGER

#### DIVISION OVERVIEW

Economic Development is responsible for the Citywide economic development program. Economic Development staff serves as a primary contact and liaison with prospective new businesses that may need assistance in finding and developing an appropriate site. Another key function is retaining existing businesses by responding to situations where a business may need to expand or relocate. The program includes outreach efforts such as the corporate visitation program and regional economic development programs.

The Economic Development Division is also responsible for staffing the Downtown Committee and works closely with downtown businesses, property owners, and developers. The division is responsible for recruitment and retention of downtown businesses, the review of public and private projects in the downtown, coordination for the continued improvement and maintenance of the downtown, and for implementation of the Downtown Precise Plan.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

City Council Major Goals Work Plan—Small Business Strategy (limited-period) (\$75,000 rebudget):	\$275,000
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Provides \$200,000 new funding and rebudget of \$75,000 for Downtown Economic Vitality Program and to develop opportunities to support existing small businesses.

Secretary – Economic Development Division Position (0.10) (limited-period):	\$16,600
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Provides continued funding for a 0.10 FTE of a Secretary position to support the Economic Development Division (the other 0.40 FTE is funded from the Downtown Benefit Assessment District Fund and the Shoreline Community Fund).

- Downtown Benefit Assessment Districts Fund:

Downtown Parking Consultant Services (limited-period) (rebudget \$150,000):	\$200,000
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Provides \$50,000 new funding and rebudgets \$150,000 for consultant services and a placeholder for valet parking or to transition to another parking or transportation program to support COVID-19 efforts.

Secretary – Economic Development Division Position (0.25) (limited-period):	\$41,500
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Provides continued funding for the allocation to the Downtown Benefit Assessment District Fund for the half-time position as mentioned in the GOF section above.

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## COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT DIVISION SUMMARY

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Janitorial Cost Increases for City Facilities: \$24,000

Provides increased funding for janitorial services cost increases related to the City Council-approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

- Shoreline Regional Park Community Fund:

Secretary – Economic Development Division Position (0.15) (limited-period): \$24,900

Provides continued funding for the allocation to the Shoreline Community Fund for the half-time position as noted in the GOF section above.

BUD/LHP-820-04 FY2020-21

**COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	2	2	2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2</b> *1	<b>2</b> *1	<b>2</b> *1

\*1 In addition, there is a limited-period 0.5 FTE Secretary position.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 237,377 *1	404,104 *2	422,423 *2
Wages	3,944	32,000	32,000
Benefits	132,592	183,492	193,570
<b>TOTAL PERSONNEL</b>	<b>373,913</b>	<b>619,596</b>	<b>647,993</b>
Materials and Supplies	23,815	71,610 *3	11,610
Maintenance and Operations	84,751	72,000	96,000 *6
Utilities	101,666	130,000	130,000
Professional/Technical Services	58,672 *1	251,500 *4	391,500 *7
Other Expenses	222,281 *1	325,370 *5	205,370 *8
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>491,185</b>	<b>850,480</b>	<b>834,480</b>
Capital Outlay	0	0	0
Interfund Expenditures	108,400	108,400	108,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 973,498</b>	<b>1,578,476</b>	<b>1,590,873</b>

\*1 Includes limited-period expenditures for a Secretary position, technology showcase, downtown retail assessment, downtown parking long-term solutions, and parking coordinator consultant.

\*2 Includes limited-period funding for a 0.50 FTE Secretary position.

\*3 Includes limited-period funding of \$60,000 for the Visual Arts Committee.

\*4 Includes increased funding of \$12,000 for biannual collection of parking data. Also includes limited-period fundings of \$75,000 for Small Business Strategy, \$40,000 for El Camino Real light pole banners (rebudget), and \$20,000 for the technology showcase.

\*5 Includes limited-period fundings of \$300,000 for downtown parking consultant services/long-term solutions and \$20,000 for parking lot pressure washing.

\*6 Includes increased funding of \$24,000 for janitorial cost increases.

\*7 Includes limited-period funding of \$275,000 for Small Business Strategy (\$75,000 rebudget).

\*8 Includes limited-period funding of \$200,000 downtown parking consultant services (\$150,000 rebudget).

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 734,760	697,000	500,000
General Service Charges	180,156	178,606	178,600
Miscellaneous Revenue	720	0	0
<b>TOTAL REVENUES</b>	<b>\$ 915,636</b>	<b>875,606</b>	<b>678,600</b>

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## NOTES

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## COMMUNITY DEVELOPMENT – HOUSING AND NEIGHBORHOOD SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – HOUSING AND NEIGHBORHOOD SERVICES MANAGER

#### DIVISION OVERVIEW

Housing and Neighborhood Services handles a variety of neighborhood- and housing-related issues, including affordable housing information, the Below-Market-Rate (BMR) Housing Program, a volunteer mediation program for neighborhood and tenant/landlord disputes, and other activities that support a variety of housing opportunities and promote quality neighborhoods. It is also responsible for staffing the Council Neighborhoods Committee, which holds neighborhood meetings throughout the City.

This division also administers the Community Development Block Grant (CDBG) and HOME Federal funds allocated to the City by the U.S. Department of Housing and Urban Development (HUD). These grant funds benefit primarily low- and moderate-income citizens by funding affordable housing projects and community services and improvements.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Lot 12 Development (rebudget balance):	\$48,600
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Rebudgets the balance of funding to move forward with the development of Lot 12. Next steps include retaining attorney services to prepare the legal documents and a parking consultant to review any parking proposals. Total funding of \$178,600 is allocated between the General Non-Operating and BMR Housing Funds.

- BMR Fund:

Lot 12 Development (limited-period) (\$80,000 rebudget balance):	\$130,000
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Provides \$50,000 new funding and rebudgets the balance of \$80,000 for the allocation to the BMR Fund as mentioned in the GOF section above.

Legal Services (limited-period):	\$50,000
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Provides funding for legal services to comply with new housing laws.

City Council Major Goals Work Plan— Evelyn Site Affordable Housing (rebudget):	\$50,000
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Rebudgets funding for Evelyn site affordable housing.

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**COMMUNITY DEVELOPMENT – HOUSING AND NEIGHBORHOOD  
SERVICES  
DIVISION SUMMARY**

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BMR Implementation Phase Two (limited-period): \$20,000

Provides funding for the City's BMR Phase Two program implementation. The recent updates to the BMR program significantly changed the implementation of the program, which requires updated manuals and agreements.

Homeless Census Count (rebudget): \$12,000

Rebudgets funding for a Countywide homeless census count. Every other year, the City contributes funds towards the homeless census count performed by the County.

Agency for BMR Units: \$10,000

Provides increased funding to administer the expanded BMR ownership and rental programs.

- CSFRA/Rental Housing Committee (RHC) Fund:

Net Miscellaneous Expenses: (\$174,500)

Provides savings from operating expenses as presented to the RHC on May 4, 2020.

- Community Development Block Grant Fund:

Federal Funds Program Administration (limited-period): \$10,000

Provides funding for the City's Federal Funds program implementation to comply with Housing and Urban Development (HUD) guidelines.

BUD/LHP-820-06 FY2020-21

**COMMUNITY DEVELOPMENT - HOUSING AND NEIGHBORHOOD SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	9	9	9
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 763,066	1,123,655	1,197,523
Wages	32,071	22,000 *2	5,000
Benefits	417,464	566,853	606,419
<b>TOTAL PERSONNEL</b>	<b>1,212,601</b>	<b>1,712,508</b>	<b>1,808,942</b>
Materials and Supplies	102,145	237,570 *3	209,570 *6
Maintenance and Operations	29,647	55,065 *3	55,065
Utilities	0	0	0
Professional/Technical Services	1,102,738 *1	2,201,913 *3/4	1,937,697 *6/7
Other Expenses	280,498 *1	21,688,344 *3/5	343,000 *6/8
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,515,028</b>	<b>24,182,892</b>	<b>2,545,332</b>
Capital Outlay	17,500	146,400	146,400
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,745,129</b>	<b>26,041,800</b>	<b>4,500,674</b>

\*1 Includes limited-period expenditures for homeless Census count, marketing and RFP process for Lot 12, Palo Alto Housing NOFA proposal, BMR Affordable Housing Program, and Shorebreeze apartments project.

\*2 Includes limited-period funding of \$22,000 for a Housing Intern.

\*3 Includes savings of \$224,000 as approved by the RHC on June 3, 2019 for net miscellaneous expenses

\*4 Includes limited-period fundings of \$50,000 for Lot 12 development, \$50,000 for Evelyn site affordable housing, \$30,000 for a work plan on displacement and net loss, and \$25,000 to explore CSFRA modifications.

\*5 Includes a \$25,000 transfer of funding from the Finance and Administrative Services Department for Project Sentinel Fair Housing Services and increased funding of \$5,000 for training, conference, and travel and memberships. Also includes limited-period fundings of \$21.1 million for 950 El Camino Real NOFA project (rebudget), \$265,000 for 950 W El Camino Real predevelopment (rebudget balance), \$100,000 for Lot 12 development, \$85,000 for fair housing assessment (\$60,000 rebudget), \$30,000 for BMR Affordable Housing Program (rebudget balance); and \$12,000 for homeless census count (\$10,000 rebudget).

\*6 Includes savings of \$174,500 as proposed by the RHC on May 4, 2020 for net miscellaneous expenses.

\*7 Includes increased funding of \$10,000 for agency for BMR units and limited-period funding of \$48,600 for Lot 12 development (rebudget balance).

\*8 Includes limited-period fundings of \$130,000 for Lot 12 development (\$80,000 rebudget balance), \$50,000 for legal services, \$50,000 for Evelyn site affordable housing (rebudget), \$20,000 for BMR implementation, \$12,000 for homeless census count (rebudget), and \$10,000 for Federal Funds Program administration.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Federal Intergovernmental Revenue	\$ 990,214	828,120	865,921
General Service Charges	1,868,802	1,545,300	1,255,800
Interfund Revenue Transfer	154,750	0	0
<b>TOTAL REVENUES</b>	<b>\$ 3,013,766</b>	<b>2,373,420</b>	<b>2,121,721</b>

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## COMMUNITY DEVELOPMENT – BUILDING INSPECTION DIVISION SUMMARY

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### DIVISION MANAGER – CHIEF BUILDING OFFICIAL

#### DIVISION OVERVIEW

The Building Inspection Division, which includes new-construction fire prevention functions, along with the Planning Division, helps provide the community a true “one-stop” service for development-related activities. The division is primarily responsible for the review of all building construction-related applications for conformance to the adopted Uniform Building Code and Municipal Code to ensure safe and habitable structures within the City. The Building Inspection Division inspection services help to ensure conformance to the adopted codes and adherence to the approved construction plans. Building staff is also a valuable resource to the community and City staff for building, fire, plumbing, electrical, mechanical, State, and Federal-related code questions, interpretations, and guidance.

#### MAJOR DIVISION CHANGES

- Development Services Fund:

Training, Conference, and Travel (limited-period):	\$13,000
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Provides increased funding for the Building Inspection Division staff to attend trainings and maintain certifications.

Data Plan for Tablets:	\$11,500
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Provides new funding for data plans for tablets for the Building Inspection Division to process various operations electronically and in the field.

BUD/LHP-820-07 FY2020-21

**COMMUNITY DEVELOPMENT - BUILDING INSPECTION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	18.25	20.25 *1	21.25 *2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>18.25</b>	<b>20.25</b>	<b>21.25</b>

\*1 Added two Building Inspector I/II positions.

\*2 Midyear addition of an Deputy Building Official position funded by the Sustainability CIP through Fiscal Year 2021-22.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,710,561	2,210,171	2,292,550 *4
Wages	28,381	0	0
Benefits	893,540	1,190,186	1,336,442
<b>TOTAL PERSONNEL</b>	<b>2,632,482</b>	<b>3,400,357</b>	<b>3,628,992</b>
Materials and Supplies	33,905	35,515	35,515
Maintenance and Operations	548	42,000	53,500 *5
Utilities	4,453	20,000	20,000
Professional/Technical Services	3,531,130	1,510,000 *2	1,510,000
Other Expenses	25,416 *1	136,855 *3	36,855 *6
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>3,595,452</b>	<b>1,744,370</b>	<b>1,655,870</b>
Capital Outlay	0	70,000	0
Interfund Expenditures	29,781	39,000	38,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,257,715</b>	<b>5,253,727</b>	<b>5,322,862</b>

\*1 Includes limited-period expenditures for Certified Access Specialist (CASP) training.

\*2 Includes increased funding of \$25,000 for permitting system maintenance and decreased funding of \$250,000 for contract services offsetting new positions.

\*3 Includes limited-period fundings of \$93,000 for soft-story building study (rebudget balance) and \$20,000 for new building code materials.

\*4 Funding for the Deputy Building Official position is included in the Sustainability CIP through Fiscal Year 2021-22.

\*5 Includes increased funding of \$11,500 for data plan for tablets.

\*6 Includes limited-period fundings of \$13,000 for training, conference, and travel.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 7,360,421	8,703,000	6,660,000
General Service Charges	5,457,051	4,568,700	4,588,700
<b>TOTAL REVENUES</b>	<b>\$ 12,817,472</b>	<b>13,271,700</b>	<b>11,248,700</b>

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## NOTES

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# PUBLIC WORKS DEPARTMENT

## PUBLIC WORKS DIRECTOR (Dawn Cameron)

### TRANSPORTATION AND BUSINESS SERVICES

1 Assistant Public Works Director  
(Vacant)

#### Administration

1 Senior Management Analyst  
0.5 Analyst I/II  
1 Secretary  
0.5 Program Assistant  
1 Office Assistant III

#### Transportation Management

1 Transportation Manager  
3 Transportation Planner

#### Property Management

1 Real Property Program  
Administrator

#### Solid Waste

1 Solid Waste Program Manager  
1 Senior Management Analyst  
1 Analyst I/II  
1 Administrative Aide  
(Limited-Period)

#### Facilities Maintenance

0.5 Fleet and Facilities Manager  
1 Facilities Maintenance  
Supervisor  
1 Facilities Contract Coordinator  
2 Facilities Maintenance  
Worker III  
2 Facilities Maintenance  
Worker I/II  
1 Facilities Maintenance  
Worker I/II (Limited-Period)  
1 Program Assistant

#### Fleet Services

0.5 Fleet and Facilities Manager  
1 Equipment Maintenance  
Supervisor  
2 Equipment Mechanic III  
4 Equipment Mechanic I/II  
1 Equipment Service Worker  
1 Program Assistant

### ENGINEERING

1 Assistant Public Works Director\*  
(Ed Arango)

0.5 Analyst I/II  
0.5 Program Assistant

#### Construction Engineering

1 Principal Civil Engineer  
1 Senior Civil Engineer  
3 Junior/Assistant/Associate  
Engineer  
1 Junior/Assistant/Associate  
Engineer (Limited-Period)  
1 Senior PW Inspector  
1 PW Inspector I/II  
1 PW Inspector I/II Overhire\*\*

#### Capital Projects

1 Principal Civil Engineer  
2.5 Senior Civil Engineer  
3 Senior Project Manager  
5 Junior/Assistant/Associate  
Engineer

#### Traffic Engineering

1 Traffic Engineer  
1 Senior Civil Engineer  
2 Junior/Assistant/Associate  
Engineer

#### Land Development

1 Principal Civil Engineer  
3 Senior Civil Engineer  
2 Senior Civil Engineer  
(Limited-Period)\*\*\*  
4 Junior/Assistant/Associate  
Engineer  
2 Junior/Assistant/Associate  
Engineer (Limited-Period)  
1 Engineering Assistant I/II

### PUBLIC SERVICES

1 Assistant Public Works Director  
(Gregg Hosfeldt)

#### Safety/Administration

1 Safety & Training Administrator  
1 Senior Management Analyst  
1 Public Services Technician  
1 Secretary  
3 Office Assistant III

#### Engineering & Envir. Compliance

1 Principal Civil Engineer  
3 Senior Civil Engineer  
1 Senior Civil Engineer  
(Limited-Period)  
1 Junior/Assistant/Associate  
Engineer  
1 Junior/Assistant/Associate  
Engineer (Limited-Period)  
1 Facilities Contract Coordinator

#### Utilities Management

1 Utilities Services Manager  
Utility Systems  
1 Utilities Systems Supervisor  
1 Utilities Systems Specialist  
1 Utilities Electrician  
2 Sr. Utilities Systems Technician

#### Water Operations

1 Water Quality Supervisor  
1 Cross-Connection Ctrl. Specialist  
1 Water Utility Worker III  
3 Water Utility Worker I/II

#### Water Distribution

1 Water Superintendent  
1 Water Resources Manager  
1 Water Resources Technician  
1 Water Quality Technician  
1 Water Operations Specialist  
3 Sr. Water System Operator  
1 Utilities Inspector/Locator  
1 Heavy Equipment Operator  
2 Water Utility Worker III  
3 Water Utility Worker I/II

#### Wastewater

1 Wastewater Supervisor  
2 Wastewater Utility Worker III  
5 Wastewater Utility Worker I/II

#### Streets Maintenance

0.5 Streets & Landfill Closure Manager  
1 Streets Supervisor  
1 Street Lighting Technician  
1 Heavy Equipment Operator  
3 Streets Maintenance Worker III  
4 Streets Maintenance Worker I/II  
2 Street Sweeper Operator

#### Landfill Maintenance

0.5 Streets & Landfill Closure Manager  
1 Postclosure Supervisor  
2 Postclosure Envir. Sys Specialist  
2 Sr. Postclosure Envir. Sys. Tech.  
1 Heavy Equipment Specialist

FISCAL YEAR 2020-21 POSITION TOTALS: 132.0 Full-Time  
0.5 Regular Part-Time  
9.0 Limited-Period  
1.0 Overhire

\* This position also acts in the capacity of City Engineer.

\*\* Funded with limited-period funds.

\*\*\* Two limited-period Senior Civil Engineer positions have been approved for the duration of the Google Reimbursement Agreement.

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## PUBLIC WORKS DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – PUBLIC WORKS DIRECTOR

#### DEPARTMENT MISSION STATEMENT

Plan, design, review, construct, operate, maintain, and improve the City's infrastructure, facilities, utilities, fleet, property, and equipment.

#### DEPARTMENT OVERVIEW

The Public Works Department plans, designs, reviews, constructs, operates, maintains, and improves the City's infrastructure, facilities, utilities, fleet, property, and equipment; administers the City's Solid Waste Management, Real Estate Management, and Grant programs; provides traffic engineering and transportation planning services; and permits private developments in the public right-of-way.

#### DEPARTMENT FUNCTIONS

- Represent the City's interest in local and regional public works studies and projects and encourage the highest design and environmental quality in public and private improvements.
- Manage the City's participation in the National Flood Insurance Program.
- Manage the acquisition, lease, and disposal of City real property.
- Meet State-mandated solid waste landfill diversion goals by maximizing commercial and residential recycling. (M 1)
- Represent the City in matters relating to, and provide for, solid waste collection and disposal.
- Manage and implement the City's annual Capital Improvement Program. (M 5, 6)
- Ensure the design and construction of programmed capital projects remain on schedule and within budget. (M 6)
- Review, evaluate, and regulate private and public development and construction in the public right-of-way in conformance with the City's General Plan, ordinances, and policies. (M 7, 8)
- Review maps and plans of proposed private developments and assist developers, consultants, engineers, and the public in complying with the City's conditions of approval for private developments. (M 7, 8)
- Manage the processing of private developments, utility company projects, and encroachment and excavation permits.
- Provide for safe, efficient, and convenient circulation of vehicle, bicycle, and pedestrian traffic within the community.
- Maintain traffic-related records, conduct surveys, and perform studies as necessary for the analysis of traffic problems and develop and implement mitigation measures when appropriate.



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## PUBLIC WORKS DEPARTMENT SUMMARY

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- Maintain public streets, sidewalks, parking lots, streetlight systems, and traffic-control measures, including traffic signals. (M 9)
- Manage the City's facilities maintenance and improvement efforts to ensure safe and aesthetically pleasing facilities and provide project management and contract administration services. (M 2)
- Maintain and assist in the procurement of the City's vehicle and equipment fleet. (M 3, 4)
- Manage occupational safety programs and practices in the Public Works and Community Services Departments.
- Operate and maintain the recycled water supply and distribution system.
- Operate and maintain wastewater collection and discharge systems. (M 10, 11)
- Operate and maintain the City's potable water supply and distribution system. (M 12, 13)
- Monitor water quality and ensure compliance with all regulations. (M 13)
- Manage the City's water purchases and consumption to meet State water conservation goals and water supply contract minimum purchase requirements.
- Represent the City in regional transportation issues and congestion management planning.
- Continue to monitor regional transportation projects and coordinate with local, regional, and State transportation agencies.
- Operate and maintain the landfill cap, gas and leachate collection systems, gas wells, flare station, and landfill gas-fueled microturbines. (M 14)
- Manage shopping cart collection and graffiti abatement activities.
- Continue providing landscaping selection assistance, irrigation Best Management Practices guidance, and on-site support to recycled water system customers.
- Continue to implement bicycle and pedestrian mobility improvements that are low-cost and easily implementable.
- Manage the recycled water program to improve water quality, maximize water use, expand the City's distribution system, and participate in efforts to develop a regional distribution system.

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## PUBLIC WORKS DEPARTMENT SUMMARY

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### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Transportation and Business Services:</b>					
1. Pounds of disposed waste per person per day.	3.5	3.4	<7.8	3.9	<7.8
2. Percentage of Facilities Division work orders completed in 30 days or fewer.	92%	86% <sup>(A)</sup>	>90%	89% <sup>(B)</sup>	>90%
3. Percentage of Fleet Division work orders completed in 30 days or fewer.	96%	97%	>95%	95%	>95%
4. Percentage of time frontline fleet units are available (Public Services and Community Services field vehicles).	98%	98%	>95%	98%	>95%
<b>Engineering:</b>					
5. Percentage of construction projects completed with less than 10.0 percent time increase over the original contract award.	100%	93%	>85%	100%	>85%
6. For capital improvement projects, the percentage of time the low bid is within 25.0 percent of the Engineer's Estimate.	82%	92%	>75%	86%	>75%
7. Percentage of time all tentative maps and private development applications are reviewed within the departmental standard review time.	64% <sup>(C)</sup>	61% <sup>(D)</sup>	>70%	65% <sup>(E)</sup>	>70%
8. Percentage of time building plans are reviewed within the departmental standard review time.	97%	95%	>90%	94%	>90%
9. Pavement Condition Index (PCI) for asphalt (Metropolitan Transportation Commission rating scale of 0-100, 70-100 being very good).	72 <sup>(F)</sup>	63 <sup>(G)</sup>	>75	63 <sup>(H)</sup>	>75
<b>Public Services:</b>					
10. Number of feet of sewer mains cleaned.	643,902	995,488 <sup>(I)</sup>	>500,000	566,203	>500,000
11. Total number of sanitary sewer overflows.	4	4	<6	1	<6
12. Total number of water main breaks.	2	9 <sup>(J)</sup>	<6	4 <sup>(K)</sup>	<6
13. Total number of water quality reportable events.	0	0	0	0	0
14. Total number of air and/or water quality reportable events at the closed landfills.	0	0	<4	0	<4

<sup>(A)</sup> Performance missed target due to aging infrastructure, work orders that were reliant on outside vendors, and contractors' repair schedules that are often beyond the 30-day target, and major projects (i.e., Michaels Restaurant at Shoreline) taking significant time from staff.

<sup>(B)</sup> Performance missed target due to aging infrastructure, tasks that were reliant on outside vendors, and contractors' schedules, as well as resources spent on major projects such as the Citywide card access upgrade and multiple CIPs.

<sup>(C)</sup> Two hundred sixty (260) out of 408 excavation permits and 237 out of 376 planning commentaries were reviewed within the standard time. The increase in review time was due to continued high level and

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## PUBLIC WORKS DEPARTMENT SUMMARY

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complexity of the workload performed by existing staff resources. The additional staffing resources added for Fiscal Year 2017-18 were fully filled.

- (D) Two hundred fifty-four (254) out of 456 excavation permits and 277 out of 417 planning commentaries were reviewed within the standard time. The increase in review time was due to continued high level and complexity of the workload performed by existing staff resources. Additionally, staff resources for Fiscal Year 2018-19 were not fully filled.
- (E) One hundred forty-one (141) out of 219 excavation permits and 138 out of 212 planning commentaries were reviewed within the standard time. The increase in review time was due to continued high level and complexity of the workload performed by existing staff resources. The additional staffing resources added for Fiscal Year 2019-20 have not yet been fully filled at the end of Q2.
- (F) The condition of asphalt is only reassessed every two years. Until it is reassessed, the City's projected PCI will continue to decrease due to aging/weathering.
- (G) The MTC hired a new consulting firm to assess the City's PCI in Fiscal Year 2018-19 (different firm than the one who conducted the assessments in previous years). After an audit by the MTC, it was determined that some of the previous years' assessments may be incorrect and the current PCI results are correct.
- (H) The City has completed resurfacing and reconstruction projects in the first six months of Fiscal Year 2019-20 that may not be considered in the PCI. A new assessment will be completed in the second half of Fiscal Year 2019-20.
- (I) Sewer mains area exceeded goal due to having a full (seven-worker) crew and two working VacCons for the entire fiscal year cleaned.
- (J) A majority of the breaks with the exception of one are due to aging infrastructure. Four main breaks are in areas that are addressed in Fiscal Year 2019-20 in the Annual Water Main Replacement, Project 17-21. One main break was in an area that was subsequently replaced in Project 14-21. One main break was due to high pressure from a malfunctioning pressure transducer that has been addressed. The other three main breaks were beam breaks that are usually caused by settlement and age.
- (K) The four main breaks were due to aging infrastructure. Three of the main breaks were cast pipes that showed pitting and found beam breaks upon excavation. The fourth was an asbestos cement pipe small beam break that had been burning for a prolonged period of time.

BUD/LHP-905-01 FY2020-21

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**PUBLIC WORKS  
DEPARTMENT SUMMARY**

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POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Public Works Director	1	1	1
Assistant Public Works Director	3	3	3
Transportation Manager	1	1	1
Fleet and Facilities Manager	1	1	1
Utilities Services Manager	1	1	1
Streets and Landfill Closure Manager	1	1	1
Solid Waste Program Manager	1	1	1
Principal Civil Engineer	4	4	4
Senior Civil Engineer	10.50	10.50	10.50
Senior Project Manager	3	3	3
Transportation Planner	2	2	3 *4
Traffic Engineer	1	1	1
Water Resources Manager	1	1	1
Real Property Program Administrator	1	1	1
Safety and Training Administrator	1	1	1
Senior Management Analyst	3	3	3
Postclosure Supervisor	1	1	1
Utilities Systems Supervisor	1	1	1
Water Quality Supervisor	1	1	1
Water Superintendent	1	1	1
Wastewater Supervisor	1	1	1
Streets Supervisor	1	1	1
Equipment Maintenance Supervisor	1	1	1
Facilities Maintenance Supervisor	1	1	1
Facilities Contract Coordinator	2	2	2
Jr/ Asst/ Associate Engineer (Civil)	11	15 *2	15
Analyst I/II	1	1	2 *5
Environmental Compliance Specialist	1	0 *2	0
Utility Systems Specialist	1	1	1
Postclosure Environmental Systems Specialist	2	2	2
Utilities Electrician	1	1	1
Water Quality Technician	1	1	1
Senior Public Works Inspector	1	1	1
Water Operations Specialist	1	1	1
Senior Water System Operator	3	3	3
Senior Utilities Systems Technician	2	2	2
Senior Postclosure Environmental Systems Tech	2	2	2
Street Lighting Technician	1	1	1
Engineering Assistant I/II	1	1	1
Heavy Equipment Specialist	1	1	1
SUBTOTAL REGULAR	75.50	78.50	80.50

## PUBLIC WORKS DEPARTMENT SUMMARY

POSITIONS CONTINUED	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Balance Forward	75.50	78.50	80.50
Water Resource Technician	1	1	1
Cross-Connection Cntrl Specialist	1	1	1
Public Works Inspector I/II	1	1 *3	1 *6
Utilities Inspector/Locator	1	1	1
Heavy Equipment Operator	2	2	2
Facilities Maintenance III	2	2	2
Facilities Maintenance I/II	2	2	2
Equipment Mechanic III	2	2	2
Equipment Mechanic I/II	3	3	4 *7
Equipment Service Worker	1	1	1
Streets Maintenance Worker III	3	3	3
Streets Maintenance Worker I/II	4	4	4
Streetsweeper Operator	2	2	2
Water Utility Worker III	3	3	3
Water Utility Worker I/II	6	6	6
Wastewater Utility Worker III	2	2	2
Wastewater Utility Worker I/II	5	5	5
Public Services Technician	0	0	1 *8
Streets Technician	0.50	0.50	0 *8
Program Assistant	3	3	3
Secretary	2	2	2
Office Assistant III	5	5	4 *5
TOTAL REGULAR	127	130	132.50
TOTAL PART-TIME HOURLY	1.24	1.12	1.12
<b>TOTAL POSITIONS</b>	<b>128.24 *1</b>	<b>131.12 *3</b>	<b>133.62 *6</b>

\*1 In addition there is a Public Works Inspector I/II overhire position and the following limited-period positions: Senior Civil Engineer (for the duration of the Google Reimbursement Agreement), six Jr/Asst/Associate Civil Engineers, and an Administrative Aide.

\*2 Added three Jr/Asst/Associate Civil Engineer positions, and reclassified the Environmental Compliance Specialist position to Jr/Asst/Associate Civil Engineer.

\*3 In addition there is a Public Works Inspector I/II overhire position and the following limited-period positions: two Senior Civil Engineers (for the duration of the Google Reimbursement Agreement), four Jr/Asst/Associate Civil Engineers, and an Administrative Aide.

\*4 Midyear addition of a Transportation Planner position funded by the Sustainability CIP through Fiscal Year 2021-22.

\*5 Reclassification of an Office Assistant III position to Analyst I/II.

\*6 In addition there is a Public Works Inspector I/II overhire position and the following limited-period positions: two Senior Civil Engineers (for the duration of the Google Reimbursement Agreement), four Jr/Asst/Associate Civil Engineers, an Administrative Aide, and the midyear additions of a Senior Civil Engineer position and a Facilities Maintenance Worker I/II position (funded by the Sustainability CIP through Fiscal Year 2021-22).

\*7 Midyear addition of an Equipment Mechanic I/II position.

\*8 Reclassification of a 0.50 FTE Streets Technician position to a full time Public Services Technician.

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Public Works Administration	\$ 1,137,782	1,454,674	1,252,499
Transportation and Business	17,269,539	19,180,867	20,511,567
Engineering	6,597,519	7,641,508	7,957,937
Public Services	46,356,512	49,759,145	52,360,783
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,361,352</b>	<b>78,036,194</b>	<b>82,082,786</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 21,172,072	24,953,916	26,417,669
Supplies and Other Services	49,267,411	52,002,778	54,582,117
Capital Outlay	92,055	118,000	75,500
Interfund Expenditures	829,814	961,500	1,007,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,361,352</b>	<b>78,036,194</b>	<b>82,082,786</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 9,872,078	11,178,359	11,787,698
General Non-Operating	498,688	344,059	285,300
Building/Development Services	3,557,225	4,076,774	4,285,937
Shoreline Regional Park Community	1,065,819	1,298,218	1,326,164
Water	28,120,282	29,779,007	30,377,638
Wastewater	13,819,899	15,120,620	16,730,056
Solid Waste	12,028,525	13,569,733	14,386,290
Equipment Maintenance and Replacement	2,398,836	2,669,424	2,903,703
<b>TOTAL FUNDING</b>	<b>\$ 71,361,352</b>	<b>78,036,194</b>	<b>82,082,786</b>

## PUBLIC WORKS DEPARTMENT SUMMARY

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 1,094,737	1,060,000	905,000
Rents & Leases	36,993 *1	0	0
State Intergovernmental Revenue	221,001	135,000	135,000
General Service Charges	2,193,545	1,656,000	1,425,000
Water Service Charges	32,520,526 *2	34,923,323 *5	33,900,100 *7
Wastewater Service Charges	22,830,315 *3	23,715,433 *6	24,405,600 *8
Recycled Water Charges	627,940 *2	750,000 *5	800,000 *7
Refuse Service Charges	15,341,682 *4	15,429,497 *6	14,612,000 *9
Miscellaneous Revenue	1,135,087	493,547	537,000
Equipment Maintenance Charges	2,475,324	2,884,500	3,060,600
Interfund Revenue Transfers	53,400	53,400	53,400
<b>TOTAL REVENUE</b>	<b>\$ 78,530,550</b>	<b>81,100,700</b>	<b>79,833,700</b>

\*1 This revenue has been moved to the General Fund non-department to be consistent with other lease payments.

\*2 Includes rate increase of 1% for average cost of water and meter rates and 22% increase for recycled water.

\*3 Includes rate increase of 8%.

\*4 Includes rate increase if 5% for cart rates only for the Residential Food Scraps Program.

\*5 Includes rate increase of 1% for average cost of water and meter rates and 20% increase for recycled water.

\*6 Includes rate increase of 3%.

\*7 Includes rate increase of 1% for average cost of water and meter rates and 50 cent per unit increase for recycled water effective January 1, 2021.

\*8 Includes rate increase of 4%, 2% effective July 1, 2020 and 2% effective January 1, 2021.

\*9 Includes rate increase of 2% effective January 1, 2021.

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## **PUBLIC WORKS – ADMINISTRATION DIVISION SUMMARY**

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### DIVISION MANAGER – PUBLIC WORKS DIRECTOR

#### DIVISION OVERVIEW

Administration is responsible for management of the Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

BUD/LHP-905-02 FY2020-21



**PUBLIC WORKS - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	3.50	3.50	3.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 749,495	809,605	811,144
Wages	0	0	0
Benefits	347,828	362,449	408,735
<b>TOTAL PERSONNEL</b>	<b>1,097,323</b>	<b>1,172,054</b>	<b>1,219,879</b>
Materials and Supplies	26,040	23,590	23,590
Maintenance and Operations	0	850	850
Utilities	0	345	345
Professional/Technical Services	0	2,500	2,500
Other Expenses	14,419 *1	255,335 *2	5,335
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>40,459</b>	<b>282,620</b>	<b>32,620</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,137,782</b>	<b>1,454,674</b>	<b>1,252,499</b>

\*1 Includes limited-period expenditures for Friends of Stevens Creek Trail Fish Passage.

\*2 Includes limited-period funding of \$250,000 for succession planning contract services for backfill.

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## NOTES

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT PUBLIC WORKS DIRECTOR

#### DIVISION OVERVIEW

Transportation Management reviews, analyzes, and evaluates City and regional transportation issues, studies, programs, and policies that impact the City, developing recommendations for improvements. Transportation Management is the liaison and advocate for City positions with County, regional, and State agencies involved in transportation planning and provides support to the Council Transportation Committee, Council Rail Corridor Committee, and the Bicycle/Pedestrian Advisory Committee. This division is also responsible for developing, updating, and promoting City programs, policies, and projects to improve pedestrian and bicycle mobility. Other responsibilities include developing the Department's operating budget and financial reports, contract management, grant applications and monitoring, and providing clerical support to Public Works Department operations at City Hall.

Property Management manages appraisals, sales, and acquisitions of City property and monitors the Department's grant compliance.

Solid Waste Management develops and implements residential/commercial waste reduction and recycling programs and manages waste disposal and SMaRT® Station recycling contracts.

Fleet Services provides safe, reliable, economical, and high-quality vehicles and equipment to City departments. This program performs vehicle and equipment services to comply with environmental and safety regulations, minimize operational and ownership costs, and maximize safety and equipment life. Fleet Services also maintains the City's inventory of alternative-fuel vehicles.

Facilities provides safe, clean, and reliable facilities for employees and their clients. The program maintains, inspects, and improves buildings to comply with environmental and safety regulations, minimize operational and ownership costs, and maximize building life.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Janitorial Cost Increases for City Facilities:	\$277,000
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Provides increased funding for janitorial services cost increases related to the City Council-approved requirement that the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

Gas and Electricity Cost Increase (offset by \$12,500 revenue):	\$64,500
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Provides increased funding for gas and electricity costs. The City receives its electricity through Silicon Valley Clean Energy but is billed for both gas and electricity through PG&E. This includes the increase for the installation of nine new electric vehicle charging stations at the Community Center which is being fully offset with revenues (the total cost increase for all funds Citywide is \$67,500).

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES DIVISION SUMMARY

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City Utility Cost Increase:	\$10,000
Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).	
Solar Panel Cleaning:	\$8,000
Provides new funding for the annual cleaning of the City's four solar arrays.	
Electric Vehicle (EV) Charging Stations Operations and Maintenance:	\$7,500
Provides new funding for service and repairs for EV charges throughout the City.	
• General Non-Operating Fund:	
External Window Cleaning for City Facilities (limited-period):	\$40,000
Provides funding to clean the exterior windows of City buildings.	
Hourly Staff to Support the Transportation Section (limited-period):	\$30,000
Provides continued funding for hourly staff to support the Transportation Section. The increase in workload is mainly attributable to the increased volume of transportation issues.	
• Solid Waste Fund:	
Administrative Aide – Solid Waste Section Position (limited-period):	\$167,100
Provides continued funding for an Administrative Aide position to assist with increasing responsibilities and workload due to new regulations and a commitment to zero waste. In addition, the next couple of years will be particularly challenging due to the upcoming simultaneous expiration of the hauling (Recology), processing (SMaRT Station), and landfill (Waste Management) agreements.	
Solid Waste Fund Cost of Service Study (limited-period):	\$80,000
Provides funding for a cost of service study to ensure that rates are consistent with the cost to provide the service.	
Multi-Family Food Scraps Program (limited-period):	\$25,000
Provides increased funding to extend the program to an additional 60 complexes. This will cover approximately 20 percent of the total multi-family units to ultimately be added to the program.	

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES DIVISION SUMMARY

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Hourly Staff to Support the Zero Waste Plan (limited-period): \$15,000

Provides funding for hourly staff to assist with the implementation of the Zero Waste Plan initiatives.

- Equipment Maintenance and Replacement Fund:

Hourly Staff to Support the Fleet Section (limited-period): \$25,000

Provides continued funding for hourly staff to continue supporting the Fleet Section. The additional resources will allow for an on-site fabricator to perform on-site metal work to create and repair vehicle and equipment components.

BUD/LHP-905-04 FY2020-21

## PUBLIC WORKS - TRANSPORTATION AND BUSINESS DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	27.50	27.50	29.50 *2
Total Part-Time Hourly	0.62	0.62	0.62
<b>TOTAL POSITIONS</b>	<b>28.12 *1</b>	<b>28.12 *1</b>	<b>30.12 *3</b>

\*1 In addition there is a limited-period Administrative Aide position.

\*2 Midyear addition of a Transportation Planner position (funded by the Sustainability CIP through Fiscal Year 2021-22) and an Equipment Mechanic I/II position.

\*3 In addition there are the following limited-period positions: Administrative Aide and Facilities Maintenance Worker I/II.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 3,036,346 *1	3,463,736 *2	3,618,840 *2
Wages	99,539	101,211 *3	117,598 *8
Benefits	1,652,910	1,851,216	2,054,258
<b>TOTAL PERSONNEL</b>	<b>4,788,795</b>	<b>5,416,163</b>	<b>5,790,696</b>
Materials and Supplies	172,423 *1	91,825	91,825
Maintenance and Operations	1,832,922	2,215,774 *4	2,492,774 *9
Utilities	9,833,970	10,564,546 *5	11,181,872 *10
Professional/Technical Services	447,918 *1	665,600 *6	521,100 *11
Other Expenses	67,719	137,459 *7	342,800 *12
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>12,354,952</b>	<b>13,675,204</b>	<b>14,630,371</b>
Capital Outlay	68,327	0	7,000
Interfund Expenditures	57,465	89,500	83,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,269,539</b>	<b>19,180,867</b>	<b>20,511,567</b>

\*1 Includes limited-period expenditures for an Administrative Aide position, Bay Area Bike Share Program, Manager's Mobility Partnership regional bike route, and Plaza Conference Room tables.

\*2 Includes limited-period funding for an Administrative Aide position.

\*3 Includes limited-period fundings of \$30,000 for Transportation and \$25,000 for Fleet hourly staff support.

\*4 Includes increased fundings of \$107,000 for service maintenance and repair contracts, \$91,900 for janitorial cost increases, and \$4,400 for materials.

\*5 Includes increased fundings of \$10,000 for commercial composting processing fee and \$10,000 for City utility cost increases.

\*6 Includes increased funding of \$29,700 for Congestion Management Agency dues. Also includes limited-period fundings of \$25,000 for window and blind cleaning and \$20,000 for Transportation Management Association/Transportation Demand Management initiatives.

\*7 Includes increased fundings of \$15,000 for permit fees and \$3,600 for training, conference, and travel. Also includes limited-period funding of \$54,700 for Peninsula Bikeway Phase II/bike racks.

\*8 Includes limited-period fundings of \$30,000 for Transportation, \$25,000 for Fleet, and \$15,000 for Solid Waste Management hourly staff support.

\*9 Includes increased fundings of \$277,000 for janitorial cost increases

\*10 Includes increased fundings of \$64,500 for gas and electricity cost increases and \$10,000 for City utility cost increases. Also includes limited-period funding of \$40,000 for external window cleaning of City facilities.

\*11 Includes increased fundings of \$8,000 for solar panel cleaning and \$7,500 for electric vehicle charging stations operations and maintenance.

\*12 Includes limited-period fundings of \$80,000 for a Solid Waste Fund Cost of Service Study and \$25,000 for Multi-Family Food Scraps Program.

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**PUBLIC WORKS - TRANSPORTATION AND BUSINESS  
DIVISION SUMMARY**

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<u>REVENUES</u>	<u>2018-19 ACTUAL</u>	<u>2019-20 ADOPTED</u>	<u>2020-21 PROPOSED</u>
Rents & Leases	\$ 36,993 *1	0	0
State Intergovernmental Revenue	221,001	135,000	135,000
Refuse Service Charges	15,341,682 *2	15,429,497 *3	14,612,000 *4
Miscellaneous Revenue	153,693	7,000	7,000
Equipment Maintenance Charges	2,475,324	2,884,500	3,060,600
Interfund Revenue Transfers	21,000	21,000	21,000
<b>TOTAL REVENUES</b>	<b>\$ 18,249,693</b>	<b>18,476,997</b>	<b>17,835,600</b>

\*1 This revenue has been moved to the General Fund non-department to be consistent with other lease payments.

\*2 Includes rate increase of 5% for cart rates only for the Residential Food Scraps Program.

\*3 Includes rate increase of 3%.

\*4 Includes rate increase of 2% effective January 2021.

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## PUBLIC WORKS – ENGINEERING DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT PUBLIC WORKS DIRECTOR

#### DIVISION OVERVIEW

Construction Engineering performs inspections for compliance with plans, specifications, regulations, ordinances, and policies pertaining to capital projects and private developments/improvements in the public right-of-way.

Capital Projects Engineering plans, directs, and coordinates the design and management of capital improvement projects, including preparing or reviewing engineering studies, surveys, designs, specifications, and contract documents.

Traffic Engineering plans, designs, and implements traffic operational improvements for the safe and convenient movement and circulation of vehicles, bicycles, and pedestrians within the City. Traffic Engineering also maintains traffic-related records, such as accidents, counts, and speeds, and conducts surveys and studies necessary to analyze traffic situations.

Land Development Engineering establishes development conditions for approval and reviews the accuracy and completeness of private development plans, specifications, plats, maps, property descriptions, and engineering calculations submitted for City approval. Land Development Engineering also assists developers, consultants, engineers, and the public in complying with Public Works Department conditions.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Reclassification of an Office Assistant III Position to Analyst I/II (0.50): \$26,000

Provides funding to reclassify an Office Assistant III position to Analyst I/II (the other 0.50 FTE is funded from the Development Services Fund) to provide additional analytical support.

- General Non-Operating Fund:

Hourly Staff to Support the Traffic Section (limited-period): \$60,000

Provides continued funding for hourly staff to support the Traffic Section. The increase in workload is mainly attributable to the high level of development activity.

Hourly Staff to Support the Capital Projects Section (limited-period): \$60,000

Provides continued funding for hourly staff to support the Capital Projects Section. The increase in workload is mainly attributable to the large number of capital projects.



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## PUBLIC WORKS – ENGINEERING DIVISION SUMMARY

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Public Works Inspector I/II Overhire – Construction Section Position (\$203,000 offset by charges to CIPs): \$20,300

Provides continued funding for a Public Works Inspector I/II Overhire position. The position will support the high level of private development-related construction activity in North Bayshore. This position will also support succession planning.

- Development Services Fund:

Consultants to Support Land Development Section (limited-period): \$450,000

Provides continued funding for consultants to support the Land Development Section. Additional resources are necessary to process the additional workload created by the high level of development activity.

Consultants to Support Construction Section (limited-period): \$400,000

Provides continued funding for consultants to support the Construction Section. Additional resources are necessary to process the additional workload created by the high level of development activity.

Associate Civil Engineer – Construction Section Position (limited-period): \$223,400

Provides continued funding for an Associate Civil Engineer position. This position will support the increased workload in the Construction Section due to the high level of private development and related excavation permits activity.

Associate Civil Engineer – Land Development Section Position (limited-period): \$223,400

Provides continued funding for an Associate Civil Engineer position. This position will support the increased workload in the Land Development Section due to the high level of development activity and higher complexity of projects.

Consultants to Support Traffic Engineering Section (limited-period): \$100,000

Provides continued funding for consultants to support the Traffic Engineering Section. The increase in activity is mainly attributable to the approval of the three Precise Plans. The total funding of \$150,000 is allocated between the Development Services Fund and the Shoreline Community Fund.

Hourly Staff to Support the Land Development Section (limited-period): \$60,000

Provides continued funding for hourly staff to support the Land Development Section. The increase in workload is mainly attributable to the high level of development activity.

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## PUBLIC WORKS – ENGINEERING DIVISION SUMMARY

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Hourly Staff to Support the Construction Section (limited-period):	\$60,000
Provides continued funding for hourly staff to support the Construction Section. The increase in workload is mainly attributable to the high level of development activity.	
Associate Civil Engineer – Land Development Section Position (0.25) (limited-period):	\$55,900
Provides continued funding for 0.25 FTE of an Associate Civil Engineer position (the other 0.75 FTE is funded from the Shoreline Community, Water, and Wastewater Funds). This position will support the increased workload in the Land Development Section due to the high level of development activity and higher complexity of projects.	
Engineering Inspections and Materials Testing (limited-period):	\$50,000
Provides funding for inspections and materials testing during the construction process.	
Reclassification of an Office Assistant III Position to Analyst I/II (0.50):	\$26,000
Provides funding for the allocation to the Development Services Fund for this position as noted in the GOF section above.	
• Shoreline Regional Park Community Fund:	
Associate Civil Engineer – Land Development Section Position (0.25) (limited-period):	\$55,900
Provides continued funding for the allocation to the Shoreline Community Fund for this position as mentioned in the Development Services Fund section above.	
Consultants to Support Traffic Engineering Section (limited-period):	\$50,000
Provides continued funding for the allocation to the Shoreline Community Fund for consultants to support the Traffic Engineering Section as mentioned in the Development Services Fund section above.	
• Water Fund:	
Associate Civil Engineer – Land Development Section Position (0.25) (limited-period):	\$55,900
Provides continued funding for the allocation to the Water Fund for this position as mentioned in the Development Services Fund section above.	

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## PUBLIC WORKS – ENGINEERING DIVISION SUMMARY

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- Wastewater Fund:

Associate Civil Engineer – Land Development Section Position (0.25) (limited-period):

\$55,900

Provides continued funding for the allocation to the Wastewater Fund for this position as mentioned in the Development Services Fund section above.

BUD/LHP-905-05 FY2020-21

## PUBLIC WORKS - ENGINEERING DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	29.50	32.50 *2	32.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>29.50 *1</b>	<b>32.50 *3</b>	<b>32.50 *3</b>

\*1 In addition there are is a Public Works Inspector I/II overhire position funded with limited-period funds and the following limited-period positions: a Senior Civil Engineer and five Jr/ Asst/ Associate Civil Engineers.

\*2 Added three Jr/ Asst/ Associate Civil Engineer positions.

\*3 In addition there is a Public Works Inspector I/II overhire position funded with limited-period funds and the following limited-period positions: two Senior Civil Engineers and three Jr/ Asst/ Associate Civil Engineers.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Labor Chargeback	\$ 0 *1	(2,386,050)	(2,583,200)
Salaries	3,036,306 *2	5,649,591 *3	5,942,023 *7
Wages	444,520 *2	300,800 *4	300,800 *4
Benefits	1,506,282	2,572,696	2,753,934
<b>TOTAL PERSONNEL</b>	<b>4,987,108</b>	<b>6,137,037</b>	<b>6,413,557</b>
Materials and Supplies	11,245	20,370	20,370
Maintenance and Operations	71,381	79,265	79,265
Utilities	71,250	76,000	76,000
Professional/Technical Services	328,226	272,100 *5	272,100
Other Expenses	1,101,504 *2	1,025,736 *6	1,063,745 *8
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,583,606</b>	<b>1,473,471</b>	<b>1,511,480</b>
Capital Outlay	7,625	0	0
Interfund Expenditures	19,180	31,000	33,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,597,519</b>	<b>7,641,508</b>	<b>7,958,037</b>

\*1 Actual Labor Chargeback is accounted for net of salaries.

\*2 Includes limited-period expenditures for Associate Civil Engineer positions, hourly staff support, and consultant support.

\*3 Includes limited-period fundings for three Jr/ Asst/ Associate Civil Engineer positions and for a Public Works Inspector I/II overhire position.

\*4 Includes limited-period fundings for hourly staff support of \$60,000 for the Traffic Engineering section, \$60,000 for the Capital Projects section, \$60,000 for the Construction section, and \$60,000 for the Land Development section.

\*5 Includes increased fundings of \$22,100 for adaptive signal maintenance agreement and \$15,000 for Rengstorff/Crisanto traffic signal system and streetlight.

\*6 Includes limited-period fundings for consultant support of \$450,000 for the Land Development section, \$400,000 for the Construction section, \$150,000 for Traffic Engineering section and \$12,000 for developer contribution (rebudget balance).

\*7 Includes increased funding of \$26,000 for the reclassification of an Office Assistant III position to Analyst I/II. Also includes limited-period fundings for three Jr/ Asst/ Associate Civil Engineer positions and for a Public Works Inspector I/II overhire position.

\*8 Includes limited-period fundings for consultant support of \$450,000 for the Land Development section, \$400,000 for the Construction section, \$150,000 for Traffic Engineering section, and \$50,000 for engineering inspections and materials testing.

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**PUBLIC WORKS - ENGINEERING  
DIVISION SUMMARY**

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REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 1,094,737	1,060,000	905,000
General Service Charges	2,193,545	1,656,000	1,425,000
Miscellaneous Revenue	25,903	10,000	10,000
<b>TOTAL REVENUES</b>	<b>\$ 3,314,185</b>	<b>2,726,000</b>	<b>2,340,000</b>

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## PUBLIC WORKS – PUBLIC SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – ASSISTANT PUBLIC WORKS DIRECTOR

#### DIVISION OVERVIEW

Safety and Administration manages the occupational safety program for the Public Works and Community Services Departments, including accident and illness prevention, workplace safety training, and Public Works emergency response planning. Administration manages customer service programs, including graffiti abatement and abandoned shopping cart retrieval.

Engineering and Environmental Compliance is responsible for the design and permitting of all landfill postclosure systems and meeting regulatory guidelines for landfill maintenance and other Public Services programs. This section also administers capital improvement and miscellaneous engineering projects.

Utilities Maintenance manages the City's water and wastewater systems. The Water Operation installs, operates, and maintains the equipment and facilities to distribute approximately 10 million gallons of water per day to approximately 17,500 customers in the Mountain View service area. The Water Operation also operates and maintains the City's recycled water system. The Wastewater Operation installs, operates, and maintains the sanitary sewer and storm drain systems. Sanitary sewer activities include installing sewer laterals, cleanouts, and connections; clearing sewer blockages; and pumping sewage to the Palo Alto Regional Water Quality Control Plant. Storm drain activities include cleaning storm lines and catch basins, maintaining City retention basins, and operating pump stations.

The Streets and Landfill Postclosure Maintenance Section maintains and repairs the City's improved and unimproved streets, sidewalks, curbs and gutters, bikeways, public parking lots, and parking lots at City facilities. Street Maintenance also maintains the striping and markings on streets, curbs, and public parking lots and installs, maintains, and repairs City street signs and streetlights. Landfill Maintenance operates the Flare Station, microturbines, and leachate and gas extraction system, and maintains the landfill cap.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Program for Sidewalk Ramping, Grinding, and Inspecting (limited-period): \$75,000

Provides continued funding to hire hourly seasonal workers to continue performing sidewalk ramping and grinding operations, including bimonthly sidewalk inspections to target areas needing repair.

- Water Fund:

Associate Civil Engineer—Engineering and Environmental Compliance Section  
Position (limited-period): \$223,400

Provides continued funding for an Associate Civil Engineer position. Additional staff resources are necessary to comply with recycled water regulations.

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## PUBLIC WORKS – PUBLIC SERVICES DIVISION SUMMARY

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Hourly Utility Locating (limited-period):	\$66,000
Provides continued funding to hire hourly help to provide utilities locating services. Due to the significant number of planned commercial and residential projects throughout the City, staff will be unable to provide timely services with current staffing.	
Reclassification of a Streets Technician Position to Public Services Technician (0.50):	\$55,100
Provides funding to reclassify a half-time Streets Technician position to a full-time Public Services Technician to perform water system customer service duties in lieu of assigning to technical staff.	
Water System Risk Assessment (limited-period):	\$50,000
Provides funding for consultant services to conduct a risk assessment on the City's water system and update emergency response plans for identified threats. The assessment is needed to comply with new governmental requirements.	
Customer Portal and Dashboard Program (limited-period):	\$34,000
Provides increased funding for the continuation of the program which provides custom water conservation and water-use efficiency recommendations to water utility customers.	
Safety Training Workshops:	\$5,000
Provides increased funding for new specialized safety training workshops.	
• Wastewater Fund:	
Trash Capture Device Cleaning:	\$100,000
Provides funding for the cleaning of the trash capture device installed by the City in 2018 to comply with trash reduction requirements.	
• Solid Waste Fund:	
City Utility Cost Increase:	\$20,000
Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).	

BUD/LHP-905-06 FY2020-21

**PUBLIC WORKS - PUBLIC SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	66.50	66.50	67 *2
Total Part-Time Hourly	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>67</b> *1	<b>67</b> *1	<b>67.50</b> *1

\*1 In addition there is a limited-period Jr/ Asst/ Associate Civil Engineer position.

\*2 Reclassification of a 0.50 FTE Streets Technician position to a full time Public Services Technician.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 6,503,902 *1	7,658,908 *2	7,961,534 *6
Wages	77,941 *1	236,275 *3	237,038 *7
Benefits	3,717,003	4,333,479	4,794,965
<b>TOTAL PERSONNEL</b>	<b>10,298,846</b>	<b>12,228,662</b>	<b>12,993,537</b>
Materials and Supplies	817,812	652,560	652,560
Maintenance and Operations	30,851	58,890	58,890
Utilities	32,953,373	34,352,355 *4	35,999,618 *8
Professional/Technical Services	1,003,819	1,101,550 *5	1,206,550 *9
Other Expenses	482,539	406,128	490,128 *10
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>35,288,394</b>	<b>36,571,483</b>	<b>38,407,746</b>
Capital Outlay	16,103	118,000	68,500
Interfund Expenditures	753,169	841,000	891,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,356,512</b>	<b>49,759,145</b>	<b>52,360,783</b>

\*1 Includes limited-period expenditures for an Associate Civil Engineer position and wages for sidewalk ramping and grinding.

\*2 Includes increased funding of \$38,200 for the reclassification of Environmental Compliance Specialist position to Associate Civil Engineer. Also includes limited-period funding for a Jr/ Asst/ Associate Civil Engineer position.

\*3 Includes increased funding of \$50,000 for hourly staff to review sewer video. Also includes limited-period fundings of \$75,000 for sidewalk ramping, grinding, and inspecting and \$66,000 for hourly utility locating.

\*4 Includes increased funding of \$19,200 for City utility cost increase.

\*5 Includes increased funding of \$18,000 for bike lane cleaning services.

\*6 Includes increased funding of \$55,100 for the reclassification of a 0.50 FTE Streets Technician position to a full-time Public Services Technician. Also includes limited-period funding for a Jr/ Asst/ Associate Civil Engineer position.

\*7 Includes limited-period fundings of \$75,000 for sidewalk ramping, grinding, and inspecting and \$66,000 for hourly utility locating.

\*8 Includes increased funding of \$20,000 for City utility cost increase.

\*9 Includes increased fundings of \$100,000 for trash capture device cleaning and \$5,000 for safety training workshops.

\*10 Includes limited-period fundings of \$50,000 for a water system risk assessment and \$34,000 for Customer Portal and Dashboard Program.



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**PUBLIC WORKS - PUBLIC SERVICES  
DIVISION SUMMARY**

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REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Water Service Charges	\$ 32,520,526 *1	34,923,323 *3	33,900,100 *5
Wastewater Service Charges	22,830,315 *2	23,715,433 *4	24,405,600 *6
Recycled Water Charges	627,940 *1	750,000 *3	800,000 *5
Miscellaneous Revenue	955,491	476,547	520,000
Interfund Revenue Transfers	32,400	32,400	32,400
<b>TOTAL REVENUES</b>	<b>\$ 56,966,672</b>	<b>59,897,703</b>	<b>59,658,100</b>

\*1 Includes rate increase of 1% for average cost of water and meter rates and 22% increase for recycled water.

\*2 Includes rate increase of 8%.

\*3 Includes rate increase of 1% for average cost of water and meter rates and 20% increase for recycled water.

\*4 Includes rate increase of 3%.

\*5 Includes rate increase of 1% for average cost of water and meter rates and 50 cent per unit increase for recycled water effective January 2021.

\*6 Includes rate increase of 4%, 2% effective July 1, 2020 and 2% effective January 1, 2021.

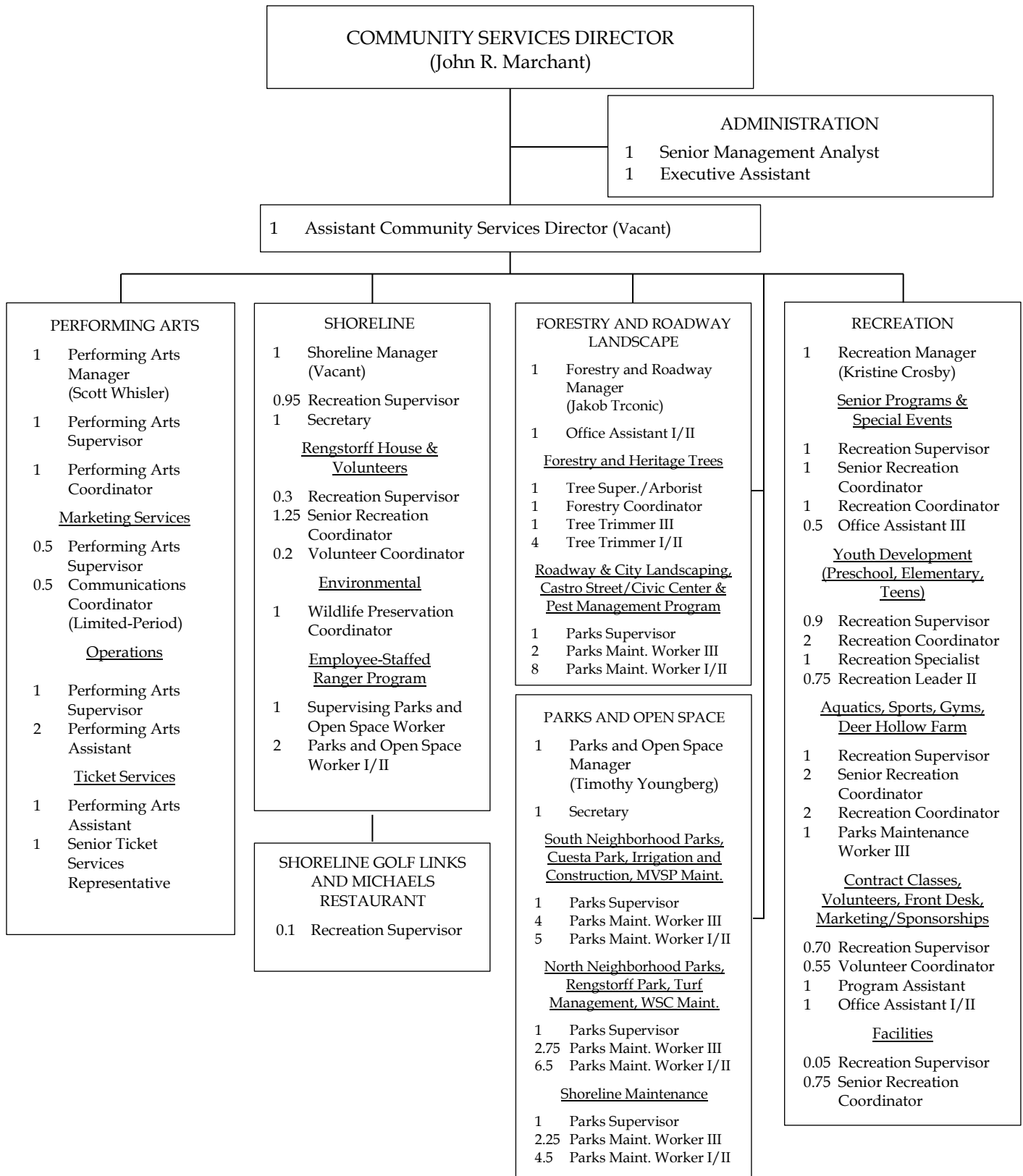
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## NOTES

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# COMMUNITY SERVICES DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 86.0 Full-Time  
4.5 Regular Part-Time  
0.5 Limited-Period

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – COMMUNITY SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To create community through people, parks, and programs; provide recreational experiences; promote health and wellness; foster human development; protect environmental and open-space resources; strengthen security and safety; support economic growth; facilitate community problem-solving; and strengthen community image and sense of place.

#### DEPARTMENT OVERVIEW

The Community Services Department is responsible for the programming and operation of the Mountain View Center for the Performing Arts; for the continued development and operation of commercial and recreational activities at the City's 750-acre Shoreline at Mountain View Regional Park; for the maintenance and operation of Shoreline Golf Links and of Stevens Creek Trail; for the maintenance of City-owned parks, roadway landscaping, and street trees; and for delivery of recreation programs and services that make Mountain View a better place to live now and in the future.

#### DEPARTMENT FUNCTIONS

- Assure that services provided are responsive to community needs. (M 1, 2, 3, 4, 5, 6, 7, 8, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27)
- Analyze the department's services to assure they are provided in a cost-effective manner.
- Continue to monitor and evaluate use of recycled water and maintain current aesthetics and plant health.
- Provide access to performing arts facilities and provide quality service for clients/licensees. (M 2, 3, 4, 5)
- Provide entertainment opportunities for Center for the Performing Arts patrons. (M 2, 3)
- Provide education and outreach opportunities to the community.
- Comply with various regulatory agency requirements as they relate to wetlands, wildlife, and land use in the Shoreline area.
- Provide the community and visitors a safe and secure outdoor recreation experience by proper maintenance and supervision of trails, pathways, roadway/landscaped areas, turf areas, and facilities in the Shoreline and North Bayshore areas. (M 6, 10, 11, 12)
- Manage and operate the golf course in such a manner as to maximize operating revenues and control operating expenses. (M 7, 8, 9)
- Provide golfing customers an enjoyable golfing experience, including enhanced playing conditions and high levels of customer service. (M 7, 8, 9)

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- Manage the Urban Forestry Program, including maintenance of street, median, and park trees, and enforcement of the Heritage Tree Ordinance. (M 10, 11, 12)
- Maintain all City landscaped areas, including parks, Stevens Creek Trail, medians, roadways, vacant land, and public facilities. (M 10, 11, 12, 13, 14)
- Conduct safety inspections of all park and playground areas and equipment.
- Monitor and evaluate Recreation Cost-Recovery Policy goals as approved by the City Council.
- Continue to implement positive and constructive activities for youth.
- Provide or facilitate scheduling of youth, adult, and older adult recreation activities, sports, classes, events, and facility rentals at the Community Center, Senior Center, Teen Center, Mountain View Sports Pavilion, Whisman Sports Center, Graham Sports Complex, Shoreline Athletic Fields, Cuesta Tennis Center, historic Adobe Building and Rengstorff House, as well as various park areas and school sites. (M 15, 16, 17, 18, 22, 23, 24, 25, 26, 27)
- Provide environmental education classes and camps at Deer Hollow Farm.
- Coordinate the Citywide volunteer program and establish effective partnerships with community-based organizations. (M 19)
- Provide a comprehensive aquatics program using Eagle and Rengstorff Pools. (M 20, 21)
- Plan, implement, and review Citywide special events.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Administration:</b>					
1. Number of open space acres per 1,000/population:					
Including North Bayshore Area	13.4	13.4	>3	13.4	>3
Excluding North Bayshore Area	2.6 <sup>(A)</sup>	2.6 <sup>(A)</sup>	>3	2.6 <sup>(A)</sup>	>3
<b>Center for the Performing Arts:</b>					
2. Number of use days <sup>(B)</sup>	573	559	>450	247	>450
3. Number of performances	555	504	>390	222	>390
4. Percentage of clients surveyed who rate the theatre experience as "very good" or "outstanding"	85% <sup>(C)</sup>	94%	>90%	100%	>90%
5. Percentage of patrons surveyed who say they enjoyed their experience at the MVCPA	96%	98%	>90%	99%	>90%
<b>Shoreline:</b>					
6. Number of Rengstorff House rentals	520	549	>500	355	>500

## COMMUNITY SERVICES DEPARTMENT SUMMARY

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Shoreline Golf Links:</b>					
7. Number of paid rounds of golf	65,749 <sup>(D)</sup>	56,713 <sup>(E)</sup>	>69,100	31,748 <sup>(F)</sup>	>63,700
8. Number of tournament rounds	5,562	4,439 <sup>(E)</sup>	>5,100	2,500	>4,950
9. Number of memberships	756 <sup>(D)</sup>	603 <sup>(E)</sup>	>740	695	>740
<b>Forestry:</b>					
10. Average maintenance cost per landscaped median acre	\$8,096	\$9,032	<\$10,000	\$6,414	<\$10,000
11. Number of trees planted	256	275	>256	201	>256
12. Number of trees trimmed	2,726	2,847	>2,700	1,580	>2,700
<b>Parks and Open Space:</b>					
13. Average maintenance cost per park acre (not including Shoreline park)	\$16,361	\$19,519	<\$22,000	\$12,331	<\$22,000
14. Average water consumption per park acre	370 units <sup>(G)</sup>	514 units <sup>(G)</sup>	<820 units	495 units	<820 units
<b>Recreation:</b>					
15. Percentage of class registrations completed online (net, not including golf, tennis, drop-in or lap swim)	77%	75%	>70%	74%	>70%
16. Number of participants registered in Recreation classes	8,501	9,023	>8,300	Reported Annually	>8,300
17. Number of facility rental bookings/hours:					
Community Center	N/A <sup>(H)</sup>	1,170 <sup>(H)</sup>	>5,000	2,862	>5,000
Senior Center	1,055	1,093	>550	627	>800
Adobe Building	817	914	>650	389	>650
Gyms	6,352	5,298 <sup>(I)</sup>	>5,940	2,551 <sup>(J)</sup>	>5,940
Athletic Fields	27,662 <sup>(G)</sup>	28,414 <sup>(G)</sup>	>30,000	13,888	>30,000
18. Barbecue Rentals	7,178	9,895	>5,000	5,897	>6,000
19. Annual Citywide volunteer hours	42,235 <sup>(K)</sup>	49,226	>45,000	23,740	>45,000
20. Number of Lap Swim participants	25,803 <sup>(L)</sup>	25,648 <sup>(M)</sup>	>26,000	12,939	>26,000
21. Number of swim lesson participants	2,418	2,399	>2,200	2,205	>2,200
22. Number of meals served through the Senior Center Nutrition Program	32,597	32,475	>30,000	17,688	>30,000
23. Number of summer camp participants	2,029	1,848	>1,800	1,630	>1,800
24. Number of preschool participants	79 <sup>(H)</sup>	71 <sup>(H)</sup>	>80	62	>80
25. Number of participants in contract classes	4,481	4,033	>3,600	2,660	>3,600
26. Number of attendees participating at teen programs and events	10,584	9,636	>9,000	4,181 <sup>(N)</sup>	>9,000
27. Number of permits issued for special events and activities	166	167	>125	93	>125

<sup>(A)</sup> Citywide target set at three acres per 1,000 population as defined by the City's Park Land Dedication Ordinance. The City continues to develop new open space, but an increase in population has kept the actual below target.

<sup>(B)</sup> Total includes rental of the rehearsal studio.

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- (C) Received a total of 13 responses, of which, two were “satisfactory.” The small number of responses gave these two lower ratings more weight, which lowered the percentage.
- (D) Competition from Moffett Golf Course and the reopening of Baylands Golf Course in Palo Alto in May 2018 have affected number of rounds and membership.
- (E) Competition from Moffett Golf Course and the reopening of Baylands Golf Course in Palo Alto in May 2018 have affected number of rounds and membership. An abnormally large number of rainy days in Fiscal Year 2018-19 were on weekends. In addition, the wildfires in fall 2018 lowered air quality to a point that deterred golfers for approximately three weeks.
- (F) Competition from Moffett Golf Course and the reopening of Baylands Golf Course in Palo Alto in May 2018 continue to have an effect on the number of rounds and memberships along with rain earlier in the fiscal year than estimated for the target.
- (G) Due to renovation of multiple athletic fields, rental hours and water use are down compared to prior years.
- (H) The Community Center was closed for renovation and expansion from August 2018 to March 2019. The Fiscal Year 2018-19 target is based on a partial-year opening. As a result, Preschool was moved to The View Teen Center in the interim.
- (I) In order to reduce barriers for youth sports groups to utilize the gyms, they are no longer required to rent for a full quarter. They can now rent a partial quarter. This has led to lower rental hours but is more reflective of actual gym use.
- (J) A number of summer and fall renters have experienced lower enrollment, resulting in half-day rentals instead of full days or cancelations of programs.
- (K) Due to the Library renovation, the Library needed approximately 1,100 fewer volunteer hours. The Office of Emergency Services also had approximately 2,000 fewer volunteer hours due to volunteers retiring or moving out of the area. Also, the CERT program is now coordinated with neighboring communities, reducing the number of volunteer instructor hours.
- (L) With Recreation’s current registration system, ActiveNet, Master’s swimmers, who also utilize the pool for lap swim, were not counted in this total. Staff has modified their process to account for these lap swim participants and are reflected in the Fiscal Year 2018-19 actuals.
- (M) A wet winter reduced the number of lap swimmers.
- (N) Teen programs increase in the second half of the year with events such as Teen Job Fairs and Teen Week.

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Community Services Director	1	1	1
Assistant Community Services Director	1	1	1
Shoreline Manager	1	1	1
Performing Arts Manager	1	1	1
Forestry and Roadway Manager	1	1	1
Parks and Open Space Manager	1	1	1
Recreation Manager	1	1	1
Performing Arts Supervisor	2.50	2.50	2.50
Tree Supervisor/ Arborist	1	1	1
Parks Supervisor	4	4	4
Performing Arts Coordinator	1	1	1
Recreation Supervisor	5	5	5
Senior Recreation Coordinator	5	5	5
Volunteer Coordinator	0.75	0.75	0.75
Recreation Coordinator	5	5	5
Forestry Coordinator	1	1	1
Tree Trimmer III	1	1	1
Tree Trimmer I/II	4	4	4
Parks Maintenance Worker III	12	12	12
Parks Maintenance Worker I/II	24	24	24
Supervising Parks and Open Space Worker	1	1	1
Parks and Open Space Worker I/II	0	2 *2	2
Senior Management Analyst	1	1	1
Executive Assistant	1	1	1
Program Assistant	1	1	1
Secretary	2	2	2
Office Assistant III	0.50	0.50	0.50
Office Assistant I/II	2	2	2
Performing Arts Assistant	3	3	3
Recreation Specialist	1	1	1
Wildlife Preservation Coordinator	1	1	1
Senior Ticket Service Representative	1	1	1
Recreation Leader II	0.75	0.75	0.75
TOTAL REGULAR	88.50	90.50	90.50
TOTAL PART-TIME HOURLY	47.42	47.12 *3	47.12
TOTAL POSITIONS	135.92 *1	137.62 *4	137.62 *5

\*1 In addition there is a limited-period 0.50 FTE Performing Arts Supervisor position.

\*2 Added two Parks and Open Space Worker I/II positions.

\*3 Net of reduced hours to offset Parks and Open Space Worker I/II positions, and increased hours for Building Attendant for the new Community Center.

\*4 In addition there is a limited-period 0.40 FTE Communications Coordinator position.

\*5 In addition there is a limited-period 0.50 FTE Communications Coordinator position.



**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Community Services Administration	\$ 762,931	1,027,738	1,026,234
Performing Arts	1,682,052	1,882,772	1,929,921
Shoreline	1,474,256	1,857,292	2,034,652
Shoreline Golf Links/Restaurant	2,628,358	3,865,336	3,683,089
Forestry and Roadway Landscape	3,401,075	4,256,855	4,295,456
Parks and Open Space	5,812,319	7,089,654	7,389,690
Recreation	5,376,816	6,156,857	6,487,645
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,137,807</b>	<b>26,136,504</b>	<b>26,846,687</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 13,501,668	16,735,216	17,369,358
Supplies and Other Services	6,985,856	8,633,888	8,765,429
Capital Outlay	238,437	197,400	149,900
Interfund Expenditures	411,846	570,000	562,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,137,807</b>	<b>26,136,504</b>	<b>26,846,687</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 14,921,468	17,696,317	18,302,150
General Non-Operating	172,811	264,766	294,600
Shoreline Golf Links/Restaurant	2,628,358	3,865,336	3,683,089
Shoreline Regional Park Community	3,415,170	4,310,085	4,566,848
<b>TOTAL FUNDING</b>	<b>\$ 21,137,807</b>	<b>26,136,504</b>	<b>26,846,687</b>

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines & Forfeitures	\$ 500	1,000	1,000
Rents & Leases	1,295,450	1,151,210	1,057,500
Local Intergovernmental Revenue	140,756	130,000	130,000
Recreation Service Charges	1,954,578	1,908,270	1,208,600
Golf Course Service Charges	2,024,664	2,431,500	2,350,000
Restaurant Revenue	625,223	2,000,500	1,858,000
General Service Charges	555,437	487,160	404,100
Miscellaneous Revenue	777,557	684,970	548,400
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 7,429,165</b>	<b>8,849,610</b>	<b>7,612,600</b>

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## COMMUNITY SERVICES – ADMINISTRATION DIVISION SUMMARY

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### DIVISION MANAGER – COMMUNITY SERVICES DIRECTOR

#### DIVISION OVERVIEW

Administration is responsible for the management of the Community Services Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

BUD/LHP-209-02 FY2020-21

**COMMUNITY SERVICES - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	3.60	3.80 *1	3.80
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3.60</b>	<b>3.80</b>	<b>3.80</b>
*1 Transferred 0.20 FTE of the Community Services Director position from the Shoreline Division.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 502,655	612,647	608,486
Wages	47	0	0
Benefits	243,705	310,938	313,595
<b>TOTAL PERSONNEL</b>	<b>746,407</b>	<b>923,585</b>	<b>922,081</b>
Materials and Supplies	4,065	7,183	7,183
Maintenance and Operations	0	0	0
Utilities	0	250	250
Professional/Technical Services	5,062	81,735	81,735
Other Expenses	7,397	14,985	14,985
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>16,524</b>	<b>104,153</b>	<b>104,153</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 762,931</b>	<b>1,027,738</b>	<b>1,026,234</b>

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## COMMUNITY SERVICES – PERFORMING ARTS DIVISION SUMMARY

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### DIVISION MANAGER – PERFORMING ARTS MANAGER

#### DIVISION OVERVIEW

Performing Arts is responsible for the management and operation of the Mountain View Center for the Performing Arts, a three-theatre performing arts complex owned and managed by the City. The Center and its staff service an active schedule of performances with a mix of community and regional artists. The Center provides a well-maintained and -equipped facility; technical service support; computerized ticket sales operation; marketing and publication support; house management; and a volunteer usher corps for all performances.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Communications Coordinator Position (0.50) (limited-period):	\$100,600
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Provides continued funding for a 0.50 FTE Communications Coordinator position. The additional resources will provide continued support for marketing and public relations.

BUD/LHP-209-03 FY2020-21

**COMMUNITY SERVICES - PERFORMING ARTS  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	8.50	8.50	8.50
Total Part-Time Hourly	1.67	1.67	1.67
<b>TOTAL POSITIONS</b>	<b>10.17</b> *1	<b>10.17</b> *2	<b>10.17</b> *3

\*1 In addition there is a limited-period 0.50 FTE Performing Arts Supervisor position.

\*2 In addition there is a limited-period 0.40 FTE Communications Coordinator position.

\*3 In addition there is a limited-period 0.50 FTE Communications Coordinator position.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 787,833 *1	958,108 *2	1,007,327 *6
Wages	270,343	153,248	156,143
Benefits	464,454	526,869	544,304
<b>TOTAL PERSONNEL</b>	<b>1,522,630</b>	<b>1,638,225</b>	<b>1,707,774</b>
Materials and Supplies	28,104	72,897 *3	39,397
Maintenance and Operations	36,401	50,700 *4	50,700
Utilities	248	450	450
Professional/Technical Services	57,585	45,800 *5	45,800
Other Expenses	8,495	11,900	11,900
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>130,833</b>	<b>181,747</b>	<b>148,247</b>
Capital Outlay	28,589	62,800	73,900
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,682,052</b>	<b>1,882,772</b>	<b>1,929,921</b>

\*1 Includes limited-period expenditures for Performing Arts Supervisor position.

\*2 Includes limited-period funding for a 0.40 FTE Communication Coordinator position.

\*3 Includes increased funding of \$3,000 for Audience Services supplies and limited-period funding of \$33,500 for lobby furniture.

\*4 Includes increased funding of \$13,000 for per-ticket fee.

\*5 Includes increased funding of \$9,000 for the Preview magazine.

\*6 Includes limited-period funding for a 0.50 FTE Communications Coordinator position.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Rents & Leases	\$ 616,611	525,580	448,200
General Service Charges	330,005	383,500	307,000
Miscellaneous Revenue	304,230	252,620	188,500
<b>TOTAL REVENUES</b>	<b>\$ 1,250,846</b>	<b>1,161,700</b>	<b>943,700</b>

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## COMMUNITY SERVICES – SHORELINE DIVISION SUMMARY

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### DIVISION MANAGER – SHORELINE MANAGER

#### DIVISION OVERVIEW

The Shoreline Division is responsible for the operations, maintenance, preservation, and enhancement of environmental areas within Shoreline at Mountain View; rental and operations of the historic Rengstorff House; regulatory permits relating to open space and marsh restoration; management of commercial leases (including Shoreline Amphitheatre); park-related capital improvement projects; and oversight of the Citywide Park Ranger Program, including patrol of Stevens Creek Trail.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Janitorial Cost Increases for City Facilities: \$12,000

Provides increased funding for janitorial services cost increases related to the City Council-approved requirement that the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

- Shoreline Regional Park Community Fund:

Wildlife Preservation Plan (limited-period): \$60,000

Provides funding to review and consolidate the various wildlife-related and ecological projects currently in place for Shoreline at Mountain View into a comprehensive Wildlife Preservation Plan.

Janitorial Cost Increases for City Facilities: \$8,300

Provides increased funding for janitorial services cost increases related to the City Council-approved requirement that the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

City Utility Cost Increase: \$4,000

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).

**COMMUNITY SERVICES - SHORELINE  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	6.99	8.79 *1	8.79
Total Part-Time Hourly	4.76	3.48 *1	3.48
<b>TOTAL POSITIONS</b>	<b>11.75</b>	<b>12.27</b>	<b>12.27</b>
*1 Transferred 0.20 FTE of the Community Services Director position to the Administration Division, and added two Parks and Open Space Worker I/II positions with offsetting reduction in hours.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 489,308	814,617	842,304
Wages	115,831	192,727 *1	199,210
Benefits	305,672	547,724	585,614
<b>TOTAL PERSONNEL</b>	<b>910,811</b>	<b>1,555,068</b>	<b>1,627,128</b>
Materials and Supplies	70,807	52,600	52,600
Maintenance and Operations	38,989	50,300	70,600 *3
Utilities	63,820	73,300 *2	77,300 *4
Professional/Technical Services	300,302	112,634 *1	112,634
Other Expenses	8,350	6,390	66,390 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>482,268</b>	<b>295,224</b>	<b>379,524</b>
Capital Outlay	70,799	0	15,000
Interfund Expenditures	10,378	7,000	13,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,474,256</b>	<b>1,857,292</b>	<b>2,034,652</b>

\*1 Includes decreased hourly funding of \$83,300 and contract funding of \$180,100 to offset cost of two new Parks and Open Space Worker I/II positions.

\*2 Includes increased funding of \$6,000 for City utility cost increase.

\*3 Includes increased funding of \$20,300 for janitorial cost increases.

\*4 Includes increased funding of \$4,000 for City utility cost increase.

\*5 Includes limited-period funding of \$60,000 for a Wildlife Preservation Plan.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Rents & Leases	\$ 402,634	368,000	359,000
Local Intergovernmental Revenue	14,975	0	0
Recreation Service Charges	0	5,000	5,000
General Service Charges	171,971	50,000	50,000
Miscellaneous Revenue	5,772	0	0
<b>TOTAL REVENUES</b>	<b>\$ 595,352</b>	<b>423,000</b>	<b>414,000</b>

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## COMMUNITY SERVICES – SHORELINE GOLF LINKS/RESTAURANT DIVISION SUMMARY

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### DIVISION MANAGER – SHORELINE MANAGER

#### DIVISION OVERVIEW

Shoreline Golf Links is the City's 18-hole golf course, open for group and individual play 364 days a year. The Shoreline Golf Links and Restaurant Division is responsible for overseeing the management services contract for the operation and maintenance of the course and Michaels at Shoreline Restaurant.

#### MAJOR DIVISION CHANGES

- Shoreline Golf Links Fund:

Water Cost Increase: \$35,100

Provides increased funding for water cost increases to maintain the golf course.

Janitorial Cost Increases for City Facilities: \$7,600

Provides increased funding for janitorial services cost increases related to the City Council-approved requirement that the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

Net Operating Changes (offset by \$86,500 reduced revenue): (\$69,600)

Provides overall savings from estimated lower revenue. Estimated lower revenue is offset by reductions to personnel-related costs (\$41,400), materials and supplies (\$16,600), maintenance and operations (\$17,700), and other operating costs (\$16,100), offset by \$12,300 in increases to gas and electricity and \$9,900 for contract services.

- Shoreline Restaurant Fund:

Janitorial Cost Increases for City Facilities: \$16,500

Provides increased funding for janitorial services cost increases as noted above in the Shoreline Golf Links Fund.

Net Operating Changes (offset by \$142,500 reduced revenue): (\$150,300)

Provides overall savings from estimated lower revenue. Estimated lower revenue is offset by reductions to personnel-related costs (\$133,400), food and beverage costs (\$89,400), and contracts (\$5,800), offset by services and supplies increases of \$43,800, other operating cost increases of \$18,900, and \$14,900 for utilities.



**COMMUNITY SERVICES - SHORELINE GOLF LINKS/RESTAURANT  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	0.30	0.30	0.30
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 49,967	60,934	59,706
Wages	0	0	0
Benefits	24,422	30,636	31,230
<b>TOTAL PERSONNEL</b>	<b>74,389</b>	<b>91,570</b>	<b>90,936</b>
Materials and Supplies	177,938	280,270	307,360
Maintenance and Operations	151,489	180,942	188,150 *3
Utilities	470,592	569,404 *1	631,800 *4
Professional/Technical Services	1,464,187	2,018,690	1,847,953
Other Expenses	289,538	702,460	615,890
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>2,553,744</b>	<b>3,751,766 *2</b>	<b>3,591,153 *5</b>
Capital Outlay	0	21,000	0
Interfund Expenditures	225	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,628,358</b>	<b>3,865,336</b>	<b>3,683,089</b>
<p>*1 Includes increased funding of \$28,600 for water cost increase.</p> <p>*2 Includes net reduced funding of \$82,000 for the Golf Course and full year funding of \$1.9 million for the Restaurant.</p> <p>*3 Includes increased funding of \$24,100 for janitorial cost increase.</p> <p>*4 Includes increased funding of \$35,100 for water cost increase.</p> <p>*5 Includes net reduced funding of \$69,600 for the Golf Course and \$150,300 for the Restaurant.</p>			
REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Golf Course Service Charges	\$ 2,024,664	2,431,500	2,350,000
Restaurant Revenue	625,223	2,000,500	1,858,000
Miscellaneous Revenue	6,277	20,000	15,000
<b>TOTAL REVENUES</b>	<b>\$ 2,656,164</b>	<b>4,452,000</b>	<b>4,223,000</b>

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## COMMUNITY SERVICES – FORESTRY AND ROADWAY LANDSCAPE DIVISION SUMMARY

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### DIVISION MANAGER – FORESTRY AND ROADWAY MANAGER

#### DIVISION OVERVIEW

The Forestry and Roadway Landscape Division is responsible for maintaining the landscape on roadways, medians, overpasses, and all nonpark, City-owned lands; managing the Urban Forestry Program, which includes maintenance of street trees (including those in parks and medians); and administering the City's Heritage Tree Ordinance. This division is responsible for maintenance of 120.25 acres of roadway landscape and 28,000 trees; maintaining 12 acres in the downtown area consisting of Castro Street, Civic Center, Centennial Plaza, and Transit Center; and administering an Integrated Pest Management Program.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Organic Pesticides (limited-period):	\$10,000
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Provides additional funding for increased cost to eliminate the use of pesticide applications that use glyphosate. Organic pesticides are less potent and, therefore, require additional applications as well as preemergent applications of other organic products.

- Shoreline Regional Park Community Fund:

City Utility Cost Increase:	\$3,400
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Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).

BUD/LHP-209-05 FY2020-21

**COMMUNITY SERVICES - FORESTRY AND ROADWAY LANDSCAPE  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	21	20 <sup>*1</sup>	20
Total Part-Time Hourly	1.05	1.05	1.05
<b>TOTAL POSITIONS</b>	<b>22.05</b>	<b>21.05</b>	<b>21.05</b>
*1 Transferred a Park Maintenance Worker III to the Parks and Open Space Division.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,461,501	1,822,642	1,870,550
Wages	30,268	53,203	54,800
Benefits	975,689	1,230,610	1,217,306
<b>TOTAL PERSONNEL</b>	<b>2,467,458</b>	<b>3,106,455</b>	<b>3,142,656</b>
Materials and Supplies	75,227	80,461	80,461
Maintenance and Operations	10,571	12,000	12,000
Utilities	583,002	670,700 <sup>*2</sup>	674,100 <sup>*4</sup>
Professional/Technical Services	112,967 <sup>*1</sup>	134,414 <sup>*3</sup>	144,414 <sup>*5</sup>
Other Expenses	3,956	8,825	8,825
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>785,723</b>	<b>906,400</b>	<b>919,800</b>
Capital Outlay	0	35,000	31,000
Interfund Expenditures	147,894	209,000	202,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,401,075</b>	<b>4,256,855</b>	<b>4,295,456</b>
*1 Includes limited-period expenditures for power washing of downtown sidewalks.			
*2 Includes net increased funding of \$1,500 for City utility cost increase.			
*3 Includes increased funding of \$6,500 for parcel landscape contract.			
*4 Includes increased funding of \$3,400 for City utility cost increase.			
*5 Includes limited-period funding of \$10,000 for organic pesticides.			
REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines and Forfeitures	\$ 500	1,000	1,000
Local Intergovernmental Revenue	50,781	55,000	55,000
General Service Charges	22,807	22,530	21,600
Miscellaneous Revenue	14,637	0	0
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 143,725</b>	<b>133,530</b>	<b>132,600</b>

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## COMMUNITY SERVICES – PARKS AND OPEN SPACE DIVISION SUMMARY

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### DIVISION MANAGER – PARKS AND OPEN SPACE MANAGER

#### DIVISION OVERVIEW

The Parks and Open Space Division is responsible for maintaining the City's landscape investment at City facilities, 37 urban parks (195.7 acres), and 9.35 miles of pedestrian trail along the Bay; Permanente Creek, Stevens Creek, Hetch Hetchy, and Whisman Trails.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Operational Costs for Six New Parks:	\$77,500
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Provides funding for additional costs associated with six new parks (Wyandotte Park, Evandale Park, Mora Park, Fayette Park, Pyramid Park, and McKelvey Fields/Schaefer Park).

City Utility Cost Increase:	\$29,500
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Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).

Parcel Property Tax for SFPUC:	\$14,500
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Provides increased funding for the annual property tax assessment of parcels utilized for Mountain View parks and open space that are owned by the San Francisco Public Utilities Commission (SFPUC).

BUD/LHP-209-06 FY2020-21

**COMMUNITY SERVICES - PARKS AND OPEN SPACE  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	29	30 *1	30
Total Part-Time Hourly	5.21	5.21	5.21
<b>TOTAL POSITIONS</b>	<b>34.21</b>	<b>35.21</b>	<b>35.21</b>
*1 Transferred a Park Maintenance Worker III from the Forestry and Roadway Landscape Division.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 2,399,015	2,784,290	2,873,203
Wages	97,850	265,382	273,343
Benefits	1,525,826	1,796,440	1,936,902
<b>TOTAL PERSONNEL</b>	<b>4,022,691</b>	<b>4,846,112</b>	<b>5,083,448</b>
Materials and Supplies	202,116	230,025 *1	247,275 *3
Maintenance and Operations	11,704	15,290	15,290
Utilities	1,195,968	1,513,332 *2	1,603,082 *3/4
Professional/Technical Services	61,673	83,398	83,398
Other Expenses	8,137	29,697	44,197 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,479,598</b>	<b>1,871,742</b>	<b>1,993,242</b>
Capital Outlay	73,025	47,800	0
Interfund Expenditures	237,005	324,000	313,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,812,319</b>	<b>7,089,654</b>	<b>7,389,690</b>

\*1 Includes increased funding of \$12,000 for construction and irrigation supplies.

\*2 Includes increased funding of \$113,500 for City utility cost increase.

\*3 Includes increased funding of \$77,500 for operational costs for six new parks.

\*4 Includes increased funding of \$29,500 for City utility cost increase.

\*5 Includes increased funding of \$14,500 for parcel property tax for SFPUC.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 218,479	221,650	177,100
<b>TOTAL REVENUES</b>	<b>\$ 218,479</b>	<b>221,650</b>	<b>177,100</b>

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## COMMUNITY SERVICES – RECREATION DIVISION SUMMARY

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### DIVISION MANAGER – RECREATION MANAGER

#### DIVISION OVERVIEW

Recreation provides activities to facilitate social/community connections, advance lifelong learning, and promote healthy lifestyles.

Activities, classes, and events are held at Cuesta and Rengstorff Community Parks, Crittenden and McKelvey Athletic Fields, Deer Hollow Farm, Mountain View Sports Pavilion, Whisman Sports Center, Cuesta Tennis Center, Graham Sports Complex, Community Center, Senior Center, Teen Center, Eagle and Rengstorff Pools, historic Adobe Building, and various other park areas and school sites.

Program areas include: aquatics; adult and youth sports; seniors; cultural arts; preschool; elementary and teens; youth development; environmental education; community gardens; volunteers; coordination of special events and summer concerts; and reservations of buildings, facilities, and barbecue areas.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Janitorial Cost Increases for City Facilities: \$25,800

Provides increased funding for janitorial services cost increases related to the City Council-approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

- General Non-Operating Fund:

Janitorial Services for Pool Buildings (limited-period): \$100,600

Provides funding for janitorial services at the City's two aquatics facilities. Janitorial services will be provided when the facilities are open and will include cleaning and sanitizing the shower rooms, bathrooms, and floors.

Continue Community Center Pilot Program for Day Porter Services (limited-period): \$58,800

Provides continued funding for additional janitorial services, room setup/tear-down, and support for special events at Recreation facilities. These resources will provide a day porter at the new Community Center.

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## COMMUNITY SERVICES – RECREATION DIVISION SUMMARY

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Thursday Night Live Special Events (limited-period) (offset by \$10,000 in sponsorships): \$12,300

Provides continued funding for two additional Thursday Night Live special events for a total of six consecutive Thursday nights over the summer. The additional events will start in the summer of 2020.

Biannual Multicultural Festival (limited-period) (offset by \$2,000 in sponsorships): \$12,300

Provides funding for the biannual Multicultural Festival, which celebrates diversity and promotes respect and inclusion of diverse cultures in Mountain View.

BUD/LHP-209-07 FY2020-21

**COMMUNITY SERVICES - RECREATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	19.11	19.11	19.11
Total Part-Time Hourly	34.73	35.71 *1	35.71
<b>TOTAL POSITIONS</b>	<b>53.84</b>	<b>54.82</b>	<b>54.82</b>
*1 Increased hours for Building Attendant for the new Community Center.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,539,276	1,819,240	1,903,744
Wages	1,268,463 *1	1,647,887 *2	1,698,141 *7
Benefits	949,543	1,107,074	1,193,450
<b>TOTAL PERSONNEL</b>	<b>3,757,282</b>	<b>4,574,201</b>	<b>4,795,335</b>
Materials and Supplies	311,350 *1	312,703 *3	274,057 *7
Maintenance and Operations	199,622 *1	178,839 *4	364,039 *8
Utilities	213,158	292,083 *5	292,083
Professional/Technical Services	721,324	713,374 *6	673,274 *7
Other Expenses	91,712	25,857	25,857
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,537,166</b>	<b>1,522,856</b>	<b>1,629,310</b>
Capital Outlay	66,024	30,800	30,000
Interfund Expenditures	16,344	29,000	33,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,376,816</b>	<b>6,156,857</b>	<b>6,487,645</b>

\*1 Includes limited-period expenditures for Building Attendant wages, Thursday Night Live special events, and for plaza activation.

\*2 Includes increased funding of \$40,000 for Building Attendant wages for the new Community Center. Also includes limited-period funding of \$5,200 for Thursday Night Live special events.

\*3 Includes increased funding of \$2,500 for tennis nets and windscreens. Also includes limited-period fundings of \$13,500 for Senior Center exercise equipment, \$9,900 for Senior Center blinds, \$9,900 for Aquatics operations and training equipment, and \$9,300 for plaza activation (rebudget balance).

\*4 Includes increased funding of \$14,500 for Aquatics chemical supplies.

\*5 Includes increased funding of \$10,000 for City utility cost increase.

\*6 Includes limited-period fundings of \$44,100 for a pilot program for day porter services at the Community Center and \$11,000 for Thursday Night Live special events.

\*7 Includes limited-period fundings of \$58,800 to continue day porter services at the Community Center, \$12,300 for bi-annual Multicultural Festival, and \$12,300 for Thursday Night Live special events.

\*8 Includes increased funding for \$25,800 for janitorial services and limited-period funding of \$100,600 for janitorial services for pool buildings.



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**COMMUNITY SERVICES - RECREATION  
DIVISION SUMMARY**

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REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Rents & Leases	\$ 276,205	257,630	250,300
Local Intergovernmental Revenue	75,000	75,000	75,000
Recreation Service Charges	1,954,578	1,903,270	1,203,600
General Service Charges	30,654	31,130	25,500
Miscellaneous Revenue	228,162	190,700	167,800
<b>TOTAL REVENUES</b>	<b>\$ 2,564,599</b>	<b>2,457,730</b>	<b>1,722,200</b>

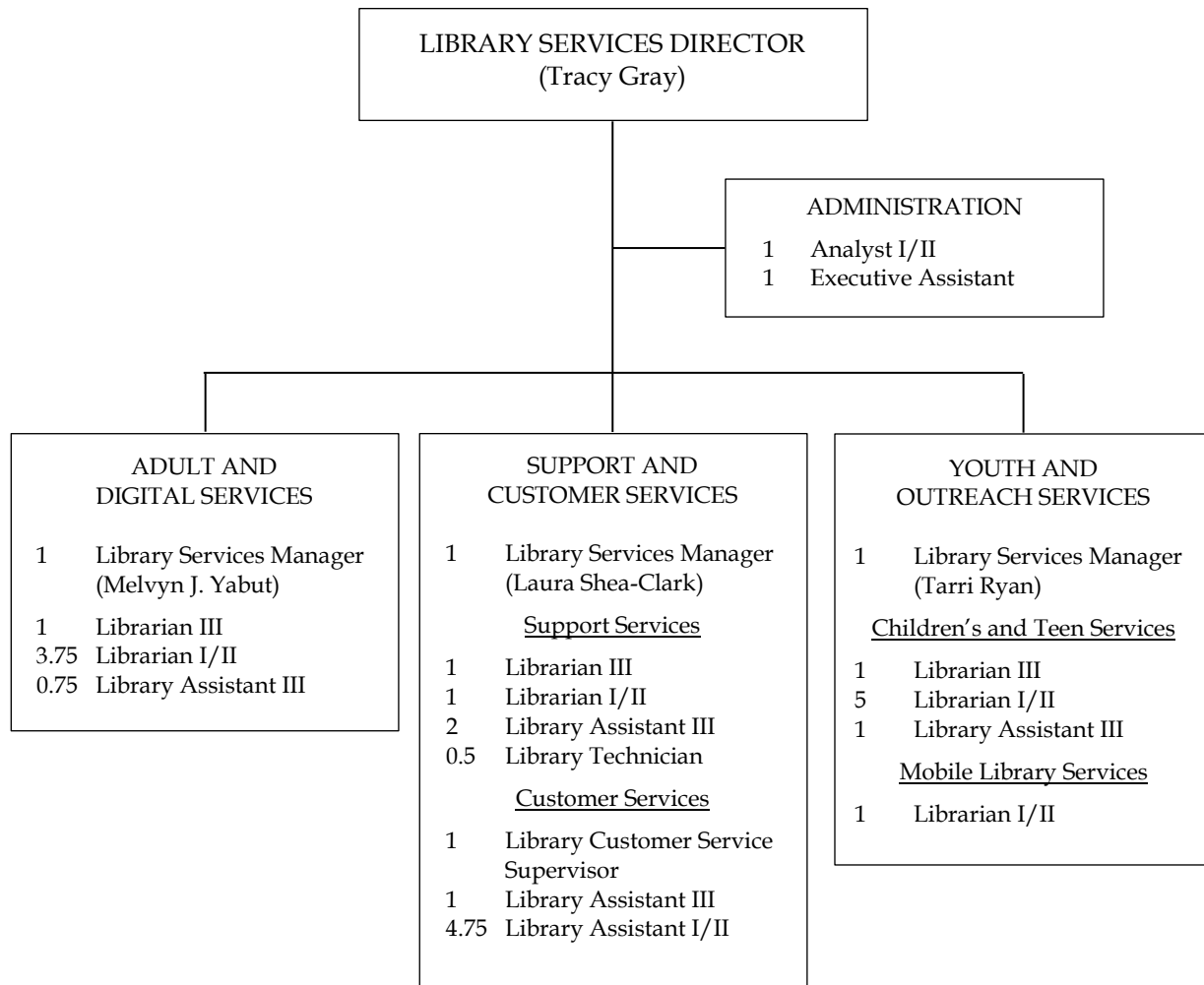
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## NOTES

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# LIBRARY SERVICES DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 24.0 Full-Time  
6.75 Regular Part-Time

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## **LIBRARY SERVICES DEPARTMENT SUMMARY**

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### DEPARTMENT MANAGER – LIBRARY SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

The Library Services Department is responsible for the planning and provision of library services. “Our Library is for everyone. We are a free resource helping our community connect, create, and learn.”

#### DEPARTMENT OVERVIEW

Library resources are made easily accessible to the community in a variety of formats, including print, media, and electronic. The Library Services Department participates in cooperative regional services and resource-sharing to meet the needs of all residents in the area.

#### DEPARTMENT FUNCTIONS

- Provide quality services, programs, and systems that enhance the quality of community life. (M 1, 2, 3, 4, 5, 6, 7, 10, 11)
- Provide a welcoming, comfortable, well-maintained, and safe facility and environment for all customers to use and enjoy. (M 1)
- Offer a variety of library materials, technology resources and references, and readers’ assistance to help customers meet their information, educational, and recreational reading needs. (M 2, 3, 4, 7, 8, 10)
- Provide a quality collection of popular and enduring materials for customers to use and borrow. (M 2, 3, 7, 9)
- Provide ongoing library services to support lifelong learning in the community, including physical and virtual collections, and programs for all ages. (M 2, 3, 5, 6, 10)
- Promote library services to ensure that all residents are aware of the breadth of library services and how to better use those services. (M 6)
- Provide Mobile Library Services to reduce trips to the Library. (M 2, 3)

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## LIBRARY SERVICES DEPARTMENT SUMMARY

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### PERFORMANCE/WORKLOAD MEASURES

	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Target</b>	<b>2019-20 6 Months</b>	<b>2020-21 Target</b>
1. Number of visits to the Library.	560,956 <sup>(A)</sup>	588,081 <sup>(B)</sup>	>600,000	313,405	>600,000
2. Total circulation.	1,176,679	1,249,572	>1,100,000	628,323	>1,100,000
3. Number of items circulated per capita.	14.8	16.4	>14	7.7	>14
4. Questions answered per capita.	0.7	0.6	>0.5	0.3	>0.5
5. Total attendees at Library programs.	39,491 <sup>(A)</sup>	46,726 <sup>(C)</sup>	>50,000	24,041	>50,000
6. Satisfaction rate for Library programs.	91%	96%	>90%	92%	>90%
7. Percentage of circulation that is customer self-check.	93%	96%	>92%	96%	>92%
8. Percentage of materials returned at automated returns.	87%	96%	>85%	86%	>85%
9. Average number of calendar days between receipt of new item and availability to check out.	8.3	7	<10	6	<10
10. New book and media items processed.	30,934	25,555	>22,000	12,426	>22,000
11. Number of public computer sessions in the Library.	48,275	43,142	>30,000	22,283	>30,000

<sup>(A)</sup> The measures were affected by the remodel of the Library with major portions of the building being closed and most programs on hiatus.

<sup>(B)</sup> The measures may have been affected by customers slowly returning to the Library upon the finished remodel and as programs were steadily added.

<sup>(C)</sup> Many programs were steadily added as programs were developed and planned, which can take several weeks or months to implement. A high amount of staff vacancies led to fewer programs being planned and implemented.

BUD/LHP-026-01 FY2020-21

**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Library Services Director	1	1	1
Library Services Manager	3	3	3
Library Customer Service Supervisor	1	1	1
Librarian III	3	3	3
Librarian I/II	10.25	9.75 *1	10.75 *3
Analyst I/II	0	1 *1	1
Executive Assistant	1	1	1
Library Assistant III	4.75	4.75	4.75
Library Assistant I/II	5.75	5.75	4.75 *3
Library Technician	0.50	0.50	0.50
Police Assistant II	0.50	0 *2	0
TOTAL REGULAR	30.75	30.75	30.75
TOTAL PART-TIME HOURLY	11.36	12.86 *2	12.78
<b>TOTAL POSITIONS</b>	<b>42.11</b>	<b>43.61</b>	<b>43.53</b>

\*1 Conversion of 0.5 FTE Librarian I/II position to Analyst I/II.

\*2 Conversion of 0.5 FTE Police Assistant II position to hours.

\*3 Midyear reclassification of two 0.50 FTE Library Assistant I/II positions to a full-time Librarian I/II.

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Library Services Administration	\$ 715,346	831,143	837,140
Adult and Virtual Services	1,464,948	1,753,778	1,870,136
Support and Customer Services	2,393,000	2,653,931	2,469,371
Youth and Outreach Services	1,081,571	1,280,808	1,614,335
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,654,865</b>	<b>6,519,660</b>	<b>6,790,982</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 4,633,517	5,583,932	5,830,854
Supplies and Other Services	968,718	899,066	913,466
Capital Outlay	39,043	20,662	20,662
Interfund Expenditures	13,587	16,000	26,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,654,865</b>	<b>6,519,660</b>	<b>6,790,982</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 5,614,227	6,493,398	6,750,320
General Non-Operating	40,638	26,262	40,662
<b>TOTAL FUNDING</b>	<b>\$ 5,654,865</b>	<b>6,519,660</b>	<b>6,790,982</b>

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**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

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REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines and Forfeitures	\$ 101,106	44,000	39,000
General Service Charges	13,091	13,000	9,000
Miscellaneous Revenue	85,154	0	0
<b>TOTAL REVENUES</b>	<b>\$ 202,851</b>	<b>57,000</b>	<b>48,000</b>

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## **LIBRARY SERVICES – ADMINISTRATION DIVISION SUMMARY**

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### DIVISION MANAGER – LIBRARY SERVICES DIRECTOR

#### DIVISION OVERVIEW

Administration is responsible for the management of the Library Services Department. General administration of the Library includes: strategic planning, budget, personnel, facility management, and community relations. Administration also supports the Library Board of Trustees.

BUD/LHP-026-02 FY2020-21



**LIBRARY SERVICES - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	2	3 *1	3
Total Part-Time Hourly	0.65	0.65	0 *2
<b>TOTAL POSITIONS</b>	<b>2.65</b>	<b>3.65</b>	<b>3</b>

\*1 Added an Analyst I/II position, conversion of 0.50 FTE Librarian I/II position in the Adult and Virtual Services Division.

\*2 Transferred hours to the Adult and Digital Services Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 286,907	418,943	443,292
Wages	39,517	35,926	0
Benefits	123,184	210,104	226,678
<b>TOTAL PERSONNEL</b>	<b>449,608</b>	<b>664,973</b>	<b>669,970</b>
Materials and Supplies	17,998	30,530 *1	30,530
Maintenance and Operations	59,988	62,167	62,167
Utilities	3,761	7,000	7,000
Professional/Technical Services	15,619	20,000	20,000
Other Expenses	140,923	34,211	34,211
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>238,289</b>	<b>153,908</b>	<b>153,908</b>
Capital Outlay	27,449	9,262	9,262
Interfund Expenditures	0	3,000	4,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 715,346</b>	<b>831,143</b>	<b>837,140</b>

\*1 Includes increased funding of \$3,700 for Wayfinding software stackmap subscription.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines and Forfeitures	\$ 1,270	0	0
State Intergovernmental Revenue	3,500	0	0
General Service Charges	13,091	13,000	9,000
Miscellaneous Revenue	83,518	0	0
<b>TOTAL REVENUES</b>	<b>\$ 101,379</b>	<b>13,000</b>	<b>9,000</b>

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## LIBRARY SERVICES – ADULT AND DIGITAL SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – LIBRARY SERVICES MANAGER

#### DIVISION OVERVIEW

Adult and Digital Services includes services and programs for adults, including an extensive collection of print, media, and digital resources, and programs and workshops that promote lifelong learning and community engagement. The division is responsible for selecting physical and digital materials, providing reference and reader's advisory services, and offering assistance in the use of Library resources and technologies. The division maintains the Library's website, manages the selection and deployment of electronic databases, and selects and curates digital content. The division is responsible for literacy services and home delivery to homebound patrons. The division maintains a local history collection in partnership with the Mountain View Historical Association.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Books and Materials (limited-period):	\$20,000
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Provides increased funding for e-books and electronic resources to address the significant increase in demand.

BUD/LHP-026-03 FY2020-21

**LIBRARY SERVICES - ADULT AND DIGITAL SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	7.50	6.50 *1	6.50
Total Part-Time Hourly	1.15	2.65 *1	3.13 *2
<b>TOTAL POSITIONS</b>	<b>8.65</b>	<b>9.15</b>	<b>9.63</b>

\*1 Conversion of 0.50 FTE Police Assistant II position to hours and conversion of 0.50 FTE Librarian I/II position to 1.0 Analyst I/II in the Administration Division.

\*2 Transferred hours from the Administration Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 495,741	651,070	678,747
Wages	84,091	149,129	182,495
Benefits	269,567	327,419	368,334
<b>TOTAL PERSONNEL</b>	<b>849,399</b>	<b>1,127,618</b>	<b>1,229,576</b>
Materials and Supplies	564,582	624,660 *1	639,060 *2
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	36,288	1,500	1,500
Other Expenses	3,085	0	0
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>603,955</b>	<b>626,160</b>	<b>640,560</b>
Capital Outlay	11,594	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,464,948</b>	<b>1,753,778</b>	<b>1,870,136</b>

\*1 Includes increased funding of \$51,800 for books, eBooks, and electronic resources and limited-period funding of \$5,600 for folding tables and chairs.

\*2 Includes limited-period funding of \$20,000 for books and materials

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 1,100	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,100</b>	<b>0</b>	<b>0</b>

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## LIBRARY SERVICES – SUPPORT AND CUSTOMER SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – LIBRARY SERVICES MANAGER

#### DIVISION OVERVIEW

Support Services provides support and maintenance of the Library's automation and catalog systems and automated check-in and check-out systems; purchasing, cataloging, physical processing, and maintenance of all materials in the Library's collection; as well as the timely return of Library materials to the shelves and maintaining the orderliness of the Library's materials collection.

Customer Services is responsible for answering customer account questions, issuing Library cards, lending and tracking Library materials loaned to the public, and collecting money owed for replacements and damages. Customer Services also handles the Link+ service, which provides materials from a consortium of academic and public libraries.

BUD/LHP-026-04 FY2020-21

**LIBRARY SERVICES - SUPPORT AND CUSTOMER SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	14.25	14.25	12.25 *1
Total Part-Time Hourly	8.46	8.46	8.82 *2
<b>TOTAL POSITIONS</b>	<b>22.71</b>	<b>22.71</b>	<b>21.07</b>

\*1 Transferred one Librarian I/II and one Library Assistant I/II to the Youth and Outreach Services Division.

\*2 Transferred hours from the Youth and Outreach Services Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,148,384	1,266,418	1,137,040
Wages	401,829	415,482	457,393
Benefits	733,918	855,083	757,990
<b>TOTAL PERSONNEL</b>	<b>2,284,131</b>	<b>2,536,983</b>	<b>2,352,423</b>
Materials and Supplies	51,805	60,898	60,898
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Services	57,019	54,050	54,050
Other Expenses	45	2,000	2,000
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>108,869</b>	<b>116,948</b>	<b>116,948</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,393,000</b>	<b>2,653,931</b>	<b>2,469,371</b>

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fines and Forfeitures	\$ 99,836	44,000 *1	39,000
Miscellaneous Revenue	36	0	0
<b>TOTAL REVENUES</b>	<b>\$ 99,872</b>	<b>44,000</b>	<b>39,000</b>

\*1 Includes the elimination of some fines and fees.

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## LIBRARY SERVICES – YOUTH AND OUTREACH SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – LIBRARY SERVICES MANAGER

#### DIVISION OVERVIEW

Youth Services provides materials, services, resources, and programs and develops partnerships within the community that support youth learning and development. Youth Services coordinates an annual Summer Reading Program that encourages children and families to read during the summer. The Teen Zone provides a study area specifically for teens.

The Bookmobile serves customers who live, work, and go to school in Mountain View who may have difficulty visiting the Library.

BUD/LHP-026-05 FY2020-21

**LIBRARY SERVICES - YOUTH AND OUTREACH SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	7	7	9 *1
Total Part-Time Hourly	1.10	1.10	0.83 *2
<b>TOTAL POSITIONS</b>	<b>8.10</b>	<b>8.10</b>	<b>9.83</b>

\*1 Transferred one Librarian I/II and one Library Assistant I/II from the Support and Customer Services Division.

\*2 Transferred hours to the Support and Customer Services Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 550,107	715,279	933,562
Wages	173,046	88,647	75,862
Benefits	327,226	450,432	569,461
<b>TOTAL PERSONNEL</b>	<b>1,050,379</b>	<b>1,254,358</b>	<b>1,578,885</b>
Materials and Supplies	2,488	2,050	2,050
Maintenance and Operations	0	0	0
Utilities	4	0	0
Professional/Technical Services	0	0	0
Other Expenses	15,113	0	0
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>17,605</b>	<b>2,050</b>	<b>2,050</b>
Capital Outlay	0	11,400	11,400
Interfund Expenditures	13,587	13,000	22,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,081,571</b>	<b>1,280,808</b>	<b>1,614,335</b>

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Miscellaneous Revenue	\$ 500	0	0
<b>TOTAL REVENUES</b>	<b>\$ 500</b>	<b>0</b>	<b>0</b>

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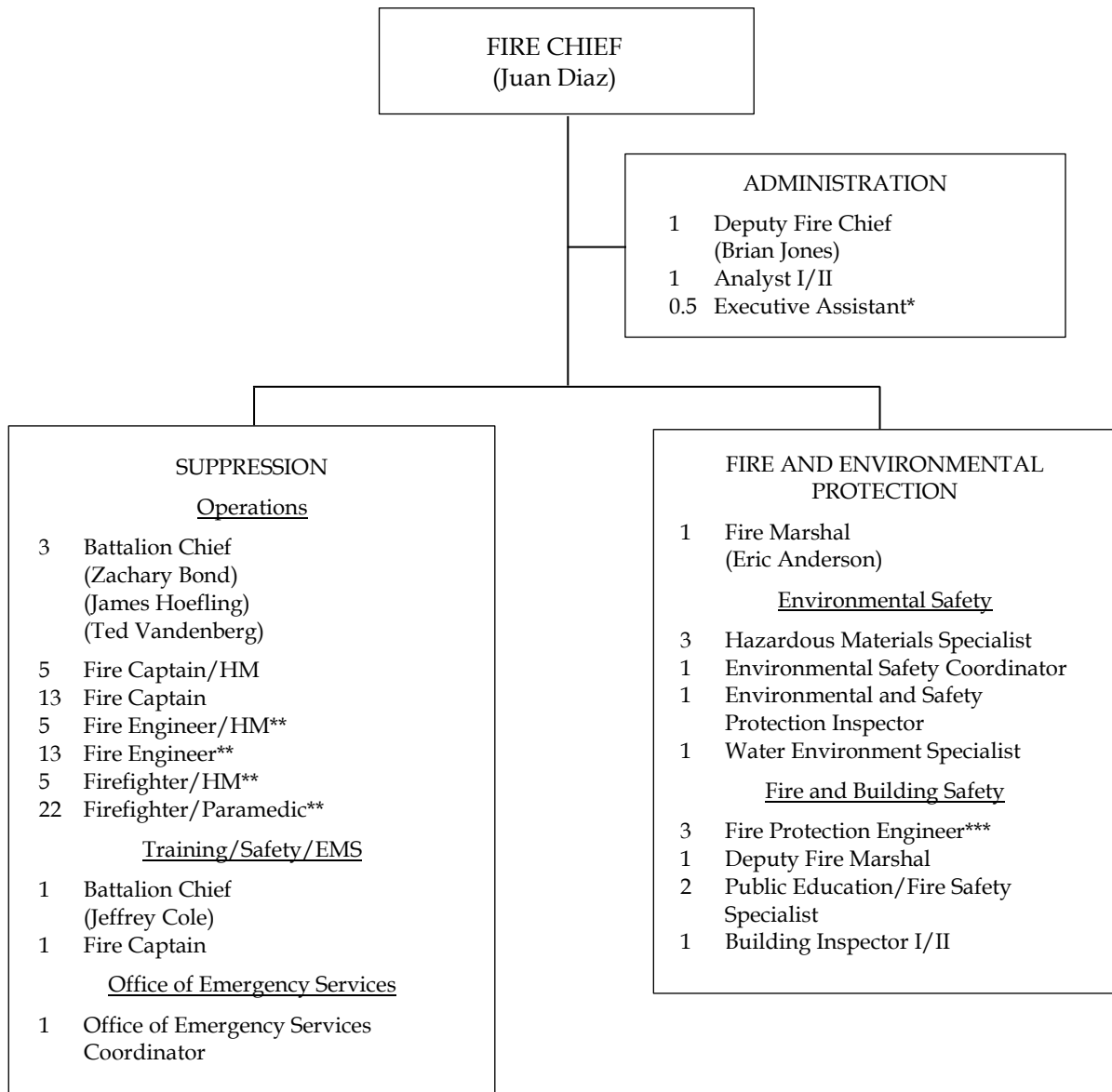
## NOTES

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# FIRE DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS: 86.5 Full-Time

\* Position directly reports to the Police Department but supports the Fire Department.

\*\* Authorization of 27 Paramedics includes Engineer, Engineer/Hazardous Materials, and Firefighter/Hazardous Materials levels.

\*\*\* Located in Community Development Department but budgeted in Fire Department.

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## FIRE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – FIRE CHIEF

### DEPARTMENT MISSION STATEMENT

The Mountain View Fire Department exists to save lives and property, protect the environment, and minimize the risk of fire and natural disaster by investing in education, training, and prevention. The vision of the department is to be a progressive fire department that treats everyone with respect and dignity and applies best practices in innovative emergency response, fire prevention, training, environmental protection, and public education.

### DEPARTMENT OVERVIEW

The Fire Department's personnel and equipment are strategically deployed throughout the City to rapidly assist citizens when emergencies occur, such as emergency medical services, fire suppression, technical rescue, and hazardous materials response, along with community emergency preparedness and recovery training. In addition to emergency response, the Fire Department focuses on community safety and education through fire prevention, housing code enforcement, public education, waste discharge and general surface water pollution prevention, and other services to the community.

### DEPARTMENT FUNCTIONS

- Respond quickly to all emergencies and take appropriate actions, thereby reducing loss of life, property, and environmental damage while ensuring the safety of all Fire personnel involved. (M 1, 2)
- Maintain a professional level of operational readiness as Firefighters, Paramedics, Emergency Medical Technicians, Hazardous Materials First Responders, Hazardous Materials Technicians, Specialists, and Rescuers.
- Provide annual training and coordination for City staff, and residential and business community volunteers on disaster preparedness, response, and recovery.
- Provide management and oversight for the Santa Clara County Regional Command Training Center located in Mountain View.
- Ensure that facilities using or storing hazardous materials, or discharging wastewater into the sanitary or storm sewers, comply with applicable Federal, State, and local requirements. (M 3, 4)
- Maintain an ongoing fire prevention program, hazardous materials, and underground storage tank inspection program. (M 3)
- Maintain a rental housing inspection program.

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## FIRE DEPARTMENT SUMMARY

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### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Suppression:</b>					
1. For all structure fires:					
• Response of 90 seconds turnout time.		New for FY19-20	>90%	100%	>90%
• Response of four minutes for the first engine company to arrive.		New for FY19-20	>90%	100%	>90%
• Response of eight minutes for all MVFD apparatus on the first alarm assignment to arrive.		New for FY19-20	>90%	100%	>90%
2. For all EMS calls:					
• Response of 60 seconds turnout time.		New for FY19-20	>95%	100%	>95%
• Response of 6 minutes 59 seconds for the first ALS apparatus to arrive.		New for FY19-20	>95%	100%	>95%
<b>Fire and Environmental Protection:</b>					
3. Percentage of plans checked within 15 working days of receipt by division.	100%	100%	100%	100%	100%
4. Number of inspections conducted by Environmental Safety Section.	1,418 <sup>(A)</sup>	1,597	1,500	793	1,500

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<sup>(A)</sup> Below target due to new hire (Hazardous Materials Specialist) training and the Environmental and Safety Protection vacancy between March and June 2018.

BUD/LHP-100-01 FY2020-21

## FIRE DEPARTMENT SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Fire Chief	1	1	1
Deputy Fire Chief	1	1	1
Battalion Chief	4	4	4
Fire Marshal	1	1 *2	1 *2
Office of Emergency Services Coordinator	1	1	1
Fire Protection Engineer	3	3	3
Deputy Fire Marshal	1	1	1
Public Education/Fire Safety Specialist	1	2 *3	2
Fire Captain/HM	5	5	5
Fire Captain	14	14	14
Fire Engineer/HM	5	5	5
Fire Engineer	13	13	13
Firefighter/HM	5	5	5
Firefighter/Paramedic	24 *1	22 *1/3	22 *1
Haz Mat Specialist	2	3 *3	3
Environmental Safety Coordinator	1	1	1
Environmental & Safety Protection Inspector	1	1	1
Water Environment Specialist	1	1	1
Building Inspector I/II	1	1	1
Analyst I/II	1	1	1
Executive Assistant	0.50	0.50	0.50
<b>TOTAL REGULAR</b>	<b>86.50</b>	<b>86.50</b>	<b>86.50</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>	<b>86.50</b>	<b>86.50</b>	<b>86.50</b>

\*1 Authorization of 27 Paramedics includes Engineer, Engineer/HM, and Firefighter/HM levels.

\*2 The Fire Marshall position is flexibly staffed as safety/non-safety.

\*3 Added a Public Education/Fire Safety Specialist and a Haz Mat Specialist positions with offsetting reduction of two Firefighter/Paramedic relief positions.

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Fire Administration	\$ 1,105,898	1,254,553	1,336,481
Fire Suppression	23,815,673	24,315,112	25,923,672
Fire and Environmental Protection	2,413,010	3,862,866	3,840,735
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,334,581</b>	<b>29,432,531</b>	<b>31,100,888</b>

**FIRE  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 25,766,401	27,397,652	29,054,916
Supplies and Other Services	1,010,352	1,416,179	1,397,672
Capital Outlay	51,419	124,700	96,300
Interfund Expenditures	506,409	494,000	552,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,334,581</b>	<b>29,432,531</b>	<b>31,100,888</b>
FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 24,636,992	25,503,969	27,152,383
General Non-Operating	757,632	867,841	925,573
Building/Development Services	300,820	867,762	848,332
Shoreline Regional Park Community	132,457	202,178	169,178
Wastewater	1,506,680	1,990,781	2,005,422
<b>TOTAL FUNDING</b>	<b>\$ 27,334,581</b>	<b>29,432,531</b>	<b>31,100,888</b>
REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 651,999	465,000	540,000
Fines and Forfeitures	19,770	1,000	1,000
General Service Charges	302,731	251,960	241,000
Miscellaneous Revenue	2,122,046	339,300	356,100
<b>TOTAL REVENUES</b>	<b>\$ 3,096,546</b>	<b>1,057,260</b>	<b>1,138,100</b>

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## **FIRE – ADMINISTRATION DIVISION SUMMARY**

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### DIVISION MANAGER – FIRE CHIEF

#### DIVISION OVERVIEW

Administration is responsible for management of the Fire Department. The division provides strategic planning, leading, managing, and support for Fire Department personnel and programs in the accomplishment of the department's mission.

BUD/LHP-100-02 FY2020-21

**FIRE - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	3.50	3.50	3.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
Salaries	\$ 673,218	744,325	796,466
Wages	0	0	0
Benefits	377,672	437,254	474,041
<b>TOTAL PERSONNEL</b>	<b>1,050,890</b>	<b>1,181,579</b>	<b>1,270,507</b>
Materials and Supplies	21,269	40,044	40,044
Maintenance and Operations	2,012	1,000	1,000
Utilities	0	0	0
Professional/Technical Services	13,600	0	0
Other Expenses	7,043	8,930	8,930
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>43,924</b>	<b>49,974</b>	<b>49,974</b>
Capital Outlay	4,663	0	0
Interfund Expenditures	6,421	23,000	16,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,105,898</b>	<b>1,254,553</b>	<b>1,336,481</b>

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## NOTES

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## FIRE – SUPPRESSION DIVISION SUMMARY

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### DIVISION MANAGER – FIRE CHIEF

#### DIVISION OVERVIEW

The Suppression Division consists of the Operations, the Personnel and Training, and the Office of Emergency Services/Public Information Sections.

The Operations Section provides firefighting, hazardous materials incident, paramedic, and rescue response services from five fire stations strategically located throughout the City. Firefighters also conduct fire prevention inspections, public education, and equipment and facilities maintenance as well as ongoing training activities. Paramedic Firefighters are assigned to every fire station.

The Personnel and Training Section plans, schedules, and provides training to Firefighters. This Section also coordinates the Firefighter recruitment and selection process.

The Office of Emergency Services Section is responsible for disaster preparedness and coordinates disaster response.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Subscription for Tablet Computer-Aided Dispatch (CAD) Platform:	\$29,000
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Provides new funding for the annual subscription of a tablet-based end user Computer-Aided Dispatch (CAD) platform; previously, Mobile Data Computers were used. The use of this platform will enhance command incident management.

Personal Protective Equipment and Gear:	\$25,900
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Provides increased funding for Firefighter protective clothing to meet new standards and for overall cost increases.

Testing for Self-Contained Breathing Apparatus (SCBA) Compressors:	\$4,700
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Provides increased funding for quarterly and annual testing of SCBA compressors to comply with the National Fire Protection Agency (NFPA) guidelines.

City Utility Cost Increase:	\$3,500
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Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).

Hurst Rescue Tool Service Maintenance and Testing:	\$2,500
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Provides increased funding for the annual maintenance and testing of rescue tools.

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## FIRE – SUPPRESSION DIVISION SUMMARY

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- General Non-Operating Fund:

Firefighter Recruit Academy (rebudget balance): \$474,000

Rebudgets the balance of funding for Firefighter recruits to attend the Firefighter Academy for three months and for approximately one month transition-to-shift schedules. The level of recruitments will continue to be high due to the number of current and expected vacancies/retirements.

HazMat Training (limited-period): \$143,900

Provides continued funding for training new HazMat team members in anticipation of retirements.

Training Overtime (limited-period): \$120,000

Provides increased funding for training and education to meet the State and National Training Standards for Fire Captain, Fire Engineer, and Firefighter/Paramedic.

Fire Operations Training (limited-period): \$64,100

Provides funding for nine Fire personnel to attend live-fire training courses.

Tactical Paramedic Training and Equipment (limited-period): \$43,400

Provides funding for two Fire personnel to attend tactical paramedic training and to purchase personal protective equipment.

Training and Education (rebudget balance): \$35,200

Rebudgets the balance of funding for training and education to meet the State and National Training Standards for Fire Captain, Fire Engineer, and Firefighter/Paramedic.

City's Antique Fire Apparatus (limited-period): \$30,000

Provides continued funding to support the maintenance and restoration of the City's Antique Fire Apparatus and other historical MVFD memorabilia.

VHF Infrastructure Maintenance (limited-period): \$15,000

Provides funding to maintain the conventional very high frequency (VHF) infrastructure and channels. All Santa Clara County fire agencies are in the process of migrating to the Silicon Valley Regional Communications System (SVRCS).

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## FIRE – SUPPRESSION DIVISION SUMMARY

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- Shoreline Regional Park Community Fund:

Gas and Electricity Cost Increase: \$3,000

Provides increased funding for gas and electricity costs. The City receives its electricity through Silicon Valley Clean Energy but is billed for both gas and electricity through PG&E (the total cost increase for all funds Citywide is \$67,500).

BUD/LHP-100-03 FY2020-21

## FIRE - SUPPRESSION DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	71	69 *1	69
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>71</b>	<b>69</b>	<b>69</b>
*1 Reduction of two Firefighter/Paramedic relief positions to offset added two positions in the Fire and Environmental Protection Division.			
EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 15,510,878 *1	14,746,242 *2	15,631,552 *8
Wages	217	0	0
Benefits	7,072,042 *1	8,020,371	8,736,362
<b>TOTAL PERSONNEL</b>	<b>22,583,137</b>	<b>22,766,613</b>	<b>24,367,914</b>
Materials and Supplies	317,111 *1	425,480 *3	440,439 *9
Maintenance and Operations	143,274	76,186 *4	83,386 *10
Utilities	94,858	124,870 *5	131,370 *11
Professional/Technical Services	38,610	204,330 *6	159,330
Other Expenses	122,918 *1	178,933 *7	157,933 *12
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>716,771</b>	<b>1,009,799</b>	<b>972,458</b>
Capital Outlay	46,756	124,700	96,300
Interfund Expenditures	469,009	414,000	487,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,815,673</b>	<b>24,315,112</b>	<b>25,923,672</b>

- \*1 Includes limited-period expenditures for firefighter recruitment, Special Operations Program, entry level recruitment program, Tactical medic Program, and Technical Rescue Program.
- \*2 Includes increased funding of \$51,000 for special operations overtime for training. Also includes limited-period fundings of \$452,500 for Firefighter recruits, \$101,400 for HazMat training, \$90,000 for training and education, and \$20,000 for entry-level recruitment program.
- \*3 Includes increased fundings of \$8,500 for records management system and \$6,600 for annual iPad replacement. Also includes limited-period fundings of \$30,000 for City's antique fire apparatus, \$29,400 for Firefighter recruit academy supplies, \$21,000 for Special Operations Program (rebudget balance), and \$10,000 for entry-level recruitment supplies.
- \*4 Includes limited-period funding of \$15,000 for VHF infrastructure maintenance.
- \*5 Includes increased fundings of \$20,000 for iPad data plan and \$2,000 for City utility cost increase.
- \*6 Includes increased funding of \$11,000 for annual Firefighter medical exam. Also includes limited period fundings of \$25,000 for community risk assessment and \$20,000 for consolidated dispatch consultant (rebudget).
- \*7 Includes limited-period fundings of \$50,000 for community risk assessment, \$38,400 for HazMat training, and \$15,100 for Firefighter recruit academy training.
- \*8 Includes limited-period fundings of \$451,500 for Firefighter recruits (rebudget balance), \$120,000 for training overtime, \$105,500 for HazMat training, \$43,000 for Fire Operations training, \$35,200 for training and education (rebudget balance), and \$22,400 for Tactical Paramedic training.
- \*9 Includes increased funding of \$29,000 for tablet command annual subscription and \$25,900 for personal protective equipment. Also includes limited period fundings of \$30,000 for City's antique fire apparatus and \$20,500 for Firefighter recruit academy (rebudget balance).
- \*10 Includes increased funding of \$4,700 for testing of SCBA compressor, and \$2,500 for Hurst Rescue Tool annual service and maintenance. Also includes limited-period funding of \$15,000 for VHF infrastructure maintenance.
- \*11 Includes increased fundings of \$3,500 for City utility cost increase and \$3,000 for gas and electricity cost increases.
- \*12 Includes limited-period fundings of \$38,400 for HazMat training, \$21,100 for Fire Operations training, \$21,000 for Tactical Paramedic training, and \$2,000 for Firefighter recruits (rebudget balance).

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**FIRE - SUPPRESSION  
DIVISION SUMMARY**

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<u>REVENUES</u>		<u>2018-19 ACTUAL</u>	<u>2019-20 ADOPTED</u>	<u>2020-21 PROPOSED</u>
General Service Charges	\$	2,990	0	0
Miscellaneous Revenue		2,121,230	320,300	337,100
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>2,124,220</u></b>	<b><u>320,300</u></b>	<b><u>337,100</u></b>

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## FIRE – FIRE AND ENVIRONMENTAL PROTECTION DIVISION SUMMARY

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### DIVISION MANAGER – FIRE MARSHAL

#### DIVISION OVERVIEW

The Fire and Environmental Protection Division consists of the Environmental Safety and the Fire and Building Safety Sections.

The Environmental Safety Section is responsible for the enforcement of local hazardous materials storage codes, State underground chemical storage tank regulations, industrial waste discharge, and Federal and State regulations related to the control of industrial waste and stormwater runoff. Efforts are aimed at preventing uncontrolled releases and movement of hazardous and toxic substances.

The Fire and Building Safety Section is responsible for conducting the City's fire and housing code enforcement programs, fire cause investigations, and technical support to the Suppression Division.

#### MAJOR DIVISION CHANGES

- Development Services Fund:

Strong Motion Instrumentation Program (SMIP) (limited-period) (\$25,400 rebudget balance): \$35,800

Provides \$10,400 increased funding and rebudgets the balance of funding available for SMIP funds to be used for a Community Emergency Response Team (CERT) grant program.

- Wastewater Fund:

Consultant Services for Web-Based Reporting (rebudget): \$20,000

Rebudgets funding to create an electronic reporting system. The State requires all local government agencies to electronically report hazardous materials business plan, inspection, and enforcement information.

SCVURPPP and NPDES Permit Fees: \$16,000

Provides additional funding for the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) and National Pollutant Discharge Elimination System (NPDES) permit fees.

BUD/LHP-100-04 FY2020-21

## FIRE - FIRE AND ENVIRONMENTAL PROTECTION DIVISION SUMMARY

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	12	14 *1	14
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>14</b>	<b>14</b>

\*1 Added a Public Education/Fire Safety Specialist position and a Haz Mat Specialist position with offsetting reduction of two positions in the Suppression Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 1,379,210	2,226,820 *1	2,198,946
Wages	0	0	0
Benefits	753,164	1,222,640	1,217,549
<b>TOTAL PERSONNEL</b>	<b>2,132,374</b>	<b>3,449,460</b>	<b>3,416,495</b>
Materials and Supplies	10,421	23,515	23,515
Maintenance and Operations	617	3,375	3,375
Utilities	5,018	4,800	4,800
Professional/Technical Services	219,991	257,600	273,600 *3
Other Expenses	13,610	67,116 *2	69,950 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>249,657</b>	<b>356,406</b>	<b>375,240</b>
Capital Outlay	0	0	0
Interfund Expenditures	30,979	57,000	49,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,413,010</b>	<b>3,862,866</b>	<b>3,840,735</b>

\*1 Includes increased funding of \$57,800 to flexibly staff the Fire Marshal position as safety.

\*2 Includes limited-period fundings of \$33,000 for Strong Motion Instrumentation Program (SMIP) (rebudget balance) and \$20,000 for consultant services for web-based reporting (rebudget).

\*3 Includes increased funding of \$16,000 for SCVURPPP and NPDES permit fees.

\*4 Includes limited-period fundings of \$35,800 for Strong Motion Instrumentation Program (SMIP) (\$25,400 rebudget balance) and \$20,000 for consultant services for web-based reporting (rebudget).

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 651,999	465,000	540,000
Fines and Forfeitures	19,770	1,000	1,000
General Service Charges	299,741	251,960	241,000
Miscellaneous Revenue	816	19,000	19,000
<b>TOTAL REVENUES</b>	<b>\$ 972,326</b>	<b>736,960</b>	<b>801,000</b>

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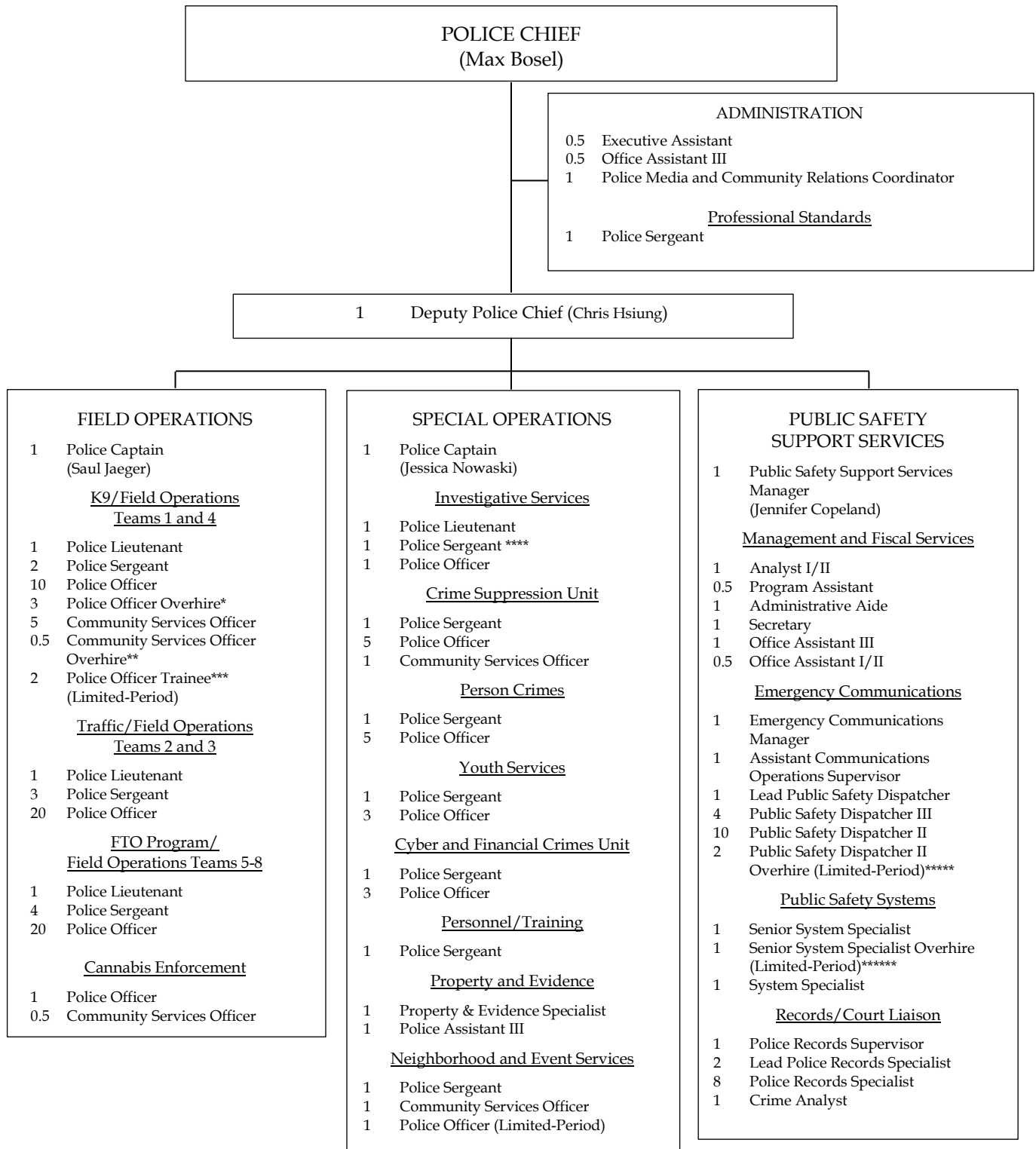
## NOTES

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# POLICE DEPARTMENT



FISCAL YEAR 2020-21 POSITION TOTALS:    143.0    Full-Time  
   1.5    Regular Part-Time  
   3.0    Limited-Period  
   3.5    Overhire

\*    The three Police Officer overhire positions are funded at 50 percent.

\*\*    Funded with limited-period funds.

\*\*\*    The two limited-period Police Officer Trainee positions are funded at 50 percent.

\*\*\*\*    One Police Sergeant position is being overfilled as a Police Lieutenant for Fiscal Year 2020-21.

\*\*\*\*\*    The two limited-period Public Safety Dispatch II overhire positions are funded at 50 percent with limited-period funds.

\*\*\*\*\*    The one limited-period Senior System Specialist overhire position is funded for 3 months with limited-period funds.

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## NOTES

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## **POLICE DEPARTMENT SUMMARY**

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### DEPARTMENT MANAGER – POLICE CHIEF

#### DEPARTMENT MISSION STATEMENT

The Police Department keeps Mountain View safe and tackles crime through quality policing that secures the trust and support of the people it serves and protects.

#### DEPARTMENT OVERVIEW

Through people, community collaboration, technology, and regional cooperation, the Police Department fulfills its mission through comprehensive programs that make safety a priority, focus on effectively working with people, and obtain fair and impartial results through education, prevention, intervention, suppression, and enforcement efforts. The Department provides a visible presence, effective and timely response to calls for service, innovative community engagement activities, and comprehensive services for investigations, community-focused policing initiatives, and emergency preparedness. The Department is also responsible for Police and Fire support services, emergency communications, and ensuring professional standards and accountability.

#### DEPARTMENT FUNCTIONS

- Promote a sense of safety and security in the community, keep the peace, provide public assistance, prevent and detect criminal activity, assist crime victims, apprehend offenders, and facilitate due process through the response to requests for Police service, conducting investigations, and enforcing of the spirit of the law. (M 1, 2, 3, 4, 6, 7)
- Promote safety on the roadways through comprehensive and proactive education and enforcement initiatives that prevent fatal and injury traffic collisions. (M 3)
- Continue to enhance outreach and engagement programs with neighborhoods, schools, small businesses, corporations, and other stakeholders to promote community safety, prevention of crime, and secure communitywide trust and support. (M 5)
- Continually develop staff and implement solutions that enhance workplace and community safety, the ability to work effectively with people, and deliver fair and impartial results.
- Prevent juvenile delinquency, underage and illegal substance abuse, and gang activity.
- Work collaboratively with the community, City, and other criminal justice agencies in order to protect life, safeguard property, and enhance policing legitimacy and community support for the Police Department. (M 3, 4, 6)
- Provide support services functions to fulfill responsibilities related to public safety systems, technologies, records, warrants, and property and evidence.
- Recruit, retain, develop, and empower a broad range of talents at all levels of the organization who represent the diversity of the Mountain View community.

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## POLICE DEPARTMENT SUMMARY

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- Provide communication services for Police, Fire, medical emergencies, and contract agencies. (M 7, 8)
- Prepare for, respond to, mitigate, and recover from all-hazard critical incidents and disasters.

### PERFORMANCE/WORKLOAD MEASURES

	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Field Operations:</b>					
1. Sustain a violent crime rate below the rate most recently reported by the California Department of Justice for Santa Clara County.	197	178	<315	98	<315
2. Sustain a property crime rate below the rate most recently reported by the California Department of Justice for Santa Clara County.	1,534	1,720	<2,320	825	<2,320
3. Sustain a fatal and injury traffic collision rate that is below the rate most recently reported by the California Highway Patrol for Santa Clara County.	232	244	<370.5	131	<410.4
4. Maintain an average response time (dispatch to on-scene) of five minutes or less to emergency (Priority 0) calls for service.	2.2	2.5	<5	3.2	<5
<b>Special Operations:</b>					
5. Continue an opt-in growth of 20 percent per year across digital media platforms.	48%	14% <sup>(A)</sup>	>20%	10% <sup>(B)</sup>	>10%
6. Sustain a violent and property crime clearance rate above the rate most recently reported by the California Department of Justice for Santa Clara County.	14.1%	14.6%	>11%	20%	>11%

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## POLICE DEPARTMENT SUMMARY

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	2017-18 Actual	2018-19 Actual	2019-20 Target	2019-20 6 Months	2020-21 Target
<b>Public Safety Support Services:</b>					
7. Answer incoming calls to 9-1-1 within nine seconds.	96%	92% <sup>(C)</sup>	>95%	95%	>95%
8. Dispatch emergency (Priority 0) and urgent (Priority 1) calls in fewer than two minutes.	83% <sup>(D)</sup>	96%	>95%	96%	>95%

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<sup>(A)</sup> While the Department has seen increases across the board, major changes to Twitter and Facebook over the last fiscal year have impacted growth on the platforms.

<sup>(B)</sup> Changes by Facebook and Instagram to their platform have downgraded viewership. There were two major outages during the months of August and September that disrupted the Twitter platform, resulting in unreliable data for new followers.

<sup>(C)</sup> The Emergency Communications Center switched to a new 9-1-1 telephone system on June 20, 2018, and the lower percentage may reflect additional 9-1-1 call set-up time for each call. Staff is looking into this issue and will reevaluate and revise this measure if needed.

<sup>(D)</sup> The actual does not address outside factors that may have delayed a call being dispatched.

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**POLICE  
DEPARTMENT SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Police Chief	1	1	1
Deputy Police Chief	0	1 *2	1
Police Captain	2	2	2
Public Safety Support Services Manager	1	1	1
Police Lieutenant	5	4 *2	4
Police Sergeant	17	17	17
Police Officer	68	68	68
Police Officer (Overhire)	3	3	3
Police Media and Community Relations Coord.	1	1	1
Senior Systems Specialist	1	1	1
Crime Analyst	1	1	1
Systems Specialist	1	1	1
Communications Operations Supervisor	1	1	1
Assistant Communications Operations Supervisor	0	1 *3	1
Lead Public Safety Dispatcher	1	1	1
Public Safety Dispatcher III	4	4	4
Public Safety Dispatcher II	10	10	10
Police Records Supervisor	1	1	1
Lead Police Records Specialist	2	2	2
Police Records Specialist	8	8	8
Community Services Officer	7.50	7.50	7.50
Property & Evidence Specialist	1	1	1
Police Assistant III	1	1	1
Analyst I/II	1	1	1
Program Assistant	0.50	0.50	0.50
Administrative Aide	1	1	1
Executive Assistant	0.50	0.50	0.50
Secretary	1	1	1
Office Assistant III	1.50	1.50	1.50
Office Assistant I/II	0.50	0.50	0.50
<b>TOTAL REGULAR</b>	<b>143.50</b>	<b>144.50</b>	<b>144.50</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>3.05</b>	<b>3.05</b>	<b>3.05</b>
<b>TOTAL POSITIONS</b>	<b>146.55 *1</b>	<b>147.55 *4</b>	<b>147.55 *5</b>

\*1 In addition there are two Public Safety Dispatch overhire positions and the following limited-period positions: Communications Training Supervisor, two Police Officer Trainees at 50 percent funding, a Police Officer-Community Outreach, and a 0.50 FTE Community Services Officer (CSO).

\*2 Reclassified a Police Lieutenant position to Deputy Police Chief.

\*3 Added an Assistant Communications Operations Supervisor position.

\*4 In addition there are two Public Safety Dispatch Overhire positions at 50 percent funding and a Senior Systems Specialist Overhire for 3 months, as well as the following limited-period positions: two Police Officer Trainees at 25 percent funding, a Police Officer-Community Outreach, and a 0.50 FTE Community Services Officer (CSO).

\*5 In addition there are two Public Safety Dispatch Overhire positions at 50 percent funding, a 0.50 FTE Community Services Officer (CSO) overhire, and a Senior Systems Specialist Overhire for 3 months, as well as the following limited-period positions: two Police Officer Trainees at 25 percent funding, and a Police Officer-Community Outreach.

**POLICE  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Police Administration	\$ 1,340,554	1,888,503	1,970,486
Field Operations	20,386,970	22,560,719	24,205,875
Special Operations	9,789,219	10,828,746	11,008,707
Public Safety Support Services	7,140,320	8,810,810	9,184,573
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,657,063</b>	<b>44,088,778</b>	<b>46,369,641</b>

EXPENDITURE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries Wages and Benefits	\$ 34,943,132	39,970,284	42,089,157
Supplies and Other Services	2,939,292	2,986,926	2,894,926
Capital Outlay	110,838	364,568	551,558
Interfund Expenditures	663,801	767,000	834,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,657,063</b>	<b>44,088,778</b>	<b>46,369,641</b>

FUNDING SOURCES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Operating	\$ 37,656,654	42,652,270	44,811,631
General Non-Operating	608,227	1,082,232	1,200,922
Supplemental Law Enforcement Services	213,964	175,000	175,000
Shoreline Regional Park Community	57,592	40,000	40,000
Wastewater	120,626	139,276	142,088
<b>TOTAL FUNDING</b>	<b>\$ 38,657,063</b>	<b>44,088,778</b>	<b>46,369,641</b>

REVENUE SUMMARY	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 125,679	297,600	220,700
Fines & Forfeitures	832,249	751,000	738,500
Local Intergovernmental Revenue	231,518	100,000	252,000
State Intergovernmental Revenue	200,819	130,000	205,000
Federal Intergovernmental Revenue	57,101	0	0
General Service Charges	173,027	166,140	153,700
Miscellaneous Revenue	1,572,707	918,800	929,000
Interfund Revenue Transfers	0	0	0
<b>TOTAL REVENUES</b>	<b>\$ 3,193,100</b>	<b>2,363,540</b>	<b>2,498,900</b>

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## **POLICE – ADMINISTRATION DIVISION SUMMARY**

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### DIVISION MANAGER – POLICE CHIEF

#### DIVISION OVERVIEW

Administration is responsible for managing the Police Department. This division is responsible for maintaining the integrity of the Department and investigating all complaints against Police employees, tracking all major community policing actions, coordinating and implementing crime prevention activities, crime analysis, and relaying public information by maintaining open communications and relationships with local media personnel.

BUD/LHP-312-02 FY2020-21



**POLICE - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	4	5 *1	5
Total Part-Time Hourly	0.57	0.57	0.57
<b>TOTAL POSITIONS</b>	<b>4.57</b>	<b>5.57</b>	<b>5.57</b>

\*1 Transferred a Police Lieutenant position from the Field Services Division and reclassified to Deputy Police Chief.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 751,824	990,931	1,080,028
Wages	47,481 *1	42,834	43,537
Benefits	439,289	642,071	718,271
<b>TOTAL PERSONNEL</b>	<b>1,238,594</b>	<b>1,675,836</b>	<b>1,841,836</b>
Materials and Supplies	9,649	8,600	12,050
Maintenance and Operations	973	0	0
Utilities	0	0	0
Professional/Technical Services	49,973	137,500 *2	57,500
Other Expenses	34,151	48,567	39,100
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>94,746</b>	<b>194,667</b>	<b>108,650</b>
Capital Outlay	0	0	0
Interfund Expenditures	7,214	18,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,340,554</b>	<b>1,888,503</b>	<b>1,970,486</b>

\*1 Includes limited-period expenditures for the Chaplaincy Program.

\*2 Includes increased funding of \$38,500 for false alarm outsourcing and limited-period funding of \$80,000 for an organization staffing study.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses and Permits	\$ 93,703	96,700	90,700
Fines & Forfeitures	128,750	120,000	140,000
General Service Charges	63,704	57,440	51,000
Miscellaneous Revenue	110	0	0
<b>TOTAL REVENUES</b>	<b>\$ 286,267</b>	<b>274,140</b>	<b>281,700</b>

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## POLICE – FIELD OPERATIONS DIVISION SUMMARY

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### DIVISION MANAGER – FIELD OPERATIONS CAPTAIN

#### DIVISION OVERVIEW

The Field Operations Division is responsible for providing all uniform police services to the community. Its primary function includes responding to criminal activity and calls for service in an effective and timely manner and providing crime suppression and prevention activities. Within this division resides Patrol, Traffic Safety, Canine, SWAT, Crisis Negotiations, and Bicycle Patrol. In addition, this division is responsible for coordinating the Field Training Officer Program and training all newly hired Police Officers and Reserve Officers in the field.

#### MAJOR DIVISION CHANGES

- General Operating Fund:
  - Financial Audit for Commercial Cannabis Businesses: \$18,000  
  
Provides funding for the annual financial audit of three commercial cannabis businesses.
- General Non-Operating Fund:
  - Two Police Officer Trainee Positions (limited-period): \$95,300  
  
Provides continued funding for two Police Officer Trainee positions at 25 percent funding. Police Officer Trainees provide flexibility for current and anticipated vacancies. There are multiple vacant Police Officer positions and additional vacancies anticipated in the next 12 months.
  - Community Services Officer (CSO) Overhire Position (0.50): \$91,800  
  
Provides continued funding for a half-time CSO Overhire position. The position will provide additional deployable hours to improve patrol team coverage due to a reassignment of a CSO and will also support succession planning efforts.
  - Parking Enforcement Overtime (limited-period): \$40,000  
  
Provides continued funding to expand parking enforcement resources as needed.
  - Towing Fee Enhancement (limited-period): \$20,000  
  
Provides continued funding for an incentive to towing companies to tow older RVs which may be in poor condition and have biohazard and hazardous materials clean-up needs.

**POLICE - FIELD OPERATIONS  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	72.50	71.50 *2	72.50 *4
Total Part-Time Hourly	1.17	1.17	1.17
<b>TOTAL POSITIONS</b>	<b>73.67 *2</b>	<b>72.67 *3</b>	<b>73.67 *3</b>

\*1 In addition there are two limited-period Police Officer Trainee positions at 50 percent funding and a 0.50 FTE Community Services Officer (CSO).

\*2 Includes the transfer of a Police Lieutenant position to the Administration Division.

\*3 In addition there are a 0.50 FTE Community Services Officer (CSO) overhire position and two limited-period Police Officer Trainee positions at 25 percent funding.

\*4 Includes the transfer of a Police Officer position from the Special Operations Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 11,707,570 *1	12,435,168 *2	13,182,464 *5
Wages	153,897	122,853 *2	84,288 *5
Benefits	6,935,922	8,274,583	8,977,366
<b>TOTAL PERSONNEL</b>	<b>18,797,389</b>	<b>20,832,604</b>	<b>22,244,118</b>
Materials and Supplies	112,292	38,900	37,700
Maintenance and Operations	8,541	25,047	21,150
Utilities	359	0	0
Professional/Technical Services	724,655	745,775 *3	759,037 *6
Other Expenses	106,478	129,393 *4	131,710 *7
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>952,325</b>	<b>939,115</b>	<b>949,597</b>
Capital Outlay	85,172	187,000	350,160
Interfund Expenditures	552,084	602,000	662,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,386,970</b>	<b>22,560,719</b>	<b>24,205,875</b>

\*1 Includes limited-period expenditures for two Police Officer Trainee positions and a CSO position.

\*2 Includes limited-period fundings for the 2.5 FTE limited-period positions and \$40,000 for parking enforcement hourly.

\*3 Includes increased fundings of \$65,300 for school crossing guard services and \$5,000 for livescan for cannabis applicants.

\*4 Includes limited-period funding of \$40,000 for towing fee subsidy.

\*5 Includes limited-period fundings for a 0.50 FTE CSO overhire position, two Police Officer Trainee positions at 50 percent funding, and \$40,000 for parking enforcement overtime.

\*6 Includes limited-period funding of \$18,000 for the financial audit of commercial cannabis businesses.

\*7 Includes limited-period funding of \$20,000 for towing fee enhancement.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses and Permits	\$ 27,270	199,900	130,000
Fines & Forfeitures	703,499	631,000	598,500
Local Intergovernmental Revenue	51,307	0	0
State Intergovernmental Revenue	200,648	130,000	205,000
Federal Intergovernmental Revenue	41,936	0	0
General Service Charges	67,219	76,000	73,000
Miscellaneous Revenue	35,596	30,000	30,000
<b>TOTAL REVENUES</b>	<b>\$ 1,127,475</b>	<b>1,066,900</b>	<b>1,036,500</b>

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## POLICE – SPECIAL OPERATIONS DIVISION SUMMARY

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### DIVISION MANAGER – SPECIAL OPERATIONS CAPTAIN

#### DIVISION OVERVIEW

The Special Operations Division is responsible for reducing and solving crime through prevention, intervention, investigation, and suppression activities; supporting patrol; providing Police services for schools and special events; coordinating personnel and functions; coordinating victim services; and providing technical support services. Within this division resides Investigations, which includes: Specialized Suppression, which addresses narcotic, vice, burglary, fraud, auto theft, and high-tech crimes; and Person Crimes, which addresses violent crimes, sexual predators, crimes against children, and missing persons. Also residing in this division is Special Services, which includes: Youth Services, which provides school resources, juvenile diversion, and gang-suppression activities; Operational Services, which manages special events, training, permits, and Reserve Officers; Personnel Services; and Property and Evidence, which is responsible for the collection and safekeeping of property and evidence taken into Department custody.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Police Officer Position – Community Outreach (limited-period):	\$278,000
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Provides continued funding for a Police Officer position. This position focuses on improving the effectiveness of the Police Department's handling of community concerns and issues related to vulnerable populations, including the homeless and mentally ill. In addition, the Officer would coordinate and expand the Department's Crisis Intervention Training (CIT) efforts.

State-Allocated Assembly Bill 109 (AB 109) Funds (rebudget balance):	\$75,500
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Rebudgets the balance of funding received as part of the Public Safety Realignment Act. The Department intends to use these funds for technology projects.

RV Biohazard Waste Cleanup (limited-period):	\$10,000
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Provides funding for biohazard cleanups related to RVs.

BUD/LHP-312-04 FY2020-21

**POLICE - SPECIAL OPERATIONS  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	31	31	30 *2
Total Part-Time Hourly	0.45	0.45	0.45
<b>TOTAL POSITIONS</b>	<b>31.45 *1</b>	<b>31.45 *1</b>	<b>30.45 *1</b>

\*1 In addition there is a limited-period Police Officer-Community Outreach Position.

\*2 Includes the transfer of a Police Officer position to the Field Operations Division.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 5,903,288 *1	6,102,183 *2	6,155,833 *2
Wages	104,219	89,414	89,964
Benefits	3,013,453	3,762,496	3,878,892
<b>TOTAL PERSONNEL</b>	<b>9,020,960</b>	<b>9,954,093</b>	<b>10,124,689</b>
Materials and Supplies	158,866	132,153	142,153
Maintenance and Operations	14,043	14,200	24,635
Utilities	1,314	0	2,000
Professional/Technical Services	268,058	214,825 *3	204,325 *5
Other Expenses	201,359	219,907 *4	189,507 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>643,640</b>	<b>581,085</b>	<b>562,620</b>
Capital Outlay	23,154	152,568	176,398
Interfund Expenditures	101,465	141,000	145,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,789,219</b>	<b>10,828,746</b>	<b>11,008,707</b>

\*1 Includes limited-period expenditures for a Police Officer - Community Outreach position and for AB109 funds.

\*2 Includes limited-period funding for a Police Officer - Community Outreach position.

\*3 Includes increased funding of \$20,000 and limited-period funding of \$22,000 for background investigations.

\*4 Includes limited-period funding of \$75,500 for State-allocated Assembly Bill 109 (AB109) funds (rebudget balance).

\*5 Includes limited-period funding of \$10,000 for RV biohazard waste cleanup.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Local Intergovernmental Revenue	\$ 180,211	100,000	252,000
Federal Intergovernmental Revenue	15,165	0	0
Miscellaneous Revenue	1,164,266	505,000	505,000
<b>TOTAL REVENUES</b>	<b>\$ 1,359,642</b>	<b>605,000</b>	<b>757,000</b>

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## POLICE – PUBLIC SAFETY SUPPORT SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – PUBLIC SAFETY SUPPORT SERVICES MANAGER

#### DIVISION OVERVIEW

The Public Safety Support Services Division is responsible for providing essential administrative and technical services to the Police and Fire Departments. Within this division reside Management and Fiscal Services, which is responsible for providing appropriate, accurate, and effective fiscal analyses and administrative support for the Police and Fire Departments; Emergency Communications, which answers 9-1-1 and nonemergency calls for public safety, dispatching the most appropriate response of Police, Fire, or ambulances and emergency medical dispatch services; Public Safety Systems, which manages the City's various radio systems; and Records, which is responsible for record-keeping activities, such as filing, indexing, and collecting records and statistical information, and processing arrest warrants.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

City Utility Cost Increase:	\$2,000
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Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds Citywide is \$72,400).

- General Non-Operating Fund:

Two Public Safety Dispatcher Overhire Positions (limited-period):	\$208,500
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Provides continued funding for two Public Safety Dispatcher Overhire positions at 50 percent funding. These positions are due to anticipated vacancies and the lengthy selection and training process.

Senior System Specialist Overhire Position (rebudget):	\$59,400
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Rebudgets funding for a Senior System Specialist Overhire position for three months' funding. This position is requested due to anticipated vacancies and the lengthy selection and training process.

Public Safety Network Design (rebudget balance):	\$20,000
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Rebudgets the balance of funding for third-party consulting and technical services related to public safety computer network design, implementation of all-IP 9-1-1 and radio networks, and industry expertise with respect to Federal information security policies and standards compliance.

BUD/LHP-312-05 FY2020-21

**POLICE - PUBLIC SAFETY SUPPORT SERVICES  
DIVISION SUMMARY**

POSITIONS	2018-19 ADJUSTED	2019-20 ADOPTED	2020-21 PROPOSED
Total Regular	36	37 *2	37
Total Part-Time Hourly	0.86	0.86	0.86
<b>TOTAL POSITIONS</b>	<b>36.86 *1</b>	<b>37.86 *3</b>	<b>37.86 *3</b>

\*1 In addition there are two Public Safety Dispatch Overhire positions and a limited-period Communications Training Supervisor position.

\*2 Added an Assistant Communications Operations Supervisor position.

\*3 In addition there are two Public Safety Dispatch Overhire positions at 50 percent funding and a Senior Systems Specialist Overhire for 3 months.

EXPENDITURES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
Salaries	\$ 3,707,036 *1	4,705,993 *2	4,932,188 *2
Wages	137,697	76,689	78,990
Benefits	2,041,456	2,725,069	2,867,336
<b>TOTAL PERSONNEL</b>	<b>5,886,189</b>	<b>7,507,751</b>	<b>7,878,514</b>
Materials and Supplies	78,337	95,801	95,801
Maintenance and Operations	533,510	813,470 *3	813,470
Utilities	272,344	177,668 *4	179,668 *6
Professional/Technical Services	193,827 *1	121,040 *5	121,040 *5
Other Expenses	170,563	64,080	64,080
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,248,581</b>	<b>1,272,059</b>	<b>1,274,059</b>
Capital Outlay	2,512	25,000	25,000
Interfund Expenditures	3,038	6,000	7,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,140,320</b>	<b>8,810,810</b>	<b>9,184,573</b>

\*1 Includes limited-period expenditures for a Public Safety Dispatch overhire positions and Communications Training consulting.

\*2 Includes limited-period fundings for two Public Safety Dispatch Overhire positions and a Senior Systems Specialist Overhire.

\*3 Includes increased funding of \$155,000 for shared public safety maintenance.

\*4 Includes increased fundings of \$13,200 for the County's criminal justice system services and \$5,000 for City utility cost increase

\*5 Includes limited-period funding of \$20,000 for public safety network design (rebudget balance).

\*6 Includes increased fundings of \$2,000 for City utility cost increase.

REVENUES	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED
General Licenses & Permits	\$ 4,706	1,000	0
State Intergovernmental Revenue	171	0	0
General Service Charges	42,104	32,700	29,700
Miscellaneous Revenue	372,735	383,800	394,000
<b>TOTAL REVENUES</b>	<b>\$ 419,716</b>	<b>417,500</b>	<b>423,700</b>

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## NOTES

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# **FUND SCHEDULES**

# CITY OF MOUNTAIN VIEW

## FUND STRUCTURE OUTLINE AND DESCRIPTION OF FUNDS

### GOVERNMENTAL FUNDS:

#### GENERAL FUND

General Operating (101000)  
Development Services (101102)  
Shoreline Golf Links/Restaurant (213000, 213005)

Operations of the City which are not recorded in other funds.  
City's operation of development services.  
City's operation of the municipal golf course.

#### GENERAL FUND RESERVES

Reserves (101103-101141)

Committed for specific purposes or to fund liabilities.

#### SPECIAL REVENUE

Gas Tax (201000, 201001, 201002)

Expenditures restricted to specific purposes as prescribed by law, primarily road construction, maintenance and certain administrative costs.

Other Streets & Transportation (202000, 202001)  
Construction/Conveyance Tax (204000)

Voter approved fee to fund local road improvements and repairs.  
Revenues derived from fees authorized by Mountain View City Code restricted for implementation of the Capital Improvement Program.

Public Benefit In Lieu (206000, 206002)  
Other Transportation Developer Fees (206010, 206020)  
Housing - Below-Market-Rate Housing (207000)/  
Housing Impact (207002)/Rental Housing  
Impact (207003)/General Fund Housing (207005)  
Comm Stabilization & Fair Rent Act (CSFRA)/  
Rental Housing Committee (208000)  
Successor Housing Agency (210001)  
Downtown Benefit Assessment Districts  
(214000, 214001, 214002)

Developer fees in-lieu of providing improvements necessitated by their development.  
Developer fees for transportation improvements related to new development.  
Developer fees in-lieu of providing affordable housing and nonresidential development fees restricted to increase/improve the supply of very low to moderate income housing. GOF contribution for low and moderate-income housing.  
Community Stabilization and Fair Rent Act (CSFRA) funds related to stabilization of rents and provision of just cause eviction protections.  
City designated as Housing Successor Agency to dissolved RDA.  
Operations of a Maintenance Assessment District, a Business Improvement District created for specific areas downtown, and collection of Parking in-lieu fees (restricted for construction of new parking spaces).

General Special Purpose (215001, 215002)  
Supplemental Law Enforcement Services (221000)

Fees paid for replacement trees and CASp Program.  
State Supplemental Law Enforcement Services (COPS) grant restricted to fund law enforcement services.

Community Development Block Grant  
(222001, 222003)  
Cable Television (231001)

Federal Community Development Block Grant and Home Investment Partnership Program funds.  
Cable Public, Education and Government (PEG) funds restricted for related expenditures.

Shoreline Regional Park Community  
(258000, 258001, 258002, 258003, 258005, 258007,  
258008)

Created by State legislation. Tax increment and other revenue generated by the activities of the Shoreline Community are restricted to the development and support of the Shoreline Community and surrounding North Bayshore Area.

#### CAPITAL PROJECTS

Storm Drain Construction (412000)

Revenues derived from off-site drainage fees authorized by Mountain View City Code Section 28.51 and restricted for storm drainage capital improvements.

Park Land Dedication (413000)

Revenues derived from fees authorized by Chapter 41 of the Mountain View City Code restricted for park and recreation projects.

### PROPRIETARY FUNDS:

#### ENTERPRISE

Water (601000, 601001, 601003, 601004, 601010)

Operation and maintenance of all facilities required to supply, distribute and meter potable and recycled water.

Wastewater (602000, 602001, 602003, 602004,  
602005, 602006, 602010, 602030)

Operation and maintenance of all facilities required to transport and process wastewater.

Solid Waste Management  
(610000, 610001, 610004, 610005)

Collection, transportation, recycling and disposal services of the City and two of the City's landfill postclosure maintenance activities.

#### INTERNAL SERVICE

Equipment Maintenance &  
Replacement (701000, 701001)  
Workers' Compensation Self-Insurance (751000)  
Unemployment Self-Insurance (752000)  
Liability Insurance (754000)  
Retirees' Health Insurance (756000)  
Employee Benefits Self-Insurance (759000)

Centralized fleet maintenance services and certain equipment replacement.

City's workers' compensation self insurance program.  
City's unemployment self insurance program.  
City's liability self insurance program.  
City's retirees' health insurance program.  
City's employee benefits self insurance program (vision and other misc benefits).

PROPOSED FISCAL YEAR 2020-21 BUDGET - FUND GROUP SUMMARIES

		BEGINNING BALANCE	REVENUES	TOTAL AVAILABLE	EXPENDI- TURES
<u>GENERAL FUND</u>					
General Operating	\$	0	144,162,250	144,162,250	133,826,413
Development Services		24,123,750	15,899,800	40,023,550	16,613,223
Shoreline Golf Links/Restaurant		(490,477)	4,228,000	3,737,523	3,791,569
TOTAL	\$	23,633,273	164,290,050	187,923,323	154,231,205
<u>SPECIAL REVENUE</u>					
Gas Tax	\$	2,257,573	3,421,600	5,679,173	0
Other Streets & Transportation		(977,919)	5,798,006	4,820,087	184,904
Construction/Conveyance Tax		6,652,532	4,634,700	11,287,232	0
Public Benefit In Lieu		12,551,333	345,900	12,897,233	0
Other Transportation Developer Fees		1,464,302	48,100	1,512,402	0
Housing		60,514,853	2,194,410	62,709,263	1,863,809
CSFRA/Rental Housing Committee		1,491,603	1,263,500	2,755,103	1,887,942
Successor Housing Agency		1,684,604	32,700	1,717,304	250,000
Downtown Benefit Assessment Districts		18,727,036	2,056,200	20,783,236	739,010
General Special Purpose		234,550	56,700	291,250	120,881
Supplemental Law Enforcement Services		0	175,000	175,000	175,000
Community Development Block Grant		600,441	865,921	1,466,362	875,921
Cable Television		813,601	200,000	1,013,601	195,000
Shoreline Regional Park Community		33,744,374	48,819,800	82,564,174	26,154,074
TOTAL	\$	139,758,883	69,912,537	209,671,420	32,446,541
<u>CAPITAL PROJECTS</u>					
Storm Drain Construction	\$	265,647	25,100	290,747	0
Park Land Dedication		53,640,252	1,265,000	54,905,252	0
TOTAL	\$	53,905,899	1,290,100	55,195,999	0
<u>ENTERPRISE</u>					
Water	\$	25,499,822	37,301,800	62,801,622	37,751,271
Wastewater		28,393,157	25,460,100	53,853,257	22,602,470
Solid Waste Management		12,793,174	15,020,500	27,813,674	15,880,895
TOTAL	\$	66,686,153	77,782,400	144,468,553	76,234,636
<u>INTERNAL SERVICE</u>					
Equipment Maintenance & Replacemen	\$	31,765,290	7,118,615	38,883,905	7,942,369
Workers' Compensation Self- Insurance		13,416,286	2,332,500	15,748,786	2,383,500
Unemployment Self- Insurance		625,674	61,300	686,974	127,250
Liability Insurance		4,624,596	2,086,600	6,711,196	2,086,550
Retirees' Health Insurance		438,835	5,667,527	6,106,362	5,650,627
Employee Benefits Self- Insurance		432,831	93,700	526,531	114,500
TOTAL	\$	51,303,512	17,360,242	68,663,754	18,304,796
<u>GENERAL FUND RESERVES</u>					
TOTAL	\$	93,362,984	11,744,249	105,107,233	8,696,397
GRAND TOTAL	\$	428,650,704	342,379,578	771,030,282	289,913,575

<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>INTRFD TRANSFERS</u>	<u>TOTAL EXPENDI- TURES</u>	<u>OTHER</u>	<u>ENDING BALANCE</u>
1,000,000	0	9,226,019	144,052,432	0	109,818
0	823,000	195,158	17,631,381	(9,211,168)	13,181,001
0	0	421,362	4,212,931	0	(475,408)
1,000,000	823,000	9,842,539	165,896,744	(9,211,168)	12,815,411
0	2,362,000	1,333,400	3,695,400	0	1,983,773
0	3,798,000	0	3,982,904	0	837,183
0	6,204,000	0	6,204,000	0	5,083,232
0	0	0	0	0	12,897,233
0	156,000	0	156,000	0	1,356,402
0	0	3,138	1,866,947	0	60,842,316
0	0	7,835	1,895,777	(450,230)	409,096
0	0	0	250,000	(1,000,000)	467,304
0	0	108,749	847,759	(8,942,728)	10,992,749
0	0	0	120,881	0	170,369
0	0	0	175,000	0	0
0	0	0	875,921	0	590,441
0	0	0	195,000	0	818,601
6,420,657	4,152,000	170,267	36,896,998	(27,490,055)	18,177,121
6,420,657	16,672,000	1,623,389	57,162,587	(37,883,013)	114,625,820
0	32,000	0	32,000	0	258,747
0	4,091,000	0	4,091,000	(16,136,775)	34,677,477
0	4,123,000	0	4,123,000	(16,136,775)	34,936,224
632,250	3,656,000	439,619	42,479,140	(14,869,765)	5,452,717
852,800	2,609,000	233,563	26,297,833	(19,174,923)	8,380,501
0	284,000	158,614	16,323,509	(5,160,234)	6,329,931
1,485,050	6,549,000	831,796	85,100,482	(39,204,922)	20,163,149
0	0	42,181	7,984,550	(30,585,785)	313,570
0	0	0	2,383,500	(7,840,946)	5,524,340
0	0	0	127,250	0	559,724
0	0	0	2,086,550	(3,640,226)	984,420
0	0	0	5,650,627	0	455,735
0	0	0	114,500	0	412,031
0	0	42,181	18,346,977	(42,066,957)	8,249,820
0	5,209,000	2,125,000	16,030,397	(19,988,193)	69,088,643
8,905,707	33,376,000	14,464,905	346,660,187	(164,491,028)	259,879,067

# GENERAL OPERATING FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 51,450,527	57,091,200	54,485,100	57,206,600
Sales Tax	24,389,890	21,432,550	18,678,000	19,604,000
Other Local Taxes	15,131,152	18,770,700	15,697,800	17,237,300
Use of Money & Property	22,316,413	22,657,560	22,155,400	22,571,300
Licenses, Permits & Franchise Fees/ Fines & Forfeitures	6,448,285	6,419,800	6,333,600	6,231,750
Intergovernmental	728,076	521,800	824,500	702,600
Charges for Services	2,963,032	3,081,050	2,200,240	2,314,900
Miscellaneous Revenue	4,816,862	1,988,680	3,140,210	1,872,000
Interfund Revenues & Transfers	17,765,838	16,360,500	17,285,600	16,421,800
Total	<u>146,010,075</u>	<u>148,323,840</u>	<u>140,800,450</u>	<u>144,162,250</u>
Expenditures and Uses of Funds:				
Operations:				
Salaries and Benefits	94,894,057	108,127,707	102,072,716	114,275,345
Supplies and Services	17,127,559	18,552,089	20,026,179	19,575,309
Capital Outlay	318,392	524,900	995,069	500,000
Debt Service Payments	0	0	0	1,000,000
Self Insurance	2,792,119	3,404,348	3,404,348	3,475,759
Transfer to Housing Fund	51,000	246,400	254,250	468,810
Transfer to Budget Contingency Res	1,426,085	1,592,743	1,463,900	1,487,800
Transfer to Transportation Reserve	0	1,563,300	1,626,000	3,342,480
Transfer to Capital Improvement Res	1,401,900	1,456,100	1,456,100	1,554,000
Transfer to Equip Replace Res	2,767,727	2,247,491	2,247,491	2,372,929
Projected Oper Budget Savings	0	(2,300,000)	0	(4,000,000)
Total	<u>120,778,839</u>	<u>135,415,078</u>	<u>133,546,053</u>	<u>144,052,432</u>
Revenues and Sources Over (Under) Expenditures and Uses	25,231,236	12,908,762	7,254,397	109,818
Transfer to General Non-Oper Fund	(14,268,805) <sup>(2)</sup>	(1,000,000) <sup>(2)</sup>	(1,254,397) <sup>(2)</sup>	0
Transfer to General Fund Reserve <sup>(1)</sup>	(1,000,000)	(2,000,000)	(2,000,000)	0
Transfer to Transportation Reserve	(2,000,000)	0	0	0
Transfer to Capital Improvement Res	(2,000,000)	(3,000,000)	0	0
CalPERS Contribution	(4,000,000)	(4,000,000)	(4,000,000)	0
OPEB Contribution	(1,000,000)	0	0	0
Change in Assets, Liabilities and Reserve for Enc, Grants & Donations	(962,431)	0	0	0
Beginning Balance, July 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance, June 30 <sup>(3)</sup>	<u>\$ 0</u>	<u>2,908,762</u>	<u>0</u>	<u>109,818</u>

(1) Funding to bring the GOF Reserve to above the minimum 20% of policy level range of 20%-25% of net adopted expenditures.

(2) Includes \$6.5 million and \$1.0 million in Fiscal Years 2018-19 and 2019-20, respectively, for the new Sustainability CIP.

(3) Balance less any reserves for encumbrances, grants, donations, and changes in assets and liabilities, is transferred to various reserves after the end of the fiscal year.

The General Operating Fund accounts for the operations of the City which are not recorded in other funds.

GENERAL FUND: DEVELOPMENT SERVICES

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 670,917	748,000	642,200	604,000
Licenses & Permits	8,483,810	9,773,000	6,570,090	7,580,100
Charges for Services	9,060,097	7,036,200	8,610,706	6,905,700
Land Use Documents	1,830,545	800,000	974,205	800,000
Other Revenues	24,441	10,000	7,740	10,000
Total	<u>20,069,810</u>	<u>18,367,200</u>	<u>16,804,941</u>	<u>15,899,800</u>
Expenditures and Uses of Funds:				
Operations	13,489,706	14,635,710	15,919,190	14,610,233
Capital Projects	295,000	1,071,000	1,381,000	823,000
General Fund Administration	1,811,600	1,829,700	1,829,700	1,848,000
Self Insurance	101,990	129,240	129,240	154,990
Transfer to Comp Absences Res	56,000	100,000	100,000	85,000
Transfer to Equip Replace Res	93,544	88,073	88,073	110,158
Total	<u>15,847,840</u>	<u>17,853,723</u>	<u>19,447,203</u>	<u>17,631,381</u>
Revenues and Sources Over (Under) Expenditures and Uses	4,221,970	513,477	(2,642,262)	(1,731,581)
Beginning Balance, July 1	22,544,042	26,766,012	26,766,012	24,123,750
Reserve for Land Use Documents	<u>(8,781,963)</u>	<u>(8,546,963)</u>	<u>(8,411,168)</u>	<u>(9,211,168)</u>
Ending Balance, June 30	<u>\$ 17,984,049</u>	<u>18,732,526</u>	<u>15,712,582</u>	<u>13,181,001</u>

All development related activities are consolidated into the Development Services Fund to more accurately align all development related revenues and expenditures. The City Council has committed the revenues generated from these permits and charges to fund these expenditures.

GENERAL FUND: SHORELINE GOLF LINKS/MICHAELS AT SHORELINE RESTAURANT

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Golf Course Revenue	\$ 2,030,897	2,457,300	1,800,500	2,370,000
Restaurant Revenue	<u>625,046</u>	<u>2,000,500</u>	<u>1,038,500</u>	<u>1,858,000</u>
Total Golf	<u>2,655,943</u>	<u>4,457,800</u>	<u>2,839,000</u>	<u>4,228,000</u>
Expenditures and Uses of Funds:				
Golf Operations	1,836,512	1,934,019	1,600,000	1,903,895
Restaurant Operations	679,846	1,811,317	1,242,000	1,659,194
Management Fee to Touchstone	112,000	120,000	120,000	120,000
General Fund Administration	77,600	106,400	106,400	107,500
Self Insurance	680	820	820	980
Transfer to Equip Replace Res	<u>212,422</u>	<u>204,525</u>	<u>204,525</u>	<u>221,362</u>
Total	<u>2,919,060</u>	<u>4,177,081</u>	<u>3,273,745</u>	<u>4,012,931</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(263,117)	280,719	(434,745)	215,069
Transfer from Budget Contingency Res	200,000	0	0	0
Transfer to General Operating Fund	0	(275,000)	0	(200,000)
Beginning Balance, July 1	<u>7,385</u>	<u>(55,732)</u>	<u>(55,732)</u>	<u>(490,477)</u>
Ending Balance, June 30*	\$ <u>(55,732) <sup>(1)</sup></u>	<u>(50,013)</u>	<u>(490,477) <sup>(2)</sup></u>	<u>(475,408)</u>

Shoreline Golf Links/Michaels at Shoreline Restaurant includes revenues and expenditures related to the operation of the golf course and restaurant. Effective January 8, 2012 the City entered into an Operating Management Agreement with Touchstone Golf, LLC. On 10/23/18, City Council approved amending the operating agreement with Touchstone to include management of Michaels at Shoreline Restaurant. The amended operating agreement began January 1, 2019.

\* Balance remaining for cash and encumbrances set aside for Touchstone Golf operations.

(1) First half year of operations for Restaurant expected to be negative due to start up costs and came in with a net loss of \$60,800.

(2) Due to shelter-in-place restrictions related to COVID-19, both operations ceased in March. Golf operations were able to resume, with limitations, in May.

## GAS TAX FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 59,457	64,700	84,600	75,000
2103 Funds	272,361	695,000	603,300	692,800
2105 Funds	447,308	453,000	418,600	434,600
2106 Funds	290,717	293,000	269,300	279,700
2107 Funds	562,539	595,000	522,800	522,800
2107.5 Funds	7,500	7,500	7,500	7,500
State Loan Repayment	91,938	91,900	92,177	0
Road Repair & Acct. Act 2017	1,519,486	1,464,000	1,365,600	1,409,200
Capital Projects Refunds	43,596	0	0	0
Total	<u>3,294,902</u>	<u>3,664,100</u>	<u>3,363,877</u>	<u>3,421,600</u>
Expenditures and Uses of Funds:				
Capital Projects	1,508,000	1,690,000	1,690,000	2,362,000
Transfer to General Oper Fund	1,307,100	1,320,200	1,320,200	1,333,400
Total	<u>2,815,100</u>	<u>3,010,200</u>	<u>3,010,200</u>	<u>3,695,400</u>
Revenues and Sources Over (Under) Expenditures and Uses	479,802	653,900	353,677	(273,800)
Beginning Balance, July 1	<u>1,424,094</u>	<u>1,903,896</u>	<u>1,903,896</u>	<u>2,257,573</u>
Ending Balance, June 30	<u>\$ 1,903,896</u>	<u>2,557,796</u>	<u>2,257,573</u>	<u>1,983,773</u>

1. Section 2103 Funds: Expenditure of apportioned funds may be made for any street purpose (including debt service). Funds are apportioned to the City based on population.
2. Section 2105 Funds: Expenditure of apportioned funds may be made for any street purpose and funds are apportioned to the City on a per capita basis.
3. Section 2106 and 2107 Funds: Expenditure of apportioned funds may be made for any street purpose. This includes construction, purchase of right-of-way, or maintenance. Funds are apportioned as follows: (a) 2106: \$4,800 fixed amount and a per capita distribution; (b) 2107: a per capita distribution and interest earnings.
4. Section 2107.5 Funds-Engineering: Funds are required to be used exclusively for engineering and administrative costs associated with streets and roads. The amount of \$7,500 is apportioned to the City based on population.
5. State Loan Repayment: One time funds for transportation loan repayments repaid over three years (ends June 30, 2020).
6. Road Repair and Accountability Act (RRAA) 2017: SB 1 is an increase in deisel excise and sales taxes, gasoline excise tax, the assessment of an annual Transportation Improvement fee based on the value of the vehicle and an annual \$100 Zero Emissions Vehicle fee.

Revenues received are restricted for specific purposes as prescribed by law; primarily road construction, maintenance/repair of roads, highways, bridges and culverts, improvement of public transportation, trade corridors, and infrastructure promoting walking and bicycling, reduction of congestion on major corridors, and certain administrative costs. All expenditures are audited by the State Controller's Office and RRAA expenditures are to be reported to the California Transportation Commission.



OTHER STREETS & TRANSPORTATION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 34,250	38,800	48,900	37,600
Vehicle Registration Fees	502,133	500,000	549,428	549,000
VTA 2016 Measure B	353,498	2,490,000	0	5,211,406
Capital Projects Refunds	79,925	0	0	0
Total	<u>969,806</u>	<u>3,028,800</u>	<u>598,328</u>	<u>5,798,006</u>
Expenditures and Uses of Funds:				
Expenditures	0	184,904	0	184,904
Capital Projects	<u>402,000</u>	<u>2,900,000</u>	<u>2,900,000</u>	<u>3,798,000</u>
Total	<u>402,000</u>	<u>3,084,904</u>	<u>2,900,000</u>	<u>3,982,904</u>
Revenues and Sources Over (Under) Expenditures and Uses	567,806	(56,104)	(2,301,672)	1,815,102
Beginning Balance, July 1	<u>755,947</u>	<u>1,323,753</u>	<u>1,323,753</u>	<u>(977,919)</u>
Ending Balance, June 30	<u>\$ 1,323,753</u>	<u>1,267,649</u>	<u>(977,919)</u>	<u>837,183</u>

In November 2010 Santa Clara County voters approved a measure to increase the Vehicle Registration Fee (VRF) by \$10.00 annually for transportation related projects. These funds will be managed by the Santa Clara County Valley Transportation Authority (VTA) and allocated based on city population and County of Santa Clara road and expressway lane mileage.

In November 2016 Santa Clara County voters approved Measure B, a 30 year half-cent countywide sales tax to enhance transit, highways, expressways and active transportation (bicycles, pedestrians and complete streets). Eligible projects include BART Silicon Valley Phase II, Caltrain Corridor Capacity Improvements and grade separations, and bike ped improvements.

CONSTRUCTION/CONVEYANCE TAX FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Real Property Conveyance Tax	\$ 10,378,052	4,000,000	6,131,314	4,000,000
Construction Tax - Other	35,474	4,000	4,543	4,000
Investment Earnings	621,776	688,900	715,900	630,700
Capital Projects Refunds	849,315	0	0	0
Total	<u>11,884,617</u>	<u>4,692,900</u>	<u>6,851,757</u>	<u>4,634,700</u>
Expenditures and Uses of Funds:				
Capital Projects	<u>11,543,000</u>	<u>11,442,000</u>	<u>12,798,000</u>	<u>6,204,000</u>
Total	<u>11,543,000</u>	<u>11,442,000</u>	<u>12,798,000</u>	<u>6,204,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	341,617	(6,749,100)	(5,946,243)	(1,569,300)
Beginning Balance, July 1	<u>12,257,158</u>	<u>12,598,775</u>	<u>12,598,775</u>	<u>6,652,532</u>
Ending Balance, June 30	<u>\$ 12,598,775</u>	<u>5,849,675</u>	<u>6,652,532</u>	<u>5,083,232</u>

The Construction Tax and Real Property Conveyance Tax Fund revenues are derived from fees authorized by Mountain View City Code, Sections 29.56 and 29.63 respectively. When a transfer of ownership occurs the Real Property Conveyance Tax is assessed at \$3.30 for each \$1,000 of real property value located in the City. All revenues of this fund are restricted for implementation of the City's Capital Improvements Program, including servicing bonds issued in connection with said improvements.

PUBLIC BENEFIT IN LIEU FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 290,121	346,400	389,700	345,900
PB In Lieu Contributions*	<u>0</u>	<u>0</u>	<u>4,304,306</u>	<u>0</u>
Total	<u>290,121</u>	<u>346,400</u>	<u>4,694,006</u>	<u>345,900</u>
Expenditures and Uses of Funds:				
Expenditures	207,856	0	129,428	0
Capital Projects	<u>2,700,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>2,907,856</u>	<u>0</u>	<u>129,428</u>	<u>0</u>
Revenues and Sources Over (Under) Expenditures and Uses	(2,617,735)	346,400	4,564,578	345,900
Beginning Balance, July 1	<u>10,604,490</u>	<u>7,986,755</u>	<u>7,986,755</u>	<u>12,551,333</u>
Ending Balance, June 30	<u>\$ 7,986,755</u>	<u>8,333,155</u>	<u>12,551,333</u>	<u>12,897,233</u>

A developer may be required to provide public benefits, such as area improvements or affordable housing, as a result of their development project. A developer may pay a fee in lieu of providing these public benefits which will then be used by the City to provide improvements in the general area of the development as approved by the City Council.

\* As revenues are dependent upon the level and type of development, future fee revenues are not projected or budgeted in advance.

OTHER TRANSPORTATION DEVELOPER FEES FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 71,621	87,700	54,912	48,100
Transit-Oriented Development Fees*	0	0	0	0
Citywide Transportation Impact Fees*	28,184	0	126,362	0
Total	<u>99,805</u>	<u>87,700</u>	<u>181,274</u>	<u>48,100</u>
Expenditures and Uses of Funds:				
Capital Projects	<u>0</u>	<u>0</u>	<u>0</u>	<u>156,000</u>
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>156,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	99,805	87,700	181,274	(107,900)
Beginning Balance, July 1	<u>1,183,223</u>	<u>1,283,028</u>	<u>1,283,028</u>	<u>1,464,302</u>
Ending Balance, June 30	\$ <u><u>1,283,028</u></u>	<u><u>1,370,728</u></u>	<u><u>1,464,302</u></u>	<u><u>1,356,402</u></u>

As authorized by Mountain View City Code, Chapter 36, Article XVI, Division 8, a developer may apply for a Transit (T) Overlay Zone and a Transit-Oriented Development permit to increase the development density. A condition of the permit would require the provision of certain transit related improvements. A developer may pay the City in-lieu of providing these improvements.

In accordance with the Mitigation Fee Act and the Nexus Study, the Citywide Transportation Impact Fee was adopted by the City Council on September 11, 2018 and became effective November 24, 2018. This fee will charge new development the fair-share cost of transportation improvements needed to mitigate the transportation impacts created by that development. On September 25, 2018, the City Council adopted an ordinance to add Chapter 43 to the Mountain View City Code to enact a Transportation Impact Fee on citywide development.

\* As revenues are dependent upon the conditions described above, future fee revenues are not projected or budgeted in advance.

## HOUSING FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 1,515,234	1,464,300	1,959,633	1,725,600
BMR Housing in Lieu Fees*	32,188,401	0	8,512,355	0
Housing Impact Fees*	8,310,789	0	3,428,849	0
Rental Housing Impact Fees*	0	0	0	0
Transfer from General Oper Fund	51,000	246,400	254,250	468,810
Other Revenue	<u>14,511</u>	<u>0</u>	<u>139,133</u>	<u>0</u>
Total	<u>42,079,935</u>	<u>1,710,700</u>	<u>14,294,220</u>	<u>2,194,410</u>
Expenditures and Uses of Funds:				
Operations	1,052,333	23,094,440	23,253,748	1,853,109
Loan-950 W El Camino Real	0	0	1,304,965	0
Loan-460 N Shoreline (Shorebreeze)	4,657,272	0	2,982,883	0
Capital Projects	13,965,000	0	0	0
Self Insurance	6,830	8,920	8,920	10,700
Transfer to Comp Absences Res	2,000	0	0	0
Transfer to Equip Replace Res	<u>3,508</u>	<u>2,936</u>	<u>2,936</u>	<u>3,138</u>
Total	<u>19,686,943</u>	<u>23,106,296</u>	<u>27,553,452</u>	<u>1,866,947</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	22,392,992	(21,395,596)	(13,259,232)	327,463
Beginning Balance, July 1	51,381,093	73,774,085	73,774,085	60,514,853
Reserved for Low-Mod Housing**	<u>(25,739,496)</u>	<u>(4,401,652)</u>	<u>0</u>	<u>0</u>
Ending Balance, June 30	<u>\$ 48,034,589</u>	<u>47,976,837</u>	<u>60,514,853</u>	<u>60,842,316</u>

As authorized by Mountain View City Code section 36.40.10 the Below-Market-Rate (BMR) Housing Program requires that 10.0% of all new ownership residential units or parcels within a development be affordable to low and moderate income households. Alternatively, a developer may pay a fee in-lieu of providing these units which will then be used to provide affordable housing approved by the City Council. These revenues are restricted for expenditures related to the provision of low and moderate income housing. The City contracts with the Palo Alto Housing Corporation for administrative support for this program.

In accordance with the Mountain View City Code section 36.40.55, the Housing Impact Program requires a fee to be imposed on all nonresidential developments. Resolution No. 17748 adopted by the City Council on December 11, 2012 allows for a fee to be imposed on all residential rental developments. Expenditures are restricted for increasing and improving the supply of very low to moderate income housing and rental housing.

\* As revenues are dependent upon the type and timing of development, future fee revenues are not projected or budgeted in advance.

\*\* Represents the balance of funds committed by City Council for Notice of Funding Availability (NOFA) Projects taking into account funds expended, encumbered, and budgeted.

COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)/  
RENTAL HOUSING COMMITTEE (RHC) FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted <sup>(1)</sup> Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed <sup>(2)</sup> Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 17,540	2,000	13,600	7,700
Charges for Services	1,869,467	1,545,300	1,453,420	1,255,800
Other Revenues	<u>0</u>	<u>0</u>	<u>17,473</u>	<u>0</u>
Total	<u>1,887,007</u>	<u>1,547,300</u>	<u>1,484,493</u>	<u>1,263,500</u>
Expenditures and Uses of Funds:				
Operations	1,192,016	1,753,753	891,744	1,649,452
General Fund Administration	284,170	244,700	244,700	225,520
Self Insurance	9,110	10,810	10,810	12,970
Transfer to Comp Absences Res	5,000	0	0	4,000
Transfer to Equip Replace Res	<u>4,677</u>	<u>3,588</u>	<u>3,588</u>	<u>3,835</u>
Total	<u>1,494,973</u>	<u>2,012,851</u>	<u>1,150,842</u>	<u>1,895,777</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	392,034	(465,551)	333,651	(632,277)
Beginning Balance, July 1	765,918	1,157,952	1,157,952	1,491,603
Reserve/Rebudget Items	<u>(704,844)</u>	<u>(384,000)</u>	<u>(401,630)</u>	<u>(450,230)</u>
Ending Balance, June 30	<u>\$ 453,108</u>	<u>308,401</u>	<u>1,089,973</u>	<u>409,096</u>

On November 8, 2016 the residents of the City of Mountain View voted to adopt Measure V, also known as the Community Stabilization and Fair Rent Act (CSFRA), to stabilize rents and provide just cause eviction protections for certain rental units in Mountain View. The CSFRA created an entirely new program in the City of Mountain View and requires dedicated resources for its development, implementation, and administration. Section 1709(d) of the CSFRA empowers the RHC to establish a budget for the reasonable and necessary implementation of the provisions of the CSFRA, and Section 1709(j) requires the RHC to finance its reasonable and necessary expenses as necessary to ensure implementation of the CSFRA by charging landlords an annual Rental Housing Fee.

(1) Reflects the budget as adopted by the RHC on June 3, 2019 (adjusted for updated salary calculation).

(2) Reflects the budget as proposed at the RHC meeting on May 4, 2020 (adjusted for updated salary calculation).

# SUCCESSOR HOUSING AGENCY FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 33,260	39,400	37,210	32,700
Loan Payment	<u>265,551</u>	<u>0</u>	<u>11,141</u>	<u>0</u>
Total	<u>298,811</u>	<u>39,400</u>	<u>48,351</u>	<u>32,700</u>
Expenditures and Uses of Funds:				
Expenditures	<u>38,404</u>	<u>250,000</u>	<u>140,000</u>	<u>250,000</u>
Total	<u>38,404</u>	<u>250,000</u>	<u>140,000</u>	<u>250,000</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	260,407	(210,600)	(91,649)	(217,300)
Beginning Balance, July 1	1,515,846	1,776,253	1,776,253	1,684,604
Reserved for Low-Mod Housing*	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,000,000)</u>
Ending Balance, June 30	\$ <u><u>1,776,253</u></u>	<u><u>1,565,653</u></u>	<u><u>1,684,604</u></u>	<u><u>467,304</u></u>

Effective February 1, 2012 all California redevelopment agencies, including the Mountain View Revitalization Authority (Authority), were dissolved pursuant to the Dissolution Act. On January 10, 2012 the City Council adopted resolution 17668 expressing the intent to serve as the Successor Housing Agency of the Authority pursuant to Health and Safety Code sections 34171(j), 34173 and 34176. The housing assets (e.g. long-term loans and bonds) were transferred to the Successor Housing Agency. Effective January 1, 2014, SB 341 required housing successors to follow new expenditure and accounting rules. If a housing successor has fulfilled all replacement, affordable housing production, and monitoring, database compilation and web site publication requirements, it may spend up to \$250,000 annually on homelessness prevention and rapid rehousing services.

\* Represents the reservation of funds by City Council at the May 19, 2020 Council meeting for a low- and moderate-income housing project.

# DOWNTOWN BENEFIT ASSESSMENT DISTRICTS FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 1,017,437	975,910	1,046,400	1,017,800
Permit Revenues	734,761	697,000	623,000	500,000
Investment Earnings	171,003	183,300	197,600	172,300
Invest Earn on Parking In Lieu Fees	132,570	151,560	157,900	140,100
Homeowner's Tax Exemption	3,466	3,500	3,400	3,400
Maintenance Assessment District	157,989	158,606	158,000	158,600
Parking In Lieu Fees	0	0	1,527,931	0
Business Improvement Districts	39,359	44,000	36,700	44,000
Other Revenues	23,137	20,000	14,500	20,000
Capital Projects Refunds	50,000	0	0	0
Total	<u>2,329,722</u>	<u>2,233,876</u>	<u>3,765,431</u>	<u>2,056,200</u>
Expenditures and Uses of Funds:				
Operations	532,134	740,985	512,100	649,080
Business Improvement Districts	39,359	44,000	36,700	44,000
General Fund Administration	44,000	44,400	44,400	44,800
Self Insurance	800	950	950	1,130
Transfer to General Oper Fund	108,400	108,400	108,400	108,400
Transfer to Equip Replace Res	390	326	326	349
Total	<u>725,083</u>	<u>939,061</u>	<u>702,876</u>	<u>847,759</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	1,604,639	1,294,815	3,062,555	1,208,441
Beginning Balance, July 1	14,059,842	15,664,481	15,664,481	18,727,036
Reserve for Future Parking Maint	(412,500)	(430,000)	(430,000)	(467,500)
Reserve for Future Parking	<u>(6,649,297)</u>	<u>(6,800,857) <sup>(1)</sup></u>	<u>(8,335,128) <sup>(1)</sup></u>	<u>(8,475,228) <sup>(1)</sup></u>
Ending Balance, June 30	<u>\$ 8,602,684</u>	<u>9,728,439 <sup>(1)</sup></u>	<u>9,961,908 <sup>(1)</sup></u>	<u>10,992,749 <sup>(1)</sup></u>

The Parking District (District) is a maintenance assessment district in the downtown Castro Street area created to provide and maintain parking lots and structures. In addition to property taxes and permit revenues, an annual assessment is levied on properties in the District. The Mountain View City Code requires that as a condition of approval for any development within the District, the developer or owner shall provide the required off-street parking, pay the parking in-lieu fee or a combination of both. These funds are restricted for the construction of new parking spaces, are designated for the Hope St development and are accounted for in the Reserve for Future Parking.

The Business Improvement Areas (BIA's) were created for specific areas of the downtown and are an assessment to the business owners based on the type and size of the business. These funds are utilized for staffing dedicated to the promotion and support of downtown businesses.

The Reserve for Future Parking Maintenance was recommended in a previous Parking Study for long term maintenance and improvements of the parking structures and lots not funded in the operating budget (e.g. janitorial services, elevator maintenance, etc.). The District increases by \$37,500 annually and it is anticipated these funds will be utilized when major improvements are needed (e.g. steam cleaning the entire parking structure, repaving a parking lot, replacing signage inside the parking structure, etc.).

(1) \$13.5 million committed to the Hope Street Project.



GENERAL SPECIAL PURPOSE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 5,039	4,870	7,700	6,700
CASp Fee	24,591	0	19,100	0
Charges for Services	<u>15,750</u>	<u>50,000</u>	<u>110,250</u>	<u>50,000</u>
Total	<u>45,380</u>	<u>54,870</u>	<u>137,050</u>	<u>56,700</u>
Expenditures and Uses of Funds:				
Expenditures	<u>4,111</u>	<u>97,728</u>	<u>4,600</u>	<u>120,881</u>
Total	<u>4,111</u>	<u>97,728</u>	<u>4,600</u>	<u>120,881</u>
Revenues and Sources Over (Under) Expenditures and Uses	41,269	(42,858)	132,450	(64,181)
Beginning Balance, July 1	<u>60,831</u>	<u>102,100</u>	<u>102,100</u>	<u>234,550</u>
Ending Balance, June 30	<u>\$ 102,100</u>	<u>59,242</u>	<u>234,550</u>	<u>170,369</u>

The Special Purpose Fund was established to track and report funds used for specific purposes. This fund currently includes the following:

The Community Tree Master Plan (CTMP) was adopted by City Council September 15, 2015 and includes objectives and strategies to improve and enhance the City's urban forest and canopy over the following 15 years and to respond to environmental and safety issues that can impact community trees and wildlife habitat. The CTMP established implementation measures to achieve the objectives, including establishing a Tree Mitigation Fund and a Tree Replacement fee. For any trees that cannot be replaced on site, the fee will be assessed to provide funding for tree planting at other sites within the community.

Assembly Bill 1379 amended Section 4467 of the government code (previously amended by Senate Bill 1186) and requires an additional \$4 fee to be paid by any applicant of a Business License from January 1, 2018 through December 31, 2023. Beginning on January 1, 2024, the fee will be revert back to the \$1 fee. The fee will be used to increase disability access and compliance with construction-related accessibility requirements and help support the Certified Access Specialist (CASp) program.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
COPs Grant	\$ 183,035	100,000	204,000	175,000
Total	<u>183,035</u>	<u>100,000</u>	<u>204,000</u>	<u>175,000</u>
Expenditures and Uses of Funds:				
Operations	<u>213,964</u>	<u>175,000</u>	<u>279,000</u>	<u>175,000</u>
Total	<u>213,964</u>	<u>175,000</u>	<u>279,000</u>	<u>175,000</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(30,929)	(75,000)	(75,000)	0
Beginning Balance, July 1	<u>105,929</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>
Ending Balance, June 30	<u>\$ 75,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

The Supplemental Law Enforcement Services Fund receives revenues from a state grant to counties and cities which is restricted for funding additional front-line law enforcement services.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Estimated 2019-20</u>	<u>Proposed Budget 2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 157,245	0	238,640	0
Federal Grant	955,811	564,388	464,758	592,761
Home Program	34,403	263,732	371,849	273,160
Loan Repayments	594,686	0	253,265	0
Total	<u>1,742,145</u>	<u>828,120</u>	<u>1,328,512</u>	<u>865,921</u>
Expenditures and Uses of Funds:				
Operations	259,856	928,120	827,565	875,921
Loans	1,394,219	0	0	0
Total	<u>1,654,075</u>	<u>928,120</u>	<u>827,565</u>	<u>875,921</u>
Revenues and Sources Over (Under) Expenditures and Uses	88,070	(100,000)	500,947	(10,000)
Reprogrammed Revenue	0	506	0	0
Beginning Balance, July 1	<u>11,424</u>	<u>99,494</u>	<u>99,494</u>	<u>600,441</u>
Ending Balance, June 30	\$ <u><u>99,494</u></u>	<u><u>0</u></u>	<u><u>600,441</u></u>	<u><u>590,441</u></u>

The Community Development Block Grant Fund derives its revenues from grants received from the Department of Housing and Urban Development. The intent of the program is to enhance the physical development of the community. Public services are also eligible to a limited extent.

CABLE TELEVISION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
PEG Fees	\$ 215,155	241,000	202,756	200,000
Total	<u>215,155</u>	<u>241,000</u>	<u>202,756</u>	<u>200,000</u>
Expenditures and Uses of Funds:				
Expenditures	<u>159,959</u>	<u>195,000</u>	<u>217,480</u>	<u>195,000</u>
Total	<u>159,959</u>	<u>195,000</u>	<u>217,480</u>	<u>195,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	55,196	46,000	(14,724)	5,000
Beginning Balance, July 1	<u>773,129</u>	<u>828,325</u>	<u>828,325</u>	<u>813,601</u>
Ending Balance, June 30	\$ <u><u>828,325</u></u>	<u><u>874,325</u></u>	<u><u>813,601</u></u>	<u><u>818,601</u></u>

Ordinance No. 4.08, adopted on May 13, 2008 amended Chapter 37 of the Mountain View City Code relating to Cable Television franchise regulations in its entirety. Public, Education and Government (PEG) fees collected by the cable providers are restricted for PEG channel support and are not for general use by the City. The City passes a portion of these funds through to the non-profit KMVT for government and public access television services per contractual agreement.

SHORELINE REGIONAL PARK COMMUNITY FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 40,219,209	48,154,300	46,550,200	46,648,400
Investment Earnings	1,840,351	1,986,700	1,995,800	1,723,400
Invest Earn on Dev Imp Fees	482,293	0	515,300	0
Rents & Leases	402,634	368,000	359,000	359,000
Development Impact Fees	0	0	1,459,100	0
Other Revenues	246,159	110,000	225,700	89,000
Capital Projects Refunds	1,233,861	0	0	0
Bond Proceeds and Interest	70,430,077	0	1,519,500	0
Total	<u>114,854,584</u>	<u>50,619,000</u>	<u>52,624,600</u>	<u>48,819,800</u>
Expenditures and Uses of Funds:				
Operations	6,064,157	6,586,688	5,515,003	6,693,004
Intergovernmental Payments	10,245,895	10,669,000	10,373,500	11,522,000
Capital Projects	13,035,700	14,771,000	14,771,000	4,152,000
Capital Projects from Fees	6,400,000	3,848,000	3,848,000	0
Capital Projects from Bond Proceeds	0	69,280,000	69,280,000	0
General Fund Administration	7,647,300	7,723,700	7,723,700	7,801,000
Water Fund Administration	63,200	63,800	63,800	64,400
2011 Revenue Bonds	6,926,301	3,343,582	3,261,121	3,341,707
2014 Bank Loan	1,620,258	0	0	0
2018 Revenue Bonds	369,417	3,078,950	3,068,230	3,078,950
Self Insurance	47,620	61,430	61,430	73,670
Retirees' Health Unfunded Liability	195,000	500,000	500,000	0
Transfer to Comp Absences Res	42,000	70,000	70,000	50,000
Transfer to Equip Replace Res	119,268	103,078	103,078	120,267
Total	<u>52,776,116</u>	<u>120,099,228</u>	<u>118,638,862</u>	<u>36,896,998</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	62,078,468	(69,480,228)	(66,014,262)	11,922,802
Beginning Balance, July 1	37,680,168	99,758,636	99,758,636	33,744,374
Reserve	(5,200,000)	(5,300,000)	(5,300,000)	(5,300,000)
Reserve for Bond Proceeds	(69,494,028)	(214,028)	(1,733,528)	(1,733,528)
Reserve for Landfill	(7,000,000)	(8,000,000)	(8,000,000)	(9,000,000)
Reserve for Sea Level Rise	(3,000,000)	(6,000,000)	(6,000,000)	(9,000,000)
Reserve for Dev Impact Fees	(4,330,127)	(482,127)	(2,456,527)	(2,456,527)
Ending Balance, June 30	<u>\$ 10,734,481</u>	<u>10,282,253</u>	<u>10,254,319</u>	<u>18,177,121</u>

The State legislature created the Shoreline Regional Park Community (Shoreline Community). Tax increment derived on the difference between the frozen base year value and the current fiscal year assessed value and other revenues generated from the activities of the Shoreline Community are to be utilized to develop and support the Shoreline Community and surrounding North Bayshore Area. Reserves are for general purposes, a catastrophic landfill event funding sea level rise infrastructure improvements, and tracking of development impact fees.

Assessed values are as follows (in thousands):

		<u>Total Assessed Value</u>	<u>Frozen Base</u>	<u>Tax Increment Value</u>
Actual	2017-18	\$4,012,187	\$33,888	3,978,299
Actual	2018-19	\$3,911,328	\$33,888	3,877,440
Actual	2019-20	\$4,221,032	\$33,888	4,187,143
Proposed	2020-21	\$4,543,785	\$33,888	4,509,897

STORM DRAIN CONSTRUCTION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 17,482	23,700	17,200	15,100
Existing Facilities & Front Footage	52,612	10,000	147,100	10,000
Capital Projects Refunds	207	0	0	0
Total	<u>70,301</u>	<u>33,700</u>	<u>164,300</u>	<u>25,100</u>
Expenditures and Uses of Funds:				
Capital Projects	<u>406,000</u>	<u>31,000</u>	<u>31,000</u>	<u>32,000</u>
Total	<u>406,000</u>	<u>31,000</u>	<u>31,000</u>	<u>32,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	(335,699)	2,700	133,300	(6,900)
Beginning Balance, July 1	<u>468,046</u>	<u>132,347</u>	<u>132,347</u>	<u>265,647</u>
Ending Balance, June 30	<u>\$ 132,347</u>	<u>135,047</u>	<u>265,647</u>	<u>258,747</u>

The Storm Drain Construction Fund revenues are derived from off-site drainage fees authorized by Mountain View Code Section 28.51. These revenues are restricted for storm drainage projects in the Capital Improvements Program.

PARK LAND DEDICATION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 1,644,884	1,916,660	1,429,000	1,265,000
Construction Fees*	9,583,350	17,000,000	33,963,000	0
Capital Projects Refunds	537,465	0	0	0
Total	<u>11,765,699</u>	<u>18,916,660</u>	<u>35,392,000</u>	<u>1,265,000</u>
Expenditures and Uses of Funds:				
Expenditures	0	40,000,000	40,000,000	0
Capital Projects	<u>2,331,000</u>	<u>2,777,000</u>	<u>3,177,000</u>	<u>4,091,000</u>
Total	<u>2,331,000</u>	<u>42,777,000</u>	<u>43,177,000</u>	<u>4,091,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	9,434,699	(23,860,340)	(7,785,000)	(2,826,000)
Beginning Balance, July 1	51,990,553	61,425,252	61,425,252	53,640,252
Committed for Future CIP's**	<u>(56,082,775)</u>	<u>(16,034,775)</u>	<u>(16,034,775)</u>	<u>(16,136,775)</u>
Ending Balance, June 30	<u>\$ 5,342,477</u>	<u>21,530,137</u>	<u>37,605,477</u>	<u>34,677,477</u>

The Park Land Dedication Fund revenues are derived from fees authorized by Chapter 41 of the Mountain View City Code. These revenues are restricted for expenditures for park and recreation projects. Effective in Fiscal Year 1997-98, fees are approved and committed by City Council after receipt.

\* As this fee is dependent upon subdivision and single lot development, future fee revenues are not projected or budgeted in advance. The \$17.0 million for Fiscal Year 2019-20 is expected to offset a portion of the \$40.0 million expenditure.

\*\* The Five-Year CIP identifies future projects which funds have not yet been committed.

## WATER FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 737,747	789,200	693,827	660,200
Invest Earn on Cap/Dev Imp Fees	285,323	0	274,802	0
Water Sales	32,520,527	34,923,323	33,191,679	33,900,100
Recycled Water Sales	627,940	750,000	839,374	800,000
Capacity/Development Impact Fees	972,398	0	2,024,800	0
Other Revenues	1,293,779	456,547	946,326	500,000
Interfund Revenues	785,800	793,600	793,600	801,500
Capital Projects Refunds	0	0	0	640,000
Total	<u>37,223,514</u>	<u>37,712,670</u>	<u>38,764,408</u>	<u>37,301,800</u>
Expenditures and Uses of Funds:				
Operations	8,314,811	9,780,891	9,557,222	9,748,609
Water Purchased	21,177,593	21,627,340	21,533,975	21,972,000
Capital Projects	3,038,000	3,174,000	3,174,000	3,056,000
Capital Projects from Fees	3,640,000	6,173,000	6,173,000	600,000
General Fund Administration	1,427,870	1,436,770	1,436,770	1,445,770
Depreciation	4,163,792	4,057,182	4,163,792	4,163,792
2004 Water Revenue Bonds	625,491	633,650	633,650	632,250
Recycled Water System Loan Repymt	300,000	300,000	300,000	300,000
Self Insurance	87,300	100,980	100,980	121,100
Retirees' Health Unfunded Liability	200,000	500,000	500,000	0
Transfer to Graham School Site Maint Res	220,000	220,000	220,000	220,000
Transfer to Equip Replace Res	235,808	208,439	208,439	219,619
Total	<u>43,430,665</u>	<u>48,212,252</u>	<u>48,001,828</u>	<u>42,479,140</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(6,207,151)	(10,499,582)	(9,237,420)	(5,177,340)
Net Change In Non Current Assets	4,602,792	4,057,182	4,163,792	4,163,792
Beginning Balance, July 1	32,177,809	30,573,450	30,573,450	25,499,822
Reserve for Capacity/Dev Impact Fees	(6,309,180)	(136,180)	(2,435,782)	(2,475,782)
Reserve for Minimum Water Purchase	(5,000,000)	(5,000,000)	(5,000,000)	(5,000,000)
Reserve	<u>(11,041,957)</u>	<u>(11,341,855)</u>	<u>(11,341,855)</u>	<u>(11,557,775)</u>
Ending Balance, June 30	<u>\$ 8,222,313</u>	<u>7,653,015</u>	<u>6,722,185</u>	<u>5,452,717</u>

The Water Fund accounts for the cost, operation and maintenance of all facilities required to supply, distribute and meter the water used by consumers in the City's service area. A separate reserve is used to account for the capacity and development impact fees collected to fund capital projects. A general Reserve is used for emergencies, contingencies and rate stabilization.



# WASTEWATER FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Hazardous Materials Permits	\$ 610,084	425,000	523,442	500,000
Investment Earnings	451,847	483,500	502,901	520,500
Invest Earn on Cap/Dev Imp Fees	239,920	0	222,890	0
Wastewater Charges	22,830,315	23,715,433	23,578,549	24,405,600
Capacity/Development Impact Fees	843,277	0	1,900,401	0
Loan Proceeds and Interest	58,329	10,041,500	10,041,500	0
Other Revenues	509,483	34,000	20,161	34,000
Total	<u>25,543,255</u>	<u>34,699,433</u>	<u>36,789,844</u>	<u>25,460,100</u>
Expenditures and Uses of Funds:				
Operations	4,907,918	5,913,232	5,631,370	6,035,518
Water Quality Control Plant	10,834,978	11,579,445	10,926,365	12,862,048
Capital Projects	2,409,000	2,157,000	2,157,000	1,969,000
Capital Projects from Fees	6,500,000	499,000	499,000	0
Capital Projects from Loan Proceeds	3,100,000	5,891,000	6,292,000	640,000
General Fund Administration	1,223,330	1,232,430	1,232,430	1,241,630
Water Fund Administration	352,700	356,200	356,200	359,800
Depreciation	2,033,114	1,951,146	2,033,114	2,033,114
2018 Bank Loan	1,114	908,633	23,170	852,800
Self Insurance	49,400	58,670	58,670	70,360
Transfer to Equip Replace Res	246,722	218,225	218,225	233,563
Total	<u>31,658,276</u>	<u>30,764,981</u>	<u>29,427,544</u>	<u>26,297,833</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(6,115,021)	3,934,452	7,362,300	(837,733)
Net Change In Non Current Assets	2,046,424	1,951,146	2,033,114	2,033,114
Beginning Balance, July 1	23,066,340	18,997,743	18,997,743	28,393,157
Reserve for Capacity/Dev Impact Fees	(2,552,264)	(2,053,264)	(4,176,555)	(3,536,555)
Reserve for Treatment Plant	(6,773,047)	(8,342,486)	(8,995,564)	(10,167,168)
Reserve for Loan Proceeds	0	(1,050,604)	(649,603)	(3,584)
Reserve	(6,765,154)	(6,974,051)	(6,974,051)	(7,500,730)
Ending Balance, June 30	<u>\$ 2,907,278</u>	<u>6,462,936</u>	<u>7,597,384</u>	<u>8,380,501</u>

This fund accounts for the operation and maintenance of all facilities, including Mountain View's share of operation costs of the Palo Alto Regional Water Quality Control Plant (Treatment Plant), required to transport and process wastewater. Chapter 35 of the Mountain View City Code authorizes the collection of a wastewater service charge. The fund has several reserves, one accounts for the capacity and development impact fees collected to fund capital projects. The Reserve for Treatment Plant is for long term capital costs, and includes Treatment Plant obligations encumbered but not yet spent. A general reserve is used for emergencies, contingencies and rate stabilization.

# SOLID WASTE MANAGEMENT FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 246,090	253,300	254,242	213,500
Intergovernmental	221,001	135,000	213,477	135,000
Waste Disposal Charges	15,341,682	15,429,497	14,335,383	14,612,000
Other Revenues	24,534	60,000	9,221	60,000
City Revenues	<u>15,833,307</u>	<u>15,877,797</u>	<u>14,812,323</u>	<u>15,020,500</u>
Recology Revenues	<u>17,063,263</u>	<u>17,534,657</u>	<u>16,375,578</u>	<u>17,351,040</u>
Total	<u>32,896,570</u>	<u>33,412,454</u>	<u>31,187,901</u>	<u>32,371,540</u>
Expenditures and Uses of Funds:				
Operations	3,985,008	4,908,187	4,169,989	5,022,918
Disposal	8,220,596	8,897,546	9,733,357	9,440,372
Capital Projects	594,000	293,000	293,000	284,000
General Fund Administration	533,500	538,800	538,800	544,200
Water Fund Administration	331,100	334,400	334,400	337,700
Depreciation	487,715	382,075	487,715	487,715
Self Insurance	33,690	40,010	40,010	47,990
Transfer to Equip Replace Res	171,887	150,050	150,050	158,614
City Expenditures	<u>14,357,496</u>	<u>15,544,068</u>	<u>15,747,321</u>	<u>16,323,509</u>
Payments to Recology	<u>17,063,263</u>	<u>17,534,657</u>	<u>16,375,578</u>	<u>17,351,040</u>
Total	<u>31,420,759</u>	<u>33,078,725</u>	<u>32,122,899</u>	<u>33,674,549</u>
Revenues and Sources Over (Under) Expenditures and Uses	1,475,811	333,729	(934,998)	(1,303,009)
Net Change In Non Current Assets	458,821	382,075	487,715	487,715
Beginning Balance, July 1	11,305,825	13,240,457	13,240,457	12,793,174
Reserve for Future Facility Equipment	(880,000)	(1,320,000)	(1,320,000)	(1,760,000)
Reserve	<u>(3,334,611)</u>	<u>(3,677,498)</u>	<u>(3,677,498)</u>	<u>(3,887,949)</u>
Ending Balance, June 30	<u>\$ 9,025,846</u>	<u>8,958,763</u>	<u>7,795,676</u>	<u>6,329,931</u>

The Solid Waste Management Fund accounts for the collection, transportation, recycling and disposal services of the City. It also funds two of the City's landfill post closure maintenance activities. Revenues for payments to Recology are included for informational purposes only, a budget is not adopted for Recology. A general reserve is used for emergencies, contingencies, rate stabilization and required Financial Assurance Mechanisms (FAMs) if applicable. The Reserve for Future Facility Equipment was established in Fiscal Year 2017-18 for potential future obligations for facility equipment.

# EQUIPMENT MAINTENANCE AND REPLACEMENT FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 608,305	671,500	652,000	572,000
Interfund Service Charges	2,475,324	2,884,500	2,884,500	3,060,600
Other Revenues	133,519	0	105,200	0
Transfer from General Oper Fund	2,767,727	2,247,491	2,247,491	2,372,929
Transfer from Other General Funds	305,966	292,598	292,598	331,520
Transfer from Other Funds	823,965	721,871	721,871	781,566
Total	<u>7,114,806</u>	<u>6,817,960</u>	<u>6,903,660</u>	<u>7,118,615</u>
Expenditures and Uses of Funds:				
Operations	2,475,836	2,746,424	2,730,598	2,903,703
Equipment Purchases	2,172,411	3,510,006	2,589,229	4,971,506
Water Fund Administration	38,800	39,200	39,200	39,600
Self Insurance	19,350	22,980	22,980	27,560
Retirees' Health Unfunded Liability	25,000	0	0	0
Transfer to Equip Replace Res	41,705	35,229	35,229	42,181
Total	<u>4,773,102</u>	<u>6,353,839</u>	<u>5,417,236</u>	<u>7,984,550</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,341,704	464,121	1,486,424	(865,935)
Net Change In Non Current Assets	3,815	11,000	11,000	11,000
Beginning Balance, July 1	27,922,347	30,267,866	30,267,866	31,765,290
Reserve for Equipment Replacement	<u>(30,094,609)</u>	<u>(30,506,563)</u>	<u>(31,514,276)</u>	<u>(30,596,785)</u>
Ending Balance, June 30	<u>\$ 173,257</u>	<u>236,424</u>	<u>251,014</u>	<u>313,570</u>

The purpose of this fund is to account for centralized fleet maintenance costs and to charge a proportionate share to all funds utilizing maintenance services. In addition, this fund accounts for certain equipment replacement requirements of the City.

WORKERS' COMPENSATION SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 242,069	271,400	263,700	232,500
Interfund Service Charges	2,120,123	2,400,000	2,099,000	2,100,000
Other Revenues	<u>21,716</u>	<u>0</u>	<u>53,412</u>	<u>0</u>
Total	<u>2,383,908</u>	<u>2,671,400</u>	<u>2,416,112</u>	<u>2,332,500</u>
Expenditures and Uses of Funds:				
Expenditures	<u>1,563,431</u>	<u>2,372,500</u>	<u>1,595,011</u>	<u>2,383,500</u>
Total	<u>1,563,431</u>	<u>2,372,500</u>	<u>1,595,011</u>	<u>2,383,500</u>
Revenues and Sources Over (Under) Expenditures and Uses	820,477	298,900	821,101	(51,000)
Beginning Balance, July 1	11,774,708	12,595,185	12,595,185	13,416,286
Reserve for Future Claims	<u>(7,840,946)</u>	<u>(7,840,946)</u>	<u>(7,840,946)</u>	<u>(7,840,946)</u>
Ending Balance, June 30	<u>\$ 4,754,239</u>	<u>5,053,139</u>	<u>5,575,340</u>	<u>5,524,340</u>

The City implemented a self-insurance program for Workers' Compensation benefits on September 7, 1975 as authorized by Council Resolution No. 10581. This program provides for State mandated insurance benefits (salary and medical costs) for employees who are injured on the job.

This fund accounts for current operating expenditures, future costs of previously incurred injury claims and reserves for catastrophic losses. This fund also provides for the administration of safety and loss prevention programs throughout the City to reduce the probability of incurring future catastrophic claims against the City. The City is self-insured for \$750,000 and has purchased Workers Compensation Excess Insurance above this limit.

UNEMPLOYMENT SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 11,884	13,400	12,800	11,300
Interfund Service Charges	<u>43,950</u>	<u>50,000</u>	<u>45,900</u>	<u>50,000</u>
Total	<u>55,834</u>	<u>63,400</u>	<u>58,700</u>	<u>61,300</u>
Expenditures and Uses of Funds:				
Expenditures	<u>23,881</u>	<u>127,250</u>	<u>32,000</u>	<u>127,250</u>
Total	<u>23,881</u>	<u>127,250</u>	<u>32,000</u>	<u>127,250</u>
Revenues and Sources Over (Under) Expenditures and Uses	31,953	(63,850)	26,700	(65,950)
Beginning Balance, July 1	<u>567,021</u>	<u>598,974</u>	<u>598,974</u>	<u>625,674</u>
Ending Balance, June 30	<u>\$ 598,974</u>	<u>535,124</u>	<u>625,674</u>	<u>559,724</u>

The City implemented a self-insurance program for unemployment benefits on March 13, 1978 as authorized by Council Resolution No. 11975. This program provides for State and Federal mandated unemployment insurance benefits for employees separated from service with the City.

## LIABILITY INSURANCE FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 74,569	80,000	72,300	80,000
Other Revenues	70,340	18,200	73,115	18,200
Interfund Service Charges	<u>1,367,610</u>	<u>1,658,050</u>	<u>1,658,050</u>	<u>1,988,400</u>
Total	<u>1,512,519</u>	<u>1,756,250</u>	<u>1,803,465</u>	<u>2,086,600</u>
Expenditures and Uses of Funds:				
Expenditures	<u>1,881,950</u>	<u>1,756,550</u>	<u>2,190,951</u>	<u>2,086,550</u>
Total	<u>1,881,950</u>	<u>1,756,550</u>	<u>2,190,951</u>	<u>2,086,550</u>
Revenues and Sources Over (Under) Expenditures and Uses	(369,431)	(300)	(387,486)	50
Beginning Balance, July 1	5,381,513	5,012,082	5,012,082	4,624,596
Reserve for Future Claims	<u>(3,640,226)</u>	<u>(3,640,226)</u>	<u>(3,640,226)</u>	<u>(3,640,226)</u>
Ending Balance, June 30	<u>\$ 1,371,856</u>	<u>1,371,556</u>	<u>984,370</u>	<u>984,420</u>

On August 11, 1980, Council approved a self-insurance program for liability insurance effective September 1, 1980. Existing provisions include claims approval authority to \$30,000 and any claims exceeding \$30,000 require City Council approval.

The City acts as its own agent and controls risk to limit liability loss exposure. There is a \$1.0 million self-insurance retention for each liability incident. The minimum reserve and balance for future claims of \$2.0 million is maintained in accordance with Council policy. Other insurance such as property, flood, earthquake and other coverages are not self-insured as the City purchases insurance policies.

RETIREES' HEALTH INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 5,798	11,220	20,000	16,900
Other Revenues	32,746	0	29,659	0
Interfund Service Charges	5,334,346	6,067,966	6,067,966	5,650,627
Transfer from General Oper Fund	1,000,000	0	0	0
Transfer from Other Funds	420,000	1,000,000	1,000,000	0
Total	<u>6,792,890</u>	<u>7,079,186</u>	<u>7,117,625</u>	<u>5,667,527</u>
Expenditures and Uses of Funds:				
Expenditures	4,495,995	4,892,780	4,827,023	5,140,580
CERBT	<u>2,284,904</u>	<u>2,205,186</u>	<u>2,290,352</u>	<u>510,047</u>
Total	<u>6,780,899</u>	<u>7,097,966</u>	<u>7,117,375</u>	<u>5,650,627</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	11,991	(18,780)	250	16,900
Beginning Balance, July 1	<u>426,594</u>	<u>438,585</u>	<u>438,585</u>	<u>438,835</u>
Ending Balance, June 30	<u>\$ 438,585</u>	<u>419,805</u>	<u>438,835</u>	<u>455,735</u>
Balance in CERBT	<u>\$ 136,272,321</u>	<u>138,477,507</u>	<u>131,510,353</u>	<u>132,020,400</u>

This fund was established in Fiscal Year 1985-86 as a self-insurance fund to pay the health insurance premiums of employees retired from the City. Governmental Accounting Standards Board (GASB) issued Statement No. 45, which requires an actuarial valuation be performed bi-ennially to calculate the City's other post employment benefits (OPEB) liabilities. The City implemented GASB Statement No. 45 in Fiscal Year 2007-08 and has chosen to budget the Annual Required Contribution (ARC). GASB Statement No. 75, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions*, is effective with the fiscal year ending June 30, 2018. The new OPEB standard parallels the pension standard issued with GASB Statement No. 68, *Financial Reporting for Pension Plans*, which essentially requires the City to report the unfunded liability on the face of the City's financial statements and enhances the note disclosures and required supplementary information about the City's OPEB liability. The most recent actuarial valuation estimated a liability of \$145.0 million as of July 1, 2019 and estimated a liability of \$151.2 for Fiscal Year 2020-21.

On February 26, 2008 Council approved joining the California Employers Retiree Benefit Trust (CERBT), managed by the California Public Employees Retirement System (CalPERS) and the City began transferring funds in Fiscal Year 2008-09 and intends to, at a minimum, annually transfer the ARC less Retirees' Health premiums.

EMPLOYEE BENEFITS SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 8,001	9,000	8,700	7,700
Interfund Service Charges	<u>71,802</u>	<u>80,000</u>	<u>77,200</u>	<u>86,000</u>
Total	<u>79,803</u>	<u>89,000</u>	<u>85,900</u>	<u>93,700</u>
Expenditures and Uses of Funds:				
Expenditures	<u>59,492</u>	<u>114,500</u>	<u>54,849</u>	<u>114,500</u>
Total	<u>59,492</u>	<u>114,500</u>	<u>54,849</u>	<u>114,500</u>
Revenues and Sources Over (Under) Expenditures and Uses	20,311	(25,500)	31,051	(20,800)
Beginning Balance, July 1	<u>381,469</u>	<u>401,780</u>	<u>401,780</u>	<u>432,831</u>
Ending Balance, June 30	<u>\$ 401,780</u>	<u>376,280</u>	<u>432,831</u>	<u>412,031</u>

The Employee Benefits Self-Insurance Fund accounts for the City's self-insured vision and other miscellaneous benefits.



PROPOSED 2020-21 BUDGET - GENERAL FUND RESERVES (1)

Statement of Revenues, Expenditures and Balances

	Unassigned		Committed			
	General Non-Operating Fund	General Fund Reserve	Budget Contingency Reserve	Earned Lease Revenue Reserve	Property Management Reserve	Graham School Site Maint Reserve
Revenues & Sources of Funds:						
GOF Carryover	\$ 109,818	0	0	0	0	0
Revenue	1,438,084	0	0	580,900	0	0
Transfers	0	600,000	1,487,800	0	0	220,000
Investment Earnings	0	0	0	578,500	0	0
Total	1,547,902	600,000	1,487,800	1,159,400	0	220,000
Expenditures & Uses of Funds:						
Expenditures	6,079,208	0	0	0	0	250,000
CIP	0	0	0	0	0	0
Transfers	2,125,000	0	0	0	0	0
Total	8,204,208	0	0	0	0	250,000
Revenues & Sources Over (Under)						
Expenditures & Uses	(6,656,306)	600,000	1,487,800	1,159,400	0	(30,000)
Beginning Balance, July 1	13,850,119	27,917,986	7,933,573	7,029,259	1,577,106	733,100
Reserves	(3,810,324)	0	0	(5,824,964) (3)	0	0
Ending Balance, June 30	\$ 3,383,489	28,517,986	9,421,373	2,363,695 (6)	1,577,106	703,100

- (1) Governmental fund balances are reported based on the reporting hierarchy established by GASB Statement No. 54 (Fund Balance Reporting and Governmental Fund Type Definitions) that is based on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in a fund can be spent.
- Restricted - Constraints on expenditures are externally imposed by creditors, grantors, or laws/regulations of other governments or by enabling legislation.
  - Committed - Formal action by the City Council (Council) places the constraint on how the funds can be spent and may only be altered by the same type of Council action. Contractual obligations are included in this category.
  - Assigned - The City's intent to use funds for a specific purpose as expressed by Council or a delegated authority.
  - Unassigned - This is the residual classification for the General Fund.
- (2) Appropriations for Compensated Absences Reserve are on an as needed basis up to the amount of the balance.
- (3) Represents the balance of earned rent at the end of the fiscal year.
- (4) Comprised of a \$5.0 million reserve policy balance, \$2.9 million prepaid lease for the Downtown Family Housing project, and \$2.0 million for potential debt service on the Police/Fire Administration Building.
- (5) Minor Estate Trust reserve established at \$410,235 endowment plus 25.0 percent of interest earned annually.
- (6) Up to \$3.0 million to be used for the Mountain View Employee Homebuyer Program through Fiscal Year 2029-30.

Committed						
Transportation Reserve	Capital Improvement Reserve	Open Space Acquisition Reserve	Strategic Property Acquisition Reserve	Child Care Commitment Reserve	Compensated Absences (2)	Minor Estate Trust
	0	0	0	0	0	0
	58,667	0	110,000	0	0	0
3,342,480	1,779,000	0	0	0	1,439,000	0
	0	0	0	0	0	0
3,342,480	1,837,667	0	110,000	0	1,439,000	0
0	0	0	2,250,689	105,000	0	11,500
1,200,000	4,009,000	0	0	0	0	0
0	0	0	0	0	0	0
1,200,000	4,009,000	0	2,250,689	105,000	0	11,500
2,142,480	(2,171,333)	0	(2,140,689)	(105,000)	1,439,000	(11,500)
4,578,300	12,471,670	3,455,956	6,448,720	409,067	6,529,740	428,388
0	(9,923,555) (4)	0	0	(12,462)	0	(416,888) (5)
6,720,780	376,782	3,455,956	4,308,031	291,605	7,968,740	0

PROPOSED 2020-21 BUDGET - SCHEDULE OF INTERFUND TRANSFERS

EXPENDITURES	REVENUES							TOTAL
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Reserve Funds	
General Operating/ Development Services/ Shoreline Golf Links	200,000	468,810	1,000,000	823,000		2,704,449	6,469,280	\$11,665,539
Special Revenue Funds	1,441,800		6,420,657	16,672,000		127,589	54,000	24,716,046
Capital Projects Funds				4,123,000				4,123,000
Enterprise Funds			1,485,050	6,549,000		611,796	220,000	8,865,846
Internal Service Funds						42,181		42,181
Reserve Funds				5,209,000			2,125,000	7,334,000
<b>TOTAL</b>	<b>\$1,641,800</b>	<b>468,810</b>	<b>8,905,707</b>	<b>33,376,000</b>	<b>0</b>	<b>3,486,015</b>	<b>8,868,280</b>	<b>\$56,746,612</b>

# **CAPITAL IMPROVEMENT PROJECTS**

## **PROPOSED FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT PROGRAM**

Capital Improvement Program (CIP) projects include, but are not limited to, facilities, mobility-related infrastructure, park development/rehabilitation, and utilities projects. These projects are usually multi-year and, thus, extend beyond the annual budget.

The emphasis for the Fiscal Year 2020-21 CIP is on the:

- Review, refinement and funding of Fiscal Year 2020-21 projects identified in the Five-Year CIP adopted by the City Council for Fiscal Year 2019-20.
- Identification and funding of additional new projects for Fiscal Year 2020-21 as well as amendments to active projects given anticipated financial and staffing resources, that support City Council goals and priorities, address health and safety concerns, are needed to comply with regulatory requirements, and/or generate operational savings or revenues.

The CIP is funded from a variety of sources. Some funding sources, such as the Capital Improvement Reserve and Construction/Conveyance Tax (C/C Tax) Funds, have no restrictions on their use. Other CIP funding sources must be used for specific purposes (e.g., Water Fund – water system infrastructure and maintenance; Wastewater Fund – sewer system infrastructure and maintenance; Shoreline Regional Park Community (Shoreline Community) Fund – projects that facilitate development in the City's North Bayshore Area and/or support Shoreline Regional Park operations; and Gas Tax Fund – design and construction of roadway improvements).

The Fiscal Year 2020-21 CIP is balanced and maintains all fund reserves as required by Council policy. There is an estimated \$60,200 of increased annual future operating costs associated with the construction of South Whisman Park.

Projects included in the Fiscal Year 2020-21 Proposed CIP are listed on the following pages in three separate categories: (1) Non-Discretionary, (2) Discretionary, and (3) Amendments to Existing Projects.

The Study Session for preliminary review of the Fiscal Year 2020-21 CIP was removed from the March 17, 2020 City Council agenda due to the shelter-in-place order from the Health Officer of the County of Santa Clara. These projects were discussed at the April 21, 2020 CIP Study Session and the following pages include changes as directed by City Council at this meeting. The Parks and Recreation Commission (PRC) also reviewed these projects and were supportive of the projects and the proposed scheduling. Due to the shelter-in-place, the Bicycle/Pedestrian Advisory Committee (B/PAC) did not meet in the spring, but the members were notified via email of the upcoming projects. There were no significant comments made.

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# Proposed FY 2020-21 Non-Discretionary Projects

(in thousands of dollars)

*Brief descriptions and funding sources for the projects below are provided on the following pages.*

Project No.	Non-Discretionary Projects	Budget
21-01	Street Resurfacing and Slurry Seal Program	\$ 2,250
21-02	Traffic Infrastructure - Miscellaneous Replacements and Modifications	316
21-03	Street Light Pole Replacements	295
21-04	Water System Improvements and Recycled Water System Improvements	654
21-05	Wastewater System Improvements	168
21-06	Concrete Sidewalk/Curb Repairs	689
21-07	Parks Pathway Resurfacing	87
21-08	Shoreline Pathway, Roadway, Parking Improvements	207
21-09	Forestry Maintenance Program and Street Tree Replanting	550
21-10	Shoreline Landfill Cap Maintenance and Repairs	142
21-11	Developer Reimbursements	128
21-12	Street Lane Line and Legend Repainting	883
21-13	Landfill Gas/Leachate System Repairs & Improvements	142
21-14	Facilities Maintenance Plan	747
21-15	Annual Traffic Studies/NTMP Improvements/Bicycle Counts	286
21-16	Maintenance Agreement for JPB/VTA Transit Center	65
21-17	Shoreline Infrastructure Maintenance	259
21-18	Planned and Emergency Facilities Projects	584
21-19	Biennial Turf and Bunker Improvements	300
21-20	Biennial Good Neighbor Fence Replacements	39
21-21	Miscellaneous Water Main/Service Line Replacement	2,688
21-22	Miscellaneous Storm/Sanitary Sewer Main Replacement	1,682
21-23	TDA Projects	60
21-24	Biennial ADA Improvements to City Facilities	97
21-25	Annual New Energy Conservation Measures	194
21-26	Biennial Tennis Court Resurfacing	91
21-27	Intersection Traffic Signal System - Major Replacements and Upgrades (Intersection TBD)	418
21-28	North Bayshore Semi-Annual Traffic Counts	166
21-29	Annual Regional Public Safety	150
21-30	SB-1 Streets Project	1,300
21-31	Annual Parks Renovations/Improvements	163
21-32 thru 21-33	Information Technology Projects (1-5 Separate Projects Per Fiscal Year)	465
	<b>Total: Non-Discretionary Projects</b>	<b>\$ 16,265</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-01</b> <b>Street Resurfacing and Slurry Seal Program</b> Install asphalt concrete and fog seal overlays, raise utilities and monuments. Apply slurry seal to selected street surfaces and City facility parking lots as required.	Sponsor Department: Public Works Department				
	Category: Streets and Sidewalks				
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
	Project Number and Fiscal Year				
	21-01	22-01	23-01	24-01	
Funding Sources	2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax	\$ 1,032	\$ 1,053	\$ 1,074	\$ 1,096	\$ 4,255
Citywide Transportation Impact Fee	\$ 156	\$ -	\$ -	\$ -	\$ 156
Gas Tax	\$ 1,062	\$ 645	\$ 658	\$ 671	\$ 3,036
<b>Total</b>	<b>\$ 2,250</b>	<b>\$ 1,698</b>	<b>\$ 1,732</b>	<b>\$ 1,767</b>	<b>\$ 7,447</b>

<b>Project xx-02</b> <b>Traffic Infrastructure - Miscellaneous Replacements and Modifications</b> Replace traffic signal controllers, traffic detector loops, back-up batteries, LED traffic signal lights, and radar speed signs. Includes minor modifications to existing traffic signals to improve traffic safety.	Sponsor Department: Public Works Department				
	Category: Traffic, Parking and Transportation				
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
	Project Number and Fiscal Year				
	21-02	22-02	23-02	24-02	
Funding Sources	2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax	\$ 289	\$ 295	\$ 301	\$ 307	\$ 1,192
Shoreline Community	\$ 27	\$ 27	\$ 28	\$ 29	\$ 111
<b>Total</b>	<b>\$ 316</b>	<b>\$ 322</b>	<b>\$ 329</b>	<b>\$ 336</b>	<b>\$ 1,303</b>

<b>Project xx-03</b> <b>Street Light Pole Replacements</b> The City maintains approximately 3,750 streetlight poles and concrete bases. This project funds the pole replacement preventative maintenance program, which is designed to replace poles based on a 40-year life cycle.	Sponsor Department: Public Works Department				
	Category: Traffic, Parking and Transportation				
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
	Project Number and Fiscal Year				
	21-03	22-03	23-03	24-03	
Funding Sources	2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax	\$ 270	\$ 275	\$ 281	\$ 286	\$ 1,112
Shoreline Community	\$ 25	\$ 26	\$ 26	\$ 27	\$ 104
<b>Total</b>	<b>\$ 295</b>	<b>\$ 301</b>	<b>\$ 307</b>	<b>\$ 313</b>	<b>\$ 1,216</b>



## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-04</b> <b>Water System Improvements and Recycled Water System Improvements</b> Scheduled replacement of water and recycled water system components and minor unscheduled improvements to the City's water system.	Sponsor Department:		Public Works Department		
	Category:		Utilities		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-04</b>	<b>22-04</b>	<b>23-04</b>	<b>24-04</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Water (Includes Water Capacity Fees)	\$ 654	\$ 667	\$ 680	\$ 694	\$ 2,695
<b>Total</b>	<b>\$ 654</b>	<b>\$ 667</b>	<b>\$ 680</b>	<b>\$ 694</b>	<b>\$ 2,695</b>

<b>Project xx-05</b> <b>Wastewater System Improvements</b> Unscheduled improvements/repairs to the City's wastewater collection and pumping system.	Sponsor Department:		Public Works Department		
	Category:		Utilities		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-05</b>	<b>22-05</b>	<b>23-05</b>	<b>24-05</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Wastewater (Includes Sewer Capacity Fees)	\$ 168	\$ 171	\$ 174	\$ 178	\$ 691
<b>Total</b>	<b>\$ 168</b>	<b>\$ 171</b>	<b>\$ 174</b>	<b>\$ 178</b>	<b>\$ 691</b>

<b>Project xx-06</b> <b>Concrete Sidewalk/Curb Repairs</b> Replace deteriorated sidewalks and repair concrete curbs, gutters, and sidewalks displaced by street tree growth, and/or failure of City-owned utilities. Improve concrete curb and gutter, median curb and valley gutter within the limits of annual street resurfacing and slurry seal program.	Sponsor Department:		Public Works Department		
	Category:		Streets and Sidewalks		
	Additional Annual O&M Costs:	None	Prevailing Wage?	Yes	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-06</b>	<b>22-06</b>	<b>23-06</b>	<b>24-06</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 689	\$ 702	\$ 717	\$ 731	\$ 2,839
<b>Total</b>	<b>\$ 689</b>	<b>\$ 702</b>	<b>\$ 717</b>	<b>\$ 731</b>	<b>\$ 2,839</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-07</b> <b>Parks Pathway Resurfacing</b> Renovate various park pathways within City parks.	Sponsor Department: Community Services Department Category: Parks and Recreation Additional Annual O&M Costs: None      Prevailing Wage? TBD				
	<b>Project Number and Fiscal Year</b>				
	<b>21-07</b>	<b>22-07</b>	<b>23-07</b>	<b>24-07</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
<b>Funding Sources</b>					
Construction/Conveyance Tax	\$ 87	\$ 89	\$ 91	\$ 92	\$ 359
<b>Total</b>	<b>\$ 87</b>	<b>\$ 89</b>	<b>\$ 91</b>	<b>\$ 92</b>	<b>\$ 359</b>

<b>Project xx-08</b> <b>Shoreline Pathway, Roadway, Parking Improvements</b> Correct drainage problems and damage due to differential settlement; provide pathway, roadway and parking related improvements.	Sponsor Department: Community Services Department Category: Parks and Recreation Additional Annual O&M Costs: None      Prevailing Wage? TBD				
	<b>Project Number and Fiscal Year</b>				
	<b>21-08</b>	<b>22-08</b>	<b>23-08</b>	<b>24-08</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
<b>Funding Sources</b>					
Shoreline Community	\$ 207	\$ 211	\$ 215	\$ 220	\$ 853
<b>Total</b>	<b>\$ 207</b>	<b>\$ 211</b>	<b>\$ 215</b>	<b>\$ 220</b>	<b>\$ 853</b>

<b>Project xx-09</b> <b>Forestry Maintenance Program and Street Tree Replanting</b> Contract to prune, remove, stump, purchase and plant approximately 800 to 1,000 medium to large trees within the City. Maintain trees damaged by freezing, disease, drought and other natural causes. Additional Shoreline Community funding will replace 105 trees annually over a 4-year period (ending in FY 2020-21) that are dead or dying due to high salt content in recycled water or other causes.	Sponsor Department: Community Services Department Category: Parks and Recreation Additional Annual O&M Costs: None      Prevailing Wage? TBD				
	<b>Project Number and Fiscal Year</b>				
	<b>21-09</b>	<b>22-09</b>	<b>23-09</b>	<b>24-09</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
<b>Funding Sources</b>					
Construction/Conveyance Tax	\$ 455	\$ 399	\$ 407	\$ 416	\$ 1,677
Shoreline Community	\$ 95	\$ -	\$ -	\$ -	\$ 95
<b>Total</b>	<b>\$ 550</b>	<b>\$ 399</b>	<b>\$ 407</b>	<b>\$ 416</b>	<b>\$ 1,772</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-10</b> <b>Shoreline Landfill Cap Maintenance and Repairs</b> Regulatory mandates of the Bay Area Air Quality Management District and the Regional Water Quality Control Board require the City to protect the integrity of the landfill cap and prevent surface emissions by regrading, filling, recompact, and making other improvements.	Sponsor Department:		Public Works Department		
	Category:		Regulatory Requirements		
	Additional Annual O&M Costs:	None	Prevailing Wage?	TBD	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-10</b>	<b>22-10</b>	<b>23-10</b>	<b>24-10</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Solid Waste	\$ 142	\$ 145	\$ 148	\$ 151	\$ 586
<b>Total</b>	<b>\$ 142</b>	<b>\$ 145</b>	<b>\$ 148</b>	<b>\$ 151</b>	<b>\$ 586</b>

<b>Project xx-11</b> <b>Developer Reimbursements</b> Construction of street and utility improvements concurrent with private development. Adjacent properties benefiting from street and utility improvements will be required to reimburse the City for the improvements.	Sponsor Department:		Public Works Department		
	Category:		Miscellaneous		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-11</b>	<b>22-11</b>	<b>23-11</b>	<b>24-11</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 32	\$ 32	\$ 33	\$ 34	\$ 131
Water (Includes Water Capacity Fees)	\$ 32	\$ 32	\$ 33	\$ 34	\$ 131
Wastewater (Includes Sewer Capacity Fees)	\$ 32	\$ 32	\$ 33	\$ 34	\$ 131
Storm Water Fund	\$ 32	\$ 32	\$ 33	\$ 34	\$ 131
<b>Total</b>	<b>\$ 128</b>	<b>\$ 128</b>	<b>\$ 132</b>	<b>\$ 136</b>	<b>\$ 524</b>

<b>Project xx-12</b> <b>Street Lane Line and Legend Repainting</b> Annual repainting of City street lane lines and legends. In 2020-21, staff is increasing by \$490 from consolidating 3 years of xx-12 for better tracking and cost benefits.	Sponsor Department:		Public Works Department		
	Category:		Streets and Sidewalks		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-12</b>	<b>22-12</b>	<b>23-12</b>	<b>24-12</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 883	\$ 61	\$ 409	\$ 63	\$ 1,416
<b>Total</b>	<b>\$ 883</b>	<b>\$ 61</b>	<b>\$ 409</b>	<b>\$ 63</b>	<b>\$ 1,416</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-13</b> <b>Landfill Gas/Leachate System Repairs and Improvements</b> Annual repairs and improvements to large components of the landfill gas and leachate system.	Sponsor Department: Public Works Department				
	Category: Regulatory Requirements				
	Additional Annual O&M Costs: None Prevailing Wage? TBD				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-13</b>	<b>22-13</b>	<b>23-13</b>	<b>24-13</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Solid Waste	\$ 142	\$ 145	\$ 148	\$ 151	\$ 586
<b>Total</b>	<b>\$ 142</b>	<b>\$ 145</b>	<b>\$ 148</b>	<b>\$ 151</b>	<b>\$ 586</b>

<b>Project xx-14</b> <b>Facilities Maintenance Plan</b> Repair, replace, or maintain City facilities (HVAC, roofs, carpets, plumbing, painting, etc.).	Sponsor Department: Public Works Department				
	Category: Facilities				
	Additional Annual O&M Costs: None Prevailing Wage? TBD				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-14</b>	<b>22-14</b>	<b>23-14</b>	<b>24-14</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 583	\$ 594	\$ 606	\$ 618	\$ 2,401
Shoreline Community	\$ 164	\$ 168	\$ 171	\$ 174	\$ 677
<b>Total</b>	<b>\$ 747</b>	<b>\$ 762</b>	<b>\$ 777</b>	<b>\$ 792</b>	<b>\$ 3,078</b>

<b>Project xx-15</b> <b>Annual Traffic Studies/NTMP Improvements/Bicycle Counts</b> Funding for traffic calming devices on neighborhood, local, and residential streets in conformance with the Neighborhood Traffic Management Program, as well as annual bicycle counts and contracts with consultants regarding improving traffic flow.	Sponsor Department: Public Works Department				
	Category: Traffic, Parking and Transportation				
	Additional Annual O&M Costs: None Prevailing Wage? Yes				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-15</b>	<b>22-15</b>	<b>23-15</b>	<b>24-15</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 286	\$ 291	\$ 297	\$ 303	\$ 1,177
<b>Total</b>	<b>\$ 286</b>	<b>\$ 291</b>	<b>\$ 297</b>	<b>\$ 303</b>	<b>\$ 1,177</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-16</b>		Sponsor Department: Public Works Department			
<b>Maintenance Agreement for JPB/VT A Transit Center</b>		Category: Facilities			
Reimbursement of City expenses by JPB/VT A.		Additional Annual O&M Costs:		None	Prevailing Wage? No
		<b>Project Number and Fiscal Year</b>			
		<b>21-16</b>	<b>22-16</b>	<b>23-16</b>	<b>24-16</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Other (Reimbursement)		\$ 65	\$ 66	\$ 67	\$ 69
<b>Total</b>		<b>\$ 65</b>	<b>\$ 66</b>	<b>\$ 67</b>	<b>\$ 69</b>

<b>Project xx-17</b>		Sponsor Department: Public Works Department			
<b>Shoreline Infrastructure Maintenance</b>		Category: Utilities			
Maintenance of water lines, sewer lines, storm drainage system, and water system supplying the sailing lake.		Additional Annual O&M Costs:		None	Prevailing Wage? TBD
		<b>Project Number and Fiscal Year</b>			
		<b>21-17</b>	<b>22-17</b>	<b>23-17</b>	<b>24-17</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Shoreline Community		\$ 259	\$ 264	\$ 269	\$ 275
<b>Total</b>		<b>\$ 259</b>	<b>\$ 264</b>	<b>\$ 269</b>	<b>\$ 275</b>

<b>Project xx-18</b>		Sponsor Department: Public Works Department			
<b>Planned and Emergency Facilities Projects</b>		Category: Facilities			
Emergency and Planned Facilities Projects that are currently not covered by xx-14, but are vital to the City's infrastructure.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-18</b>	<b>22-18</b>	<b>23-18</b>	<b>24-18</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
CIP Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ 345	\$ -	\$ -
Construction/Conveyance Tax		\$ 584	\$ 250	\$ 607	\$ 619
<b>Total</b>		<b>\$ 584</b>	<b>\$ 595</b>	<b>\$ 607</b>	<b>\$ 619</b>

### Proposed Non-Discretionary Projects (in thousands of dollars)

<b>Projects 22-19 &amp; 24-19</b> <b>Biennial Median Renovations and Roadway Landscape Renovations</b> Biennial repairs and improvements to City landscaped medians and roadway landscaping.		Sponsor Department: Community Services Department Category: Parks and Recreation Additional Annual O&M Costs: None Prevailing Wage? TBD			
<b>Projects 21-19 &amp; 23-19</b> <b>Biennial Turf and Bunker Improvements</b> Biennial CIP for turf and bunker improvements that are needed from continued settling of the landfill and wildlife habituating on and around the golf course.					
Funding Sources	Project Number and Fiscal Year				Total
	21-19	22-19	23-19	24-19	
	2020-21	2021-22	2022-23	2023-24	
Construction/Conveyance Tax	\$ -	\$ 79	\$ -	\$ 82	\$ 161
Shoreline Community	\$ 300	\$ -	\$ 312	\$ -	\$ 612
<b>Total</b>	<b>\$ 300</b>	<b>\$ 79</b>	<b>\$ 312</b>	<b>\$ 82</b>	<b>\$ 773</b>

<b>Projects 22-20 &amp; 24-20</b>		Sponsor Department:		Public Works/Community Services		
<b>Biennial Real Estate Technical and Legal Services</b>				Departments		
Funding for appraisals, environmental reports, surveys, and lease preparation/review services for City Real Estate activity.		Category:		Miscellaneous/Parks and Recreation		
		Additional Annual O&M Costs:		None	Prevailing Wage?	
					No	
<b>Projects 21-20 &amp; 23-20</b>						
<b>Biennial Good Neighbor Fence (GNF) Replacements</b>						
Funding to replace fencing between City parks and private property.		<b>Project Number and Fiscal Year</b>				
		<b>21-20</b>	<b>22-20</b>	<b>23-20</b>	<b>24-20</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
<b>Funding Sources</b>					<b>Total</b>	
Construction/Conveyance Tax		\$ 39	\$ 19	\$ 41	\$ 20	\$ 119
Shoreline Community		\$ -	\$ 10	\$ -	\$ 10	\$ 20
Park Land		\$ -	\$ 50	\$ -	\$ 52	\$ 102
<b>Total</b>		<b>\$ 39</b>	<b>\$ 79</b>	<b>\$ 41</b>	<b>\$ 82</b>	<b>\$ 241</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-21</b>		Sponsor Department: Public Works Department			
<b>Miscellaneous Water Main/Service Line Replacement</b>		Category: Utilities			
Replace corroded and/or undersized water main pipes on various streets. The replacements include water services, fire hydrants and saddle replacements.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-21</b>	<b>22-21</b>	<b>23-21</b>	<b>24-21</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Water (Includes Water Capacity Fees)		\$ 2,688	\$ 2,592	\$ 2,797	\$ 2,853
Water Development Impact fee		\$ -	\$ 150	\$ -	\$ -
<b>Total</b>		<b>\$ 2,688</b>	<b>\$ 2,742</b>	<b>\$ 2,797</b>	<b>\$ 2,853</b>
					<b>\$ 11,080</b>

<b>Project xx-22</b>		Sponsor Department: Public Works Department			
<b>Miscellaneous Storm/Sanitary Sewer Main Replacement</b>		Category: Utilities			
Repair and replace storm and sanitary sewer pipes, manholes and systems identified by the City's annual line televising program.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-22</b>	<b>22-22</b>	<b>23-22</b>	<b>24-22</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Wastewater (Includes Sewer Capacity Fees)		\$ 1,682	\$ 1,716	\$ 1,750	\$ 1,785
<b>Total</b>		<b>\$ 1,682</b>	<b>\$ 1,716</b>	<b>\$ 1,750</b>	<b>\$ 1,785</b>
					<b>\$ 6,933</b>

<b>Project xx-23</b>		Sponsor Department: Public Works Department			
<b>TDA Projects</b>		Category: Traffic, Parking and Transportation			
Various bike and pedestrian related projects.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-23</b>	<b>22-23</b>	<b>23-23</b>	<b>24-24</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Construction/Conveyance Tax		\$ 10	\$ 10	\$ 10	\$ 10
Transportation Development Act (TDA) Funding		\$ 50	\$ 50	\$ 50	\$ 50
<b>Total</b>		<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>
					<b>\$ 240</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Projects 22-24 &amp; 24-24</b>		Sponsor Department: City Manager's Office/Public Works			
<b>Biennial Installation of ADA Curb Ramps</b>		Category: Regulatory Requirements			
Install ADA-compliant curb ramps throughout the City.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD/Yes
<b>Projects 21-24 &amp; 23-24</b>					
<b>Biennial ADA Improvements to City Facilities</b>					
Continuation of efforts to implement ADA improvements at City facilities.					
		<b>Project Number and Fiscal Year</b>			
		<b>21-24</b>	<b>22-24</b>	<b>23-24</b>	<b>24-24</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax		\$ 97	\$ 69	\$ 101	\$ 72
<b>Total</b>		<b>\$ 97</b>	<b>\$ 69</b>	<b>\$ 101</b>	<b>\$ 72</b>
					<b>\$ 339</b>

<b>Project xx-25</b>		Sponsor Department: Public Works Department			
<b>Annual New Energy Conservation Measures</b>		Category: Facilities			
Fund energy conservation efforts in City facilities.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
		<b>Project Number and Fiscal Year</b>			
		<b>21-25</b>	<b>22-25</b>	<b>23-25</b>	<b>24-25</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax		\$ 194	\$ 99	\$ 202	\$ 102
<b>Total</b>		<b>\$ 194</b>	<b>\$ 99</b>	<b>\$ 202</b>	<b>\$ 102</b>
					<b>\$ 597</b>

<b>Projects 22-26 &amp; 24-26</b>		Sponsor Department: Public Works/Community Services Departments			
<b>Biennial PMP Recertification</b>		Category: Streets and Sidewalks/Parks and Recreation			
Field inspection of all arterial and collector streets as required by the Metropolitan Transportation Commission (MTC).		Additional Annual O&M Costs:	None	Prevailing Wage?	No/Yes
<b>Projects 21-26 &amp; 23-26</b>					
<b>Biennial Tennis Court Resurfacing</b>					
Periodic routine resurfacing of tennis courts at the following parks: Cuesta, Rengstorff, Cooper, Stevenson, Sylvan and Whisman.					
		<b>Project Number and Fiscal Year</b>			
		<b>21-26</b>	<b>22-26</b>	<b>23-26</b>	<b>24-26</b>
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax		\$ 91	\$ 78	\$ 95	\$ 81
<b>Total</b>		<b>\$ 91</b>	<b>\$ 78</b>	<b>\$ 95</b>	<b>\$ 81</b>
					<b>\$ 345</b>



## Proposed Non-Discretionary Projects

(in thousands of dollars)

<div>Project xx-27</div> <div>Intersection Traffic Signal System - Major Replacements and Upgrades</div> <div>(Intersection TBD)</div> <div>Annual project to replace/upgrade one existing traffic signal and controller that are at the end of their useful lives.</div>	Sponsor Department: Public Works Department																															
	Category: Traffic, Parking and Transportation																															
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes																											
Funding Sources	<table><tr><th colspan="4">Project Number and Fiscal Year</th><td></td></tr><tr><th>21-27</th><th>22-27</th><th>23-27</th><th>24-27</th><td></td></tr><tr><th>2020-21</th><th>2021-22</th><th>2022-23</th><th>2023-24</th><th>Total</th></tr><tr><td>Vehicle License Fee (VLF) - 2010 Measure B</td><td>418</td><td>426</td><td>435</td><td>444</td><td>1,723</td></tr><tr><td>Total</td><td>\$ 418</td><td>\$ 426</td><td>\$ 435</td><td>\$ 444</td><td>\$ 1,723</td></tr></table>					Project Number and Fiscal Year					21-27	22-27	23-27	24-27		2020-21	2021-22	2022-23	2023-24	Total	Vehicle License Fee (VLF) - 2010 Measure B	418	426	435	444	1,723	Total	\$ 418	\$ 426	\$ 435	\$ 444	\$ 1,723
Project Number and Fiscal Year																																
21-27	22-27	23-27	24-27																													
2020-21	2021-22	2022-23	2023-24	Total																												
Vehicle License Fee (VLF) - 2010 Measure B	418	426	435	444	1,723																											
Total	\$ 418	\$ 426	\$ 435	\$ 444	\$ 1,723																											

<div>Project xx-28</div> <div>North Bayshore Semi-Annual Traffic Counts</div> <div>Perform traffic counts in the North Bayshore area to support the Transportation Demand Management (TDM) goals.</div>		Sponsor Department: Community Development Department				
		Category: Traffic, Parking and Transportation				
		Additional Annual O&M Costs:		None	Prevailing Wage?	No
Funding Sources		Number and Fiscal Year				
		21-28	22-28	23-28	24-28	
		2020-21	2021-22	2022-23	2023-24	Total
Shoreline Community		\$ 166	\$ 169	\$ 172	\$ 176	\$ 683
Total		\$ 166	\$ 169	\$ 172	\$ 176	\$ 683

<b>Project xx-29</b> <b>Annual Regional Public Safety</b> Conversion of the City’s Public Safety radio infrastructure in support of the Silicon Valley Regional Interoperability Authority’s (SVRIA’s) Regional Communications System (RCS) project.	Sponsor Department:		Police Department		
	Category:		IT and Communication		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				<b>Total</b>
	<b>21-29</b>	<b>22-29</b>	<b>23-29</b>	<b>24-29</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Construction/Conveyance Tax	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600
<b>Total</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 600</b>

## Proposed Non-Discretionary Projects

(in thousands of dollars)

<b>Project xx-30</b> <b>SB-1 Streets Project</b> A Streets Project for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. Project can be used towards complete streets projects, traffic signals, and drainage projects.	Sponsor Department:		Public Works		
	Category:		Streets and Sidewalks		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-30</b>	<b>22-30</b>	<b>23-30</b>	<b>24-30</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Senate Bill-1 Road Repair and Accountability Act	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 5,200
<b>Total</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ 5,200</b>

<b>Project xx-31</b> <b>Annual Parks Renovations/Improvements</b> Annual Repairs and Improvements to City parks.	Sponsor Department:		Community Services Department		
	Category:		Parks and Recreation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-31</b>	<b>22-31</b>	<b>23-31</b>	<b>24-31</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 163	\$ 166	\$ 170	\$ 173	\$ 672
<b>Total</b>	<b>\$ 163</b>	<b>\$ 166</b>	<b>\$ 170</b>	<b>\$ 173</b>	<b>\$ 672</b>

<b>Project xx-32</b> <b>Information Technology Projects</b> (1-5 Separate Projects Per Fiscal Year)	Sponsor Department:		Information Technology		
	Category:		IT and Communication		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				<b>Total</b>
	<b>21-32/33</b>	<b>22-32</b>	<b>23-32</b>	<b>24-32</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
CIP Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ 55	\$ 380	\$ -	\$ -	\$ 435
Construction/Conveyance Tax	\$ 330	\$ -	\$ 380	\$ 380	\$ 1,090
Water (Includes Water Capacity Fees)	\$ 25	\$ 30	\$ 30	\$ 30	\$ 115
Wastewater (Includes Sewer Capacity Fees)	\$ 25	\$ 30	\$ 30	\$ 30	\$ 115
Solid Waste	\$ -	\$ -	\$ 30	\$ -	\$ 30
Development Services	\$ 15	\$ 30	\$ 30	\$ 30	\$ 105
Shoreline Community	\$ 15	\$ 30	\$ -	\$ 30	\$ 75
<b>Total</b>	<b>\$ 465</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 1,965</b>

# Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

*Brief descriptions and funding sources for the projects below are provided on the following pages.*

Project No.	Discretionary Projects	Budget
21-34	North Bayshore Transportation Improvements, Coordination, and Implementation	\$ 100
21-35	Transit Center Grade Separation and Access Project, Final Design	1,200
21-36	Pedestrian Master Plan Update	330
21-37	Bicycle/Pedestrian Improvements	300
21-38	El Monte Corridor Improvements, Design and Construction	1,630
21-39	Grant Road and Sleeper Avenue Intersection Improvements, Design and Construction	750
21-40	California Street (West) Complete Street Improvements, Pilot	760
21-41	Street Reconstruction Project	2,200
21-42	Project Management Database	250
21-43	Fleet Work Order System	250
21-44	Adobe Building A/V Upgrade	100
21-45	South Whisman Park, Construction	2,456
21-46	Sand Volleyball Court at Sylvan Park	435
21-47	Sylvan Park Trellis Replacement	600
21-48	Rengstorff Park Maintenance and Tennis Buildings Replacement, Design	600
21-49	Center for the Performing Arts Sound System, Phase II	800
21-50	City Buildings Workspace Study	960
21-51	Capital Improvement Program Development	70
21-52	2020/21 City Bridges and Culverts Structural Inspection and Repairs	170
21-53	Sailing Lake Access Road Improvements, Construction	1,000
21-54	Shoreline Sea Level Rise Study Update	490
21-55	Whisman Pump Station Engineering Study	175
	<b>Total: Discretionary Projects</b>	<b>\$ 15,626</b>

**Proposed FY 2020-21 Discretionary Projects**  
(in thousands of dollars)

<b>Project 21-34</b>		Sponsor Department: Public Works Department			
<b>North Bayshore Transportation Improvements, Coordination, and Implementation</b>		Category: Traffic, Parking and Transportation			
Project to fund contract assistance to coordinate a variety of transportation projects and analyses currently under way, including the North Bayshore Circulation Study, the Gateway Master Plan, and individual projects and initiatives.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-34</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ 100	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-35</b>		Sponsor Department: Public Works Department			
<b>Transit Center Grade Separation and Access Project, Final Design</b>		Category: Traffic, Parking and Transportation			
This project is to construct the Shoreline Ramp that needs to be constructed before the undercrossing.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-35</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
General Fund Transportation		\$ 1,200	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-36</b>		Sponsor Department: Public Works Department			
<b>Pedestrian Master Plan Update</b>		Category: Traffic, Parking and Transportation			
Update the 2014 Pedestrian Master Plan.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-36</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 330	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-37</b>		Sponsor Department: Public Works Department			
<b>Bicycle/Pedestrian Improvements</b>		Category: Traffic, Parking and Transportation			
This project will enhance intersections to improve pedestrian and/or bicycle safety. Depending on location of improvements, project scope may include curb ramps, curb, gutter, sidewalk, median refuge islands, raised crosswalks, bulb-outs, rectangular rapid-flashing beacons (RRFBs), in-roadway warning lights, LED-enhanced signs, traffic signal modifications, roadway lighting, signs, striping, etc.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-37</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 300	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-38</b>		Sponsor Department: Public Works Department			
<b>El Monte Corridor Improvements-Design and Construction</b>		Category: Traffic, Parking and Transportation			
Improve Ped/bike crossing at the signalized intersection of Escuela and ECR, Improve bike connection from Escuela to El Monte (via ECR), improve traffic safety on El Monte between ECR and Springer Rd. Study in CIP 19-61.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-38</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Measure B 2016 Sales Tax		\$ 1,630	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 1,630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-39</b>		Sponsor Department: Public Works Department			
<b>Grant Road and Sleeper Avenue Intersection Improvements - Design and Construction</b>		Category: Traffic, Parking and Transportation			
Installation of Pedestrian and Bike Crossing Improvements		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-39</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Measure B 2016 Sales Tax		\$ 750	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-40</b>		Sponsor Department: Public Works Department			
<b>California Street (West) Complete Street Improvements, Pilot</b>		Category: Traffic, Parking and Transportation			
Complete street improvements such as bulbouts, midblock crossings, lane narrowing and lane reduction will also address safety challenges raised by community members.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-40</b>			
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 760	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-41</b>		Sponsor Department: Public Works Department			
<b>Street Reconstruction Project</b>		Category: Streets and Sidewalks			
Scope of the project (which will include Leong and Crittenden) includes removal of existing roadway pavement and construction of new sidewalk, curb, gutter, roadway pavement, and storm drainage system.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
		<b>Project Number and Fiscal Year</b>			
		<b>21-41</b>			
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Measure B 2016 Sales Tax		\$ 1,000	\$ -	\$ -	\$ -
Shoreline Community		\$ 1,200	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 2,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-42</b>		Sponsor Department: Public Works Department			
<b>Project Management Database</b>		Category: Information Technology and Communications			
Purchase shelf-ready software program to assist Public Works Department in managing CIP projects. Per IT, City would need to implement RFP process to select a vendor to provide this program. The software would include capabilities to assist in the planning, design and construction of projects.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
		<b>Project Number and Fiscal Year</b>			
		<b>21-42</b>			
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 250	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-43</b> <b>Fleet Work Order System</b> Project will fund a new system. The current maintenance software is more than 20 years old and is no longer supported. The capabilities of the existing system are also very limited, with many tasks done by hand and limited information available for analysis.	Sponsor Department:		Public Works Department		
	Category:		Information Technology and Communications		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
	<b>21-43</b>				
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ 200	\$ -	\$ -	\$ -	\$ 200
Water (Includes Water Capacity Fees)	\$ 20	\$ -	\$ -	\$ -	\$ 20
Wastewater (Includes Sewer Capacity Fees)	\$ 30	\$ -	\$ -	\$ -	\$ 30
<b>Total</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>

<div><div>Project 21-44</div><div>Adobe Building A/V Upgrade</div><div>This project will allow for plug-and-play capabilities, including built-in sound and built-in projection.</div></div>	Sponsor Department:		Community Services Department		
	Category:		Information Technology and Communications		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
Funding Sources	Project Number and Fiscal Year				
	21-44				
	2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax	\$ 100	\$ -	\$ -	\$ -	\$ 100
Total	\$ 100	\$ -	\$ -	\$ -	\$ 100

<b>Project 21-45</b>		Sponsor Department:		Community Services Department	
<b>South Whisman Park, Construction</b>		Category:		Parks and Recreation	
Construct new 2.76 acre park to include a restroom. (\$2,404 Incoming Parkland Funding as Midyear Amendment in Fall 2020)		Additional Annual O&M Costs:		\$60,200	Prevailing Wage? Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-45</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Park Land		\$ 2,456	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 2,456</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Proposed FY 2020-21 Discretionary Projects**  
(in thousands of dollars)

<b>Project 21-46</b>		Sponsor Department: Community Services Department			
<b>Sand Volleyball Court at Sylvan Park</b>		Category: Parks and Recreation			
Install a 4,000 square feet (80'x50') sand volleyball court at Sylvan Park where the horse shoe pits are currently located.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-46</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Park Land		\$ 435	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 435</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-47</b>		Sponsor Department: Community Services Department			
<b>Sylvan Park Trellis Replacement</b>		Category: Parks and Recreation			
Project replaces the existing structure originally installed in 1985 including concrete flatwork and picnic tables under the structure.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-47</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Park Land		\$ 600	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-48</b>		Sponsor Department: Community Services Department			
<b>Rengstorff Park Maintenance and Tennis Buildings Replacement, Design</b>		Category: Parks and Recreation			
This project includes the design for the replacement of two existing buildings on the Rengstorff Park site. It includes design for the demolition and relocation of the existing Maintenance building and the demolition and rebuilding of the Tennis building. This relocated building will have office, storage and restroom facilities as well as be adjoined by a small corporation yard and equipment storage area similar to the existing facility. The tennis building will include storage as well as restrooms serving the tennis court and other patrons in the southerly portion of Rengstorff Park. Both new buildings will require new electrical, plumbing and sanitary utilities.		Additional Annual O&M Costs:		None	Prevailing Wage? No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-48</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
					<b>Total</b>
Park Land		\$ 600	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-49</b>		Sponsor Department: Community Services Department			
<b>Center for Performing Arts Sound System, Phase II</b>		Category: Facilities			
Audio Playback and Reinforcement Systems, In-House Mix Position and Studio Theatre will be added to the Phase I work in order to fully automate audio playback and control. Modifications to control booth are included as feasibility study for architectural and casework. Phase I, CIP 18-33		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-49</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 800	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-50</b>		Sponsor Department: Public Works Department			
<b>City Buildings Workspace Study</b>		Category: Facilities			
Phase 1 will focus on evaluating office/work spaces configurations in all City buildings and making recommendations to address COVID-19 safety needs for the next 2 years. Phase 2 will focus on identifying the long-term space needs for City Hall taking into account current overcrowded areas and anticipated long-term needs of each department.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-50</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 760	\$ -	\$ -	\$ -
Development Services		\$ 200	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 960</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-51</b>		Sponsor Department: Public Works Department			
<b>Capital Improvement Program Development</b>		Category: Miscellaneous			
This project would fund staff time associated with preparation of the annual CIP.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-51</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax		\$ 14	\$ -	\$ -	\$ -
Water (Includes Water Capacity Fees)		\$ 14	\$ -	\$ -	\$ -
Wastewater (Includes Sewer Capacity Fees)		\$ 14	\$ -	\$ -	\$ -
Shoreline Community		\$ 14	\$ -	\$ -	\$ -
Development Services		\$ 14	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-52</b>		Sponsor Department: Public Works Department			
<b>2020/21 City Bridges and Culverts Structural Inspection and Repairs</b>		Category: Regulatory Requirements			
Funding for construction/repairs of deficiencies of City-owned vehicular and pedestrian bridges, culverts, tunnels and observation decks identified through the inspections by City consultant and/or Caltrans. These facilities were last inspected by a City hired consultant in 2019 as part of the 2019/20 City Bridges and Culverts Structural Inspection and Repairs Project.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-52</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ 170	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-53</b>		Sponsor Department: Public Works Department			
<b>Sailing Lake Access Road Improvements, Construction</b>		Category: Regulatory Requirements			
Construct and provide engineering, environmental clearance, agency coordination, and construction support to improve an existing dam at Sailing Lake Access Road in Shoreline Park.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-53</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ 1,000	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 21-54</b>		Sponsor Department: Public Works Department			
<b>Shoreline Sea Level Rise Study Update</b>		Category: Regulatory Requirements			
The update will include revisiting the assumptions for sea level rise used in the original study and the costs associated with the planned improvements. Study will help inform discussions with the school districts regarding renewal of the Educational Enhancement Revenue Joint Powers Agreement, which expires June 30, 2023.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
		<b>21-54</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ 490	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Proposed FY 2020-21 Discretionary Projects

(in thousands of dollars)

<b>Project 21-55</b>		Sponsor Department: Public Works Department			
<b>Whisman Pump Station Engineering Study</b>		Category: Utilities			
Whisman Pump Station (Project 60-40) was constructed in 1961 and was minimally upgraded in 1998 (Project 96-42). A full upgrade is needed to replace legacy Meter Control Panel (MCC), Variable Frequency Drive (VFD).		Additional Annual O&M Costs:		None	Prevailing Wage? No
		Project Number and Fiscal Year			
		21-55			
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Water (Includes Water Capacity Fees)		\$ 175	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Planned FY 2021-22 through FY 2023-24

## Discretionary Projects

(in thousands of dollars)

*Brief descriptions and funding sources for the projects below are provided on the following pages.*

Proj. No.	Discretionary Projects			
		2021-22	2022-23	2023-24
22-33	Rengstorff Grade Separation, Design/ROW	\$ 3,000		
22-34	Citywide Travel Demand Model Update (PLACEHOLDER)	100		
22-35	Stierlin Road Bicycle and Pedestrian Improvements, Construction	4,300		
22-36	El Camino Real Bikeway (Sylvan to Castro) and Pedestrian Improvements (City Limits), Phase 1	3,300		
22-37	Bicycle/Pedestrian Improvements	300		
22-38	Replacing Temporary Rubber-Curb Islands with Permanent Concrete Islands, Design and Construction	440		
22-39	Traffic Operations Center, Design and Installation	5,150		
22-40	Hope Street and Villa Street Traffic Signal Installation	1,070		
22-41	Street Reconstruction Project	1,000		
22-42	Civic Center Infrastructure, Phase II	2,500		
22-43	Rengstorff Park Aquatics Center Replacement, Construction	15,310		
22-44	Stevens Creek Trail Bridge Over Central Expressway and Evelyn Avenue Deck Replacement and Painting	4,850		
22-45	Callahan (Crittenden) Field Lighting Upgrade	430		
22-46	Signage Program for Shoreline at Mountain View - Implementation of Shoreline Master Plan	1,000		
22-47	Citywide Trash Capture	880		
22-48	2021/22 City Bridges and Culverts Structural Inspection and Repairs	220		
22-49	Middlefield and Moffett Sewer Replacement, Design	1,550		
22-50	Hwy 237 Critical Crossing Utility Improvement and Ferguson Road Water Main Relocation	2,920		
22-51	Cross Culvert Removal and Storm Drain Extensions	550		
22-52	Coast Casey Storm Drain Pipe Rehabilitation	2,840		
22-53	Coast Casey Pump Station, Evaluation and Repair	1,000		
22-54	High Level Ditch, Evaluation and Repair	1,120		
22-55	Shoreline Area Water, Recycled Water, and Irrigation Main Replacements, Construction	4,730		
23-33	Transit Center Grade Separation and Access Project, Construction		\$ 5,000	
23-34	Rengstorff Grade Separation, Construction		12,000	
23-35	El Camino Real Crossings		3,700	
23-36	Shoreline Blvd Pathway (Villa St to Wright Ave), Construction		4,120	
23-37	Bicycle/Pedestrian Improvements		300	
23-38	El Camino Real Bikeway (Sylvan to Castro) and Pedestrian Improvements (City Limits), Phase 2		3,100	
23-39	Bernardo Avenue Undercrossing, Local Match		5,000	
23-40	Rengstorff Avenue Adaptive Signal System		2,880	

# Planned FY 2021-22 through FY 2023-24

## Discretionary Projects

(in thousands of dollars)

*Brief descriptions and funding sources for the projects below are provided on the following pages.*

Proj. No.	Discretionary Projects	2021-22	2022-23	2023-24
23-41	Street Reconstruction Project		1,000	
23-42	Fire Station No. 4 - External Modifications		3,720	
23-43	Civic Center Infrastructure, Phase III		3,620	
23-44	Adobe HVAC Upgrade		160	
23-45	Center for the Performing Arts SecondStage Lighting System Upgrade		70	
23-46	North Bayshore Branding and Wayfinding Signage Installation (PLACEHOLDER)		250	
23-47	Turf Replacement - Shoreline Athletic Field		2,230	
23-48	Citywide Benchmark Program		190	
23-49	Citywide Trash Capture		200	
23-50	2022/23 City Bridges and Culverts Structural Inspection and Repairs		280	
23-51	Cross Culvert Removal and Storm Drain Extensions		570	
23-52	Storm Drain System Improvements		1,410	
23-53	Middlefield and Moffett Sewer Replacement, Construction		8,350	
24-33	Bicycle/Pedestrian Improvements			\$ 300
24-34	Update Bicycle Master Plan			300
24-35	Middlefield Road Bikeway, Whisman - City Limit (Sunnyvale), Feasibility Study			500
24-36	Middlefield Road Sidewalk Across SR-85, Feasibility Study			300
24-37	Moffett Boulevard Class IV Bikeway, Middlefield-Clark - Preliminary Design			500
24-38	Central Expressway Bicycle and Pedestrian Crossing, Feasibility Study			450
24-39	Mayfield/San Antonio Bicycle and Pedestrian Tunnel - Construction			11,000
24-40	Street Reconstruction Project			1,000
24-41	Mountain View Community Shuttle EV Charging Units (PLACEHOLDER FUNDING ESTIMATE)			260
24-42	Police/Fire Administration Building - Construction (PLACEHOLDER)			40,000
24-43	Fire Station No. 3 - Replacement Programming Study			250
24-44	Civic Center Infrastructure, Phase IV			1,000
24-45	Rengstorff House West Grass & Brick Patio Stabilization Project			430
24-46	Rengstorff Park - Maintenance and Tennis Buildings Replacement - Construction			5,000
24-47	Senior Center Social Hall Floor Replacement			140
24-48	2023/24 City Bridges and Culverts Structural Inspection and Repairs			290
24-49	Cross Culvert Removal and Storm Drain Extensions			590
<b>Total: Discretionary Projects</b>		<b>\$ 58,560</b>	<b>\$ 58,150</b>	<b>\$ 62,310</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-33</b> <b>Rengstorff Grade Separation, Design/ROW</b> This project will fund the Right of Way and Design of the Rengstorff Grade Separation project which proposes to depress Rengstorff Avenue and Central Expressway below grade and maintain the railroad tracks at approximate existing grade.	Sponsor Department:		Public Works Department		
	Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		<b>22-33</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Other City (TBD)	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>

<div>Project 22-34</div> <div>Citywide Travel Demand Model Update (PLACEHOLDER)</div> <div>Update the Citywide Travel Demand model (i.e. Traffic Model) used in transportation planning and analysis.</div>	Sponsor Department:		Public Works Department		
	Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
Funding Sources	Project Number and Fiscal Year				Total
		22-34			
	2020-21	2021-22	2022-23	2023-24	
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ 100	\$ -	\$ -	\$ 100
Total	\$ -	\$ 100	\$ -	\$ -	\$ 100

<b>Project 22-35</b> <b>Stierlin Road Bicycle and Pedestrian Improvements, Construction</b> Construction of bicycle and pedestrian improvements along Stierlin Road between Washington Street and Montecito Avenue, including improvements to the Shoreline/Montecito signalized intersection and bike lane improvements on Shoreline Boulevard from Montecito to Middlefield. Other improvements include construction of speed humps, raised crosswalks/raised intersections and lighting improvements on Stierlin Road.	Sponsor Department:		Public Works Department		
	Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		22-35			
	2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax	\$ -	\$ 2,150	\$ -	\$ -	\$ 2,150
Shoreline Community	\$ -	\$ 2,150	\$ -	\$ -	\$ 2,150
<b>Total</b>	<b>\$ -</b>	<b>\$ 4,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,300</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-36</b>		Sponsor Department: Public Works Department			
<b>El Camino Real Bikeway (Sylvan to Castro) and Pedestrian Improvements (City Limits), Phase 1</b>		Category: Traffic, Parking and Transportation			
Class IV/II facilities, lane narrowing, bike-bus treatments, intersection improvements, construction.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		<b>22-36</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ 300	\$ -	\$ -	\$ 300
Construction/Conveyance Tax	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,300</b>

<b>Project 22-37, 23-37 and 24-33</b>		Sponsor Department: Public Works Department			
<b>Bicycle/Pedestrian Improvements</b>		Category: Traffic, Parking and Transportation			
This project will enhance intersections to improve pedestrian and/or bicycle safety. Depending on location of improvements, project scope may include curb ramps, curb, gutter, sidewalk, median refuge islands, raised crosswalks, bulb-outs, rectangular rapid-flashing beacons (RRFBs), in-roadway warning lights, LED-enhanced signs, traffic signal modifications, roadway lighting, signs, striping, etc.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		<b>22-37</b>	<b>23-37</b>	<b>24-33</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ 300	\$ -	\$ -	\$ 300
Construction/Conveyance Tax	\$ -	\$ -	\$ 300	\$ 300	\$ 600
<b>Total</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 900</b>

<b>Project 22-38</b>		Sponsor Department: Public Works Department			
<b>Replacing Temporary Rubber-Curb Islands with Permanent Concrete Islands, Design and Construction</b>		Category: Traffic, Parking and Transportation			
Remove temporary rubber curb islands at various locations and replace with permanent concrete islands.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		<b>22-38</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Measure B 2016 Sales Tax	\$ -	\$ 440	\$ -	\$ -	\$ 440
<b>Total</b>	<b>\$ -</b>	<b>\$ 440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 440</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-39</b> <b>Traffic Operations Center, Design and Installation</b> Based on Feasibility Study in CIP 19-51, install Hardware/Software and Create Office Space for Traffic Operations Center. Provide Training for Staff on Hardware/Software.	Sponsor Department:		Public Works Department		
	Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				<b>Total</b>
		<b>22-39</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Construction/Conveyance Tax	\$ -	\$ 5,150	\$ -	\$ -	\$ 5,150
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,150</b>

<b>Project 22-40</b>		Sponsor Department:		Public Works Department		
<b>Hope Street and Villa Street Traffic Signal Installation</b>		Category:		Traffic, Parking and Transportation		
Install a new 8-phase traffic signal at the intersection of Hope Street and Villa Street. Install a new Signal Interconnect Conduit (SIC) with twisted copper wires to connect the new signal to the existing signal at Castro Street and Villa Street to coordinate signal timing between these two signals.		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				<b>Total</b>
			<b>22-40</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ 1,070	\$ -	\$ -	\$ 1,070
<b>Total</b>		<b>\$ -</b>	<b>\$ 1,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,070</b>

<div>Project 22-41, 23-41 and 24-40</div> <div>Street Reconstruction Project</div> <div>Scope of the project includes removal of existing roadway pavement and construction of new sidewalk, curb, gutter, roadway pavement, and storm drainage system.</div>					Sponsor Department:		Public Works Department		
					Category:		Streets and Sidewalks		
					Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
Funding Sources					Project Number and Fiscal Year				
						22-41	23-41	24-40	
					2020-21	2021-22	2022-23	2023-24	Total
Measure B 2016 Sales Tax					\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Total					\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000



**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-42</b>		Sponsor Department: Public Works Department			
<b>Civic Center Infrastructure, Phase II</b>		Category: Facilities			
This second phase addresses the HIGH priorities (not covered in Phase I) for the Civic Center Complex. Some projects in the report may be absorbed by the FA Annual projects. Project addresses the 28 year old City Hall/Performing Arts Center and the 21 year old Library building's infrastructure. This is the first major project on the buildings to focus on the buildings' infrastructure including, HVAC, electrical, plumbing, lighting and general repair.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
		Project Number and Fiscal Year			
			22-42		
<b>Funding Sources</b>		2020-21	2021-22	2022-23	2023-24
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ 2,500	\$ -	\$ -
<b>Total</b>		\$ -	\$ 2,500	\$ -	\$ -
					<b>Total</b>
					\$ 2,500

<b>Project 22-43</b>		Sponsor Department: Public Works Department			
<b>Rengstorff Park - Aquatics Center Replacement - Construction</b>		Category: Facilities			
Construct the replacement of the existing Rengstorff Park Aquatics Center building and pool. This project includes a construction of the replacement for the existing Aquatics building and pools to provide a modern, energy efficient and code compliant facility that will provide greater aquatic program services to the public. It also includes a new electrical service to the building. The project includes the construction of a shade structure and various amenities on the pool deck. The proposed replacement building will continue to include public restrooms that are accessed from the outside of the Aquatics building. Design CIP 18-38.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
		Project Number and Fiscal Year			
			22-43		
<b>Funding Sources</b>		2020-21	2021-22	2022-23	2023-24
Park Land		\$ -	\$ 15,310	\$ -	\$ -
<b>Total</b>		\$ -	\$ 15,310	\$ -	\$ -
					<b>Total</b>
					\$ 15,310

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-44</b>		Sponsor Department:		Community Services Department		
<b>Stevens Creek Trail Bridge Over Central Expressway and Evelyn Avenue Deck Replacement and Painting</b>		Category:		Parks and Recreation		
The project will improve the existing Stevens Creek Trail pedestrian and bicycle overcrossing over Central Expressway with access to Evelyn Avenue. The project scope includes replacing the existing timber decking on the bridge with a slip-resistant and longer lasting surface and painting the existing bridge structure.		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				<b>Total</b>
			<b>22-44</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Park Land		\$ -	\$ 3,638	\$ -	\$ -	\$ 3,638
Shoreline Community		\$ -	\$ 1,212	\$ -	\$ -	\$ 1,212
<b>Total</b>		<b>\$ -</b>	<b>\$ 4,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,850</b>

<b>Project 22-45</b>		Sponsor Department:		Community Services Department		
<b>Callahan (Crittenden) Field Lighting Upgrade</b>		Category:		Parks and Recreation		
Upgrade lighting at Callahan Field to new system to be consistent with all other lighted fields.		Additional Annual O&M Costs:		None	Prevailing Wage? TBD	
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
			<b>22-45</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ 430	\$ -	\$ -	\$ 430
<b>Total</b>		<b>\$ -</b>	<b>\$ 430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430</b>

<b>Project 22-46</b> <b>Signage Program for Shoreline at Mountain View - Implementation of Shoreline Master Plan</b> CIP16-35: Shoreline Master Plan is utilizing consultant to create a new master plan for Shoreline Regional Park. Part of this plan will include updated guidelines and recommendations for traffic control, wayfinding signage, train signage, interpretive signage, and other signage needs. This CIP request is for funding to update the signage at Shoreline Regional Park based on the recommendations in the new Shoreline Master Plan.	Sponsor Department:		Community Services Department		
	Category:		Parks and Recreation		
	Additional Annual O&M Costs:	None	Prevailing Wage?	No	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
		<b>22-46</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Shoreline Community	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<div>Project 22-47 and 23-49</div> <div>Citywide Trash Capture</div> <div>These projects propose to install trash capture devices on the City's storm drain system to work towards the required trash load reduction (100% by 2022) of the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES).</div>		Sponsor Department:		Public Works Department		
		Category:		Regulatory Requirements		
		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
Funding Sources		Project Number and Fiscal Year				Total
			22-47	23-49		
		2020-21	2021-22	2022-23	2023-24	
Storm Drain		\$ -	\$ 880	\$ 200	\$ -	\$ 1,080
Total		\$ -	\$ 880	\$ 200	\$ -	\$ 1,080

<b>Project 22-48</b> <b>2021/22 City Bridges and Culverts Structural Inspection and Repairs</b> Funding for construction/repairs of deficiencies of City-owned vehicular and pedestrian bridges, culverts, tunnels and observation decks identified through the inspections by City consultant and/or Caltrans. These facilities were last inspected by a City hired consultant in 2019 as part of the 2019/20 City Bridges and Culverts Structural Inspection and Repairs Project.	Sponsor Department:		Public Works Department		
	Category:		Regulatory Requirements		
	Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				<b>Total</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ 220	\$ -	\$ -	\$ 220
<b>Total</b>	<b>\$ -</b>	<b>\$ 220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220</b>

<b>Project 22-49</b> <b>Middlefield Road and Moffett Blvd Sewer Main Replacement - Design</b> As part of the sewer system plan to eliminate the sewer crossing of Stevens Creek and Highway 85, the sewage flow is proposed to be reversed to flow south on Moffett Blvd and then connecting to Middlefield Rd. This project includes reversing the sewage flow on Moffett Blvd and enlarging the sewer main on Middlefield Rd between south of San Veron Dr (MH G5-002) to Shoreline Blvd (F4-074) from an 8 to 15 inch sewer main.	Sponsor Department:		Public Works		
	Category:		Utilities		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				<b>Total</b>
		<b>22-49</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 1,550	\$ -	\$ -	\$ 1,550
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,550</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-50</b> <b>Hwy 237 Critical Crossing Utility Improvement and Ferguson Road Water Main Relocation</b> As part of the East Whisman Precise Plan, new sanitary sewer crossing will be required to relocate. Relocate Ferguson water main.		Sponsor Department:		Public Works Department		
		Category:		Utilities		
		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
			<b>22-50</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Water (Includes Water Capacity Fees)		\$ -	\$ 2,920	\$ -	\$ -	\$ 2,920
<b>Total</b>		<b>\$ -</b>	<b>\$ 2,920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,920</b>

<b>Project 22-51, 23-51 and 24-49</b> <b>Cross Culvert Removal and Storm Drain Extension</b> This project proposes to remove cross culverts at one intersection a year. Project scope includes removal of cross culverts, construction of new curb ramps, curb, gutter, roadway pavement and storm drainage.	Sponsor Department:		Public Works Department			
	Category:		Streets and Sidewalks			
	Additional Annual O&M Costs:		None	Prevailing Wage?		TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>		
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ 550	\$ -	\$ -	\$ 550	
Construction/Conveyance Tax	\$ -	\$ -	\$ 570	\$ 590	\$ 1,160	
<b>Total</b>	<b>\$ -</b>	<b>\$ 550</b>	<b>\$ 570</b>	<b>\$ 590</b>	<b>\$ 1,710</b>	

<b>Project 22-52</b> <b>Coast Casey Storm Drain Pipe Rehabilitation</b> Conduct corrosion condition assessment for 1,000 linear feet of 80" CMP arch culvert, determine rehabilitation methods, and complete rehab.	Sponsor Department:		Public Works		
	Category:		Utilities		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
	<b>Project Number and Fiscal Year</b>				
<b>Funding Sources</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Shoreline Community	\$ -	\$ 2,840	\$ -	\$ -	\$ 2,840
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,840</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,840</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 22-53</b>		Sponsor Department: Public Works			
<b>Coast Casey Pump Station Evaluation and Repair</b>		Category: Utilities			
The 2008 Storm Drain Pump Station Evaluation indicated deficiencies beginning 2018. New evaluation and repairs are needed to update the Coast Casey Pump Station.		Additional Annual O&M Costs: None		Prevailing Wage?	TBD
		Project Number and Fiscal Year			
			22-53		
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ -	\$ 1,000	\$ -	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 22-54</b>		Sponsor Department: Public Works Department			
<b>High Level Ditch, Evaluation and Repair</b>		Category: Utilities			
The 2008 Storm Drain Pump Station Evaluation indicated deficiencies beginning 2018. New evaluation and repairs are needed to update the High Level Ditch Pump Station.		Additional Annual O&M Costs: None		Prevailing Wage?	TBD
		Project Number and Fiscal Year			
			22-54		
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ -	\$ 1,120	\$ -	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 1,120</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Project 22-55</b>		Sponsor Department: Community Services Department			
<b>Shoreline Area Water, Recycled Water, and Irrigation Main Replacements, Construction</b>		Category: Utilities			
Based on study and design in CIP 20-62, replace and upgrade various mains within Shoreline Park. The irrigation, recycled and water mains were constructed in 1981. Each main has experienced numerous breaks.		Additional Annual O&M Costs: None		Prevailing Wage?	Yes
		Project Number and Fiscal Year			
			22-55		
<b>Funding Sources</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community		\$ -	\$ 4,730	\$ -	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 4,730</b>	<b>\$ -</b>	<b>\$ -</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-33</b>		Sponsor Department:		Public Works Department		
<b>Transit Center Grade Separation and Access Project, Construction</b>		Category:		Traffic, Parking and Transportation		
This will construct the grade separation project and other road improvements.		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				<b>Total</b>
				<b>23-33</b>		
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
General Fund Transportation		\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500
Other City (TBD)		\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>

<b>Project 23-34</b>		Sponsor Department:		Public Works Department		
<b>Rengstorff Grade Separation, Construction</b>		Category:		Traffic, Parking and Transportation		
This project will fund the next phase of the Rengstorff Grade Separation project which proposes to depress Rengstorff Avenue and Central Expressway below grade and maintain the railroad tracks at approximate existing grade.		Additional Annual O&M Costs:		None	Prevailing Wage? Yes	
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
				<b>23-34</b>		
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
		<b>Total</b>				
Other City (TBD)		\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ 12,000</b>

Project 23-35		Sponsor Department:		Public Works Department		
El Camino Real Crossings		Category:		Traffic, Parking and Transportation		
New crossings at Pettis, Bonita, Crestview. CIP estimates include traffic signals, signal synch, signing and striping, curb ramp construction, demo and construction of PCC sidewalk, curb and gutter, remove/replace landscape irrigation system, info signs, mobilization and traffic control.		Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
Funding Sources		Project Number and Fiscal Year				Total
				23-35		
		2020-21	2021-22	2022-23	2023-24	
Construction/Conveyance Tax		\$ -	\$ -	\$ 3,700	\$ -	\$ 3,700
Total		\$ -	\$ -	\$ 3,700	\$ -	\$ 3,700

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-36</b>		Sponsor Department: Public Works Department			
<b>Shoreline Boulevard Pathway Improvements (Wright Avenue and Villa Street), Construction</b>		Category: Traffic, Parking and Transportation			
The project proposes to reconstruct the pathway on the eastern side of Shoreline Boulevard from Wright Avenue to Villa Street and install new pathway connections to Jackson Street and Central Expressway. The project scope includes removal and replacement of the existing pathway for bicycles and pedestrians and installation of new curb, gutter, curb ramps, stairs, pathways, pathway lighting, landscaping, irrigation, storm drains and retaining walls.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-36</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax	\$ -	\$ -	\$ 4,120	\$ -	\$ 4,120
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,120</b>	<b>\$ -</b>	<b>\$ 4,120</b>

<b>Project 23-38</b>		Sponsor Department: Public Works Department			
<b>El Camino Real Bikeway (Sylvan to Castro) and Pedestrian Improvements (City Limits), Phase 2</b>		Category: Traffic, Parking and Transportation			
Class IV/II facilities, lane narrowing, bike-bus treatments, intersection improvements, construction.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-38</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax	\$ -	\$ -	\$ 3,100	\$ -	\$ 3,100
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,100</b>	<b>\$ -</b>	<b>\$ 3,100</b>

<b>Project 23-39</b>		Sponsor Department: Public Works Department			
<b>Bernardo Avenue Undercrossing, Local Match</b>		Category: Traffic, Parking and Transportation			
This is a Mountain View local match for the Undercrossing project being undertaken by Sunnyvale. Work will involve Design and Construction of pedestrian/bicycle undercrossing beneath Caltrain and Central Expressway at Bernardo Avenue. This project has been identified as a pedestrian/bicycle candidate project under VTA's Measure B, at a cost of approximately \$20 million.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-39</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-40</b>		Sponsor Department:		Public Works Department			
<b>Rengstorff Avenue Adaptive Signal System</b>		Category:		Traffic, Parking and Transportation			
Install adaptive traffic signal technology, including a new signal interconnect system along Rengstorff Avenue, from Montecito Avenue to Garcia Avenue/Amphitheatre Parkway.		Additional Annual O&M Costs:		None	Prevailing Wage?		
					Yes		
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>					
				<b>23-40</b>			
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>	
		Construction/Conveyance Tax	\$ -	\$ -	\$ 2,880	\$ -	\$ 2,880
		<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,880</b>	<b>\$ -</b>	<b>\$ 2,880</b>

<b>Project 23-42</b>		Sponsor Department:		Public Works Department		
<b>Fire Station No. 4 - External Modifications</b>		Category:		Facilities		
A new Modular Building to accommodate 40 people classroom at Fire Station No.4.		Additional Annual O&M Costs:		None	Prevailing Wage? TBD	
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
				<b>23-42</b>		
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ -	\$ 3,720	\$ -	\$ 3,720
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,720</b>	<b>\$ -</b>	<b>\$ 3,720</b>

<b>Project 23-43</b> <b>Civic Center Infrastructure, Phase III</b> This project includes the MEDIUM work on the report. Work needed in the next 2-3 years to keep the Civic Center Complex in a state of good repair and looking presentable.	Sponsor Department:		Public Works Department		
	Category:		Facilities		
	Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
	<b>Project Number and Fiscal Year</b>				
<b>Funding Sources</b>	<b>2020-21</b>	<b>2021-22</b>	<b>23-43</b>	<b>2023-24</b>	<b>Total</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ -	\$ 3,620	\$ -	\$ 3,620
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,620</b>	<b>\$ -</b>	<b>\$ 3,620</b>



**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-44</b>		Sponsor Department: Community Services Department			
<b>Adobe HVAC Upgrade</b>		Category: Facilities			
Install a centrally controlled A/C system for the Historic Adobe Building to go with the central heating system.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-44</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ -	\$ 160	\$ -	\$ 160
<b>Total</b>	\$ -	\$ -	\$ 160	\$ -	\$ 160

<b>Project 23-45</b>		Sponsor Department: Community Services Department			
<b>Center for the Performing Arts SecondStage Lighting System Upgrade</b>		Category: Facilities			
Replace dimmers, dimmer tracks, and distribution wiring for SecondStage lighting.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-45</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Construction/Conveyance Tax	\$ -	\$ -	\$ 70	\$ -	\$ 70
<b>Total</b>	\$ -	\$ -	\$ 70	\$ -	\$ 70

<b>Project 23-46</b>		Sponsor Department: Community Development Department			
<b>North Bayshore Branding and Wayfinding Signage Installation (PLACEHOLDER)</b>		Category: Traffic, Parking and Transportation			
Installation of PHASE I of gateway, wayfinding, directional signage in public right of way for vehicles, transit users, bicyclists, and pedestrians. The signage will be based on a future approved NBS Signage Study by Council.		Additional Annual O&M Costs:	None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
				<b>23-46</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Shoreline Community	\$ -	\$ -	\$ 250	\$ -	\$ 250
<b>Total</b>	\$ -	\$ -	\$ 250	\$ -	\$ 250

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-47</b> <b>Turf Replacement - Shoreline Athletic Field</b> The project covers the replacement of the synthetic turf baseball/soccer field at the Shoreline Athletic Fields. Project includes minor grading and contract award utilizing existing government pricing through the State of California.	Sponsor Department:		Community Services Department		
	Category:		Parks and Recreation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
			<b>23-47</b>		
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Shoreline Community	\$ -	\$ -	\$ 2,230	\$ -	\$ 2,230
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,230</b>	<b>\$ -</b>	<b>\$ 2,230</b>

<div>Project 23-48</div> <div>Citywide Benchmark Program</div> <div>The City of Mountain View maintains a Citywide vertical control network of 138 benchmarks. The elevations of the benchmarks are used by the City, developers and engineers to establish elevations for design of pubic and private improvements.</div>	Sponsor Department:		Public Works Department			
	Category:		Miscellaneous			
	Additional Annual O&M Costs:		None	Prevailing Wage?	TBD	
Funding Sources		Project Number and Fiscal Year				
				23-48		
		2020-21	2021-22	2022-23	2023-24	Total
Construction/Conveyance Tax		\$ -	\$ -	\$ 190	\$ -	\$ 190
Total		\$ -	\$ -	\$ 190	\$ -	\$ 190

<b>Project 23-50</b>		Sponsor Department:		Public Works Department		
<b>2022/23 City Bridges and Culverts Structural Inspection and Repairs</b>		Category:		Regulatory Requirements		
Funding for construction/repairs of deficiencies of City-owned vehicular and pedestrian bridges, culverts, tunnels and observation decks identified through the inspections by City consultant and/or Caltrans.		Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
				<b>23-50</b>		
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ -	\$ 280	\$ -	\$ 280
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280</b>	<b>\$ -</b>	<b>\$ 280</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 23-52</b>		Sponsor Department:		Public Works Department		
<b>Storm Drain System Improvements</b>		Category:		Utilities		
Improve the existing City storm drain system based on findings from the City's 2017 storm drain master plan and the Capital Improvement Program recommendations.		Additional Annual O&M Costs:		None	Prevailing Wage?	
					TBD	
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
				23-52		
		2020-21	2021-22	2022-23	2023-24	Total
Storm Drain		\$ -	\$ -	\$ 1,410	\$ -	\$ 1,410
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,410</b>	<b>\$ -</b>	<b>\$ 1,410</b>

<b>Project 23-53</b> <b>Middlefield Road and Moffett Boulevard Sewer Replacement, Construction</b> As part of the sewer system plan to eliminate the crossing of Stevens Creek and Highway 85, the existing 12" sewer main will be upsized to 15" between MH G5-088 and MH G5-002 to accommodate the reversed flow of the Moffett Blvd sewer main. A portion of the new sewer main on Middlefield Road will also run through the Shenandoah property. Moffett Blvd (south of Highway 85 to Middlefield Rd) is proposed to reverse flow going south between MH G5-142 and MH G5-028.	Sponsor Department:		Public Works Department																													
	Category:		Utilities																													
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes																											
<b>Funding Sources</b>		<table><tr><th colspan="5">Project Number and Fiscal Year</th></tr><tr><td></td><td></td><td colspan="2">23-53</td><td></td></tr><tr><td>2020-21</td><td>2021-22</td><td>2022-23</td><td>2023-24</td><td>Total</td></tr><tr><td>Wastewater (Includes Sewer Capacity Fees)</td><td>\$ -</td><td>\$ -</td><td>\$ 8,350</td><td>\$ -</td><td>\$ 8,350</td></tr><tr><td><b>Total</b></td><td><b>\$ -</b></td><td><b>\$ -</b></td><td><b>\$ 8,350</b></td><td><b>\$ -</b></td><td><b>\$ 8,350</b></td></tr></table>				Project Number and Fiscal Year							23-53			2020-21	2021-22	2022-23	2023-24	Total	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ -	\$ 8,350	\$ -	\$ 8,350	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,350</b>	<b>\$ -</b>	<b>\$ 8,350</b>
Project Number and Fiscal Year																																
		23-53																														
2020-21	2021-22	2022-23	2023-24	Total																												
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ -	\$ 8,350	\$ -	\$ 8,350																											
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,350</b>	<b>\$ -</b>	<b>\$ 8,350</b>																											

<div><div>Project 24-34</div><div>Update Bicycle Master Plan</div><div>Update to the Bicycle Master Plan including development of a prioritized project list, implementation and phasing plan.</div></div>	Sponsor Department:		Public Works Department			
	Category:		Traffic, Parking and Transportation			
	Additional Annual O&M Costs:		None	Prevailing Wage?	No	
	Project Number and Fiscal Year					
	Funding Sources		2020-21	2021-22	2022-23	2023-24
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ -	\$ -	\$ 300	\$ 300	
Total	\$ -	\$ -	\$ -	\$ 300	\$ 300	

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<div><div>Project 24-35</div><div>Middlefield Road Bikeway, Whisman - City Limit (Sunnyvale), Feasibility Study</div><div>Study will assess feasibility of installing Class II bike lanes, buffered Class II bike lanes, or Class IV bike lanes. CIP includes pilot, preliminary engineering and outreach.</div></div>	Sponsor Department:		Public Works Department												
	Category:		Traffic, Parking and Transportation												
	Additional Annual O&M Costs:		None	Prevailing Wage?	No										
	<div>Project Number and Fiscal Year</div> <table><tr><td></td><td></td><td></td><td>24-35</td><td></td></tr><tr><td>2020-21</td><td>2021-22</td><td>2022-23</td><td>2023-24</td><td>Total</td></tr></table>								24-35		2020-21	2021-22	2022-23	2023-24	Total
				24-35											
2020-21	2021-22	2022-23	2023-24	Total											
Funding Sources	2020-21	2021-22	2022-23	2023-24	Total										
Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 500	\$ 500										
Total	\$ -	\$ -	\$ -	\$ 500	\$ 500										

<div><div>Project 24-36</div><div>Middlefield Road Sidewalk Across SR-85, Feasibility Study</div><div>This project would help to achieve General Plan Policies LUD 8.2 on encouraging a network of streets friendly to bicyclists and pedestrians and MOB 3.3 on enhancing pedestrian and bicycle crossings at key locations across physical barriers.</div></div>	Sponsor Department:		Public Works Department																												
	Category:		Traffic, Parking and Transportation																												
	Additional Annual O&M Costs:		None	Prevailing Wage?	No																										
Funding Sources		<table><tr><th colspan="4">Project Number and Fiscal Year</th></tr><tr><td></td><td></td><td></td><td></td><td>24-36</td></tr><tr><th>2020-21</th><th>2021-22</th><th>2022-23</th><th>2023-24</th><th>Total</th></tr><tr><td>Construction/Conveyance Tax</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 300</td><td>\$ 300</td></tr><tr><td>Total</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 300</td><td>\$ 300</td></tr></table>				Project Number and Fiscal Year								24-36	2020-21	2021-22	2022-23	2023-24	Total	Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 300	\$ 300	Total	\$ -	\$ -	\$ -	\$ 300	\$ 300
Project Number and Fiscal Year																															
				24-36																											
2020-21	2021-22	2022-23	2023-24	Total																											
Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 300	\$ 300																										
Total	\$ -	\$ -	\$ -	\$ 300	\$ 300																										

<b>Project 24-37</b> <b>Moffett Boulevard Class IV Bikeway, Middlefield-Clark, Preliminary Design</b> Potential features include pilot and preliminary engineering design for Class IV facilities, lane narrowing, intersection improvements.		Sponsor Department:		Public Works Department		
		Category:		Traffic, Parking and Transportation		
		Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax		\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 24-38</b> <b>Central Expressway Bicycle and Pedestrian Crossing, Feasibility Study</b> Perform a study to determine the feasibility of a bicycle and pedestrian crossing at Central Expressway between Rengstorff Avenue and Moffett Boulevard/Castro Street. The study will look at alternative designs for a crossing at Central Expressway between the 1.2 mile stretch between Rengstorff Avenue and Moffett Boulevard/Castro Street to improve bicycle and pedestrian connectivity options for the community and residents. This proposed feasibility will evaluate a crossing under Caltrain tracks and Central Expressway with access points at Meridian Way and the 1696-1798 Villa Street development project. The study will also determine costs for right-of-way acquisition (if necessary), design, construction, and other associated costs related to design and construction.	Sponsor Department:		Public Works Department		
	Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
				<b>24-38</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
	Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 450
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450</b>

<b>Project 24-39</b>		Sponsor Department:		Public Works Department	
<b>Mayfield/San Antonio Bicycle and Pedestrian Tunnel, Construction</b>		Category:		Traffic, Parking and Transportation	
Construct the pedestrian and bicycle tunnel under Central Expressway at Mayfield Avenue to align with existing tunnel under Caltrain tracks at San Antonio Station per the Feasibility Study completed by CIP 07-25 and design CIP 19-36.		Additional Annual O&M Costs:		None	Prevailing Wage? TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>				
				<b>24-39</b>	
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
General Fund Transportation	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
Other City (TBD)	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 24-41</b> <b>Mountain View Community Shuttle EV Charging Units (PLACEHOLDER FUNDING ESTIMATE)</b> Installation of two electric vehicle charging units at/near Police dorms on Whisman Road to support Mountain View Community Shuttle operations.	Sponsor Department: Public Works Department				
	Category: Miscellaneous				
	Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
	<b>Project Number and Fiscal Year</b>				<b>Total</b>
				<b>24-41</b>	
<b>Funding Sources</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Construction/Conveyance Tax	\$ -	\$ -	\$ -	\$ 260	\$ 260
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260</b>	<b>\$ 260</b>

<b>Project 24-42</b> <b>Police/Fire Administration Building, Construction (PLACEHOLDER)</b> This project will renovate and expand the existing Police/Fire Administration Building or construct a new one based on findings from Study (CIP 19-60).	Sponsor Department: Public Works Department				
	Category: Facilities				
	Additional Annual O&M Costs:		None	Prevailing Wage?	Yes
	<b>Project Number and Fiscal Year</b>				<b>Total</b>
				<b>24-42</b>	
<b>Funding Sources</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Other Non-City (TBD)	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>

<b>Project 24-43</b> <b>Fire Station No. 3, Replacement Programming Study</b> Fire Station 3 is one of the older stations remaining in the City. The station lacks features to provide privacy, the apparatus bay is undersized and the roof requires frequent maintenance. This project will conduct a programming study to identify the needs of the fire station to meet current and projected functionalities.	Sponsor Department: Fire Department				
	Category: Facilities				
	Additional Annual O&M Costs:		None	Prevailing Wage?	No
	<b>Project Number and Fiscal Year</b>				<b>Total</b>
				<b>24-43</b>	
<b>Funding Sources</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)	\$ -	\$ -	\$ -	\$ 250	\$ 250
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 250</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 24-44</b>		Sponsor Department:		Public Works Department		
<b>Civic Center Infrastructure, Phase IV</b>		Category:		Facilities		
This project includes the LOW work on the report.		Additional Annual O&M Costs:		None	Prevailing Wage?	
Work needed in the next 2-3 years to keep the Civic Center Complex in a state of good repair and looking presentable.					TBD	
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				
					<b>24-44</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

<b>Project 24-45</b>		Sponsor Department:		Community Services Department		
<b>Rengstorff House West Grass &amp; Brick Patio Stabilization Project</b>		Category:		Facilities		
This project will provide for consultant services to determine cause of settlement of the patio, provide solutions to the problem as well as cost of construction to stabilize the patio, replace bricks as necessary and rebuild the sitting wall.		Additional Annual O&M Costs:		None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>				<b>Total</b>
					<b>24-45</b>	
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	
Shoreline Community		\$ -	\$ -	\$ -	\$ 430	\$ 430
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430</b>

**Planned FY 2022-23 through FY 2023-24 Discretionary Projects**  
(in thousands of dollars)

<b>Project 24-46</b>		Sponsor Department: Community Services Department			
<b>Rengstorff Park - Maintenance and Tennis Buildings Replacement, Construction</b>		Category: Facilities			
It includes the construction phase of the demolition and relocation of the existing Maintenance building and the demolition and rebuilding of the Tennis building. This relocated building will have office, storage and restroom facilities as well as be adjoined by a small corporation yard and equipment storage area similar to the existing facility. The tennis building will include storage as well as restrooms serving the tennis court and other patrons in the southerly portion of Rengstorff Park. Both new buildings will require new electrical, plumbing and sanitary utilities.		Additional Annual O&M Costs:	None	Prevailing Wage?	Yes
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
					<b>24-46</b>
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Park Land		\$ -	\$ -	\$ -	\$ 5,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>

<b>Project 24-47</b>		Sponsor Department: Community Services Department			
<b>Senior Center Social Hall Floor Replacement</b>		Category: Facilities			
Replace and upgrade the flooring in the Social Hall of the Senior Center to a better option that does not require specialized maintenance.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
					<b>24-47</b>
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ -	\$ -	\$ 140
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140</b>

<b>Project 24-48</b>		Sponsor Department: Public Works Department			
<b>2023/24 City Bridges and Culverts Structural Inspection and Repairs</b>		Category: Regulatory Requirements			
Funding for structural inspections of City-owned vehicular and pedestrian bridges, culverts, tunnels and observation decks that are not inspected through the Caltrans Bridge Inspection Program.		Additional Annual O&M Costs:	None	Prevailing Wage?	TBD
<b>Funding Sources</b>		<b>Project Number and Fiscal Year</b>			
					<b>24-48</b>
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Capital Improvement Reserve (including At Risk Lease Evaluation and Parking Lot Sublease)		\$ -	\$ -	\$ -	\$ 290
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290</b>



## Proposed FY 2020-21 Amendments to Existing Projects

(in thousands of dollars)

*Brief descriptions and funding sources for the projects below are provided on the following pages.*

Project No.	Amendments to Existing Projects	Budget
16-18	IT Computer Projects	60
11-18	IT Computer Projects	900
20-41	Water & Sewer Main Replacement Crossing Hwy101 at Two Locations, Construction	-
16-61	Water & Sewer Main Replacement Crossing Hwy 101 at Two Locations, Design	-
20-61	El Camino Real Pedestrian and Bicycle Improvements, Design	-
	<b>Total: Amendments to Existing Projects</b>	<b>\$ 960</b>

## Amendments to Existing Projects

(in thousands of dollars)

<b>Project 16-18</b> <b>IT Project (GIS Support)</b> The funding will continue the development of the GIS platform by expanding the application pool to include advanced web-based mapping solutions and establish an ongoing data maintenance framework to ensure the GIS remains accurate and up to date.		Sponsor Department:	Information Technology		
		Category:	Information Technology and Communication		
		Additional Annual O&M Costs:	None	Prevailing Wage Project?	No
	<i>FY 2019-20 Total Project Funding</i>		<b>Increased Funding for FY 2020-21</b>		<i>FY 2020-21 Total Project Funding</i>
<b>Funding Sources</b>					
Construction/Conveyance Tax	\$ 356	\$	30	\$	386
Water (Includes Water Capacity Fees)	\$ 88	\$	30	\$	118
Wastewater (Includes Sewer Capacity Fees)	\$ 81	\$	-	\$	81
Solid Waste	\$ 21	\$	-	\$	21
Shoreline Community	\$ 43	\$	-	\$	43
Development Services	\$ 26	\$	-	\$	26
<b>Total</b>	\$ 615	\$	60	\$	675

<b>Project 11-18</b> <b>IT Project (Land Management System and Paperless Permitting System)</b> In addition to a Land Management System, this CIP would also be used for a Paperless Permitting System, which would allow the City to move away from hard copy printouts of plans. The City receives hundreds of plans, with multiple reams of printed material. A paperless permitting system would eliminate the need for these printed materials, as well as enabling Staff and applicants to view and edit plans remotely during the application process.		Sponsor Department:	Information Technology		
		Category:	Information Technology and Communication		
		Additional Annual O&M Costs:	None	Prevailing Wage Project?	No
	<i>FY 2019-20 Total Project Funding</i>		<b>Increased Funding for FY 2020-21</b>		<i>FY 2020-21 Total Project Funding</i>
<b>Funding Sources</b>					
Construction/Conveyance Tax	\$ 225	\$	180	\$	405
Water (Includes Water Capacity Fees)	\$ 15	\$	18	\$	33
Wastewater (Includes Sewer Capacity Fees)	\$ 15	\$	18	\$	33
Shoreline Community	\$ 120	\$	90	\$	210
Development Services	\$ 733	\$	594	\$	1,327
<b>Total</b>	\$ 1,108	\$	900	\$	2,008

## Amendments to Existing Projects

(in thousands of dollars)

<b>Project 20-41</b> <b>Water &amp; Sewer Main Replacement Crossing</b> <b>Hwy101 at Two Locations, Construction</b> Amendment replaces Water Development Impact Fees with Wasterwater LOAN funds that are available.		Sponsor Department: Public Works Department	
		Category: Utilities	
		Additional Annual O&M Costs:	None Prevailing Wage Project? Yes
<b>Funding Sources</b>	<i>FY 2019-20 Total Project Funding</i>	<b>Increased Funding for FY 2020-21</b>	<i>FY 2020-21 Total Project Funding</i>
Water - Development Impact Fees	\$ 5,627	\$ (640)	\$ 4,987
Wastewater LOAN	\$ 4,273	\$ 640	\$ 4,913
<b>Total</b>	\$ 9,900	\$ -	\$ 9,900

<b>Project 16-61</b> <b>Water &amp; Sewer Main Replacement Crossing</b> <b>Hwy101 at Two Locations, Design</b> Amendment changes the CIP name from Water & Sewer Main Replacement Crossing Hwy101 at Three Locations, Design. The third location is currently an unscheduled project for a future CIP.		Sponsor Department: Public Works Department	
		Category: Utilities	
		Additional Annual O&M Costs:	None Prevailing Wage Project? No

<b>Project 20-61</b> <b>El Camino Real Pedestrian and Bicycle Improvements, Design</b> Amendment changes the CIP name from El Camino Real Bike Improvements, Design. The change reflects the addition of pedestrian improvements in the scope of this CIP.		Sponsor Department: Public Works Department	
		Category: Traffic, Parking and Transportation	
		Additional Annual O&M Costs:	None Prevailing Wage Project? No

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# **MISCELLANEOUS INFORMATION**

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## Regular Full-Time and Part-Time Position Allocation

	2018-19 <u>ADJUSTED</u>	2019-20 <u>ADOPTED</u>	2020-21 <u>PROPOSED</u>	<u>CHANGE</u>
<u>GENERAL OPERATING FUND</u>				
CITY COUNCIL	7.00	7.00	7.00	
CITY CLERK	4.00	4.00	4.00	
CITY ATTORNEY	8.00	9.00	9.00	
CITY MANAGER	14.00	19.00	22.50	+3.50 (a)
INFORMATION TECHNOLOGY	17.40	18.40	18.40	
FINANCE AND ADMIN SRVCS	34.25	34.25	34.25	
COMMUNITY DEVELOPMENT	8.10	6.20	7.20	+1.00 (b)
PUBLIC WORKS	39.67	42.12	42.87	+0.75 (c)
COMMUNITY SERVICES	71.21	71.56	71.56	
LIBRARY SERVICES	30.75	30.75	30.75	
FIRE	77.60	76.60	76.60	
POLICE	142.50	143.50	143.50	
	<u>454.48</u>	<u>462.38</u>	<u>467.63</u>	<u>5.25</u>
<u>OTHER FUNDS</u>				
INFORMATION TECHNOLOGY				
WATER	1.60	1.60	1.60	
FINANCE AND ADMIN SRVCS				
WATER	2.25	2.25	2.25	
COMMUNITY DEVELOPMENT				
DEVELOPMENT SERVICES	33.70	36.60	37.60	+1.00 (d)
BELOW-MARKET-RATE HOUSING	2.20	2.20	2.20	
HOUSING IMPACT FEE	1.10	1.10	1.10	
CSFRA/RENTAL HOUSING COMMITTEE	4.00	4.00	4.00	
PARKING DISTRICT	0.35	0.35	0.35	
COMMUNITY DEVELOPMENT BLOCK GRANT	0.45	0.45	0.45	
SHORELINE REGIONAL PARK COMMUNITY	1.10	1.10	1.10	
PUBLIC WORKS				
DEVELOPMENT SERVICES	11.10	11.40	11.40	
SHORELINE REGIONAL PARK COMMUNITY	4.63	4.88	5.13	+0.25 (c)
WATER	33.50	33.50	34.00	+0.50 (e)
WASTEWATER	14.80	14.80	14.80	
SOLID WASTE MANAGEMENT	14.80	14.80	14.80	
EQUIPMENT MAINTENANCE	8.50	8.50	9.50	+1.00 (f)
COMMUNITY SERVICES				
SHORELINE GOLF/MICHAELS RESTAURANT	0.30	0.30	0.30	
SHORELINE REGIONAL PARK COMMUNITY	16.99	18.64	18.64	
FIRE				
DEVELOPMENT SERVICES	3.00	3.00	3.00	
WASTEWATER	5.90	6.90	6.90	
POLICE				
WASTEWATER	1.00	1.00	1.00	
	<u>161.27</u>	<u>167.37</u>	<u>170.12</u>	<u>2.75</u>
TOTAL REGULAR POSITIONS	<u>615.75</u>	<u>629.75</u>	<u>637.75</u>	<u>8.00</u>
Total Limited-Period Positions	22.50	20.00	23.50	+3.50 (g)
NET FUNDED POSITIONS	<u>638.25</u>	<u>649.75</u>	<u>661.25</u>	
CHANGE FROM PRIOR FISCAL YEAR	18.50	11.50	11.50	

Regular Full-Time and Part-Time Position Allocation  
(Continued)

Notes:

- a. Includes the mid-year additions of a Communications Manager position reclassified to Chief Communications Officer and a Chief Sustainability and Resilience Officer position (Sustainability CIP). Includes the addition of a Digital Engagement and Marketing Strategist position and a 0.50 FTE Community Outreach Coordinator position.
- b. Includes the mid-year addition of an Analyst I/II position (Sustainability CIP).
- c. Includes the mid-year addition of a Transportation Planner position (Sustainability CIP, 0.75 in GOF and 0.25 in SRPC).
- d. Includes the mid-year addition of a Deputy Building Official position (Sustainability CIP).
- e. Includes the addition of a 0.50 FTE Public Services Technician position.
- f. Includes the mid-year addition of an Equipment Mechanic I/II position.
- g. Includes the following limited-period positions and overhire positions funded with limited-period funds:
  - City Manager's Office: Continuation of a Human Resources Analyst I/II and a Management Fellow. Also includes a new Analyst I/II added mid-year (Sustainability CIP).
  - Information Technology Department: Includes a new Systems Coordinator Technician.
  - Community Development Department: Continuation of a Senior Planner (for the duration of the Google Agreement), an Associate Planner, and 0.50 FTE Secretary.
  - Public Works Department: Continuation of 2.0 Sr. Civil Engineers (for the duration of the Google Agreement) and 4.0 FTE Jr/Asst/Associate Civil Engineers, a Public Works Inspector I/II Overhire, and an Administrative Aide. Also includes a new Senior Civil Engineer and a Facilities Maintenance Worker I/II added mid-year (Sustainability CIP).
  - Community Services Department: Continuation of a 0.50 Communications Coordinator.
  - Police Department: Continuation of a Police Officer, 2.0 Public Safety Dispatcher II Overhires, 2.0 FTE Police Officer Trainees, 0.50 FTE Community Services Officer Overhire, and a Senior Systems Specialist Overhire.



FISCAL YEAR 2020-21

Funding of Nonprofit Agencies

<u>AGENCY</u>	<u>2019-20 Adopted</u>	<u>2020-21 Requested</u>	<u>2020-21 Proposed</u>
<u>General Fund Funded</u>			(a)
Catholic Charities – Long-Term Care Ombudsman Program	\$ 7,800	(b)	7,800
Community School of Music & Arts	15,103	(b)	15,103
CSA – Homelessness Prevention/Homeless	5,000 (c)	(b)	5,000 (c)
CSA – Senior Nutrition Program	32,228	(b)	32,228
Day Worker Center of Mountain View	19,500 (d)	(b)	19,500 (d)
Healthier Kids Foundation – Vision Screening	11,876	(b)	11,876
Housing and Economics Rights Advocates – Legal & Financial Counseling	5,000	(b)	5,000
Junior Achievement of Silicon Valley and Monterey Bay	5,000	(b)	5,000
MayView Community Health Center	48,750 (d)	(b)	48,750 (d)
Parents Helping Parents, Inc. – Support Services for Households with Disabled Children	5,000	(b)	5,000
The Health Trust's Meals on Wheels Program	24,375 (d)	(b)	24,375 (d)
United Way of the Bay Area – Information and Referral Services	5,000 (c)	(b)	5,000 (c)
YWCA Domestic Violence Dept/Maitri	36,075 (d)	(b)	36,075 (d)
General Fund Total	\$ <u>220,707</u>	<u>(b)</u>	<u>220,707</u>
<u>CDBG Funded:</u>			(a)
Child Advocates of Silicon Valley	\$ 15,000	(b)	13,280
CSA – Homelessness Prevention/Homeless	32,810	(b)	29,046
CSA – Senior Services Program	23,136	(b)	20,482
Next Door Solutions to Domestic Violence	5,000	(b)	5,000
Senior Adults Legal Assistance	10,000	(b)	8,853
Silicon Valley Independent Living Center (SVILC) – Housing-Related Assistance for the Disabled	5,519	(b)	5,000
Vista – Support Services for Blind & Visually Impaired Persons	8,193	(b)	7,253
CDBG Total	\$ <u>99,658</u>	<u>(b)</u>	<u>88,914</u>

(a) Recommended allocation going to Council 6/30/2020. Funding adjusted from FY2019-20 Adopted Budget based on FY2020-21 HUD Award.

(b) FY2020-21 is the second year of a 2-year funding cycle.

(c) Funded from General Housing (Boomerang) Fund.

(d) Includes partial limited-period funding.

FISCAL YEAR 2020-21  
Funding of Nonprofit Agencies  
(Continued)

<u>AGENCY</u>	<u>2019-20 Adopted</u>	<u>2019-20 Requested</u>	<u>2020-21 Proposed</u>
<u>Other Nonprofit Agencies - not requested by an agency during CDBG Public Hearing</u>			
Community Health Awareness Council	\$ 109,500	351,000	196,000 (e)
Community School of Music & Arts			
Art4Schools	52,259		52,259
Music4Schools	24,800		24,800
Housing Trust Silicon Valley	150,000 (f)		150,000 (f)
Police Activities League (MVPAL)	5,000		5,000
Project Sentinel – Fair Housing Services	25,000		25,000
Project Sentinel – Mediation Program	91,944		91,944
Silicon Valley @ Home	2,500 (f)		2,500 (f)
Regional Airplane Noise Roundtable	22,800 (g)		22,800 (g)
Youth Sports Fee Waiver	2,000		2,000
Total Other Nonprofit Funding	\$ <u>485,803</u>	<u>351,000</u>	<u>572,303</u>

(e) Includes \$75,000 in one-time emergency funding.

(f) Funded by the Below-Market-Rate Housing Fund.

(g) Limited-period funding.

# FISCAL YEAR 2020-21

## Citywide Memberships

<u>MEMBERSHIP</u>	<u>Budget Amount</u>	<u>Responsible Department</u>
Sister City Membership	\$ 480	City Clerk
Alliance for Innovation	5,400	CMO
Association of Bay Area Governments (ABAG)	18,000	CMO
Friends of Caltrain – Education Services Only	5,000	CMO
Local Agency Formation Commission (LAFCO)	14,000	CMO
League of California Cities (LCC) Peninsula Division	100	CMO
League of California Cities	23,000	CMO
Mayor's Innovation	2,000	CMO
Mountain View Chamber of Commerce	1,000	CMO
National Association to Insure a Sound Controlled Environment (N.O.I.S.E.)	22,800 <sup>(a)</sup>	CMO
National League of Cities	6,500	CMO
Santa Clara County Cities Association	11,000	CMO
Sustainable Silicon Valley	1,500	CMO
Joint Venture Silicon Valley	20,000 <sup>(b)</sup>	CDD
Bay Area Water Supply & Conservation Agency (BAWSCA)	244,000 <sup>(c)</sup>	PWD
Congestion Management Agency	155,000	PWD
Cal Urban Water Conservation Council	3,200 <sup>(c)</sup>	PWD
Transportation Management Association	76,000 <sup>(a)/(b)/(d)</sup>	PWD
Silicon Valley Library System	8,950	Library
Pacific Library Partnership	11,011	Library

(a) Limited-period funding.

(b) Includes Shoreline Regional Park Community funding of \$5,000 for Joint Venture Silicon Valley and \$38,000 for Transportation Management Association.

(c) Funded from the Water Fund.

(d) Includes proposed funding increase

FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**General Operating Fund**

INFORMATION TECHNOLOGY DEPARTMENT

**Information Technology Services, Licenses, and Software Renewals: \$ 49,500**

Provides new and increased funding for the annual services, licenses and software renewals for the OneSolution financial system, Code Enforcement software, data hosting services, mobile device software, and internet connection support services.

**Information Technology Department Total** **\$ 49,500**

PUBLIC WORKS DEPARTMENT

**Janitorial Cost Increases for City Facilities: \$ 277,000**

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020 and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**Gas and Electricity Cost Increase: \$ 64,500 (offset by \$12,500 revenue)**

Provides increased funding for gas and electricity costs. The City receives its electricity through Silicon Valley Clean Energy, but is billed for both gas and electricity through PG&E. This includes the increase for the installation of nine new electric vehicle charging stations at the Community Center which is being fully offset with revenues (the total cost increase for all funds citywide is \$67,500).

**City Utility Cost Increase: \$ 10,000**

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

**Solar Panel Cleaning: \$ 8,000**

Provides new funding for the annual cleaning of the City's four solar arrays.

**Electric Vehicle (EV) Charging Stations Operations and Maintenance: \$ 7,500**

Provides new funding for service and repairs for EV charges throughout the City.

**Public Works Department Total** **\$ 367,000**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**General Operating Fund**  
(Continued)

COMMUNITY SERVICES DEPARTMENT

**Janitorial Cost Increases for City Facilities: \$ 37,800**

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020 and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**City Utility Cost Increase: \$ 29,500**

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

**Parcel Property Tax for SFPUC: \$ 14,500**

Provides increased funding for the annual property tax assessment of parcels utilized for Mountain View parks and open space that are owned by the San Francisco Public Utilities Commission (SFPUC).

**Community Services Department Total** **\$ 81,800**

FIRE DEPARTMENT

**Subscription for Tablet Computer-Aided Dispatch (CAD) Platform: \$ 29,000**

Provides new funding for the annual subscription of a tablet based end user Computer-Aided Dispatch (CAD) platform, previously Mobile Data Computers were used. The use of this platform will enhance command incident management.

**Testing for Self-Contained Breathing Apparatus (SCBA) Compressors: \$ 4,700**

Provides increased funding for quarterly and annual testing of SCBA compressors to comply with the National Fire Protection Agency (NFPA) guidelines.

**City Utility Cost Increase: \$ 3,500**

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

**Fire Department Total** **\$ 37,200**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**General Operating Fund**  
(Continued)

POLICE DEPARTMENT

**City Utility Cost Increase:** \$ 2,000

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

<b>Police Department Total</b>	<b>\$ 2,000</b>
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<b>Total Non-Discretionary On-Going for General Fund</b>	<b><u>\$ 537,500</u></b>
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FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**Other Funds**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Workers' Compensation Self-Insurance Fund

**Workers' Compensation Excess Insurance:** \$ 11,000

Provides increased funding for Workers' Compensation excess insurance. The increased cost is related to increased overtime, payroll, and loss experience.

Liability Insurance Fund

**Liability Insurances:** \$ 330,000

Provides increased funding for cost increases related to the City's excess liability insurance and property insurance.

**Finance and Administrative Services Department Total**

**\$ 341,000**

COMMUNITY DEVELOPMENT DEPARTMENT

Development Services Fund

**Data Plan for Tablets:** \$ 11,500

Provides new funding for data plans for tablets for the Building Division to process various operations electronically and in the field.

Downtown Benefit Assessment District Fund

**Janitorial Cost Increases for City Facilities:** \$ 24,000

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020, and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**Community Development Department Total**

**\$ 35,500**

PUBLIC WORKS DEPARTMENT

Solid Waste Fund

**City Utility Cost Increase:** \$ 20,000

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

**Public Works Department Total**

**\$ 20,000**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**Other Funds**  
(Continued)

COMMUNITY SERVICES DEPARTMENT

Shoreline Golf Links

**Water Cost Increase:** \$ 35,100

Provides increased funding for water cost increases to maintain the golf course.

**Janitorial Cost Increases for City Facilities:** \$ 7,600

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020 and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**Net Operating Changes:** \$ (69,600) (offset by \$87,300 reduced revenue)

Provides overall savings from estimated lower revenue. Estimated lower revenue is offset by reductions to personnel related costs (\$41,400), materials and supplies (\$16,600), maintenance and operations (\$17,700) and other operating costs (\$16,100), offset by \$12,300 in increases to utilities and \$9,900 for contract services.

Shoreline Restaurant

**Janitorial Cost Increases for City Facilities:** \$ 16,500

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin November 2020 and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**Net Operating Changes:** \$ (150,300) (offset by \$142,500 reduced revenue)

Provides overall savings from estimated lower revenue. Estimated lower revenue is offset by reductions to personnel related costs (\$133,400), food and beverage costs (\$89,400), and contracts (\$5,800), offset by services and supplies increases of \$43,800, other operating cost increases of \$18,900, and \$14,900 for utilities.

Shoreline Community

**Janitorial Cost Increases for City Facilities:** \$ 8,300

Provides increased funding for janitorial services cost increases related to the City Council approved requirement the janitorial services provider be a union-represented firm. The City will be going out to bid for a new contract to begin



FISCAL YEAR 2020-21

Proposed On-Going Changes  
NON-DISCRETIONARY

**Other Funds**

(Continued)

November 2020 and this increase reflects the estimated cost of this new requirement for eight months of the fiscal year (the total cost increase for all funds Citywide is \$371,200).

**City Utility Cost Increase: \$ 7,400**

Provides increased funding for City utility services used by City departments based on usage and utility rate adjustments (the total cost increase for all funds citywide is \$72,400).

**Community Services Department Total**

**\$ (145,000)**

FIRE DEPARTMENT

Shoreline Community

**Gas and Electricity Cost Increase: \$ 3,000**

Provides increased funding for gas and electricity costs. The City receives its electricity through Silicon Valley Clean Energy, but is billed for both gas and electricity through PG&E (the total cost increase for all funds citywide is \$67,500).

Wastewater Fund

**SCVURPPP and NPDES Permit Fees: \$ 16,000**

Provides additional funding for the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) and National Pollutant Discharge Elimination System (NPDES) permit fees.

**Fire Department Total**

**\$ 19,000**

**Total Non-Discretionary On-Going for Other Funds**

**\$ 270,500**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
DISCRETIONARY

**General Operating Fund**

CITY COUNCIL

**Training, Conference & Travel: \$ (22,100)**

The reserve for training, conference, and travel is reduced from \$18,100 to \$2,000; and the mayor's additional allocation is reduced \$4,000 to \$1,000.

**Cell Phone Allowance: \$ 400**

Provides additional funding to increase the phone allowance for Councilmembers.

**City Council Total** **\$ (21,700)**

CITY ATTORNEY'S OFFICE

**Legal Services: \$ 25,000**

Provides increased funding for additional legal resources to assist with high workloads and for specialized legal analysis. There is an additional \$50,000 requested as limited-period.

**City Attorney's Office Total** **\$ 25,000**

CITY MANAGER'S OFFICE

**Digital Engagement and Marketing Strategist Position: \$ 222,900**

Provides funding for a Digital Engagement and Marketing Strategist position. As part of the enhanced communications function described in the reclassification of the Chief Communications Officer position below, this position will plan, implement, and evaluate Citywide communications and outreach programs with an emphasis on innovative digital communication, branding, and marketing strategies. This position is needed to more effectively connect the City with the community, raising awareness and understanding of City programs, policies and initiatives and providing meaningful opportunities to engage with the City.

**Strategic Planning and Innovation: \$ 200,000**

Provides funding to support the development of a strategic plan for the City which would be integrated with the Council's goal-setting process, community building efforts, and ongoing operational improvements. The strategic plan and resulting outcomes will chart a path forward that is thoughtful and achievable, focusing on the highest priorities of the community to better position the organization now and into the future. The requested funding would also support the implementation of

## FISCAL YEAR 2020-21

### Proposed On-Going Changes DISCRETIONARY

#### **General Operating Fund**

(Continued)

innovative technology solutions, process improvements, and other efficiencies to align with the strategic plan and vision.

#### **Reclassification of a Human Resources Manager Position to Human Resources Director: \$ 97,200**

Provides funding to reclassify a Human Resources Manager position to a Human Resources Director. Reinstating the Human Resources Director position will provide consolidated executive-level leadership for the critical function of planning for and overseeing personnel services and organizational development to best support the continued engagement and effectiveness of the City's workforce and culture. In the past, Human Resources was a City department; in Fiscal Year 2010-11, Human Resources became a division of the City Manager's Office, with the Assistant City Manager serving as the Director and the Human Resources Manager overseeing daily operations. The current structure is uncommon among regional agencies, especially those similar to the City's size and complexity. The proposed reclassification will focus all aspects of Human Resources leadership to a stand-alone department with a director level position, thus streamlining oversight of the function and freeing up capacity in the City Manager's Office for additional organizational priorities.

#### **Community Outreach Coordinator Position (0.50): \$ 82,500**

Converts 0.50 FTE limited-term position to increase a half-time Community Outreach Coordinator position to ongoing full-time. The additional resources will provide enhanced multilingual community outreach to strengthen connections with Mountain View's diverse population and expand access to City services and engagement in the public process.

#### **Citywide Training and Development: \$ 20,000**

Provides increased funding for citywide training and development to continue the annual trainings currently offered in addition to new training programs.

#### **Reclassification of a Communications Manager Position to Chief Communications Officer: \$ 16,200**

A new communications position was approved by City Council in February as a midyear budget adjustment. This position was originally scoped at the manager level; however, to meet the City's current and future needs, the position is now proposed at the director level, requiring an additional appropriation of \$16,200. The Chief Communications Officer will provide strategic leadership to create and oversee a robust, modern communications and marketing function that informs and engages the community, the Citywide organization, and the City Council in a more effective and meaningful way, making greater use of digital content, branding,

FISCAL YEAR 2020-21

Proposed On-Going Changes  
DISCRETIONARY

**General Operating Fund**  
(Continued)

marketing, and a range of communication and community building strategies. During the COVID-19 emergency, the City has significantly enhanced strategic communications and marketing, with more frequent and proactive information provided in a variety of new formats, including curated digital and video content. This has been essential to meeting the needs of the community and has been made possible by the temporary reassignment of several staff from across the organization. This level of creative and responsive communication, community-building, and outreach will continue to be a priority and will require executive-level leadership and additional resources.

**Minimum Wage Contract Services:** \$ 5,000

Provides increased funding for the minimum wage enforcement contract with the City of San Jose.

**City Manager's Office Total** **\$ 643,800**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

**Transportation Management Association:** \$ 13,000

Provides increased funding for the City's membership to the Transportation Management Association. Funding is split with the Shoreline Community Fund; total additional funding requested is \$26,000. There is an additional \$21,000 requested as limited-period, also split with the Shoreline Community Fund.

**Community Health Awareness Council (CHAC) Funding:** \$ 11,500

Provides increased funding to CHAC. The City is a joint powers authority member of CHAC. This provides for a 10.0 percent increase as request by CHAC. There is an additional \$75,000 proposed as limited-period for one-time emergency funding.

**Finance and Administrative Services Department Total** **\$ 24,500**

PUBLIC WORKS DEPARTMENT

**Reclassification of an Office Assistant III Position to Analyst I/II (0.50):** \$ 26,000

Provides funding to reclassify an Office Assistant III position to Analyst I/II (the other 0.50 FTE is funded from the Development Services Fund) to provide additional analytical support.

**Public Works Department Total** **\$ 26,000**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
DISCRETIONARY

**General Operating Fund**  
(Continued)

COMMUNITY SERVICES DEPARTMENT

**Operational Costs for Six New Parks:** \$ 77,500

Provides funding for additional costs associated with six new parks (Wyandotte Park, Evandale Park, Mora Park, Fayette Park, Pyramid Park, and McKelvey Fields/Schaefer Park).

**Community Services Department Total** **\$ 77,500**

FIRE DEPARTMENT

**Personal Protective Equipment and Gear:** \$ 25,900

Provides increased funding for firefighter protective clothing to meet new standards and for overall cost increases.

**Hurst Rescue Tool Service Maintenance and Testing:** \$ 2,500

Provides increased funding for the annual maintenance and testing of rescue tools.

**Fire Department Total** **\$ 28,400**

POLICE DEPARTMENT

**Financial Audit for Commercial Cannabis Businesses:** \$ 18,000

Provides funding for the annual financial audit of three commercial cannabis businesses.

**Police Department Total** **\$ 18,000**

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**Total Discretionary On-Going for General Fund** **\$ 821,500**

FISCAL YEAR 2020-21

Proposed On-Going Changes  
DISCRETIONARY

Other Funds

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Shoreline Community

**Transportation Management Association:** \$ 13,000

Provides increased funding for the City's membership to the Transportation Management Association. Funding is split with the General Fund; total additional funding requested is \$26,000. There is an additional \$21,000 requested as limited-period, also split with the Shoreline Community Fund.

**Finance and Administrative Services Department Total** **\$ 13,000**

COMMUNITY DEVELOPMENT DEPARTMENT

Below Market Rate (BMR) Housing Fund

**Agency for BMR Units:** \$ 10,000

Provides increased funding to administer the expanded BMR ownership and rental programs.

Community Stabilization and Fair Rent Act (CSFRA)/Rental Housing Committee (RHC) Fund

**Net Miscellaneous Expenses:** \$ (174,500)

Provides savings from operating expenses as presented to the RHC on May 4, 2020.

**Community Development Department Total** **\$ (164,500)**

PUBLIC WORKS DEPARTMENT

Development Services Fund

**Reclassification of an Office Assistant III Position to Analyst I/II (0.50):** \$ 26,000

Provides funding for the allocation to the Development Services Fund for this position as noted in the GOF section above.

Water Fund

**Reclassification of a Streets Technician Position to Public Services Technician (0.50):** \$ 55,100

Provides funding to reclassify a half-time Streets Technician position to a full-time Public Services Technician to perform water system customer service duties in lieu of assigning to technical staff.

**Safety Training Workshops:** \$ 5,000

Provides increased funding for new specialized safety training workshops.

FISCAL YEAR 2020-21

Proposed On-Going Changes  
DISCRETIONARY

**Other Funds**  
(Continued)

Wastewater Fund

**Trash Capture Device Cleaning:** \$ 100,000

Provides funding for the cleaning of the trash capture device installed by the City in 2018 to comply with trash reduction requirements.

<b>Public Works Department Total</b>	<b>\$ 186,100</b>
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<b>Total Discretionary On-Going for Other Funds</b>	<b><u>\$ 34,600</u></b>
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FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES

(Funded From Fiscal Year 2019-20 Carryover)

**General Fund**

CITY COUNCIL

**Newly Elected Councilmember Per-Term Allowance:** \$ 15,200

Provides funding per Council Policy A-2, whereby each Councilmember is to receive an allowance of \$3,800 per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff.

**Team Building:** \$ 7,500

Provides funding for Council retreats and teambuilding activities.

**City Council Total**

**\$ 22,700**

CITY CLERK'S OFFICE

**November 2020 Election:** \$ 325,600

Provides funding for the November 3, 2020 General Municipal Election, including four Councilmember seats, the nomination process, candidate statements, and ballot title reviews. Funding is also included for two ballot measures and legal advertisement.

***Microfilm Digitizing Service:*** \$ 5,000 *(rebudget balance)*

*Rebudgets the balance of funding to convert existing microfilm to digital format. Digitizing microfilm will allow easier access for the public and increase efficiency in responding to public records requests.*

**City Clerk's Office Total**

**\$ 330,600**

CITY ATTORNEY'S OFFICE

***City Council Major Goals Work Plan - Mobile Home Park Space Rents:*** \$ 51,700 *(rebudget balance)*

*Rebudgets the balance of funding to examine and potentially develop an ordinance that controls mobile home park space rents and addresses other issues.*

**Legal Services:** \$ 50,000

Provides funding for outside legal counsel. An additional \$25,000 is included as ongoing funding.

**City Attorney's Office Total**

**\$ 101,700**



FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

CITY MANAGER'S OFFICE

**Safe Parking Program:** \$ 250,000

Provides funding for providers of safe parking services and establishment of City safe parking locations.

**Organizational Analysis:** \$ 200,000

Provides funding to support an analysis of the City's administrative functions, procedures, and resources related to technology, personnel and finance services. These services are essential to the City's ability to provide superior, customer-driven, and cost-effective services to both external and internal customers. The proposed organization analysis will help streamline and modernize administrative functions to best support the organization's needs.

***Americans With Disabilities Act (ADA) Consultant:*** \$ 200,000 *(rebudget)*

*Rebudgets funding for a consultant to prepare an ADA assessment and transition plan for City facilities, website, and public programs (streets, sidewalks, etc.).*

**Human Resources Analyst I/II Position:** \$ 194,100

Provides continued funding for a Human Resources Analyst I/II position. This position will provide needed staffing to assist with the leave administration, training functions, and recruitments.

**Management Fellow Position:** \$ 164,000

Provides continued funding for a Management Fellow position. The objective of this position is to provide increased capacity and an increased level of analytical rigor for important department and Citywide projects.

**Citywide Succession Planning:** \$ 125,000

Provides continued funding for Citywide Succession Planning efforts. The funds will be used for recruitment resources, coaching, and development to prepare the organization for potential retirements and transitions in essential leadership positions.

***Safe Parking Programs:*** \$ 100,000 *(rebudget balance)*

*Rebudgets the balance of funding for safe parking programs at the Evelyn Avenue and Terra Bella Avenue lots as directed by City Council at the March 27, 2020 City Council meeting.*

***Utility Bill Relief Program:*** \$ 100,000 *(rebudget balance)*

*Rebudgets the balance of funding for utility bill relief program to assist residents who have been financially impacted due to COVID-19 as directed by City Council at the March 27, 2020 City Council meeting.*

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

***Homeless Enforcement Initiatives:*** \$ 73,000 *(rebudget balance)*

*Rebudgets the balance of funding for homeless enforcement initiatives as directed by City Council at the March 19, 2019 City Council meeting.*

**Employee Wellness Program:** \$ 53,000

Provides continued and increased funding for the purchase and delivery of healthy snacks to City offices to expand on the initiatives of the Wellness Committee.

***Mobile Sanitation and Hygiene Services:*** \$ 50,000 *(rebudget balance)*

*Rebudgets the balance of funding for mobile sanitation and hygiene services as directed by City Council at the March 27, 2020 City Council meeting.*

***Human Resources Analyst Wages:*** \$ 50,000 *(rebudget)*

*Rebudgets funding for the Human Resources Analyst hourly wages. The funding will provide dedicated resources for special projects and employee communications.*

**Employee Relations/Labor Negotiations Attorney Services:** \$ 50,000

Provides funding for labor negotiation services and support implementation of any new agreement terms that require legal advice. Also, provides funding for legal advice on general employee relation matters.

**Sustainability Fellow Contract:** \$ 50,000

Provides funding for a professional service agreement for a Sustainability Fellow to support the implementation of Sustainability Action Plan 4 (SAP-4) with a focus on community outreach and engagement.

**Frontline Employee Development Technology Fund Pilot Expansion:** \$ 41,000

Provides funding to continue the Frontline Employee Development Program.

***Sustainability Outreach and Engagement Program:*** \$ 40,000 *(rebudget)*

*Rebudgets funding to expand the City's outreach program in support of SAP-4.*

**Deferred Compensation Program Administration:** \$ 20,000

Provides funding for consulting services to assist with oversight of employee deferred compensation plans.

**City Manager's Office Total**

**\$ 1,760,100**

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

INFORMATION TECHNOLOGY DEPARTMENT

***Professional IT Services:*** \$ 190,000 *(rebudget balance)*

*Rebudgets the balance of funding for consultant services to assist with the backlog of funded infrastructure and capital improvement projects that cannot be executed due to limited resources.*

**Cyber Attack Monitoring Services:** \$ 150,000

Provides funding for consultant services to provide real-time monitoring of network firewall and perimeter systems to prevent cyber-attacks.

***Smart City Innovation:*** \$ 110,000 *(rebudget balance)*

*Rebudgets the balance of funding for consulting services to help implement new technology and innovations to increase staff's efficiency and/or provide new services to the community.*

**IT Desktop Technician Temporary Help:** \$ 83,900

Provides funding for temporary help at the IT Desktop Technician level to provide support for employee helpdesk requests.

***Public Records Act Management Software:*** \$ 40,000 *(rebudget)*

*Rebudgets funding for software to provide more efficient management of public records requests.*

**Envisio Software:** \$ 15,000

Provides continued funding for a software system to better track City Council goals and other projects.

***SharePoint Consultant:*** \$ 15,000 *(rebudget)*

*Rebudgets funding for consulting services to integrate information from an obsolete Public Works software system into the SharePoint software system.*

**Information Technology Department Total**

**\$ 603,900**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

**Community Health Awareness Council (CHAC):** \$ 75,000

Provides emergency funding to support the increased need for mental health services in response to the impacts of COVID-19. There is an additional \$11,500 requested as ongoing.

**Nonprofit Agency Funding:** \$ 49,600

Provides continued funding for the second year of funding for nonprofit agencies.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

**Regional Airplane Noise Round Table:** \$ 22,800

Provides continued funding to participate in a Memorandum of Understanding for the Regional Airplane Noise Round Table.

**Transportation Management Association:** \$ 10,500

Provides funding for the City's membership to the Transportation Management Association to transition to quarterly payments starting in calendar year 2021. Funding is split with the Shoreline Community Fund; total additional funding requested is \$21,000. There is an additional \$26,000 requested as ongoing, also split with the Shoreline Community Fund.

**Finance and Administrative Services Department Total**

**\$ 157,900**

COMMUNITY DEVELOPMENT DEPARTMENT

**City Council Major Goals Work Plan - Small Business Strategy:** \$ 275,000 (\$75,000 rebudget)

Provides \$200,000 new funding and rebudget of \$75,000 for Downtown Economic Vitality Program and to develop opportunities to support existing small businesses.

***Lot 12 Development:*** \$ 48,600 (*rebudget balance*)

*Rebudgets the balance of funding to move forward with the development of Lot 12. Next steps include retaining attorney services to prepare the legal documents and a parking consultant to review any parking proposals. Total funding of \$178,600 is allocated between the General Non-Operating and BMR Housing Funds.*

**Secretary - Economic Development Division Position (0.10):** \$ 16,600

Provides continued funding for a 0.10 FTE of a Secretary position to support the Economic Development division (the other 0.40 FTE is funded from the Downtown Benefit Assessment District Fund and the Shoreline Community Fund).

**Community Development Department Total**

**\$ 340,200**

PUBLIC WORKS DEPARTMENT

**Program for Sidewalk Ramping, Grinding, and Inspecting:** \$ 75,000

Provides continued funding to hire hourly seasonal workers to continue performing sidewalk ramping and grinding operations, including bimonthly sidewalk inspections to target areas needing repair.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

**Hourly Staff to Support the Traffic Section: \$ 60,000**

Provides continued funding for hourly staff to support the Traffic Section. The increase in workload is mainly attributable to the high level of development activity.

**Hourly Staff to Support the Capital Projects Section: \$ 60,000**

Provides continued funding for hourly staff to support the Capital Projects Section. The increase in workload is mainly attributable to the large number of capital projects.

**External Window Cleaning for City Facilities: \$ 40,000**

Provides funding to clean the exterior windows of City buildings.

**Hourly Staff to Support the Transportation Section: \$ 30,000**

Provides continued funding for hourly staff to support the Transportation Section. The increase in workload is mainly attributable to the increased volume of transportation issues.

**Public Works Inspector I/II Overhire-Construction Section Position: \$ 20,300**  
(\$203,000 offset by charges to CIPs)

Provides continued funding for a Public Works Inspector I/II Overhire position. The position will support the high level of private development related construction activity in North Bayshore. This position will also support succession planning.

**Public Works Department Total**

**\$ 285,300**

COMMUNITY SERVICES DEPARTMENT

**Communications Coordinator Position (0.50): \$ 100,600**

Provides continued funding for a 0.50 FTE Communications Coordinator position. The additional resources will provide continued support for marketing and public relations.

**Janitorial Services for Pool Buildings: \$ 100,600**

Provides funding for janitorial services at the City's two aquatic facilities. Janitorial services will be provided when the facilities are open and will include cleaning and sanitizing the shower rooms, bathrooms, and floors.

**Continue Community Center Pilot Program for Day Porter Services: \$ 58,800**

Provides continued funding for additional janitorial services, room setup/teardown, and support for special events at Recreation facilities. These resources will provide a day porter at the new Community Center.

## FISCAL YEAR 2020-21

### Proposed LIMITED-PERIOD EXPENDITURES (Continued)

**Thursday Night Live Special Events:** \$ 12,300 (offset by \$10,000 in sponsorships)

Provides continued funding for two additional Thursday Nights Live special events for a total of six consecutive Thursday nights over the summer. The additional events will start in the Summer of 2020.

**Bi-Annual Multicultural Festival:** \$ 12,300 (offset by \$2,000 in sponsorships)

Provides funding for the bi-annual Multicultural Festival which celebrates diversity and promotes respect and inclusive of diverse cultures in Mountain View.

**Organic Pesticides:** \$ 10,000

Provides additional funding for increased cost to eliminate the use of pesticide applications that use glyphosate. Organic pesticides are less potent and therefore require additional applications as well as pre-emergent applications of other organic products.

**Community Services Department Total**

**\$ 294,600**

#### LIBRARY SERVICES DEPARTMENT

**Books and Materials:** \$ 20,000

Provides increased funding for eBooks and electronic resources to address the significant increase in demand.

**Library Services Department Total**

**\$ 20,000**

#### FIRE DEPARTMENT

**Firefighter Recruit Academy:** \$ 474,000 (*rebudget balance*)

*Rebudgets the balance of funding for Firefighter recruits to attend the Firefighter Academy for three months and for approximately one month transition-to-shift schedules. The level of recruitments will continue to be high due to the number of current and expected vacancies/retirements.*

**HazMat Training:** \$ 143,900

Provides continued funding for training new HazMat team members in anticipation of retirements.

**Training Overtime:** \$ 120,000

Provides increased funding for training and education to meet the State and National Training Standards for Fire Captain, Fire Engineer and Firefighter/Paramedic.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

**Fire Operations Training:** \$ 64,100

Provides funding for nine Fire personnel to attend live-fire training courses.

**Tactical Paramedic Training and Equipment:** \$ 43,400

Provides funding for two Fire personnel to attend tactical paramedic training and to purchase personal protective equipment.

**Training and Education:** \$ 35,200 (*rebudget balance*)

*Rebudgets the balance of funding for training and education to meet the State and National Training Standards for Fire Captain, Fire Engineer and Firefighter/Paramedic.*

**City's Antique Fire Apparatus:** \$ 30,000

Provides continued funding to support the maintenance and restoration of the City's Antique Fire Apparatus and other historical MVFD memorabilia.

**VHF Infrastructure Maintenance:** \$ 15,000

Provides funding to maintain the conventional very high frequency (VHF) infrastructure and channels. All Santa Clara County fire agencies are in the process of migrating to the Silicon Valley Regional Communications System (SVRCS).

**Fire Department Total**

**\$ 925,600**

POLICE DEPARTMENT

**Police Officer Position-Community Outreach:** \$ 278,000

Provides continued funding for a Police Officer position. This position focuses on improving the effectiveness of the Police Department's handling of community concerns and issues related to vulnerable populations, to include homeless and the mentally ill. In addition, the officer would coordinate and expand the Department's Crisis Intervention Training (CIT) efforts.

**Two Public Safety Dispatcher Overhire Positions:** \$ 208,500

Provides continued funding for two Public Safety Dispatcher Overhire positions at 50 percent funding. These positions are due to anticipated vacancies and the lengthy selection and training process.

**Two Police Officer Trainee Positions:** \$ 95,300

Provides continued funding for two Police Officer Trainee positions at 25 percent funding. Police Officer Trainees provide flexibility for current and anticipated vacancies. There are multiple vacant Police Officer positions and additional vacancies anticipated in the next 12 months.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

**Community Services Officer (CSO) Overhire Position (0.50):** \$ 91,800

Provides continued funding for a half-time CSO Overhire position. The position will provide additional deployable hours to improve patrol team coverage due to a re-assignment of a CSO and will also support succession planning efforts.

***State-Allocated Assembly Bill 109 (AB109) Funds:*** \$ 75,500 *(rebudget balance)*

*Rebudgets the balance of funding received as part of the Public Safety Realignment Act. The department intends to use these funds for technology projects.*

***Senior System Specialist Overhire Position:*** \$ 59,400 *(rebudget)*

*Rebudgets funding for a Senior System Specialist Overhire position for 3 months funding. This position is requested due to anticipated vacancies and the lengthy selection and training process.*

***Public Safety Network Design:*** \$ 20,000 *(rebudget balance)*

*Rebudgets the balance of funding for third-party consulting and technical services related to public safety computer network design, implementation of all-IP 9-1-1 and radio networks, and industry expertise with respect to Federal information security policies and standards compliance.*

**Parking Enforcement Overtime:** \$ 40,000

Provides continued funding to expand parking enforcement resources as needed.

**Towing Fee Enhancement:** \$ 20,000

Provides continued funding for an incentive to towing companies to tow older RVs which may be in poor condition and have biohazard and hazardous materials clean-up needs.

**RV Biohazard Waste Cleanup:** \$ 10,000

Provides funding for biohazard cleanups related to RVs.

**Police Department Total**

**\$ 898,500**

**Total General Fund Limited-Period Expenditures**

**\$ 5,741,100**

(New \$3,928,700; Rebudget \$1,812,400)

Rebudgets are italicized and are Fiscal Year 2019-20 non-operating appropriations that are unspent and recommended to be carried over to Fiscal Year 2020-21.



FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES

(Continued)

**Other Funds**

NON-DEPARTMENT

CASp and Training Fund

**Certified Access Specialist (CASp) Training:** \$ 70,900 (\$46,300 *rebudget balance*)

Provides \$24,600 increased funding and rebudgets \$46,300 for CASp Training per Assembly Bill (AB) 1379. The city collects four dollars for every business license issued and retains 90 percent of the funds. The City is required to use the funds on CASp training and certification to facilitate compliance with construction-related accessibility requirements.

General Housing Fund

**Boomerang Funds:** \$ 323,600 (*rebudget*)

*Rebudgets the balance of Boomerang funds for affordable housing.*

**One Portable Restroom and Wash Station at Rengstorff Park:** \$ 12,000

Provides funding for portable restroom services and a wash station at Rengstorff Park.

**Homeless Encampment Cleanup Services:** \$ 10,000

Provides funding to continue the contract with San Jose Conservation Corps for the cleanup of homeless encampments.

Successor Agency Fund

**Housing and Services for Low-Income Residents:** \$ 250,000

Provides funding to continue outreach, case worker services, and safe parking services in support of homelessness prevention and rapid housing services.

**Non-Department Total**

**\$ 666,500**

INFORMATION TECHNOLOGY DEPARTMENT

Water Fund

**Systems Coordinator/Technician Position:** \$ 165,400

Provides funding for a Systems Coordinator/Technician position to assist the Public Works Department with GIS and utility functions.

**Information Technology Department Total**

**\$ 165,400**

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Development Services Fund

**Cost of Service Study:** \$ 13,000 (*rebudget balance*)

*Rebudgets the balance of funding for contractual services to conduct a cost of services study for the Development Services Fund. Fees have not been reviewed since the consolidation of all development services into the Development Services Fund in Fiscal Year 2014-15. This project was postponed from Fiscal Year 2017-18 due to other Council-directed priorities.*

Shoreline Community Fund

**Transportation Management Association:** \$ 10,500

Provides funding for the City's membership to the Transportation Management Association to transition to quarterly payments starting in calendar year 2021. Funding is split with the General Fund; total additional funding requested is \$21,000. There is an additional \$26,000 requested as ongoing, also split with the General Fund.

**Finance and Administrative Services Department Total**

**\$ 23,500**

COMMUNITY DEVELOPMENT DEPARTMENT

Development Services Fund

**Associate Planner Position:** \$ 198,400

Provides continued funding for an Associate Planner position to support the continued high level of development activity and provide additional support at the Development Services Counter.

**Transportation Demand Management Ordinance:** \$ 100,000 (*rebudget*)

*Rebudgets funding for the General Plan action item for a consultant to help prepare a Transportation Demand Management Ordinance.*

**Planning Intern:** \$ 57,200

Provides funding for an intern to assist with the workload of the Planning Division.

**Precise Plan Noticing:** \$ 29,000 (*rebudget balance*)

*Rebudgets the balance of funding for noticing of planning projects. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.*

**Legal Services:** \$ 25,000

Provides funding for legal services to assist with complex development projects and/or policies.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

***City Council Major Goals Work Plan – Update City Documents to Implement New Housing Laws: \$ 24,700 (rebudget balance)***

*Rebudgets the balance of funding for the review and to provide recommendations about potential amendments to City documents, including the zoning ordinance.*

**Training, Conference, and Travel: \$ 13,000**

Provides increased funding for the Building Division staff to attend trainings and maintain certifications.

Below Market Rate (BMR) Housing Fund

**Lot 12 Development: \$ 130,000 (rebudget balance \$80,000)**

Provides \$50,000 new funding and rebudgets the balance of \$80,000 for the allocation to the BMR Fund as mentioned in the GOF section above. Total funding of \$178,600 is allocated between the General Non-Operating and BMR Housing Funds.

**Legal Services: \$ 50,000**

Provides funding for legal services to comply with new housing laws.

***City Council Major Goals Work Plan – Evelyn Site Affordable Housing: \$ 50,000 (rebudget)***

*Rebudgets funding for Evelyn site affordable housing.*

**BMR Implementation Phase Two: \$ 20,000**

Provides funding for the City's BMR phase two program implementation. The recent updates to the BMR program significantly changed the implementation of the program which requires the updated of manuals and agreements.

***Homeless Census Count: \$ 12,000 (rebudget)***

*Rebudgets funding for a Countywide homeless census count. Every other year, the City contributes funds towards the homeless census count performed by the County.*

Downtown Benefit Assessments Districts Fund

**Downtown Parking Consultant Services: \$200,000 (rebudget \$150,000)**

Provides \$50,000 new funding and rebudgets \$150,000 for consultant services and a placeholder for valet parking or to transition to another parking or transportation program to support COVID-19 efforts.

**Secretary – Economic Development Division Position (0.25): \$ 41,500**

Provides continued funding for the allocation to the Downtown Benefit Assessment District Fund for the half-time position as mentioned in the GOF section above.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

Community Development Block Grant Fund

**Federal Funds Program Administration:** \$ 10,000

Provides funding for the City's Federal Funds program implementation to comply with Housing and Urban Development (HUD) guidelines.

Shoreline Community Fund

**Secretary - Economic Development Division Position (0.15):** \$ 24,900

Provides continued funding for the allocation to the Shoreline Community Fund for the new half-time position as mentioned in the GOF section above.

**Legal Services:** \$ 20,000

Provides continued funding for legal services on matters involving North Bayshore district planning.

**Community Development Department Total**

**\$ 1,005,700**

PUBLIC WORKS DEPARTMENT

Development Services Fund

**Consultants to Support Land Development Section:** \$ 450,000

Provides continued funding for consultants to support the Land Development Section. Additional resources are necessary to process the additional workload created by the high level of development activity.

**Consultants to Support Construction Section:** \$ 400,000

Provides continued funding for consultants to support the Construction Section. Additional resources are necessary to process the additional workload created by the high level of development activity.

**Associate Civil Engineer - Construction Section Position:** \$ 223,400

Provides continued funding for an Associate Civil Engineer position. This position will support the increased workload in the Construction Section due to the high level of private development and related excavation permits activity.

**Associate Civil Engineer - Land Development Section Position:** \$ 223,400

Provides continued funding for an Associate Civil Engineer position. This position will support the increased workload in the Land Development Section due to the high level of development activity and higher complexity of projects.

**Consultants to Support Traffic Engineering Section:** \$ 100,000

Provides continued funding for consultants to support the Traffic Engineering Section. The increase in activity is mainly attributable to the approval of the three

## FISCAL YEAR 2020-21

### Proposed LIMITED-PERIOD EXPENDITURES (Continued)

Precise Plans. The total funding of \$150,000 is allocated between the Development Services Fund and the Shoreline Community Fund.

**Hourly Staff to Support the Land Development Section: \$ 60,000**

Provides continued funding for hourly staff to support the Land Development Section. The increase in workload is mainly attributable to the high level of development activity.

**Hourly Staff to Support the Construction Section: \$ 60,000**

Provides continued funding for hourly staff to support the Construction Section. The increase in workload is mainly attributable to the high level of development activity.

**Associate Civil Engineer – Land Development Section Position (0.25): \$ 55,900**

Provides continued funding for 0.25 FTE of an Associate Civil Engineer position (the other 0.75 FTE is funded from the Shoreline Community, Water, and Wastewater Funds). This position will support the increased workload in the Land Development Section due to the high level of development activity and higher complexity of projects.

**Engineering Inspections and Materials Testing: \$ 50,000**

Provides funding for inspections and materials testing during the construction process.

Shoreline Community Fund

**Associate Civil Engineer – Land Development Section Position (0.25): \$ 55,900**

Provides continued funding for the allocation to the Shoreline Community Fund for this position as mentioned in the Development Services Fund section above.

**Consultants to Support Traffic Engineering Section: \$ 50,000**

Provides continued funding for the allocation to the Shoreline Community Fund for consultants to support the Traffic Engineering Section as mentioned in the Development Services Fund section above.

Water Fund

**Associate Civil Engineer – Engineering and Environmental Compliance Section Position: \$ 223,400**

Provides continued funding for an Associate Civil Engineer position. Additional staff resources are necessary to comply with recycled water regulations.

**Hourly Utility Locating: \$ 66,000**

Provides continued funding to hire hourly help to provide utilities locating services. Due to the significant number of planned commercial and residential projects

## FISCAL YEAR 2020-21

### Proposed LIMITED-PERIOD EXPENDITURES (Continued)

throughout the City, staff will be unable to provide timely services with current staffing.

**Associate Civil Engineer – Land Development Section Position (0.25): \$ 55,900**

Provides continued funding for the allocation to the Water Fund for this position as mentioned in the Development Services Fund section above.

**Water System Risk Assessment: \$ 50,000**

Provides funding for consultant services to conduct a risk assessment on the City's water system and update emergency response plans for identified threats. The assessment is needed to comply with new governmental requirements.

**Customer Portal and Dashboard Program: \$ 34,000**

Provides increased funding for the continuation of the program which provides custom water conservation and water-use efficiency recommendations to water utility customers.

Wastewater Fund

**Associate Civil Engineer – Land Development Section Position (0.25): \$ 55,900**

Provides continued funding for the allocation to the Wastewater Fund for this position as mentioned in the Development Services Fund section above.

Solid Waste Fund

**Administrative Aide – Solid Waste Section Position: \$ 167,100**

Provides continued funding for an Administrative Aide position to assist with increasing responsibilities and workload due to new regulations and a commitment to zero waste. In addition, the next couple of years will be particularly challenging due to the upcoming simultaneous expiration of the hauling (Recology), processing (SMaRT Station) and landfill (Waste Management) agreements.

**Solid Waste Fund Cost of Service Study: \$ 80,000**

Provides funding for a cost of service study to ensure that rates are consistent with the cost to provide the service.

**Multi-Family Food Scraps Program: \$ 25,000**

Provides increased funding to extend the program to an additional 60 complexes, this will cover approximately 20 percent of the total multi-family units to ultimately be added to the program.

**Hourly Staff to Support the Zero Waste Plan: \$ 15,000**

Provides funding for hourly staff to assist with the implementation of the Zero Waste Plan initiatives.

FISCAL YEAR 2020-21

Proposed  
LIMITED-PERIOD EXPENDITURES  
(Continued)

Equipment Maintenance and Replacement Fund

**Hourly Staff to Support the Fleet Section:** \$ 25,000

Provides continued funding for hourly staff to continue supporting the Fleet Section. The additional resources will allow for an on-site fabricator to perform on-site metal work to create and repair vehicle and equipment components.

**Public Works Department Total** **\$ 2,525,900**

COMMUNITY SERVICES DEPARTMENT

Shoreline Community Fund

**Wildlife Preservation Plan:** \$ 60,000

Provides funding to review and consolidate the various wildlife-related and ecological currently in place for Shoreline Park into a comprehensive Wildlife Preservation Plan.

**Community Services Department Total** **\$ 60,000**

FIRE DEPARTMENT

Development Services Fund

**Strong Motion Instrumentation Program (SMIP):** \$ 35,800 (\$25,400 *rebudget balance*)

Provides \$10,400 increased funding and rebudgets the balance of funding available for SMIP funds to be used for a Community Emergency Response Team (CERT) grant program.

Wastewater Fund

**Consultant Services for Web-Based Reporting:** \$ 20,000 (rebudget)

Rebudgets funding to create an electronic reporting system. The State requires all local government agencies to electronically report hazardous materials business plan, inspection, and enforcement information.

**Fire Department Total** **\$ 55,800**

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**Total Other Funds Limited-Period Expenditures** **\$ 4,502,800**

FISCAL YEAR 2020-21

Proposed  
CAPITAL OUTLAY

**General Operating Fund**

Community Service Department:	\$ <u>134,900</u>
Orchestra Shells (12)	50,800
Downtown Parking Lot Sweeper (Medium)	31,000
Platform Stage for Special Events	30,000
Choral Risers (8 sets) with Handrails (2 sets)	23,100
Fire Department:	<u>96,300</u>
High Pressure Mass Spectrometer	71,900
Interoperable Portable Radios (15)	24,400
Police Department:	<u>249,100</u>
3-D Laser Scanner for Crime Scene Investigations	99,600
Special Operations Detective Hybrid Vehicles (2)	97,000
Patrol Rifles (30)	52,500
General Operating Fund Total	\$ <u>480,300</u>



FISCAL YEAR 2020-21

Proposed  
CAPITAL OUTLAY

(Continued)

Other Funds

Finance and Administrative Services Department:

<u>General Non-Operating Fund:</u>		\$ 15,000
Fixed Asset Bar Code Scanner (rebudget)	15,000	

Community Development Department:

<u>Community Stabilization &amp; Fair Rent Act Fund:</u>		146,400
Start-up Software for RHC (rebudget balance)	146,400	

Public Works Department:

<u>Shoreline Regional Park Community Fund:</u>		21,500
Toxic Vapor Analyzers (1 of 2)	16,000	
Fusion Welding Machine (1/2 funding)	5,500	

<u>Wastewater Fund:</u>		25,500
Upgrade Duty Truck #2102	25,500	

<u>Solid Waste Landfill Fund:</u>		21,500
Toxic Vapor Analyzers (2 of 2)	16,000	
Fusion Welding Machine (1/2 funding)	5,500	

<u>Equipment Maintenance and Replacement Fund:</u>		7,000
Air Conditioning Service Machine	7,000	

Community Services Department:

<u>Shoreline Regional Park Community Fund:</u>		15,000
Crossover Utility Vehicle (Shoreline Park)	15,000	

Library Services Department:

<u>General Non-Operating Fund:</u>		20,700
Bookmobile Vinyl Wrap (rebudget)	11,400	
Technology Upgrade - Community Room (rebudget balance)	9,300	

FISCAL YEAR 2020-21

Proposed  
CAPITAL OUTLAY

(Continued)

Police Department:

<u>General Non-Operating Fund:</u>		\$ <u>302,500</u>
Police Vehicle Upfit (rebudget balance)	159,000	
Mobile Responder Software (rebudget balance)	55,600	
Automated External Defibrillators (AED) (12) (rebudget)	26,200	
Interview Room Recording System (rebudget)	25,000	
Detective Vehicles (rebudget balance)	23,800	
Drones (rebudget balance)	12,900	
Total Other Funds		\$ <u>575,100</u>
Total Capital Outlay		\$ <u>1,055,400</u>

FISCAL YEAR 2020-21  
Proposed  
EQUIPMENT REPLACEMENT

COMPUTERS: \$ 901,600

189	Computers	234,200
12	Switches (10 Rebudget)	114,100
1	CH-PD Link Server (Rebudget)	100,000
3	VDI Blades and Blade Server	80,000
5	UPSs for Cisco Switches (Rebudget)	75,000
23	Printers	50,500
23	UPSs for Network Closet (Rebudget)	46,000
7	Server (5 Rebudget)	42,800
1	Council Chamber PCs, Monitors (Rebudget)	40,000
1	UPS CH Server Room (Rebudget)	35,000
1	Atrium Conference Room AV System (Rebudget)	25,000
10	Performing Arts Ticket Printers and Scanners	19,000
9	Firewall (Rebudget)	16,500
1	Plotter (Rebudget)	15,000
3	Portable Projectors Overhead Display	4,500
3	Miscellaneous (small UPS, etc.)	4,000

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM: 818,700

48	Mobile Data Computers (Rebudget 28)	336,000
9	Servers (Rebudget)	326,000
1	Software (Rebudget)	147,700
2	Firewall (Rebudget)	6,000
1	Router (Rebudget)	3,000

COMMUNICATIONS CENTER: 430,200

11	Base (Rebudget)	99,200
7	T-1 Transmitter/Receivers & Routers (Rebudget)	72,000
1	Large UPS	60,000
1	Antenna FD St 4 (Rebudget)	52,000
12	Monitor Receiver (Rebudget)	42,000
2	Voter/Comparator (Rebudget)	32,000
4	Voting Receiver (Rebudget)	24,000
1	Remote Voter Monitor	16,000
2	Digital Access and Cross-Connect System (Rebudget)	15,000
1	Small UPS (Rebudget)	15,000
1	Encoder (Rebudget)	3,000

FISCAL YEAR 2020-21  
Proposed  
EQUIPMENT REPLACEMENT  
(Continued)

FIRE RADIOS: \$ 15,000

10 Interoperable Portable Radios 15,000

FLEET: 2,389,000

11 Patrol (4 Rebudget)	810,000
4 ¾ Ton Truck (Rebudget)	240,000
1 Aerial Truck	180,000
1 Bull Dozer	175,000
8 Trailers (1 sm, 3 med, 3 lg, 1 HD rebudget))	145,000
2 Large Chippers	140,000
3 Mini-Pick-Up Trucks	96,000
1 1 Ton Truck	85,000
2 Sweeper - Med	80,000
1 Safety Full Size SUV	75,000
1 ¾ Ton 4WD Truck	65,000
1 Roller	60,000
1 ½ Ton Truck w Safety Package	50,000
1 Street Tar Kettle Pump	50,000
8 Misc (Undesignated & equip swap rebudget)	42,000
1 Van-Full Size	40,000
5 Portable Pumps (2 sm, 3 med)	36,000
1 Pavements Saw-Med	20,000

GOLF EQUIPMENT: 417,000

1 Mower - Triplex Tee	81,000
1 Mower - Rotary Rough	74,000
2 Aerator - Greens	56,000
1 Utility Vehicle-Spray Rig	42,000
1 Mower - Triplex Greens	40,000
1 Mower - Trim	38,000
3 Utility Vehicle- Light Duty (Rebudget)	27,000
1 Sand Raking Machine -Large	23,000
1 Utility Vehicle- Ball Picker (Small) (Rebudget)	14,000
1 Seeder Drill	12,000
1 Trencher- 4" Walk (Rebudget)	10,000

TOTAL EQUIPMENT REPLACEMENT \$ 4,971,500  
(New \$3,247,700; Rebudget \$1,723,800)



**MEMORANDUM**

Finance and Administrative Services Department

**DATE:** June 9, 2020

**TO:** City Council

**FROM:** Ann Trinh, Senior Financial Analyst  
Suzanne Niederhofer, Assistant Finance and Administrative  
Services Director  
Jesse Takahashi, Finance and Administrative Services Director

**VIA:** Kimbra McCarthy, City Manager

**SUBJECT:** Fiscal Year 2020-21 Proposed Fee Modifications

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**INTRODUCTION**

As part of the annual budget process, departments review their fees and prepare recommendations to modify current fees, add appropriate new fees, and eliminate any fees that are no longer necessary. If there are services provided that specifically benefit a particular individual/household or segment of the population versus more global services that generally benefit the entire community, a fee may be calculated and recommended to Council to recover all or a portion of the cost of providing the service. The Master Fee Schedule, the complete listing of all City fees, will be updated to reflect Council actions on June 23, 2020, pertaining to fees, and then published for Fiscal Year 2020-21.

**BACKGROUND AND ANALYSIS**

Each fee recommended to be modified, added, or eliminated is listed on the attached Exhibits A through J, which detail the fee amounts in effect for Fiscal Year 2019-20 and the Fiscal Year 2020-21 proposed fees, amounts, fee basis, and effective dates. The significant fee modifications are summarized below, and if the fee is not a General Operating Fund revenue source, the applicable fund is identified. The remaining fees on the attached exhibits are adopted with an adjustment by the appropriate factor (Consumer Price Index (CPI), Cost-of-Living Adjustment, or Engineering News Record Construction Cost Index (ENR-CCI)) or resulting from a new contract. Some fees received a multi-year increase as the annual factors have not been sufficient to round to

the next highest dollar or staff recommended waiting some period of time to evaluate a fee.

The Fiscal Year 2019-20 Master Fee Schedule, a complete listing of all current City fees, can be found on the City website.

### **Citywide Administration (Exhibit A)**

Staff recommends updating the outdated fee for the Building Attendant (last updated in Fiscal Year 2018-19) to better reflect the hourly position performing the task.

### **City Clerk (Exhibit C)**

Staff is recommending multi-year CPI increases for the Council Chambers Nonprofit Off-Peak and Peak rental fees, which were last increased in 2018.

### **Community Services Department (Exhibit E)**

#### **Shoreline Golf Links Fund**

In order to offset increased costs and maintain revenue levels with increased competition from nearby golf courses, Touchstone and staff are recommending the following adjustments:

- Increase Frequent Player Rates between 1 percent and 18 percent. Most of the Frequent Player Rates are recommended for increases between 2 percent and 4 percent with fluctuation occurring due to rounding in order to facilitate marketing and sales using round dollar figures. The Senior Family Frequent Player Rate is the only fee recommended to increase 18 percent in order to bring the rate more in line with the Regular Family Rate, which has increased more over time due to rounding and applying a percentage increase to a higher dollar amount. Staff also recommends amending the frequent player fees to be for Monday through Friday as opposed to Monday through Thursday.
- Increase Green Fees by \$1.
- Increase the Loyalty Program, NCGA/PWGA, Golf Cart (by rider), Member Cart, Range Ball, and Push/Pull Cart fees by \$1 per rider to bring them in-line with the \$1 increases to the Green Fees.
- Increase to the Loyalty Program Annual Fee by \$4.

- Increase Tournament Fees between \$1 and \$28 as they have not been updated in concurrence with Green Fee increases over recent years. Therefore, the recommended increases bring the tournament fees in-line with Green Fee increases.

### **Fire Department (Exhibit G)**

Staff recommends a new fee, Event Team (Four-Person), for overtime staffing demands required for event coverage. The Event Team will be a four-person team consisting of two Fire Captains and two Fire Engineer/Paramedics. This will allow the team to be split into two treatment teams at large venues or events and handle multiple 9-1-1 calls at once.

In addition, the Engine/Truck and Engine Company OT Rate (Event Coverage) Fees are recommended with a name change to add the description, Three-Person.

### **Police Department (Exhibit H)**

The Cannabis Business Background Screening Fee is recommended with an increase of 18.8 percent to factor in CPI and administrative overhead costs that were inadvertently omitted from the initial fee calculation. The Cannabis Business Registration fees for both the initial and renewal process also include \$6,000 (\$18,000 total cost split between three businesses) for financial audit of the commercial cannabis businesses, which is part of the ongoing department budget request for Fiscal Year 2020-21.

### **Public Works Department Utility Services (Exhibit I)**

#### **Water, Wastewater, and Solid Waste Management Funds**

Utility rates are detailed in the attached Exhibit J and include the following recommended adjustments:

- Water—1.0 percent for the average cost of water and meter rates and a \$0.50/unit increase for recycled water for Year 3 of a three-year phase-in (deferred for six months—effective January 1, 2021).
- Wastewater—4.0 percent overall increase (2.0 percent effective July 1, 2020 and 2.0 percent deferred for six months—effective January 1, 2021).
- Solid Waste Management—2.0 percent overall increase (deferred for six months—effective January 1, 2021).

Staff is also recommending an increase to the Hydrant Meter Deposit from \$1,500 to \$2,000 to reflect actual cost as it was last updated in 2001.

## CONCLUSION

Departments reviewed their fees and recommended the new, modified, or eliminated fees discussed in this memorandum and detailed in Exhibits A through J. As part of the budget noticing process, the City will comply with all noticing requirements which apply to fees.

AT-SN-JT/6/FIN

574-06-09-20M

- Exhibits:
- A. Fee Schedule – Citywide Administrative
  - B. Fee Schedule – City Attorney’s Office
  - C. Fee Schedule – City Clerk’s Office
  - D. Fee Schedule – Community Development Department
  - E. Fee Schedule – Community Services Department
  - F. Fee Schedule – Finance and Administrative Services Department
  - G. Fee Schedule – Fire Department
  - H. Fee Schedule – Police Department
  - I. Fee Schedule – Public Works Department
  - J. Fee Schedule – Utility Services



**FEE SCHEDULE – CITYWIDE ADMINISTRATIVE****Exhibit A**

<b>State Code § (if any)</b>	<b>MVCC §§/CP/ Other</b>	<b>Title of Fee</b>	<b>Fiscal Year 2019-20 Adopted</b>	<b>Fiscal Year 2020-21 Proposed</b>	<b>Fee Basis</b>	<b>Effective Date</b>
	38.3.g; CP H-5	Building Attendant (as required for utilization of City facilities)	\$22.00	\$28.00	Hour	7/1/20

**FEE SCHEDULE – CITY ATTORNEY’S OFFICE**

**Exhibit B**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Code Compliance Inspection	\$113.00	\$125.00	Hour (4-hour min.)	7/1/20
		Development Agreement	\$205.00	\$209.00	Hour	7/1/20
		Document Review for CC&Rs, Easements, and Other Documents Related to Permits, Licenses, etc.:				
	36.54.30	Additional Review	\$179.00	\$195.00	Hour	7/1/20
	36.56.15					
	36.54.30	Mixed Product/Use	\$897.00	\$975.00	Initial 5 Hours	7/1/20
	36.56.15					
	36.54.30	Uniform Product/Use	\$448.00	\$487.00	Initial 2.5 Hours	7/1/20
	36.56.15					

# FEE SCHEDULE – CITY CLERK’S OFFICE

Exhibit C

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	38.101; CP H-5	Facility Reservation/Rental: Council Chambers Nonprofits Off Peak	\$124.00	\$133.00	Hour (1-hour min.)	7/1/20
		Peak	\$124.00	\$133.00	Hour (2-hour min.)	7/1/20

FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit D

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		<u>PARKING</u>				
		Parking In-Lieu:				
	Reso 14763; 18082 Downtown Precise Plan Table II-2	New Construction <sup>1</sup>	\$52,140.00	\$54,934.00	Space	7/1/20
		Change of Use <sup>1</sup>	\$26,070.00	\$27,467.00	Space	7/1/20
	19.92.1; Reso 17820	Parking Permits: <sup>2</sup>				
		Downtown Parking Annual <sup>3</sup>	\$362.00	\$371.00	Space	1/1/21
		Daily	\$120.00	\$123.00	25 Daily Permits	1/1/21
		Monthly <sup>3</sup>	\$61.00	\$63.00	Space	1/1/21
		Quarterly <sup>3</sup>	\$120.00	\$123.00	Space	1/1/21
		<u>PLANNING</u>				
		Housing Fees:				
	36.40.10, Reso 18370	Below-Market-Rate <sup>2</sup> BMR In-Lieu Ownership	\$54.50	\$56.24	Net New Habitable Square Foot	8/23/20
	36, Reso 18197, 18370	BMR In-Lieu Rental	\$96.00	\$99.07	Net New Habitable Square Foot	8/23/20
	36, Reso 18370	BMR In-Lieu Rowhouse/ Townhouse Ownership Residential Projects	\$125.00	\$129.00	Net New Habitable Square Foot	8/23/20
	36.40.55.b Reso 16666	Housing Impact <sup>2</sup> Commercial/Entertainment/ Hotel/Retail				
		First 25,000 square feet	\$1.52	\$1.57	Net New Square Foot	8/23/20
		25,000+ square feet	\$3.02	\$3.12	Net New Square Foot	8/23/20

**FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT**

**Exhibit D**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	36.40.55.b Reso 16666, 17938	High-Tech/Industrial/ Office				
		First 10,000 square feet	\$14.13	\$14.58	Net Square Foot	8/23/20
		10,000+ square feet	\$28.25	\$29.15	Net Square Foot	8/23/20
	Reso 17748, 17937	Rental Housing Impact <sup>4</sup>	\$19.21	\$19.82	Net New Habitable Square Foot	8/23/20
		North Bayshore Development Impact: Hotel <sup>5</sup>				
GC 66000	Reso 18029	Transportation	\$2,155.00	\$2,216.00	Per Guest Room	8/23/20
GC 66000	Reso 18029	Water	\$4,232.00	\$4,352.00	Per Guest Room	8/23/20
GC 66000	Reso 18029	Sewer	\$762.00	\$784.00	Per Guest Room	8/23/20
		Office/R&D <sup>5</sup>				
GC 66000	Reso 18029	Transportation	\$24.20	\$24.88	Per Square Foot Net New Gross Floor Area	8/23/20
GC 66000	Reso 18029	Water	\$6.84	\$7.03	Per Square Foot Net New Gross Floor Area	8/23/20
GC 66000	Reso 18029	Sewer	\$1.27	\$1.31	Per Square Foot Net New Gross Floor Area	8/23/20
		Retail <sup>5</sup>				
GC 66000	Reso 18029	Transportation	\$2.53	\$2.60	Per Square Foot Net New Gross Floor Area	8/23/20
GC 66000	Reso 18029	Sewer	\$0.85	\$0.87	Per Square Foot Net New Gross Floor Area	8/23/20

- 
1. Previously authorized by City Council to be modified annually by the December 31 Engineering News Record Construction Cost Index (ENR-CCI).
  2. Previously authorized by City Council to be modified annually by the prior year Consumer Price Index increase as part of the annual budget process.
  3. For Fiscal Year 2020-21 permit cycles beginning on or after January 1, 2021 regardless of payment date.
  4. The Rental Housing Impact Fee (RHIF) was rescinded and removed from the Master Fee Schedule with Resolution 18196. With adoption of Resolution 18229 on June 19, 2018, the City Council restored the RHIF for those development projects that were approved or deemed complete prior to April 28, 2018 to ensure the project condition can be met and the RHIF is collected. As previously directed by the City Council in Resolution 17748, adopted December 11, 2012, the fee is authorized with an annual Consumer Price Index increase adjustment. When all such developments have paid the RHIF, which is due at occupancy, the fee is to be brought back to Council with a recommendation to be eliminated and then removed from the Master Fee Schedule.
  5. Previously authorized by City Council to be modified annually by the June 30 ENR-CCI as part of the annual budget process.

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		<u>SHORELINE GOLF LINKS</u>				
		Frequent Player:				
	38.8	Junior (≤17) (Annual)	\$410.00	\$420.00	Fixed	7/1/20
	38.8	Regular Play (Annual) – <b>Gold</b>	\$2,780.00	\$2,820.00	Fixed	7/1/20
	38.8	Regular Play (Annual Family)	\$4,120.00	\$4,200.00	Fixed	7/1/20
	38.8	Regular (M-ThF/ Annual)	\$1,850.00	\$1,920.00	Fixed	7/1/20
	38.8	Regular (M-ThF/ Annual Family)	\$2,420.00	\$2,520.00	Fixed	7/1/20
	38.8	Regular (M-ThF)/Quarterly)	\$590.00	\$600.00	Fixed	7/1/20
	38.8	Senior (M-ThF/ Annual)	\$1,420.00	\$1,500.00	Fixed	7/1/20
	38.8	Senior (M-ThF/ Annual Family)	\$2,030.00	\$2,400.00	Fixed	7/1/20
	38.8	Senior (M-ThF/Quarterly	\$430.00	\$450.00	Fixed	7/1/20
	38.8	Twilight (Annual)	\$1,110.00	\$1,200.00	Fixed	7/1/20
	38.8	Twilight (Annual Family)	\$1,830.00	\$1,920.00	Fixed	7/1/20
		Green Fees (18 holes):				
		Super Twilight				
	38.11	Regular	Up to \$22.00	Up to \$23.00	Fixed	7/1/20
	38.11	Resident	Up to \$15.00	Up to \$16.00	Fixed	7/1/20
		Weekday M-F:				
	38.11	Afternoon (March-October, 2 hours prior to twilight)	Up to \$30.00	Up to \$31.00	Fixed	7/1/20
	38.11	Junior (≤17)	Up to \$19.00	Up to \$20.00	Fixed	7/1/20
	38.11	Regular	Up to \$43.00	Up to \$44.00	Fixed	7/1/20
	38.11	Resident	Up to \$36.00	Up to \$37.00	Fixed	7/1/20
	38.11	Senior (≥60)	Up to \$33.00	Up to \$34.00	Fixed	7/1/20
	38.11	Senior Resident (≥60)	Up to \$26.00	Up to \$27.00	Fixed	7/1/20
	38.11	Twilight Back 9 Regular	Up to \$30.00	Up to \$31.00	Fixed	7/1/20
	38.11	Twilight Back 9 Resident	Up to \$23.00	Up to \$24.00	Fixed	7/1/20
	38.11	All Others	Up to \$37.00	Up to \$38.00	Fixed	7/1/20
		Weekends/Holidays:				
	38.11	Junior (≤17)	Up to \$19.00	Up to \$20.00	Fixed	7/1/20
	38.11	Regular	Up to \$59.00	Up to \$60.00	Fixed	7/1/20
	38.11	Resident	Up to \$52.00	Up to \$53.00	Fixed	7/1/20
	38.11	Twilight Back 9 Regular	Up to \$33.00	Up to \$34.00	Fixed	7/1/20
	38.11	Twilight Back 9 Resident	Up to \$26.00	Up to \$27.00	Fixed	7/1/20
	38.8	Loyalty Program: Annual Fee	\$36.00	\$40.00	Fixed	7/1/20

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	38.8	Green Fees – Super Twilight Regular	\$18.00	\$19.00	Fixed	7/1/20
	38.8	Resident	\$11.00	\$12.00	Fixed	7/1/20
		Green Fees – Weekday				
	38.8	Regular	\$39.00	\$40.00	Fixed	7/1/20
	38.8	Resident	\$32.00	\$33.00	Fixed	7/1/20
	38.8	Senior (≥60)	\$29.00	\$30.00	Fixed	7/1/20
	38.8	Senior Resident (≥60)	\$22.00	\$23.00	Fixed	7/1/20
	38.8	Twilight Back 9 Regular	\$26.00	\$27.00	Fixed	7/1/20
	38.8	Twilight Back 9 Resident	\$19.00	\$20.00	Fixed	7/1/20
		Green Fees – Weekends/Holidays				
	38.8	Regular	\$55.00	\$56.00	Fixed	7/1/20
	38.8	Resident	\$48.00	\$49.00	Fixed	7/1/20
	38.8	Twilight Back 9 Regular	\$29.00	\$30.00	Fixed	7/1/20
	38.8	Twilight Back 9 Resident	\$22.00	\$23.00	Fixed	7/1/20
		NCGA/PWGA Member Club Play Day Rates:				
	38.8	Shoreline Seniors	Up to \$25.00	Up to \$26.00	Fixed	7/1/20
	38.8	Shoreline Women	Up to \$25.00	Up to \$26.00	Fixed	7/1/20
	38.8	Shoreline Golf Club	Up to \$45.00	Up to \$46.00	Fixed	7/1/20
		Golf Car:				
	38.8	18 holes	\$30.00	\$32.00	Day	7/1/20
	38.8	Back Nine	\$22.00	\$24.00	Day	7/1/20
	38.8	Member Clubs	\$15.00	\$16.00	Day	7/1/20
	38.8	Push/Pull Cart	\$9.00	\$10.00	Day	7/1/20
		Rentals:				
		Range Balls:				
	38.8	Jumbo Bucket	\$15.00	\$16.00	Fixed/Player	7/1/20
	38.8	Large Bucket	\$12.00	\$13.00	Fixed/Player	7/1/20
	38.8	Medium Bucket	\$8.00	\$9.00	Fixed/Player	7/1/20
	38.8	Small Bucket and Practice Area Tube	\$5.00	\$6.00	Fixed/Player	7/1/20
		Tournaments:				
		All Day Course Closure (depending on time of year and staff approval)				
	38.8	Friday (per player min)	Up to \$52.00	Up to \$55.00	Fixed/Player Add'l	7/1/20
	38.8	Saturday (per player min)	Up to \$62.00	Up to \$65.00	Fixed/Player Add'l	7/1/20



**FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT**

**Exhibit E**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Shotgun Tournaments				
	38.8	Shotgun Tournament Premium (minimum 60 players) Friday	Up to \$27.00	Up to \$55.00	Fixed/Player Additional	7/1/20
	38.8	Saturday	Up to \$45.00	Up to \$65.00	Fixed/Player Additional	7/1/20
		Other Tournament				
	38.8	Mon-Fri Regular	Up to \$42.00	Up to \$55.00	Fixed/Player	7/1/20
	38.8	Mon-Fri Senior	Up to \$32.00	Up to \$46.00	Fixed/Player	7/1/20
	38.8	Weekend/Holiday	Up to \$58.00	Up to \$65.00	Fixed/Player	7/1/20
	38.8	Golf Car Rental (mandatory)	\$15.00	\$16.00	Fixed/Player	7/1/20
	38.8	Tournament Player Fee	Up to \$9.00	Up to \$10.00	Player	7/1/20

NOTE: Bold font indicates language added, and strikethrough indicates language deleted.

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
GC 6253.9		Business License Report:				
GC 6253.9	CP B-3	Electronic	\$19.00	\$20.00	Fixed	7/1/20
		Hard Copy	\$19.00	\$20.00	Fixed	7/1/20
	44.5c	Short-Term Rental Registration <sup>1</sup>	\$165.00	\$170.00	Annual <b>(calendar)</b>	1/1/21
	15.31.b.4	Vendor Permits: Merchant Vendor <sup>1</sup>	\$826.00	\$847.00	Annual (rolling)	1/1/21
	15.17.b	(downtown) Mobile Vendor <sup>1</sup>	\$132.00	\$135.00	Annual (calendar)	1/1/21

- 
1. For Fiscal Year 2020-21 permit cycles with an effective date beginning on or after January 1, 2021 regardless of the payment date.

NOTE: Bold font indicates language added, and strikethrough indicates language deleted.

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
IFC 105		<u>ENVIRONMENTAL SAFETY</u>				
	24	Electronic/Computer Entry of Hazardous Materials Management Plan Data	\$103.00	\$106.00	Hour (1-hour min.)	7/1/20
		Fire Safety Facility Inspection:				
	24	0-5,000	\$35.00	\$36.00	Square Foot	7/1/20
	24	5,001-25,000	\$209.00	\$216.00	Square Foot	7/1/20
	24	25,001-100,000	\$867.00	\$895.00	Square Foot	7/1/20
	24	100,001-250,000	\$2,426.00	\$2,504.00	Square Foot	7/1/20
	24	250,001-500,000	\$5,199.00	\$5,365.00	Square Foot	7/1/20
	24	500,001+	\$6,932.00	\$7,154.00	Square Foot	7/1/20
		Fire Safety Operational Permits:				
	14	Hazardous Materials Permitted Occupancy	\$224.00	\$231.00	Annual	7/1/20
		Hazardous Materials: Emergency Response (Hazardous Materials Specialist)	\$115.00 + equipment costs	\$118.00 + equipment costs	Hour	7/1/20
	24	Hazardous Materials Facility Closure Review/Inspection	\$118.00	\$122.00	Hour (2-hour min.)	7/1/20
	24	Hazardous Materials Third and Subsequent Reinspection(s)	\$385.00	\$397.00	Hour	7/1/20
	24	Plan Check or Plan Review/Inspection	\$118.00	\$122.00	Hour (2-hour min.)	7/1/20
		Hazardous Materials Permit for the following hazard classes:				
		Miscellaneous Hazardous Materials – Liquids, Solids				
	24	QR1	\$142.00	\$147.00	Annual	7/1/20
	24	QR2	\$174.00	\$180.00	Annual	7/1/20
	24	QR3	\$212.00	\$219.00	Annual	7/1/20
	24	QR4	\$246.00	\$254.00	Annual	7/1/20
	24	QR5	\$282.00	\$291.00	Annual	7/1/20

**FEE SCHEDULE – FIRE DEPARTMENT**

**Exhibit G**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
IFC 105	24	Combustible Liquids, Flammable (Liquids, Solids), and Nonflammable (Gas)				
		QR1	\$142.00	\$147.00	Annual	7/1/20
		QR2	\$212.00	\$219.00	Annual	7/1/20
		QR3	\$282.00	\$291.00	Annual	7/1/20
		QR4	\$354.00	\$365.00	Annual	7/1/20
		QR5	\$423.00	\$437.00	Annual	7/1/20
		Corrosive (Gas, Liquids, Solids), Cryogen, Flammable (Gas), Explosives, Infectious Substances, and Oxidizers (Gas, Liquids, Solids)				
		QR1	\$142.00	\$147.00	Annual	7/1/20
		QR2	\$282.00	\$291.00	Annual	7/1/20
		QR3	\$423.00	\$437.00	Annual	7/1/20
		QR4	\$494.00	\$510.00	Annual	7/1/20
		QR5	\$563.00	\$581.00	Annual	7/1/20
	24	Poisonous Materials (Gas, Liquids, Solids), Spontaneous Combustible Materials, Dangerous When Wet Materials (Liquids, Solids), and Organic Peroxides				
		QR1	\$142.00	\$147.00	Annual	7/1/20
		QR2	\$282.00	\$291.00	Annual	7/1/20
		QR3	\$423.00	\$437.00	Annual	7/1/20
		QR4	\$563.00	\$581.00	Annual	7/1/20
		QR5	\$705.00	\$728.00	Annual	7/1/20
	24	Radioactive QR1-QR5	\$175.00	\$181.00	Annual	7/1/20
	14	On-Demand Mobile Fueling: Operating Permit Demonstration and Equipment Inspection/ Documentation Review (Initial and/or Change in Conditions)	\$185.00	\$191.00	Hour (2-hour min.)	7/1/20

**FEE SCHEDULE – FIRE DEPARTMENT**

**Exhibit G**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
IFC 105	14	Operator Permit	\$189.00	\$195.00	Annual Renewal	7/1/20
IFC 105	14	Site Permit Plan Review and Site Inspection (Initial and/or Change in Conditions)	\$185.00	\$191.00	Hour (2-hour min.)	7/1/20
IFC 105	14	Site Permit	\$189.00	\$195.00	Annual Renewal	7/1/20
		<u>Underground Storage Tank Closure/Demolition:</u>				
	24	<u>First Tank</u>	\$118.00	\$122.00	Hour (2- hour min.)	7/1/20
	24	<u>Each Add'l Tank</u>	\$118.00	\$122.00	Hour (1- hour min.)	7/1/20
		<u>ENVIRONMENTAL SAFETY/FIRE AND BUILDING SAFETY</u>				
IFC Chapter 9	14	Fire Protection/Public Safety System Maintenance: Required to be Tested on a Frequency of < 1 Year (waived if test completed within 30 days)	\$124.00	\$128.00	System	7/1/20
IFC Chapter 9	14	Required to be Tested on a Frequency of ≥ 1 Year and < 5 Years (waived if test completed within 30 days)	\$250.00	\$258.00	System	7/1/20
IFC Chapter 9	14	Required to be Tested on a Frequency of ≥ 5 Years (waived if test completed within 30 days)	\$375.00	\$387.00	System	7/1/20
IFC Chapter 9	14	Deficiencies Failed to be Corrected Within 30 Days	\$191.00	\$197.00	System	7/1/20
		<u>FIRE AND BUILDING SAFETY</u>				
	14	Alarm (Preventable False)	\$159.00	\$164.00	3rd and Subsequent Alarm/180 Days	7/1/20
	14	Extended Consultation/ Preconstruction Conference	\$177.00	\$182.00	Hour	7/1/20

**FEE SCHEDULE – FIRE DEPARTMENT**

**Exhibit G**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
IFC 105	14	Fire Inspections (Temporary Installation/Events):	\$185.00	\$191.00	Hour (2-hour min.)	7/1/20
		All Others				
		Carnivals				
		Christmas Tree Lot				
		Fairs				
		Fireworks Display				
	Reso 17968	Haunted Houses				
	Reso 17968	Live Audiences				
	Reso 17968	Production Facility				
	Reso 17968	Pumpkin Patch				
IFC 105		Pyrotechnical Special Effects			Hour (2-hour min.)	7/1/20
		Special Inspection of Temporary Installation				
		Temporary Membrane Structures, Tents, Canopies				
	14	After Hours or Weekend Duty M-F 5:00 p.m.–6:59 a.m., Sat, Sun, Holidays	\$185.00	\$191.00		
	14	Fire Safety Operational Permits:				
		Fire Prevention Bureau (Nonhazardous Materials Permitted Occupancy)	\$189.00	\$195.00	Annual	7/1/20
		Reinspections (third and subsequent)	\$187.00	\$193.00	Hour	7/1/20
	25.77	Multi-Housing Inspection: Hotels and Motels	\$88.00	\$91.00	Hour (2-hour min.)	7/1/20
	25.77	Serious Violations	\$20.00	\$21.00	Unit	7/1/20

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	25.78	Reinspections: Hotels and Motels	\$112.00	\$115.00	Hour (2-hour min.)	7/1/20
	25.79	Multi-Housing	\$112.00	\$115.00	Hour (2-hour min.)	7/1/20
	25.81	Valid Service Request	\$111.00	\$114.00	Hour (2-hour min.)	7/1/20
		<u>SUPPRESSION</u>				
GC 53150, HSC 13009.6		Emergency Response Reimbursement: Battalion Chief	\$133.00	\$137.00	Hour (1/2- hour increments)	7/1/20
GC 53150, HSC 13009.6		Deputy Fire Marshal	\$164.00	\$169.00	Hour (1/2- hour increments)	7/1/20
GC 53150, HSC 13009.6		Engine/Truck ( <b>3-Person</b> )	\$290.00	\$306.00	Hour (1/2- hour increments)	7/1/20
GC 53150, HSC 13009.6		Engine Company OT Rate (Event Coverage, <b>3-Person</b> )	100% of Cost (max \$290.00/hr)	100% of Cost (max \$306.00/hr)	Fixed	7/1/20
GC 53150, HSC 13009.6		Event Team (4-Person) <sup>1</sup>	N/A	\$616.00	Hour (1/2- hour increments)	7/1/20
GC 53150, HSC 13009.6		Public Safety Social Media/ Community Coordinator	\$142.00	\$146.00	Hour (1/2- hour increments)	7/1/20
GC 53150, HSC 13009.6		Rescue Company	\$180.00	\$190.00	Hour (1/2- hour increments)	7/1/20

1. New fee.

NOTE: Bold font indicates language added.

**FEE SCHEDULE – POLICE DEPARTMENT**

**Exhibit H**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
§12053		Administrative Fee – Not Displaying Handicapped Placard	\$37.00	\$38.00	Fixed	7/1/20
	26.54	Adult Entertainment: Application	\$861.00	\$889.00	Initial	7/1/20
	26.54	Renewal	\$412.00	\$425.00	Annual	7/1/20
	9	Cannabis:				
		Cannabis Business Background Screening	\$1,010.00	\$1,200.00	Application	7/1/20
		Cannabis Business Registration – Initial <sup>1</sup>	\$115,000.00	\$124,680.00	Registration Application	7/1/20
		Cannabis Business Registration Renewal <sup>1</sup>	\$113,000.00	\$122,616.00	Annual Application	7/1/20
		Cannabis Business Owner, Manager, Employee, or Contractor Registration – Initial	\$1,860.00	\$1,920.00	Registration Application	7/1/20
		Cannabis Business Owner, Manager, Employee, or Contractor Registration Renewal	\$1,680.00	\$1,734.00	Annual Application	7/1/20
		Delivery Registration – Initial	\$1,860.00	\$1,920.00	Registration Application	7/1/20
		Delivery Registration Renewal	\$1,680.00	\$1,734.00	Annual Application	7/1/20
	9.14	Card Rooms:				
		Dealer Application	\$297.00	\$307.00	Biennial	7/1/20
	9.14	Dealer Renewal	\$148.00	\$153.00	Biennial	7/1/20
	9.4	Permit Application	\$1,193.00	\$1,231.00	Initial	7/1/20
		Citation Sign-Off: Nonresident	\$27.00	\$28.00	Fixed	7/1/20
		Clearance Letters:				
		Letter	\$21.00	\$22.00	Fixed	7/1/20
		Name Check	\$10.00	\$11.00	Fixed	7/1/20
		Concealed Weapon Permit: City of Mountain View	\$27.00	\$28.00	Fixed	7/1/20
	26.29	Dance Permit (public and private)	\$37.00	\$38.00	Fixed	7/1/20



FEE SCHEDULE – POLICE DEPARTMENT

Exhibit H

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
BPC §4600 <i>et seq.</i> BPC §4600 <i>et seq.</i>	6.7	Going Out of Business: Permit	\$73.00	\$75.00	In Business < 2 years	7/1/20
	6.7	Permit	\$34.00	\$35.00	In Business > 2 years	7/1/20
	6.3	Permit Extension	\$34.00	\$35.00	30-Day Extension	7/1/20
	9.53	Hot Tub: Business Permit Application	\$1,655.00	\$1,708.00	Initial	7/1/20
	9.53	Business Renewal	\$828.00	\$855.00	Annual	7/1/20
	9.57	Manager	\$583.00	\$602.00	Initial	7/1/20
	26.29	Live Entertainment: Permit	\$429.00	\$443.00	Initial	7/1/20
	26.29	Renewal	\$141.00	\$146.00	Annual	7/1/20
	26.29	Permit (w/dance)	\$429.00	\$443.00	Initial	7/1/20
	26.29	Renewal (w/dance)	\$141.00	\$146.00	Annual	7/1/20
	9.24	Massage Business: Massage Establishment Permit	\$176.00	\$182.00	Initial	7/1/20
	9.32	Massage Establishment Renewal	\$176.00	\$182.00	Annual	7/1/20
	22	Parade Permit	\$215.00	\$222.00	Parade	7/1/20
	38.9(f)	Parking Citations: City Park-Operate any Vehicle (moving or parked)	\$46.00	\$47.00	Fixed	7/1/20
	38.9(g)	City Park-Park or Stop Other than Where Authorized	\$46.00	\$47.00	Fixed	7/1/20
	39.16(b)	City Park-Parked Abandoned/Wrecked Vehicle Over 72 Hours	\$44.00	\$45.00	Fixed	7/1/20
	38.13(c)	City Park-Vehicle Parked After Hours	\$135.00	\$139.00	Fixed	7/1/20
	19.96	1-Hour Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.95	2-Hour Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.94	3-Hour Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.95.2	2-Hour Parking Zones-24 Hours/Day	\$48.00	\$50.00	Fixed	7/1/20
	19.95.1a	3-Hour Parking Zones-3 Hour No Return	\$48.00	\$50.00	Fixed	7/1/20
	19.98	12-Minute Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.97	24-Minute Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.89	Blocking or Obstructing Alley	\$44.00	\$45.00	Fixed	7/1/20
	19.64	Double Parking Prohibited	\$42.00	\$43.00	Fixed	7/1/20

**FEE SCHEDULE – POLICE DEPARTMENT**

**Exhibit H**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	21.39	Leave Key in Parked Vehicle	\$44.00	\$45.00	Fixed	7/1/20
	19.69	Limited Curb Parking Space: Right-of-Way	\$42.00	\$43.00	Fixed	7/1/20
	19.99.6	No Parking of Vehicle Over 6' in Height	\$48.00	\$50.00	Fixed	7/1/20
	19.99	No Parking Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.99.2	No Parking Zones – 2:00 a.m. to 7:00 p.m.	\$48.00	\$50.00	Fixed	7/1/20
	19.99.5	No Parking Zones – 7:00 a.m. to 6:00 p.m.	\$48.00	\$50.00	Fixed	7/1/20
	19.99.3	No Parking Zones – Middlefield Rd-Crittenden School Athletic Park	\$48.00	\$50.00	Fixed	7/1/20
	19.99.4	No Parking Zone Near Schools	\$48.00	\$50.00	Fixed	7/1/20
	19.82	No Parking Zones to Prevent Flooding	\$42.00	\$43.00	Fixed	7/1/20
	19.99.1	No Stopping Zones	\$48.00	\$50.00	Fixed	7/1/20
	19.67	Obstruction of Street Sidewalk Parking Lot	\$42.00	\$43.00	Fixed	7/1/20
	19.75	Park or Leave Vehicle for Washing Service	\$42.00	\$43.00	Fixed	7/1/20
	19.87	Park/Stand/Stop for Loading or Unloading Only	\$42.00	\$43.00	Fixed	7/1/20
	19.88	Park/Stand/Stop in Passenger Loading Zone	\$42.00	\$43.00	Fixed	7/1/20
	19.76	Parking Adjacent to Schools	\$42.00	\$43.00	Fixed	7/1/20
	19.79.1	Parking Commercial Vehicles Over 10,000 Pounds on Residential Streets	\$98.00	\$101.00	Fixed	7/1/20
	19.65	Parking Commercial Vehicles Restricted	\$95.00	\$98.00	Fixed	7/1/20
	19.68	Parking Improperly within Single Space	\$44.00	\$45.00	Fixed	7/1/20
	19.91	Parking in Bus Zone	\$44.00	\$45.00	Fixed	7/1/20
	19.72	Parking in Excess of 72 Hours	\$98.00	\$101.00	Fixed	7/1/20
	19.93	Parking in Excess of 5 Hours	\$44.00	\$45.00	Fixed	7/1/20
		Parking in Excess of Time (as est. by the City for each specific area)	\$44.00	\$45.00	Fixed	7/1/20
	19.95.1	Parking in Same Lot Excess Time	\$44.00	\$45.00	Fixed	7/1/20
	19.80	Parking in Violation of Curb Markings	\$44.00	\$45.00	Fixed	7/1/20
	19.71	Parking >1 Hour from 2 a.m. to 6 a.m.	\$44.00	\$45.00	Fixed	7/1/20
	19.79.2	Parking of Certain Commercial Vehicles on Certain Streets Prohibited	\$98.00	\$101.00	Fixed	7/1/20
	19.73	Parking on Hills	\$42.00	\$43.00	Fixed	7/1/20
	19.92.4	Parking Prohibited for Street Cleaning	\$98.00	\$101.00	Fixed	7/1/20

**FEE SCHEDULE – POLICE DEPARTMENT**

**Exhibit H**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
VEH 22850.5	19.81	Parking Prohibited on Narrow Streets	\$42.00	\$43.00	Fixed	7/1/20
	19.99.9	Parking Restricted	\$49.00	\$51.00	Fixed	7/1/20
	19.79	Parking Where Prohibited by Sign	\$44.00	\$45.00	Fixed	7/1/20
	19.92.2	Parking Without Permit	\$44.00	\$45.00	Fixed	7/1/20
	19.92.1	Permit Parking in Parking District No. 2 Parking Lots	\$48.00	\$50.00	Fixed	7/1/20
	19.66	Proper Angle Parking	\$42.00	\$43.00	Fixed	7/1/20
	19.99.21	Residential Parking Permit Program Violation	\$41.00	\$42.00	Fixed	7/1/20
	19.74	Standing in Parkways Prohibited	\$42.00	\$43.00	Fixed	7/1/20
	19.63	Standing or Parking Close to the Curb	\$42.00	\$43.00	Fixed	7/1/20
	19.78	Standing or Parking on One-Way Roadway	\$42.00	\$43.00	Fixed	7/1/20
	19.90	Unlawful Parking in Taxi Stand	\$44.00	\$45.00	Fixed	7/1/20
	19.77	Violation of Temporary No Parking Sign	\$44.00	\$45.00	Fixed	7/1/20
	19.62.3	Parking Citation Late Fee	\$40.00	\$41.00	Fixed	7/1/20
	26.12-.13	Pool/Billiard Room Permit	\$145.00	\$150.00	Fixed	7/1/20
	Contract	Rotation Tow Service Contract Application	\$193.00	\$199.00	Fixed	7/1/20
		Taxi:				
	30.2	Driver Permit	\$198.00	\$204.00	Initial (Biennial-from approval date)	7/1/20
	30.2	Driver Renewal	\$140.00	\$144.00	Renewal (Biennial-from approval date)	7/1/20
		Vehicle Abatement (AVASA)	\$22.00	\$23.00	Fixed	7/1/20
		Vehicle Release: Impound/Storage	\$161.00	\$166.00	Fixed	7/1/20

1. Cannabis Business Registration fee includes \$6,000 (\$18,000 total cost split between three businesses) for financial audit of the commercial cannabis businesses, which is part of the ongoing department budget request for Fiscal Year 2020-21.

**FEE SCHEDULE – PUBLIC WORKS DEPARTMENT**

**Exhibit I**

State Code § (if any)	MVCC§ §/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
GC66000 <i>et seq.</i>	43.5	Citywide Transportation Impact: <sup>1</sup>				
		Single-Family, attached or detached	\$4,788.00	\$4,922.00	Net New Dwelling Unit	8/23/20
		Multi-Family	\$2,681.00	\$2,756.00	Net New Dwelling Unit	8/23/20
		Hotels and Motels	\$2,961.00	\$3,044.00	Net New Guest Room	8/23/20
		Service and Retail Commercial	\$5.11	\$5.25	Sq. Ft., Net New Floor Area	8/23/20
		Office, R&D, Industrial	\$5.11	\$5.25	Sq. Ft., Net New Floor Area	8/23/20
		Low Trip Generating Uses	\$2,767.00	\$2,844.00	A.M. + P.M. Peak Hour Trip	8/23/20
		Storm Drainage Connection <sup>2</sup>				
	28.51(b)	First-Class Rate	\$0.308	\$0.325	Net Square Foot	8/23/20
	28.51(b)	Second-Class Rate	\$0.148	\$0.156	Gross Square Foot	8/23/20
	27.65(c)	Street Improvement Reimbursement: <sup>2</sup>				
		Major Structural Street Section	\$11.71	\$12.34	Square Foot	8/23/20
		R1 and R2 Structural Street Section	\$9.39	\$9.89	Square Foot	8/23/20
		R3 Structural Street Section	\$10.67	\$11.24	Square Foot	8/23/20
		Standard and Ornamental Street Lighting	\$29.51	\$31.09	Linear Foot	8/23/20
		Standard PCC Curb and Gutter	\$34.35	\$36.19	Linear Foot	8/23/20
		Standard PCC Driveway Approach	\$11.71	\$12.34	Square Foot	8/23/20
		Standard PCC Sidewalk	\$10.67	\$11.24	Square Foot	8/23/20
		Street Trees (15 gallon)	\$13.13	\$13.83	Linear Foot	8/23/20

1. Modified annually by the June Engineering News Record Construction Cost Index (ENR-CCI).

2. Modified annually by the December Engineering News Record Construction Cost Index (ENR-CCI).

FEE SCHEDULE – UTILITY SERVICES

Exhibit J

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		<u>ENTERPRISE FUNDS</u>				
		Labor Rates:				
		Frontline				
		Regular	\$87.00	\$90.00	Hour	7/1/20
		Overtime	\$128.00	\$132.00	Hour	7/1/20
		Manager				
		Regular	\$133.00	\$137.00	Hour	7/1/20
		Supervisor				
		Regular	\$109.00	\$112.00	Hour	7/1/20
		Overtime	\$164.00	\$169.00	Hour	7/1/20
		Sewer Capacity Charges: <sup>1</sup>				
	35.41	Residential Class 1	\$3,239.00	\$3,330.00	Unit	7/1/20
	35.41	Residential Class 2	\$2,934.00	\$3,016.00	Unit	7/1/20
	35.41	Residential Class 3	\$2,282.00	\$2,346.00	Unit	7/1/20
	35.41	Commercial/Retail	\$1,587.00	\$1,631.00	1,000 Sq Ft	7/1/20
	35.41	Office/R&D	\$2,323.00	\$2,388.00	1,000 Sq Ft	7/1/20
	35.41	Restaurant	\$13,366.00	\$13,740.00	1,000 Sq Ft	7/1/20
	35.41	Hotels and Motels	\$1,467.00	\$1,508.00	charge/room/ dwelling unit	7/1/20
	35.41	Industrial/Other (charges based on estimated loadings)	\$14.578	\$14.986	flow/gpd	7/1/20
	35.41		\$1.416	\$1.456	BOD/lb/year	7/1/20
	35.41		\$1.416	\$1.456	SS/lb/year	7/1/20
		Water Capacity Charges: <sup>1</sup>				
	35.41	Residential Class 1	\$3,923.00	\$4,033.00	Unit	7/1/20
	35.41	Residential Class 2	\$3,333.00	\$3,426.00	Unit	7/1/20
	35.41	Residential Class 3	\$2,549.00	\$2,620.00	Unit	7/1/20
	35.41	3/4" meter	\$6,536.00	\$6,719.00	Meter	7/1/20
	35.41	1" meter	\$10,895.00	\$11,200.00	Meter	7/1/20
	35.41	1-1/2" meter	\$21,787.00	\$22,397.00	Meter	7/1/20
	35.41	2" meter	\$34,860.00	\$35,836.00	Meter	7/1/20
	35.41	3" meter	\$66,362.00	\$68,220.00	Meter	7/1/20
	35.41	Meters greater than 3"	\$17.430	\$17.918	Per gallons/ day estimated water demand	7/1/20
		<u>UTILITY SERVICES</u>				
		<u>Trash Disposal and Recycling Service:</u>				
	16	Bin For a Day	\$244.00	\$248.00	Fixed	1/1/21
		Bin Rental (Compost and Trash):				
	16	1 cubic yard	\$21.50	\$21.95	Container/Month	1/1/21
	16	2 cubic yards	\$32.20	\$32.85	Container/Month	1/1/21

**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	16	3 cubic yards	\$42.85	\$43.75	Container/Month	1/1/21
	16	4 cubic yards	\$53.55	\$54.65	Container/Month	1/1/21
	16	6 cubic yards (trash only)	\$64.30	\$65.60	Container/Month	1/1/21
		Bin Service (Compost):				
		One Cubic Yard				
	16	1 Time/Week	\$80.25	\$81.85	Container/Month	1/1/21
	16	2 Times/Week	\$176.50	\$180.05	Container/Month	1/1/21
	16	3 Times/Week	\$272.40	\$277.90	Container/Month	1/1/21
	16	4 Times/Week	\$368.50	\$375.90	Container/Month	1/1/21
	16	5 Times/Week	\$464.50	\$473.80	Container/Month	1/1/21
	16	6 Times/Week	\$560.50	\$571.70	Container/Month	1/1/21
		Two Cubic Yards				
	16	1 Time/Week	\$160.20	\$163.40	Container/Month	1/1/21
	16	2 Times/Week	\$336.60	\$343.35	Container/Month	1/1/21
	16	3 Times/Week	\$512.80	\$523.05	Container/Month	1/1/21
	16	4 Times/Week	\$688.80	\$702.60	Container/Month	1/1/21
	16	5 Times/Week	\$864.90	\$882.25	Container/Month	1/1/21
	16	6 Times/Week	\$1,041.10	\$1,061.95	Container/Month	1/1/21
		Three Cubic Yards				
	16	1 Time/Week	\$240.20	\$245.05	Container/Month	1/1/21
	16	2 Times/Week	\$496.65	\$506.55	Container/Month	1/1/21
	16	3 Times/Week	\$752.85	\$767.95	Container/Month	1/1/21
	16	4 Times/Week	\$1,009.20	\$1,029.45	Container/Month	1/1/21
	16	5 Times/Week	\$1,265.45	\$1,290.75	Container/Month	1/1/21
	16	6 Times/Week	\$1,521.70	\$1,552.15	Container/Month	1/1/21
		Four Cubic Yards				
	16	1 Time/Week	\$320.25	\$326.70	Container/Month	1/1/21
	16	2 Times/Week	\$656.95	\$670.10	Container/Month	1/1/21
	16	3 Times/Week	\$993.10	\$1,012.95	Container/Month	1/1/21
	16	4 Times/Week	\$1,329.45	\$1,356.10	Container/Month	1/1/21
	16	5 Times/Week	\$1,665.80	\$1,699.15	Container/Month	1/1/21
	16	6 Times/Week	\$2,002.05	\$2,042.10	Container/Month	1/1/21
		Extra Pickup				
	16	1 cubic yard	\$62.50	\$63.75	Pickup	1/1/21
	16	2 cubic yards	\$78.25	\$79.80	Pickup	1/1/21
	16	3 cubic yards	\$99.90	\$101.95	Pickup	1/1/21
	16	4 cubic yards	\$136.70	\$139.45	Pickup	1/1/21
		Bin Service (Trash):				
		One Cubic Yard				
	16	1 Time/Week	\$106.95	\$109.10	Container/Month	1/1/21
	16	2 Times/Week	\$235.30	\$240.05	Container/Month	1/1/21
	16	3 Times/Week	\$363.20	\$370.50	Container/Month	1/1/21
	16	4 Times/Week	\$491.30	\$501.15	Container/Month	1/1/21
	16	5 Times/Week	\$619.30	\$631.70	Container/Month	1/1/21
	16	6 Times/Week	\$747.30	\$762.25	Container/Month	1/1/21

**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Two Cubic Yards				
	16	1 Time/Week	\$213.55	\$217.85	Container/Month	1/1/21
	16	2 Times/Week	\$448.80	\$457.80	Container/Month	1/1/21
	16	3 Times/Week	\$683.70	\$697.40	Container/Month	1/1/21
	16	4 Times/Week	\$918.40	\$936.80	Container/Month	1/1/21
	16	5 Times/Week	\$1,153.20	\$1,176.30	Container/Month	1/1/21
	16	6 Times/Week	\$1,388.10	\$1,415.90	Container/Month	1/1/21
		Three Cubic Yards				
	16	1 Time/Week	\$320.25	\$326.70	Container/Month	1/1/21
	16	2 Times/Week	\$662.15	\$675.40	Container/Month	1/1/21
	16	3 Times/Week	\$1,003.80	\$1,023.90	Container/Month	1/1/21
	16	4 Times/Week	\$1,345.60	\$1,372.55	Container/Month	1/1/21
	16	5 Times/Week	\$1,687.25	\$1,721.00	Container/Month	1/1/21
	16	6 Times/Week	\$2,028.90	\$2,069.50	Container/Month	1/1/21
		Four Cubic Yards				
	16	1 Time/Week	\$427.00	\$435.55	Container/Month	1/1/21
	16	2 Times/Week	\$875.90	\$893.45	Container/Month	1/1/21
	16	3 Times/Week	\$1,324.10	\$1,350.60	Container/Month	1/1/21
	16	4 Times/Week	\$1,772.60	\$1,808.10	Container/Month	1/1/21
	16	5 Times/Week	\$2,221.05	\$2,265.50	Container/Month	1/1/21
	16	6 Times/Week	\$2,669.35	\$2,722.75	Container/Month	1/1/21
		Six Cubic Yards				
	16	1 Time/Week	\$640.45	\$653.30	Container/Month	1/1/21
	16	2 Times/Week	\$1,302.70	\$1,328.80	Container/Month	1/1/21
	16	3 Times/Week	\$1,965.05	\$2,004.40	Container/Month	1/1/21
	16	4 Times/Week	\$2,627.05	\$2,679.60	Container/Month	1/1/21
	16	5 Times/Week	\$3,288.85	\$3,354.65	Container/Month	1/1/21
	16	6 Times/Week	\$3,950.80	\$4,029.85	Container/Month	1/1/21
		Extra Pickup				
	16	1 cubic yard	\$83.30	\$85.00	Pickup	1/1/21
	16	2 cubic yards	\$104.30	\$106.40	Pickup	1/1/21
	16	3 cubic yards	\$133.20	\$135.90	Pickup	1/1/21
	16	4 cubic yards	\$182.25	\$185.90	Pickup	1/1/21
	16	6 cubic yards	\$278.55	\$284.15	Pickup	1/1/21
		Cart Service (Trash):				
	16	20-Gallon (residential)	\$23.95	\$24.45	Container/Month	1/1/21
	16	32-Gallon	\$34.95	\$35.65	Container/Month	1/1/21
	16	64-Gallon	\$69.90	\$71.30	Container/Month	1/1/21
	16	96-Gallon	\$104.85	\$106.95	Container/Month	1/1/21

**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Commercial Compost Service:				
	16	32-Gallon				
		1 Time/Week	\$12.80	\$13.05	Container/Month	1/1/21
	16	2 Times/Week	\$28.10	\$28.70	Container/Month	1/1/21
	16	3 Times/Week	\$43.40	\$44.25	Container/Month	1/1/21
	16	4 Times/Week	\$58.70	\$59.85	Container/Month	1/1/21
	16	5 Times/Week	\$74.00	\$75.45	Container/Month	1/1/21
	16	6 Times/Week	\$89.25	\$91.05	Container/Month	1/1/21
	16	Extra Pickup	\$10.00	\$10.15	Pickup	1/1/21
		64-Gallon				
	16	1 Time/Week	\$25.60	\$26.10	Container/Month	1/1/21
	16	2 Times/Week	\$56.20	\$57.35	Container/Month	1/1/21
	16	3 Times/Week	\$86.75	\$88.50	Container/Month	1/1/21
	16	4 Times/Week	\$117.35	\$119.70	Container/Month	1/1/21
	16	5 Times/Week	\$147.95	\$150.90	Container/Month	1/1/21
	16	6 Times/Week	\$178.50	\$182.05	Container/Month	1/1/21
	16	Extra Pickup	\$19.95	\$20.30	Pickup	1/1/21
		96-Gallon				
	16	1 Time/Week	\$38.35	\$39.10	Container/Month	1/1/21
	16	2 Times/Week	\$84.30	\$86.00	Container/Month	1/1/21
	16	3 Times/Week	\$130.15	\$132.75	Container/Month	1/1/21
	16	4 Times/Week	\$176.00	\$179.55	Container/Month	1/1/21
	16	5 Times/Week	\$221.90	\$226.30	Container/Month	1/1/21
	16	6 Times/Week	\$267.75	\$273.10	Container/Month	1/1/21
	16	Extra Pickup	\$29.90	\$30.45	Pickup	1/1/21
		Compactor Service (Compost):				
	16	Per Compacted Yard	\$50.70	\$51.75	Pickup (on-call and regular service)	1/1/21
	16	10 cubic yards	\$506.65	\$517.15	Fixed	1/1/21
	16	20 cubic yards	\$1,013.25	\$1,034.25	Fixed	1/1/21
	16	25 cubic yards	\$1,266.60	\$1,292.85	Fixed	1/1/21
	16	30 cubic yards	\$1,519.90	\$1,551.40	Fixed	1/1/21
	16	35 cubic yards	\$1,773.20	\$1,809.95	Fixed	1/1/21
	16	40 cubic yards	\$2,026.50	\$2,068.50	Fixed	1/1/21
		Compactor Service (Recycling):				
	16	Per Compacted Yard	\$16.90	\$17.25	Pickup (on-call and regular service)	1/1/21
	16	10 cubic yards	\$168.90	\$172.40	Fixed	1/1/21
	16	20 cubic yards	\$337.75	\$344.75	Fixed	1/1/21
	16	25 cubic yards	\$422.20	\$430.95	Fixed	1/1/21
	16	30 cubic yards	\$506.65	\$517.15	Fixed	1/1/21
	16	35 cubic yards	\$591.10	\$603.35	Fixed	1/1/21
	16	40 cubic yards	\$675.50	\$689.50	Fixed	1/1/21



**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Compactor Service (Trash):				
	16	Per Compacted Yard	\$67.55	\$68.95	Pickup (on-call and regular service)	1/1/21
	16	10 cubic yards	\$675.50	\$689.50	Fixed	1/1/21
	16	20 cubic yards	\$1,351.00	\$1,379.00	Fixed	1/1/21
	16	25 cubic yards	\$1,688.75	\$1,723.75	Fixed	1/1/21
	16	30 cubic yards	\$2,026.50	\$2,068.50	Fixed	1/1/21
	16	35 cubic yards	\$2,364.25	\$2,413.25	Fixed	1/1/21
	16	40 cubic yards	\$2,702.00	\$2,758.00	Fixed	1/1/21
		Debris Box:				
		Rental:				
	16	Daily (after 7 days)	\$15.65	\$16.00	Daily	1/1/21
	16	Monthly	\$476.05	\$486.70	Month	1/1/21
		Service:				
		Cardboard				
	16	16 cubic yards	\$180.10	\$183.75	Pickup (on-call and regular service)	1/1/21
	16	20 cubic yards	\$208.25	\$212.45	Pickup (on-call and regular service)	1/1/21
	16	25 cubic yards	\$236.35	\$241.10	Pickup (on-call and regular service)	1/1/21
	16	30 cubic yards	\$267.25	\$272.60	Pickup (on-call and regular service)	1/1/21
	16	40 cubic yards	\$316.65	\$322.95	Pickup (on-call and regular service)	1/1/21
		Compost or Yard Trimmings				
	16	16 cubic yards	\$540.30	\$551.15	Pickup (on-call and regular service)	1/1/21
	16	20 cubic yards	\$624.75	\$637.25	Pickup (on-call and regular service)	1/1/21
	16	25 cubic yards	\$709.05	\$723.30	Pickup (on-call and regular service)	1/1/21
	16	30 cubic yards	\$801.75	\$817.80	Pickup (on-call and regular service)	1/1/21
	16	40 cubic yards	\$949.85	\$968.85	Pickup (on-call and regular service)	1/1/21

FEE SCHEDULE – UTILITY SERVICES

Exhibit J

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	16	Trash: 8 cubic yards (rock box only)	\$686.20	\$699.95	Pickup (on-call and regular service)	1/1/21 1/1/21
	16	16 cubic yards	\$720.40	\$734.85	Pickup (on-call and regular service)	1/1/21
	16	20 cubic yards	\$832.95	\$849.65	Pickup (on-call and regular service)	1/1/21
	16	25 cubic yards	\$945.40	\$964.35	Pickup (on-call and regular service)	1/1/21
	16	30 cubic yards	\$1,068.95	\$1,090.35	Pickup (on-call and regular service)	1/1/21
	16	40 cubic yards	\$1,266.45	\$1,291.80	Pickup (on-call and regular service)	1/1/21
	35.35	<u>Wastewater Service:</u> Base Commercial	\$5.51/ unit (748 gallons) or fraction thereof of water consumed (\$38.57 min.)	\$5.63/ unit (748 gallons) or fraction thereof of water consumed (\$39.41 min.)	Quantity	7/1/20
				\$5.74/ unit (748 gallons) or fraction thereof of water consumed (\$40.18 min.)	Quantity	1/1/21
	35.35	Commercial/Industrial, Chemical, Groundwater, Liquid Waste	\$9.37/ unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$65.59 min.)	\$9.58/ unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$67.06 min.)	Quantity	7/1/20
				\$9.76/ unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$68.32 min.)	Quantity	1/1/21
	35.35	Restaurant	\$10.75/ unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$75.25 min.)	\$10.98/ unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$76.86 min.)	Quantity	7/1/20
				\$11.20/ unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$78.40 min.)	Quantity	1/1/21

**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
	35.35	Single-Family Residence, Duplex, Multiple Dwellings, Mobile Homes, and Trailer Courts	\$42.05	\$42.90	Dwelling Unit/Month	7/1/20
				\$43.75	Dwelling Unit/Month	1/1/21
		<u>Water Service:</u> Backflow Prevention Devices (Commercial, Industrial)				
	35.27	5/8" to 1" meter	\$32.35	\$32.70	Monthly	1/1/21
	35.27	1.5" to 2" meter	\$49.30	\$49.80	Monthly	1/1/21
	35.27	3" meter	\$58.00	\$58.60	Monthly	1/1/21
	35.27	4" meter	\$68.50	\$69.20	Monthly	1/1/21
	35.27	6" meter	\$83.15	\$84.00	Monthly	1/1/21
	35.27	8" to 10" meter	\$102.30	\$103.35	Monthly	1/1/21
		Consumption				
	35.26(a)	Commercial/Nonresidential – Uniform	\$6.94	\$7.01	ccf/month	1/1/21
	35.26	Recycled Water	\$4.50	\$5.00	ccf/month	1/1/21
		Residential – Multi-Family				
	35.26(a)	0 to 2 ccf	\$5.21	\$5.26	ccf/month/ dwelling	1/1/21
	35.26(a)	>2 to 7 ccf	\$6.94	\$7.01	ccf/month/ dwelling	1/1/21
	35.26(a)	>7 ccf	\$11.10	\$11.22	ccf/month/ dwelling	1/1/21
		Residential – Single-Family				
	35.26(a)	0 to 3 ccf	\$5.21	\$5.26	ccf/month/ dwelling	1/1/21
	35.26(a)	>3 to 15 ccf	\$6.94	\$7.01	ccf/month/ dwelling	1/1/21
	35.26(a)	>15 ccf	\$11.10	\$11.22	ccf/month/ dwelling	1/1/21
		<u>Fire Service:</u>				
	35.26(a)	Consumption – Uniform	\$6.94	\$7.01	ccf/month	1/1/21
	35.26(a)	Meter	\$12.97/inch diameter (\$51.88 min.)	\$13.10/inch diameter (\$52.40 min.)	Monthly	1/1/21

**FEE SCHEDULE – UTILITY SERVICES**

**Exhibit J**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2019-20 Adopted	Fiscal Year 2020-21 Proposed	Fee Basis	Effective Date
		Meter: Residential – Single-Family Residential – Multi-Family/ Commercial/ Recycled Water/ All Other:	\$15.35	\$15.55	Monthly	1/1/21
	35.26(a)	5/8" and 3/4" meters	\$15.35	\$15.55	Monthly	1/1/21
	35.26(a)	1" meter	\$30.70	\$31.10	Monthly	1/1/21
	35.26(a)	1.5" meter	\$61.40	\$62.20	Monthly	1/1/21
	35.26(a)	2" meter	\$98.25	\$99.55	Monthly	1/1/21
	35.26(a)	3" meter	\$184.20	\$186.60	Monthly	1/1/21
	35.26(a)	4" meter	\$307.00	\$311.00	Monthly	1/1/21
	35.26(a)	6" meter	\$614.00	\$622.00	Monthly	1/1/21
	35.26(a)	8" meter	\$982.40	\$995.20	Monthly	1/1/21
	35.26(a)	10" meter	\$1,473.60	\$1,492.80	Monthly	1/1/21
	35.28	Special Water Service: Hydrant Meter Deposit Hydrant Meter Construction	\$1,500.00 \$15.92	\$2,000.00 \$16.08	Deposit ccf/month	7/1/20 1/1/21

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1. In accordance with MVCC Section 35.41, the capacity-based charges shall be adjusted annually as part of the City's annual budget process by the percentage change in the Engineering News Record Construction Cost Index (ENR-CCI) for the previous year.

## Comparison of FY19-20 and FY20-21 Proposed Utility Rates

Single Family		FY19-20	FY20-21	Difference	% Change *
Water	(14 units)	\$ 107.32	108.44	1.12	1.0% (1)
Sewer		42.05	43.75	1.70	4.0% (2)
Trash	(1 32-gal cart)	<u>34.95</u>	<u>35.65</u>	<u>0.70</u>	2.0% (3)
Total monthly bill:		\$ 184.32	187.84	3.52	1.9%

Multi-Family (4-plex)		FY19-20	FY20-21	Difference	% Change *
Water	(30 units)	\$ 218.03	220.27	2.24	1.0% (1)
Sewer		168.20	175.00	6.80	4.0% (2)
Trash	(4 32-gal carts)	<u>139.80</u>	<u>142.60</u>	<u>2.80</u>	2.0% (3)
Total monthly bill:		\$ 526.03	537.87	11.84	2.3%

Apartment Complex (120 units)		FY19-20	FY20-21	Difference	% Change *
Water	(830 units)	\$ 5,720.50	5,778.50	58.00	1.0% (1)
Sewer		5,046.00	5,250.00	204.00	4.0% (2)
Trash	(ten 3 Yd Bins)	<u>3,972.90</u>	<u>4,053.20</u>	<u>80.30</u>	2.0% (3)
Total monthly bill:		\$ 14,739.40	15,081.70	342.30	2.3%

Commercial		FY19-20	FY20-21	Difference	% Change *
Water	(60 units)	\$ 514.65	520.15	5.50	1.1% (1)
Sewer		330.60	344.40	13.80	4.2% (2)
Trash	(one 3 Yd Bin)	<u>363.10</u>	<u>370.45</u>	<u>7.35</u>	2.0% (3)
Total monthly bill:		\$ 1,208.35	1,235.00	26.65	2.2%

(1) Water rate adjustment of 1% deferred to January 1, 2021.

(2) Sewer rate adjustment of 2% effective July 1, 2020 and 2% deferred to January 1, 2021.

(3) Trash rate adjustment of 2% deferred to January 1, 2021.

\*Note: Due to rounding to the next penny or nickle, actual increase may be slightly higher. These are samples, actual effect is dependant on customer's service level.

## Residential Services - Single Family

		Water (1)	Sewer	Trash (2)	Sample Monthly Bill
<b>Mountain View</b>					
FY 2019-20	\$	107.32	42.05	34.95	184.32
FY 2020-21	\$	108.44	43.75	35.65	187.84
% Increase		1.0%	4.0%	2.0%	
<b>Palo Alto</b>					
FY 2019-20	\$	140.77	41.37	50.07	232.21
FY 2020-21	\$	140.77	41.37	50.07	232.21
% Increase		0.0%	0.0%	0.0%	
<b>Sunnyvale</b>					
FY 2019-20	\$	84.24	51.33	41.47	177.04
FY 2020-21	\$	84.24	51.84	41.47	177.55
% Increase		0.0%	1.0%	0.0%	
<b>Cal Water Rate</b>					
FY 2019-20	\$	71.02	(3)		
FY 2020-21	\$	73.01	(4)		
% Increase		2.8%			

(1) Based on 15 units of water plus meter charge. Mountain View's meter charge for single family is for both 5/8 and 3/4 inch meter sizes. Sunnyvale, Palo Alto and Cal Water have separate rates. This comparison uses the lower 5/8 inch meter rate.

(2) Mountain View and Palo Alto based on 32-gallon, Sunnyvale based on 27-gallon. Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.

(3) Rate in effect as of 7/1/19.

(4) Rate in effect as of 1/1/20.

# Residential Services - Multi-Family (4-plex)

		Water (1)	Sewer	Trash (2)	Sample Monthly Bill
Mountain View					
FY 2019-20	\$	218.03	168.20	139.80	526.03
FY 2020-21	\$	220.27	175.00	142.60	537.87
% Increase		1.0%	4.0%	2.0%	
Palo Alto					
FY 2019-20	\$	301.26	165.48	200.28	667.02
FY 2020-21	\$	301.26	165.48	200.28	667.02
% Increase		0.0%	0.0%	0.0%	
Sunnyvale					
FY 2019-20	\$	239.70	142.16	199.36	581.22
FY 2020-21	\$	239.70	143.60	199.36	582.66
% Increase		0.0%	1.0%	0.0%	

(1) Based on 30 units of water plus meter charge.

(2) Mountain View and Palo Alto based on 32-gallon, Sunnyvale based on a 65-gallon minimum charge. Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.

# Residential Services - Apartment Complex (120 units)

		Water (1)	Sewer	Trash (2)	Sample Monthly Bill
Mountain View					
FY 2019-20	\$	5,720.50	5,046.00	3,972.90	14,739.40
FY 2020-21	\$	5,778.50	5,250.00	4,053.20	15,081.70
% Increase		1.0%	4.0%	2.0%	
Palo Alto					
FY 2019-20	\$	6,780.67	4,964.40	5,520.11	17,265.18
FY 2020-21	\$	6,780.67	4,964.40	5,520.11	17,265.18
% Increase		0.0%	0.0%	0.0%	
Sunnyvale					
FY 2019-20	\$	4,552.67	4,264.80	4,704.76	13,522.23
FY 2020-21	\$	4,552.67	4,308.00	4,704.76	13,565.43
% Increase		0.0%	1.0%	0.0%	

(1) Based on 830 units of water plus 4" meter charge.

(2) Based on nine 3-yard 1x/week and one 3-yard 2x/week. Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.



## Commercial Services

		Water (1)	Sewer	Trash (2)	Sample Monthly Bill
<b>Mountain View</b>					
FY 2019-20	\$	514.65	330.60	363.10	1,208.35
FY 2020-21	\$	520.15	344.40	370.45	1,235.00
% Increase		1.1%	4.2%	2.0%	
<b>Palo Alto</b>					
FY 2019-20	\$	563.77	478.20	504.40	1,546.37
FY 2020-21	\$	563.77	478.20	504.40	1,546.37
% Increase		0.0%	0.0%	0.0%	
<b>Sunnyvale</b>					
FY 2019-20	\$	461.44	327.00	429.37	1,217.81
FY 2020-21	\$	461.44	330.00	429.37	1,220.81
% Increase		0.0%	0.9%	0.0%	

(1) Based on 60 units of water plus 2" meter charge.

(2) Based on one 3-yard 1x/week. Mountain View has biweekly recycling pick-up;  
Palo Alto and Sunnyvale have weekly recycling pick-up.

## Debt Administration

### **Legal Debt Margin:**

The legal debt margin for the City of Mountain View, California, is calculated using a debt limit of 15 percent of the assessed value of property (excluding tax increment) within the City limits. Computation of the City's legal debt margin as of June 30, 2019 is as follows (dollars in thousands):

Assessed value (net) – June 30, 2019 <sup>(1)</sup>	\$29,405,296,796
Debt limit: 15 percent of assessed value	4,410,794,519
Less total bonded debt, general obligation	<u>-0-</u>
Legal debt margin	<u>\$ 4,410,794,519</u>

In 2001 the City was awarded a AAA issuer credit rating (ICR) by Standard and Poor's (S&P), one of the nation's top-ranked independent credit rating agencies. S&P upgraded the City ICR from AA to AAA, the highest credit rating possible, because of a solid and diversified local tax base, the City's low debt burden, high property values and personal income levels, and the expectation of continued strong financial operations by the City. At that time, Mountain View was one of only three California cities to receive the AAA rating from S&P. The AAA ICR was last reaffirmed by S&P in 2014 and has resulted in lower debt costs and savings to the City.

### **Debt Obligations Outstanding:**

As of June 30, 2020, the City is anticipated to have various debt obligations outstanding. These obligations are comprised of the following (dollars in thousands):

#### **City of Mountain View:**

Water Revenue Bonds were issued in 2004 to fund the construction of infrastructure to expand the City's water storage capacity. In 2008 these bonds were upgraded to a AAA underlying credit rating by S&P from AA. The AAA underlying credit rating was last affirmed by S&P in 2018.

The 2018 Wastewater Bank Loan was issued to finance Wastewater infrastructure projects. The proceeds have funded capital projects in Fiscal Years 2018-19 and 2019-20, and there is a small balance remaining to fund future capital projects.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2020</u>
2004 Water Revenue Bonds	2029	3.0%-4.5%	\$9,700	\$4,560
2018 Wastewater Bank Loan	2033	3.36%	\$10,100	\$9,521

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<sup>(1)</sup> Source: California Municipal Statistics Inc.

Debt Administration  
(Continued)

**Shoreline Regional Park Community:**

The 2011 Revenue Bonds were issued to refund the 1996 Tax Allocation Bonds (TABs) (which were originally issued to fund the acquisition of certain land from the City and to fund road, water, sewer, and other public improvements) and to fund the construction of Fire Station No. 5, Permanente Creek Trail improvements, and the Athletic Field projects. These bonds were awarded an A underlying credit rating by S&P and was upgraded to an A+ in 2018.

The 2018 Revenue Bonds were issued to finance the costs of acquiring and constructing certain public improvements to Shoreline Boulevard and Plymouth Street including a bicycle/pedestrian overcrossing of U.S. Highway 101, a freeway off-ramp realignment at Shoreline Boulevard, a Shoreline Boulevard reversible bus lane, Plymouth Street construction and Shoreline Boulevard bus lane extension, Shoreline Sailing Lake improvements, and police/fire training and classroom facility. These bonds were awarded an A+ underlying credit rating by S&P in 2018.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2020</u>
2011 Revenue Refunding Bonds	2040	2.0%-5.75%	\$39,030	\$25,865
2018 Revenue Bonds	2048	3.36%-5.0%	\$63,800	\$63,800

**Special Assessment:**

Special assessment debt consists of various issues to finance property owner improvements within the City. Special assessment revenues are recorded in the Special Assessment Debt Service Fund.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2020</u>
Special Assessment Debt with Governmental Commitment	Up to 2020	4.1%-7.0%	\$756	\$12

Total long-term debt outstanding is \$103.8 million.

Annual debt service payments by entity for Fiscal Years 2018-19 Audited, 2019-20 Adopted and 2020-21 Proposed can be found on the following pages.

Annual Debt Service Payments by Entity

	<u>2018-19</u> <u>AUDITED</u>	<u>2019-20</u> <u>ADOPTED</u>	<u>2020-21</u> <u>PROPOSED</u>
<b>CITY OF MOUNTAIN VIEW</b>			
2004 Water Revenue Bonds			
Principal	\$ 390,000	410,000	425,000
Interest	<u>235,491</u>	<u>223,650</u>	<u>207,250</u>
Total 2004 Water Revenue Bonds	<u>625,491</u>	<u>633,650</u>	<u>632,250</u>
2018 Wastewater Bank Loan			
Principal	0	579,000	542,000
Interest	<u>1,114</u>	<u>329,633</u>	<u>310,800</u>
Total 2018 Wastewater Bank Loan	<u>1,114</u>	<u>908,633</u>	<u>852,800</u>
TOTAL City of Mountain View	<u>\$ 626,605</u>	<u>1,542,283</u>	<u>1,485,050</u>
<b>SHORELINE REGIONAL PARK COMMUNITY</b>			
2011 Revenue Bonds			
Principal	\$ 1,800,000	1,890,000	1,985,000
Interest	<u>1,545,372</u>	<u>1,453,582</u>	<u>1,356,707</u>
Total 2011 Revenue Bonds	<u>3,345,372</u>	<u>3,343,582</u>	<u>3,341,707</u>
2014 Bank Loan			
Principal	1,607,000	0	0
Interest	<u>13,258</u>	<u>0</u>	<u>0</u>
Total 2014 Bank Loan	<u>1,620,258</u>	<u>0</u>	<u>0</u>
2018 Revenue Bonds			
Principal	0	0	0
Interest	<u>358,861</u>	<u>3,078,950</u>	<u>3,078,950</u>
Total 2018 Revenue Bonds	<u>358,861</u>	<u>3,078,950</u>	<u>3,078,950</u>
TOTAL Shoreline Regional Park Community	<u>\$ 5,324,491</u>	<u>6,422,532</u>	<u>6,420,657</u>
<b>TOTAL DEBT SERVICE REQUIREMENTS</b>	<u><u>\$ 5,951,096</u></u>	<u><u>7,964,815</u></u>	<u><u>7,905,707</u></u>

Note: Interest payment includes trustee fees, if applicable.

FISCAL YEAR 2020-21  
Calculation of Appropriations Limit

The City is required by the State Constitution, Article XIII B (Proposition 4), to annually calculate the maximum amount of appropriations subject to limitation. This calculation is intended to limit the annual growth in tax revenues used to fund governmental expenditures in California. Article XIII B was changed with the passage of Proposition 111 on the June 1990 ballot. These changes permit greater flexibility with regard to annually calculating increases in the appropriations limit (Gann Limit) by allowing additional growth factors to be used. The factors permitting the maximum allowable increase in the appropriations limit are chosen for the calculation each fiscal year.

As can be seen below, the City is substantially under its appropriations limit. The difference between the appropriations limit and the appropriations subject to limitation has grown over time as the limit has been substantially increased by the annual adjustment factors. This, combined with the comparatively slower pace of growth in proceeds of taxes over the same time period, has contributed to the amount under the appropriations limit.

Fiscal Year 2019-20 Limit	\$ 280,296,313
2020 Change in City of Mountain View Population	1.0078
2020-21 Change in California Per Capita Personal Income	<u>1.0373</u>
Fiscal Year 2020-21 Limit	293,019,226
Fiscal Year 2020-21 Budget Amount Subject to Limitation	<u>101,944,621</u>
Amount Under Appropriation Limit	\$ <u>191,074,605</u>

## FISCAL YEAR 2020-21

### Budget Preparation and Review Process

The budget process typically begins in November of each fiscal year when all City departments begin preparation of their budget proposals for the upcoming fiscal year. Budget requests are reviewed by the Interim City Manager and the Budget Review Team (consisting of the Finance and Administrative Services Director and Assistant Finance and Administrative Services Director).

Below is a condensed time line for the entire Fiscal Year 2020-21 budget process:

November 2019 – January 2020	Departments prepare and submit the following for the upcoming fiscal year: (1) budget transmittal letter, non-discretionary increases, discretionary increases, and limited-period requests to the Budget Review Team; (2) reclassification requests to Human Resources and then to the Budget Review Team; (3) capital outlay and equipment replacement requests to the Capital Outlay Review Committee; (4) new and modified performance measure proposals and current fiscal year 6 month actuals; (5) department goals work plan update and new department goals.
November – December 2019	The Capital Outlay Review Committee meets with each department and reviews their capital requests.
December 2019	Develop list of revenue enhancements, and potential fees to be modified or added, and submit for review.
December 2019 – February 2020	Initial forecast for upcoming fiscal year prepared and presented to City Council.*
January 2020	Departments develop and submit preliminary departmental goals.
February 2020	The Interim City Manager and Budget Review Team meet with each department to review budget submittals, including capital outlay, department goals and fees.
February – May 2020	Departments continue to review and modify goals/initiatives/projects to support City Council Major Goals.

## FISCAL YEAR 2020-21

### Budget Preparation and Review Process (Continued)

March – May 2020	Five-Year Financial Forecast updated for upcoming fiscal year. A 5-year financial forecast is prepared annually and a longer range 10-Year Financial Forecast is prepared periodically.
April 21, 2020	City Council study session of Fiscal Year 2020-21 Narrative Budget Report was cancelled due to the shelter-in-place orders as a result of COVID-19.  City Council study session for presentation and discussion of Proposed Fiscal Year 2020-21, Planned Fiscal Year 2021-22 through Fiscal Year 2024-25 Capital Improvement Program.*
May 5, 2020	Fiscal Year 2019-20 General Operating Fund Budget Status Update Report on the Impacts of COVID-19.
June 9, 2020	City Council Public Hearing for presentation and discussion of the Fiscal Year 2020-21 Proposed Budget.*  Public hearing and adoption of Fiscal Year 2020-21 Capital Improvement Program.*
June 23, 2020	Public hearing and adoption of Fiscal Year 2020-21 budgets, appropriations limit, fee modification (including utility rates), and funding for Fiscal Year 2020-21 Capital Improvement Program.*
June 30, 2020	Public Hearing for CDBG/HOME funds.*

This process complies with the procedures required in the City Charter for adoption of the annual budget specifying the annual City budget must be adopted prior to July 1, the beginning of each fiscal year.

\* The public has the opportunity to comment during study sessions and public hearings.

## Financial and Budgetary Policies

The adopted Financial and Budgetary Policy A-11 can be found on the City's Website at the following link and following the below additional information not included in the policy.

<http://laserfiche.mountainview.gov/WebLink/0/doc/220277/Page1.aspx>

### Budget Policies:

All governmental fund-type annual budgets are presented on a modified accrual basis consistent with the general purpose financial statements prepared in accordance with generally accepted accounting principles. Pursuant to Council-adopted financial and budgetary policies, budgets are approved at the fund and department level (legal level of control) and may not be exceeded without City Council approval. Transfers and adjustments between funds, departments or capital projects must be submitted to the City Council for approval. The City Charter requires approval by five votes of the seven-member City Council to amend the budget.

### Budget Adjustments:

Budget adjustments are also required for grants and reimbursed services that were not anticipated or budgeted. Council Policy A-10 "Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations" authorizes the Finance and Administrative Services Director and the City Manager to increase appropriations up to \$20,000 and \$100,000 (indexed to 2011 dollars), respectively, when outside grants or reimbursement revenues have been received to offset expenditures that were not anticipated or budgeted. If the grant or reimbursement is not within the City Manager's level of authorization, a request for an appropriation increase must be submitted to the City Council for approval (five votes required).

Department heads are responsible for managing expenditures within their budget and assuring funds are only expended for properly authorized City expenses. Department heads are also responsible for expending funds consistent with the goals and objectives approved by the City Council.

### Comprehensive Annual Financial Report (CAFR) :

The City's CAFR is prepared in accordance with the requirements of Governmental Accounting Standards Board (GASB) Statement No. 34 and provides the government-wide financial statements in addition to the fund financial statements. The accounting and financial reporting treatment applied to the fund financial statements is determined by the measurement focus of the individual fund.

### Basis of Accounting:

Governmental fund types are accounted for using the modified accrual basis of accounting. Revenues are recorded as received or accrued if they are both measurable and available to finance expenditures of the current period. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, which are recorded when paid.



## Financial and Budgetary Policies (Continued)

Proprietary fund types are accounted for using the accrual basis of accounting wherein revenues, unbilled or billed, are recognized in the accounting period in which they are earned, and expenses are recognized in the period liabilities are incurred. For budgetary purposes, capital projects are appropriated for the estimated cost of the total project. These financial uses of funds are not reflected as expenses in the City's financial statements but are capitalized and depreciated in accordance with generally accepted accounting principles.

### Cost Allocation Plan:

The City prepares a cost allocation plan, to identify the costs associated with providing certain services. These indirect charges, noted as General Fund Administration on the fund schedules, reimburses the General Operating Fund for services such as those provided by the City Manager, Human Resources, City Attorney, Payroll, Purchasing, Accounts Payable and Information Technology. The full cost allocation plan delineates the basis of allocation by department which may include the total operating budget, the number of full-time equivalent positions per department, the number of work requests, square footage occupied, number of items processed, number of applicable devices, etc. The City also prepares a cost allocation plan for the Water Fund similar to the General Fund plan.

### Internal Service Funds:

The City also has six internal service funds that provide service to all major funds within the City and, in turn, charge these funds for the cost of providing services. Revenues received for providing services are noted as interfund service charges in the fund schedules.

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### PURPOSE:

A comprehensive and consistent set of financial and budgetary policies provides a basis for sound financial planning, identifies appropriate directions for service level development, aids budgetary decision making, and serves as an overall framework to guide financial management and operations of the City of Mountain View (City).

This document incorporates existing adopted and informal policies. The formal adoption of financial policies allows for the consistent management of the City's financial resources and avoids the possibility of inconsistent or conflicting policies. These policies will establish criteria to evaluate the City's financial condition and to create a sound financial base for City operations.

A city's adoption of financial policies also promotes public confidence and increases the city's credibility in the eyes of bond rating agencies and potential investors. Such policies also provide the resources to react to potential financial emergencies in a prudent manner.

While these City Council-adopted policies will be amended periodically, the adoption of these policies will bring increased consistency to the management of the City's financial resources while establishing criteria and fiscal goals.

Policies presented here address the following topics:

1. Budget Policies
2. Revenue Policies
3. Expenditure Policies
4. Reserve Policies
5. Capital Improvement Policies
6. Cash Management and Investment Policies
7. Accounting Policies

## CITY COUNCIL POLICY

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8. Debt Management Policies

9. Risk Management Policies

### POLICY:

#### 1. Budget Policies

- a. The adopted budget shall serve as the annual financial plan for the City. This financial plan shall include the goals and objectives set by the City Council and the level of services determined by the City Council.
- b. A structurally balanced General Operating Fund budget will be adopted annually, whereby recurring operating expenditures shall not exceed recurring operating revenues.
- c. A midyear budget status report will be presented to the City Council annually.
- d. A budget Study Session will be held annually to review the "Narrative Budget" prior to the submittal of the proposed operating budget to the City Council.
- e. The proposed budget shall be prepared by City staff and submitted to the City Council prior to the budget hearing each fiscal year.
- f. The City Council shall adopt an annual operating budget before the first of July of each fiscal year.
- g. The Finance and Administrative Services Director shall have authority to make minor corrections in compiling the adopted budget.
- h. The City Manager or his/her designee shall have discretion for budget adjustments within a fund and within a department's operating budget.

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- i. All budget adjustments between funds or departments shall be submitted to the City Council for approval.
- j. Performance and workload measures which reflect the effectiveness, efficiency, or workload of departmental operations will be included in the annual budget. The budget should include comparisons of actual performance to a target goal.

### 2. Revenue Policies

- a. The development and maintenance of diversified and reliable revenue streams will be the primary revenue policy of the City. The City will focus its efforts to optimize existing revenue sources while periodically reviewing potential new revenue sources.
- b. Revenues for the General Operating Fund will be forecast for the upcoming budget year and the four subsequent fiscal years.
- c. Revenues will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information, and other relevant information.
- d. Sources of revenues will be evaluated periodically to determine their applicability and relevance to City needs.
- e. Fees and charges for services will be evaluated and, if necessary, adjusted annually. The City's objective in setting fees and charges for services is to achieve a reasonable level of cost recovery for services that are not provided to, or do not benefit, the community as a whole.
- f. Periodic reviews or audits of significant revenue sources will be conducted to determine the accuracy of amounts paid and to monitor developments in the City's revenue base.

## CITY COUNCIL POLICY

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### 3. Expenditure Policies

- a. City services and operations will be provided in an efficient manner with the objective of delivering the highest level of service possible at the lowest level of expenditure.
- b. Expenditures for the General Operating Fund will be forecast for the upcoming budget year and the four subsequent fiscal years.
- c. Expenditures will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information, and other relevant information.
- d. A good internal control structure assuring that only properly authorized expenditures are made will be maintained.
- e. Expenditures will be controlled at the fund and department level and will not exceed appropriations without City Council authorization. Appropriations lapse at the end of the fiscal year to the extent that they have not been expended or encumbered.
- f. Obligations of the City will be recognized when incurred. Encumbrances will be used for outstanding commitments. Encumbrances outstanding at year end will be carried over to the next fiscal year and are automatically reappropriated for inclusion in the next fiscal year's budget.

### 4. Reserve Policies

The following is a list of reserves currently in place at the time these policies were adopted. City Council has the authority to add or remove reserves as needed at their discretion. Some reserves are only needed for a short period of time. This list will be updated each time the policies are updated. Reserves that affect the financial stability and credit worthiness of the City, such as the General Fund Reserve, will be maintained to the degree financial stability and credit worthiness are unaffected to the greatest extent possible.

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- a. The General Fund Reserve, to be funded at a level between 20.0 percent to 25.0 percent of General Operating Fund budgeted expenditures, net of budget savings, shall be used: (1) for City Council-approved expenditures not appropriated during the annual budget process; (2) to cover unanticipated revenue shortfalls; (3) in situations of extreme physical or financial emergency (with the approval of the City Council); (4) to generate ongoing investment earnings; and (5) as a funding source for interfund loans and other loans or advances from the General Fund as approved by City Council. Such loans and advances should accrue interest earnings for the General Operating Fund and include principal repayment to the extent possible.
- b. The General Fund Budget Contingency Reserve shall be used to provide one-time financial resources during uncertain economic conditions. This reserve may be used for such things as the transitioning of positions to be eliminated, the phasing out of certain expenditures, smoothing of employee benefit changes, or anticipated or unanticipated revenue declines, as approved by City Council.
- c. The General Fund Earned Lease Revenue Reserve shall be used to accumulate the rent from the ground lease of a portion of the City's Charleston East property to Google Inc. (Google). Google prepaid \$30.0 million as rent for the initial approximately 52-year lease term. The intent is for this reserve to accumulate the rent, as it is earned, so that the \$30.0 million principal balance will be available at the end of the initial lease term.
- d. The General Fund Transportation Reserve shall be used for the purpose of major priority transportation projects to mitigate traffic congestion, improve infrastructure, and meet the needs of the City, as authorized by the City Council.
- e. The General Fund Capital Improvement Reserve, to be funded with a goal of a minimum balance of \$5,000,000, shall be used for the funding of unanticipated priority capital improvement projects authorized by the City Council. To the extent possible, General Operating Fund carryovers remaining from the end of the fiscal year, not designated for other reserve purposes, may be applied to this Reserve.

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- f. The General Fund Open Space Acquisition Reserve shall be used for the purpose of acquiring open space to meet the needs of the City and as authorized by the City Council. Proceeds from excess City-owned properties shall fund this Reserve as directed by City Council.
- g. The General Fund Strategic Property Acquisition Reserve shall be used for the purpose of setting aside specific funds for the City to use for the acquisition of strategic property(ies).
- h. The General Fund Property Management Reserve shall be used to provide a source of funds for obligations which could arise from the City's leasing of property, including legal services, certain responsibilities identified in land leases, environmental testing, or other costs normally incurred by a lessor.
- i. The Graham Site Maintenance Reserve shall be used to fund the maintenance obligations, per the agreement with the school district, of the Graham Sports Complex, including the playing field at Graham Middle School beneath which the City has a reservoir.
- j. The Compensated Absences Reserve shall fund the disbursements of terminated or retired employees for accrued vacation and sick leave or other accrued leave as applicable. This Reserve shall be funded at a minimum of 80.0 percent of the accrued liabilities of the City for compensated absences such as vacation and vested sick leave.
- k. The Equipment Replacement Reserve shall be maintained to fund the replacement of capital equipment. The financial objectives of this fund is to permit the budgeting of level annual amounts for capital equipment replacement while utilizing this fund's reserves to absorb the cash flow variations caused by the timing of asset replacements. Major categories of capital assets (e.g., vehicles, information technology equipment, Police and Fire radios, CAD/RMS system hardware and Communications Center furniture and equipment, etc.) are included in this Reserve. Appropriations for this fund will be requested in the annual budget. It is policy direction that capital assets not be replaced before the end of their useful life unless justified by operating necessity.

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- l. The Workers' Compensation Self-Insurance Reserve shall be maintained at a level deemed adequate to meet projected liabilities as determined by an actuarial valuation to be conducted at least once every three years. This reserve may also be used for the backfill of public safety positions out on Workers' Compensation up to Two Hundred Thousand Dollars (\$200,000) annually. In addition to projected liabilities, the reserve balance shall include at a minimum the provision for two catastrophic losses at the City's current level of self-insured retention.
- m. The Liability Self-Insurance Reserve shall be maintained at a minimum level of \$2.0 million plus an amount deemed appropriate to cover expected claim settlements for the current fiscal year.
- n. The Unemployment Self-Insurance Reserve will be reviewed annually and maintained at a level adequate to meet estimated unemployment liabilities.
- o. The Employee Benefits Plan (Prescription/Vision) Reserve will be reviewed annually and maintained at a level adequate to meet estimated benefit liabilities.
- p. The Retirees' Health Insurance Program Reserve will be accounted for in accordance with Generally Accepted Accounting Principles (GAAP) which includes a periodic actuarial evaluation of the City's liability and for each fund to contribute, to the extent possible, its Annual Required Contribution (ARC). In addition, to the extent possible, payments toward the Unfunded Actuarial Accrued Liability (UAAL) shall be made. This Reserve may be held with a third-party trustee for the benefit of the retirees.



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- q. The Shoreline Regional Park Community shall maintain reserves as follows:
- (1) General Reserve shall be maintained at 25 percent of operating expenditures.
  - (2) Sea Level Rise Reserve shall be incrementally increased to accumulate approximately \$30 million in funds for projects identified in the Shoreline Sea Level Rise Study.
  - (3) Landfill Reserve shall be incrementally increased to accumulate funds to rebuild the landfill system. The Landfill Master Plan identified a need for a \$12 million reserve to rebuild the landfill system in case of a catastrophic event.
- r. The Water Fund Reserve shall be maintained as follows:
- (1) Minimum 10 percent of operating budget for emergencies.
  - (2) Minimum 5 percent of operating budget for contingencies.
  - (3) Goal of 10 percent of operating budget for rate stabilization.
  - (4) Goal for capital improvements which averages the amount budgeted for annual maintenance capital improvement projects over the prior three to five fiscal years.
- The purpose of the rate stabilization funds is to buffer any significant changes in revenues or expenses. Use of the rate stabilization funds is allowed to gradually or incrementally change rates in any fiscal year to lessen the impact of an otherwise significant rate change. The funds are to be adjusted in following fiscal years to meet the 10 percent guideline.
- s. The Wastewater Fund Reserve shall be maintained as follows:
- (1) Minimum 10 percent of operating budget for emergencies.
  - (2) Minimum 5 percent of operating budget for contingencies.

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- (3) Goal of 10 percent of operating budget for rate stabilization.
- (4) Goal for capital improvements which averages the amount budgeted for annual maintenance capital improvement projects over the prior three to five fiscal years.

The purpose of the rate stabilization funds is to buffer any significant changes in revenues or expenses. Use of the rate stabilization funds is allowed to gradually or incrementally change rates in any fiscal year to lessen the impact of an otherwise significant rate change. The funds are to be adjusted in following fiscal years to meet the 10 percent guideline.

t. The Solid Waste Fund Reserve shall be maintained as follows:

- (1) Minimum 10 percent of operating budget for emergencies.
- (2) Minimum 5 percent of operating budget for contingencies.
- (3) Goal of 10 percent of operating budget for rate stabilization.
- (4) Required Financial Assurance Mechanisms (FAMs) if applicable.

The purpose of the rate stabilization funds is to buffer any significant changes in revenues or expenses. Use of the rate stabilization funds is allowed to gradually or incrementally change rates in any fiscal year to lessen the impact of an otherwise significant rate change. The funds are to be adjusted in following fiscal years to meet the 10 percent guideline.

### 5. Capital Improvement Policies

- a. A five-year comprehensive Capital Improvement Program (CIP), identifying proposed major construction projects, capital equipment outlays, land acquisition, and other capital improvement expenditures, and providing an analysis of the estimated funding available and necessary to fund these projects, shall be prepared biennially and presented to the City Council for

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- approval. In the years when a five-year CIP is not prepared, capital projects for a single year will be presented to City Council for approval.
- b. The CIP shall identify all proposed projects to be initiated during the five-year period.
  - c. The first year of the CIP and single-year capital projects shall be appropriated with the annual budget. The appropriations for each project are ongoing until project completion, project cancellation, or amendment.
  - d. The first year of the CIP and single-year capital projects shall only include those projects which can reasonably be accomplished or substantially started within the fiscal year.
  - e. Recurring annual projects shall be closed out at the end of the fiscal year or as soon as all related expenditures have been paid.
  - f. Capital projects will be reviewed on an annual basis for amendments or potential closure/cancellation.
  - g. A list of unscheduled projects (projects not included in the five-year period) will be identified in the CIP as an indication of potential future projects.
  - h. Future potential ongoing operating costs associated with a project will be identified with the project in the CIP.
6. Cash Management and Investment Policies
- a. The City will follow modern cash management practices that require active revenue oversight, prompt collection, deposit, and investment of all funds and cash flow management which maximizes the amount of invested cash balanced with the timely payment of obligations.

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- b. The City will invest all funds in accordance with the City Council Investment Policy B-2 (Investment Policy) based on the following criteria:
  - (1) Safety of investment.
  - (2) Maintenance of sufficient liquidity to meet cash flow needs.
  - (3) Attainment of a market rate of return consistent with the requirements of the Investment Policy.
- c. The City shall conduct all of its investment activities in accordance with the California Government Code Section 53600 and the Investment Policy.
- d. The Investment Policy shall be updated as necessary and approved by the City Council.
- e. A complete report on the City's investment portfolio shall be presented to the City Council on a regular basis.
- f. A cash flow analysis shall be prepared on a monthly basis in order to estimate the amount of funds available for investment.

### 7. Accounting Policies

- a. A financial accounting system adequate to provide management information and meet reporting requirements shall be maintained.
- b. A system of effective internal controls will be maintained that assures only properly authorized expenditures, recordings of financial transactions, and accounting entries are executed.
- c. Financial reports shall be prepared and presented to the City Council on a regular basis.
- d. The City's financial records will be audited annually by an independent accounting firm as required by the City Charter.

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- e. A Comprehensive Annual Financial Report (CAFR) shall be prepared each year within six months of the close of the previous fiscal year. The CAFR will be presented to the City Council in a Study Session in accordance with Council Policy B-6.
- f. The CAFR shall be prepared in accordance with generally accepted accounting principles applicable to local governments.
- g. The “Management Letter” presented by the City’s independent accounting firm will be presented, with City staff’s comments if applicable, to the City Council.

### 8. Debt Management Policies

These Debt Management Policies are the debt management policies for the City of Mountain View, Mountain View Shoreline Regional Park Community, City of Mountain View Capital Improvement Financing Authority, and any other entity for which the City Council acts as legislative body, and the term “City” shall refer to each of such entities.

When used in these Debt Management Policies, “debt” refers to all forms of indebtedness and financing lease obligations.

These Debt Management Policies are intended to comply with California Government Code Section 8855 (i).

- a. Long-term borrowing will be restricted to the funding of capital improvement projects and equipment. The use of long-term borrowing for ongoing operations shall be avoided.
- b. Short-term debt may be issued to provide financing for the City’s operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.
- c. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public

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- purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.
- d. The term of the debt shall not exceed the expected useful life of the capital improvement project or equipment.
  - e. Debt obligations will be met in a timely and efficient manner.
  - f. The City will comply with all debt covenants.
  - g. Good communications with bond rating agencies about its financial condition will be maintained.
  - h. The City will not exceed its legal debt margin limit of 15 percent of assessed value of property within the City limits.
  - i. Refunding techniques will be used where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in an amount sufficient to justify the costs of the refunding/reissuance.
  - j. The City will comply with the postissuance policies and procedures specified in the tax certificate for any tax-exempt debt.
  - k. Types of Debt: The following types of debt are allowable under these Debt Management Policies:
    - General obligation bonds
    - Bond or grant anticipation notes
    - Lease revenue bonds, certificates of participation, and lease-purchase transactions
    - Other revenue bonds and certificates of participation

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- Tax and revenue anticipation notes
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- Tax increment financing to the extent permitted under State law
- Conduit financings, such as financings for affordable rental housing and qualified 501(c)(3) organizations

The City may, from time to time, find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of these Debt Management Policies.

Debt shall be issued as fixed-rate debt unless the City makes a specific determination that a variable rate issue would be beneficial to the City in a specific circumstance.

### 1. Relationship of Debt to Capital Improvement Program and Budget

The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

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m. Policy Goals Related to Planning Goals and Objectives

The City intends to issue debt for the purposes stated in these Debt Management Policies, General Plan, Precise Plans, and other planning policy documents and to implement policy decisions incorporated in the City's Capital Improvement Program and annual operating budget.

n. Internal Control Procedures

It is the policy of the City to ensure that proceeds of debt are spent only on lawful and intended uses. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the Finance and Administrative Services Director. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Finance and Administrative Services Director shall retain records of all expenditures of proceeds. The Finance and Administrative Services Director shall retain records of expenditures for the period ending on the later of: (a) the final payment of the debt; and (b) the period specified in the tax certificate for tax-exempt debt.

o. Disclosure Policies and Procedures

(1) These Disclosure Policies and Procedures are intended to ensure that the City is in compliance with all applicable Federal and State securities laws.

(2) Review of Official Statements.

(a) The Finance and Administrative Services Director of the City shall review any Official Statement prepared in connection with any debt issuance by the City in order to ensure that there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the City.

(b) In connection with its review of the Official Statement, the Finance and Administrative Services Director shall consult with third



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parties, including outside professionals assisting the City, and all members of City staff, to the extent that the Finance and Administrative Services Director concludes they should be consulted so that the Official Statement will include all “material” information (as defined for purposes of Federal securities law).

- (c) As part of the review process, the Finance and Administrative Services Director shall submit all Official Statements to the City Council for approval. The cover letter used by the Finance and Administrative Services Director to submit the Official Statements shall briefly summarize the responsibilities of the City Council under Federal securities laws and identify the key sections of the Official Statement.
  - (d) The approval of an Official Statement by the City Council shall be placed on the agenda as a new business matter and shall not be approved as a consent item. The City Council shall undertake such review as deemed necessary by the City Council, following consultation with the Finance and Administrative Services Director, to fulfill the City Council’s responsibilities under applicable Federal and State securities laws. In this regard, the Finance and Administrative Services Director shall consult with the City’s Disclosure Counsel to the extent the Finance and Administrative Services Director considers appropriate.
- (3) Continuing Disclosure.
- (a) Under the continuing disclosure undertakings that the City has entered into in connection with its debt offerings, the City is required each year to file annual reports with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the City’s audited financial statements.

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- (b) The City is also required under its continuing disclosure undertakings to file notices of certain events with EMMA.
  - (c) The Finance and Administrative Services Director is responsible for establishing a system (which may involve the retention or one or more consultants) by which:
    - 1.) The City will make the annual filings required by its continuing disclosure undertakings on a complete and timely basis; and
    - 2.) The City will file notices of enumerated events on a timely basis.
- (4) Whenever the City makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the City is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.
- (5) Training.
  - (a) The Finance and Administrative Services Director shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities.
  - (b) The Finance and Administrative Services Director shall arrange for disclosure training sessions conducted by the City's Disclosure Counsel. Such training sessions shall include education on these Disclosure Policies and Procedures, the City's disclosure obligations under applicable Federal and State securities laws, and the disclosure responsibilities and potential liabilities of members of the City's staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

## CITY COUNCIL POLICY

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SUBJECT: FINANCIAL AND BUDGETARY POLICY

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NO.: A-11

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### 9. Risk Management Policies

- a. The City will maintain an appropriate level of funding or insurance coverage for exposure to risks of financial loss through self-insurance, partial self-insurance, commercial insurance, or pooled insurance with other agencies, whichever form is the most cost-effective in the long term. If self-insuring, stop loss insurance or pooled insurance should be acquired in order to minimize the amount of self-insured retention, or financial responsibility, at the lowest level that is cost effective. The form of insurance employed for different risks shall be periodically evaluated.
- b. City property shall be appropriately insured or self-insured to cover the City's losses through theft, destruction, fire, and other insurable perils.
- c. All liability-type losses and claims that occur with predictable frequency and which will not have a significant adverse impact on the City's financial position shall be self-insured to an appropriate level.
- d. An annual analysis shall be made of all insurance and self-insurance to monitor and compare costs.
- e. The City shall be self-insured for unemployment benefits.
- f. Workers' Compensation shall be insured or self-insured to an appropriate level and the program carried out according to State laws with the intent to care for the injured and preclude abuse to the extent allowable by law.

Revised: June 12, 2018 Resolution No.18220

Revised: June 13, 2017, Resolution No. 18147

Revised: March 27, 2007, Resolution No. 17191

Effective Date: December 13, 1976, Resolution No. 11280

PJK/CNL POL  
A11-546CP

**SHORELINE  
REGIONAL PARK  
COMMUNITY**

## Shoreline Regional Park Community

The Shoreline Regional Park Community (Shoreline Community) was created by legislation in 1969, known as the Shoreline Regional Park Community Act (Act), for the development and support of the Shoreline Regional Park (Shoreline Park) and to economically and environmentally enhance the surrounding North Bayshore Area. In accordance with the Act, all tax revenues received by the Shoreline Community are deposited into a special fund and used to pay the principal of and interest on loans, advances, and other indebtedness of the Shoreline Community. The Act prescribes the powers of the Shoreline Community, including the construction and replacement of the infrastructure needed to serve the Shoreline Community such as streets, curbs, gutters, parking lots, sidewalks, water and sewer services, lighting, waste disposal, power and communications, housing, and levees as well as operations and maintenance of Shoreline Park.

The Shoreline Community is a separate legal entity with its own budget and financial statements but is considered a blended component unit of the City, and financial activities are reported with the City's financial documents. A separate budget for the Shoreline Community is adopted by the Board of the Shoreline Community.

The primary source of revenues for the Shoreline Community is property taxes, which include the revenue generated from the Shoreline Community's 1.0 percent levy assessed on the incremental taxable value of real and personal property located within the Shoreline Community. The assessed value of secured real property that does not experience a change in ownership or is not subject to new construction is adjusted annually at a rate not to exceed the California Consumer Price Index (CCPI) or 2.0 percent, whichever is lower. However, if a property changes ownership, it is reassessed at the current market value and new construction is initially valued at the cost of the construction. Unsecured tax on personal property, such as computers and other equipment, is assessed on the value of the property as reported annually to the County by the owning business.

For Fiscal Year 2020-21, operating revenues are proposed at \$48.8 million, \$1.8 million lower than the Fiscal Year 2019-20 Adopted. This is primarily due an appraisal of two large commercial properties that were valued significantly below the \$1.0 billion purchase price because it was not an open-market transaction. Staff assumed the July 1, 2019 tax roll used for the Fiscal Year 2019-20 Adopted would reflect the \$1.0 billion property purchase; however, the property was valued at \$830 million, a difference of \$1.7 million in property taxes. Operating expenditures are proposed at \$32.7 million, \$1.1 million higher than Fiscal Year 2019-20 Adopted, primarily due to payments to the school districts increasing by \$1.0 million. Ongoing changes of \$31,700 are proposed as well as

limited-period expenditures of \$221,300. In addition, there is a \$50,000 transfer to the Compensated Absences Reserve and capital projects of \$4.2 million.

The General Reserve, based on 25.0 percent of expenditures (similar to other reserves) net of intergovernmental payments, is \$5.3 million; the Landfill Reserve is increasing from \$8.0 million to \$9.0 million (incrementally increased in case of a catastrophic event); the Sea Level Rise Reserve is increasing \$3.0 million (as part of a plan to fund \$3.0 million annually for 10 years); the Development Impact Fee Reserve is estimated at \$2.5 million; and the reserve for bond proceeds is estimated at \$1.7 million. The remaining balance available is projected to be \$18.2 million.

As of June 30, 2020, the Shoreline Community is anticipated to have the following debt obligations outstanding (dollars in thousands):

The 2011 Revenue Bonds were issued to refund the 1996 Tax Allocation Bonds (TABs) (which were originally issued to fund the acquisition of certain land from the City and to fund road, water, sewer, and other public improvements) and to fund the construction of Fire Station No. 5, Permanente Creek Trail improvements, and the Athletic Field projects. These bonds were awarded an A underlying credit rating by Standard & Poor's (S&P) and was upgraded to an A+ in 2018.

The 2018 Revenue Bonds were issued to finance the costs of acquiring and constructing certain public improvements to Shoreline Boulevard and Plymouth Street, including a bicycle/pedestrian overcrossing of U.S. 101, a freeway off-ramp realignment at Shoreline Boulevard, a Shoreline Boulevard reversible bus lane, Plymouth Street construction and Shoreline Boulevard bus lane extension, Shoreline Sailing Lake improvements, and Police/Fire training and classroom facility. These bonds were awarded an A+ underlying credit rating by S&P in 2018.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2020</u>
2011 Revenue Refunding Bonds	2040	2.0% - 5.75%	\$39,030	\$25,865
2018 Revenue Bonds	2048	3.36% - 5.0%	\$63,800	\$63,800

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# SHORELINE REGIONAL PARK COMMUNITY FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2018-19</u>	Adopted Budget <u>2019-20</u>	Estimated <u>2019-20</u>	Proposed Budget <u>2020-21</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 40,219,209	48,154,300	46,550,200	46,648,400
Investment Earnings	1,840,351	1,986,700	1,995,800	1,723,400
Invest Earn on Dev Imp Fees	482,293	0	515,300	0
Rents & Leases	402,634	368,000	359,000	359,000
Development Impact Fees	0	0	1,459,100	0
Other Revenues	246,159	110,000	225,700	89,000
Capital Projects Refunds	1,233,861	0	0	0
Bond Proceeds and Interest	70,430,077	0	1,519,500	0
Total	<u>114,854,584</u>	<u>50,619,000</u>	<u>52,624,600</u>	<u>48,819,800</u>
Expenditures and Uses of Funds:				
Operations	6,064,157	6,586,688	5,515,003	6,693,004
Intergovernmental Payments	10,245,895	10,669,000	10,373,500	11,522,000
Capital Projects	13,035,700	14,771,000	14,771,000	4,152,000
Capital Projects from Fees	6,400,000	3,848,000	3,848,000	0
Capital Projects from Bond Proceeds	0	69,280,000	69,280,000	0
General Fund Administration	7,647,300	7,723,700	7,723,700	7,801,000
Water Fund Administration	63,200	63,800	63,800	64,400
2011 Revenue Bonds	6,926,301	3,343,582	3,261,121	3,341,707
2014 Bank Loan	1,620,258	0	0	0
2018 Revenue Bonds	369,417	3,078,950	3,068,230	3,078,950
Self Insurance	47,620	61,430	61,430	73,670
Retirees' Health Unfunded Liability	195,000	500,000	500,000	0
Transfer to Comp Absences Res	42,000	70,000	70,000	50,000
Transfer to Equip Replace Res	119,268	103,078	103,078	120,267
Total	<u>52,776,116</u>	<u>120,099,228</u>	<u>118,638,862</u>	<u>36,896,998</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	62,078,468	(69,480,228)	(66,014,262)	11,922,802
Beginning Balance, July 1	37,680,168	99,758,636	99,758,636	33,744,374
Reserve	(5,200,000)	(5,300,000)	(5,300,000)	(5,300,000)
Reserve for Bond Proceeds	(69,494,028)	(214,028)	(1,733,528)	(1,733,528)
Reserve for Landfill	(7,000,000)	(8,000,000)	(8,000,000)	(9,000,000)
Reserve for Sea Level Rise	(3,000,000)	(6,000,000)	(6,000,000)	(9,000,000)
Reserve for Dev Impact Fees	(4,330,127)	(482,127)	(2,456,527)	(2,456,527)
Ending Balance, June 30	<u>\$ 10,734,481</u>	<u>10,282,253</u>	<u>10,254,319</u>	<u>18,177,121</u>

The State legislature created the Shoreline Regional Park Community (Shoreline Community). Tax increment derived on the difference between the frozen base year value and the current fiscal year assessed value and other revenues generated from the activities of the Shoreline Community are to be utilized to develop and support the Shoreline Community and surrounding North Bayshore Area. Reserves are for general purposes, a catastrophic landfill event funding sea level rise infrastructure improvements, and tracking of development impact fees.

Assessed values are as follows (in thousands):

		<u>Total Assessed Value</u>	<u>Frozen Base</u>	<u>Tax Increment Value</u>
Actual	2017-18	\$4,012,187	\$33,888	3,978,299
Actual	2018-19	\$3,911,328	\$33,888	3,877,440
Actual	2019-20	\$4,221,032	\$33,888	4,187,143
Proposed	2020-21	\$4,543,785	\$33,888	4,509,897

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# **GLOSSARY/ ACRONYMS AND INDEX**

## Glossary/Acronyms

**Accounting System**—The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

**Accrual Basis of Accounting**—A method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.

**Actual/Audited Actual**—The amount of expenditures or revenues, as verified by the auditors, or positions for the fiscal year.

**Actuarial Accrued Liability (AAL)**—The amount calculated by an actuary related to an incurred liability.

**Actuarially Determined Contribution (ADC)**—Equal to the sum of the Normal Cost (NC) and Amortization of the Unfunded Actuarial Accrued Liability (UAAL). Used when discussing the California Public Employees Retirement System (CalPERS) and Retirees' Health Insurance Program. Developed on the same basis as the Annual Required Contribution (ARC) previously developed under GASB Statement No. 45.

**ADA**—Americans with Disabilities Act.

**Adjusted**—Adopted plus/minus any encumbrance carryovers, donations, grants, and midyear Council action.

**Adopted**—Formal action is taken by the City Council to set a plan, action or strategy, etc. for the fiscal year.

**Annual Budget**—The total budget for a given fiscal year as approved by City Council.

**Appropriation**—A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

**Assessed Value (AV)**—A value established by the County Assessor which approximates fair-market value of real or personal property or fair-market value at the time of sale, change in ownership or completion of construction adjusted by the annual California Consumer Price Index not to exceed 2.0 percent annually. By State law, 100 percent of the property value is used for determining the basis for levying property taxes.

**Bonds**—A legal promise to pay a sum of money on a specific date at a specified interest rate.

## **Glossary/Acronyms (Continued)**

**Budget**—A financial plan identifying projected revenues, planned expenditures and levels of service.

**Budget Adjustment**—Any lawful change after the formal adoption of the budget.

**CalPERS**—California Public Employees Retirement System.

**Capital Improvement Program or Project (CIP)**—Capital projects such as City buildings, General Plan update, park renovations, etc. These projects are usually multi-year and, thus, extend beyond the annual budget. The CIPs are supported by a five-year expenditure plan detailing funding sources and expenditure amounts.

**Capital Outlay (also referred to as Capital Equipment)**—Expenditures that result in the acquisition of assets with an estimated useful life of two or more years and a unit cost of \$5,000 or more (account classification 56100s).

**Capital Projects Fund**—Used to account for financial resources for the construction or acquisition of major capital facilities (other than those financed by Enterprise Funds). For the annual budget, only the Capital Project Funds that have annual budgets are included.

**Carryover Balance**—The difference between actual General Operating Fund (GOF) revenues received and actual GOF expenditures (operating balance), plus any other GOF one-time revenues or expenditure savings in a given fiscal year.

**CCPI**—California Consumer Price Index

**CERBT**—California Employers' Retiree Benefit Trust.

**Certificates of Participation (COPs)**—Provides a long-term financing mechanism through a financing lease agreement.

**COLA**—Cost-of-living adjustment.

**Community Development Block Grant (CDBG)**—A grant received by the Department of Housing and Urban Development (HUD).

**Community Stabilization and Fair Rent Act (CSFRA)**—On November 8, 2017 voters adopted Measure V, or CSFRA, to stabilize rents and provide just cause eviction protections for certain rental units in Mountain View.

## **Glossary/Acronyms (Continued)**

**Component Units**—Legally separate entities for which the elected officials of the primary government are financially accountable.

**Consumer Price Index (CPI)**—A statistical measure of price levels provided by the U.S. Department of Labor signifying the cost-of-living and economic inflation.

**Contingency**—An amount set aside for emergency or unanticipated expenditure and revenue shortfall.

**Cost Recovery Program**—Service provided to a specific group or population where the fee is established to partially or fully offset the expenditures incurred for the program or service.

**Debt Retirement Costs**—Costs associated with the payoff of debt.

**Debt Service**—The payment of principal and interest on borrowed funds such as bonds.

**Debt Service Fund**—Government fund type used to account for the accumulation of resources for and the payment of interest and principal on a debt issue.

**Department**—The highest organizational unit within the City which is responsible for managing divisions or activities within a functional area.

**Depreciation**— The cost of an asset divided by its expected useful life in years.

**Discretionary Expenditure**— An expenditure that is avoidable.

**Division**— An organizational unit within a department that provides a specific service.

**Educational Revenue Augmentation Fund (ERAF)**— The mechanism used by the State to shift local taxes for the State's education funding commitments. This mechanism has been used three different times, thus the terms ERAF I, ERAF II and ERAF III.

**EIR**— Environmental Impact Report.

**Encumbrances**— A legal expenditure obligations of the City established when an agreement for services or goods is entered into. The appropriations for a legal encumbrance does not lapse at the end of the fiscal year.

## Glossary/Acronyms (Continued)

**Ending Balance**— A fund's accumulation of revenues over its expenditures available for appropriation.

**Enterprise Funds**— Used to account for an activity for which a fee (or fees) is charged to external users for goods or services. The City has three Enterprise (or Utility) Funds, Water, Wastewater and Solid Waste Management, that account for the water services, wastewater (sewer) services, and trash and recycling services provided to residents and businesses in the City.

**Estimated Expenditures**— The amount of expenditures expected to be spent in the current fiscal year.

**Estimated Revenue**— The amount of revenue expected to be received in the current fiscal year.

**Expenditures**— The use of financial resources typically spent for goods or services.

**Fiscal Year**— A 12-month period specified for recording financial transactions. The City of Mountain View's fiscal year starts on July 1 and ends on the following June 30.

**Full-Time Equivalent (FTE)**— Part-time and hourly positions expressed as a fraction of full-time positions (2,080 hours per year). Example: 3 positions working 1/2 time equal 1-1/2 FTEs.

**Functions**— Long-term goals of a department which are tied to performance measures.

**Fund**— A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance**— The difference between assets and deferred outflows and liabilities and deferred inflows reported in a governmental fund.

**General Fund**— Accounts for the operations of the City which are not recorded in other funds.

**General Fund Budget Contingency Reserve**— A reserve set aside for uncertain economic conditions to provide for financial flexibility.

## **Glossary/Acronyms (Continued)**

**General Fund Reserve**—The reserve that provides a source of funding for necessary, but unanticipated, expenditures during the fiscal year, unanticipated revenue shortfalls, sources for interfund loans, emergencies and to generate ongoing interest earnings for the General Operating Fund.

**General Fund Reserves**—The combination of all General Fund Reserves.

**General Government**—A grouping of departments that support those which give direct service to the public.

**General Non-Operating Fund**—A "sub" fund of the General Fund which accounts for the limited-period revenues and expenditures of the General Fund.

**General Obligation Bonds**—Are issued to fund public projects and are backed by the full faith and credit of the issuer.

**General Operating Fund (GOF)**—A "sub" fund of the General Fund which accounts for the ongoing annual operations of the City which are not recorded in other funds.

**Goals/Projects/Initiatives**—A set of criteria to be achieved within a certain time period.

**Governmental Funds**—Funds generally used to account for tax-supported activities. There are four different types of governmental funds: the General Fund, special revenue funds, debt service funds, and capital projects funds.

**Grant Funds**—Moneys received from another government, such as the State or Federal government, usually restricted to a specific purpose.

**Gross**—Amount prior to any deductions.

**Infrastructure**—A substructure or underlying foundation on which the continuance or growth of a community depends: roads, schools, transportation systems, etc.

**Initiative Process**—A system designed to place lawmaking power in the hands of the people. Allows voters to collect signatures to place a new law or change on the ballot.

**Interdepartmental Charges**—Charges from one department or fund to another department or fund within the governmental entity.

**Interfund Expenditure**—An expenditure reported in one department or fund that is generated by another department or fund within the governmental entity.

## **Glossary/Acronyms (Continued)**

**Interfund Transfers**—Movement of money from one fund to another within the City of Mountain View or component units of the City of Mountain View.

**Intergovernmental Revenue**—Grants, entitlements and cost reimbursements from another Federal, State or local governmental unit.

**Internal Service Fund**—Used to account for any activity that provides goods or services to other funds or departments on a cost reimbursement basis. The City uses Internal Service Funds for fleet maintenance, equipment replacement, Workers' Compensation, unemployment, liability risk exposure, retirees' health and employee benefits.

**Investment Portfolio**—The accumulation of all cash and investments regardless of source or ownership, placed in securities or vehicles for purposes of generating interest income.

**Labor Chargeback**—An account used to credit salaries and benefits when time is charged to a capital improvement project or another fund or department for services provided.

**Limited-Period Expenditure**—An expenditure that is of a one-time or limited duration and not considered ongoing in nature.

**Maintenance and Operations**—Cost of upkeep and running of property or equipment (account classification 55200s).

**Major Fund**—Are funds that have either assets, liabilities, revenues or expenditures/expenses equal to 10 percent of their fund type total and 5 percent of the grand total of governmental and enterprise funds or can be a fund designated by the City.

**Materials and Supplies**—Expenditures for goods used to support operations (account classification 55100s).

**Measurement Focus**—Types of balances (and related changes) reported in a given set of financial statements (e.g., economic resources, current financial resources, assets and liabilities resulting from cash transactions).

**Mission Statement**—A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given time period.

## **Glossary/Acronyms (Continued)**

**Modified Accrual Basis of Accounting**—Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable; and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations which should be recognized when due. (NCGA Statement 1)

**Net**— Amount after consideration of any adjustments.

**Non-Discretionary Expenditure**— Unavoidable expenditure

**Normal Cost (NC)**— Represents the annual cost estimated for pension or retirees' health benefits of the future liability for current employees.

**Objective**— Something aimed at or strived for.

**OneSolution**— The accounting and budgetary system implemented by the City of Mountain View in March 2016.

**Operating Balance**— The balance of ongoing revenues and expenditures before one-time revenues or expenditures such as capital projects.

**Operating Budget**— Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

**Operations**— Includes salaries, benefits, supplies and services, and capital outlay expenditures.

**Other Expenses**— All expenditures not recorded in other major account classifications (account classification 55500s).

**Other Funds**— The reference used for funds other than the General Fund (e.g., Special Revenue, Debt Service, Capital Projects, etc.).

**Overhire Position**— A position created for temporary use above the approved budgeted number of positions. This is used as an overlap when someone is retiring, out on disability, etc.



## **Glossary/Acronyms (Continued)**

**Performance/Workload Measures**—Number or percentage of work category completed or performed. The performance/workload measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

**Personnel Services**—Salaries and benefits paid to City employees (account classification 54100-54300s).

**Position Classification**—Includes job titles, job grades and job families for an overall job level.

**Primary Government** —Any state government or general purpose local government (municipality or county).

**Professional/Technical Services**—Expertise purchased from external sources (account classification 55400s).

**Projected Revenue**—The amount of revenue projected for future fiscal year's budget(s).

**Property Tax Apportionment**—The allotment of direct taxes on the basis of population.

**Proposed Budget**—The initial plan by the City Manager for the fiscal year presented to the City Council before adoption.

**Proposition 4/GANN Initiative Limit**—The City is required, under Article XIII B of the State Constitution, to limit appropriations from proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI and nonresidential construction changes.

**Proprietary Funds**—To account for operations that involve business-like activities. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Rebudget**—Funding for limited-period (one-time), capital outlay or equipment replacement items carried over from the current fiscal year to the next fiscal year with Council approval.

**Recommended Budget**—The preliminary spending plan for the fiscal year presented to the City Council in the Narrative Budget Report.

## **Glossary/Acronyms (Continued)**

**Rental Housing Committee (RHC)**—Established by the Community Stabilization and Fair Rent Act, and consists of five members and one alternate member.

**Reserves**—Used to indicate that resources are not available for appropriation and subsequent spending, but is set aside for future use and is either for a specific purpose or to fund a liability.

**Revenue Enhancements**—Any action that increases current revenue sources or creates new ones.

**Salaries and Benefits**—The set of all City-related operating costs for personnel (e.g., salaries, wages, retirement, health, dental, etc.).

**Section 1103 of City Charter**—Mandates that the City Manager will send a careful estimate, in writing, detailing the amount of expenditures required to ensure the proper conduct of business at all levels the City Manager has control of and an estimate of incomes expected.

**Secured Debt**—Debt guaranteed by the pledge of assets or other collateral.

**Services and Supplies**—The set of all nonpersonnel-related operating costs (e.g., supplies, maintenance, utilities, services, etc.).

**Services to Other Departments**—Includes interdepartmental charges and credits received for work performed for another department or fund (account classification 54100).

**Shoreline Community (SRPC)** — The Shoreline Regional Park Community.

**Significant Changes**—Any increase above the base budget that is discretionary.

**SMaRT® Station**—The copyright protected acronym used for the Sunnyvale Materials and Recovery Transfer Station.

**Special Assessment**—Compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Funds**—Governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted for specified purposes.

## **Glossary/Acronyms (Continued)**

**Structural Deficit**— The deficit that occurs when there is an imbalance between ongoing revenues and ongoing expenditures.

**Structurally Balanced Budget**— Ongoing revenues are greater than or equal to ongoing expenditures.

**TABs**— Tax Allocation Bonds. Bonds issued by a government agency secured by the agency's pledge of tax increment revenues.

**Taxes**— Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**Unfunded Actuarial Accrued Liability (UAAL)**— The portion of the AAL that does not have funds set aside toward this liability. Used in reference to the CalPERS system and Retirees' Health Benefit Program.

**Unsecured Debt**— Obligation not backed by the pledge of specific collateral.

**Utilities**— A public service such as gas, electricity or water. Also used to account for expenditures for services such as gas, electricity, water, trash and recycling collection, etc. (account classification 55300s).

**Utility Funds**— See Enterprise Funds.

**Utility Rolls**— Utility property assessed by the State Board of Equalization.

**Vehicle License Fee (VLF)**— Established in 1953 as a uniform statewide tax, the VLF is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF fund city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the Legislature permanently reduced the VLF tax rate and eliminated state general fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. In 2011 the legislature eliminated all VLF allocations to local agencies in order to fund COP's grant, booking fee subvention and other safety related grants.

**VTA**— Valley Transportation Authority.

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