



# FISCAL YEAR 2018-19 ADOPTED 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 2018-19**

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# City of Mountain View California

## City Officials

### City Council

Mayor – Leonard M. Siegel

Vice Mayor – Lisa Matichak

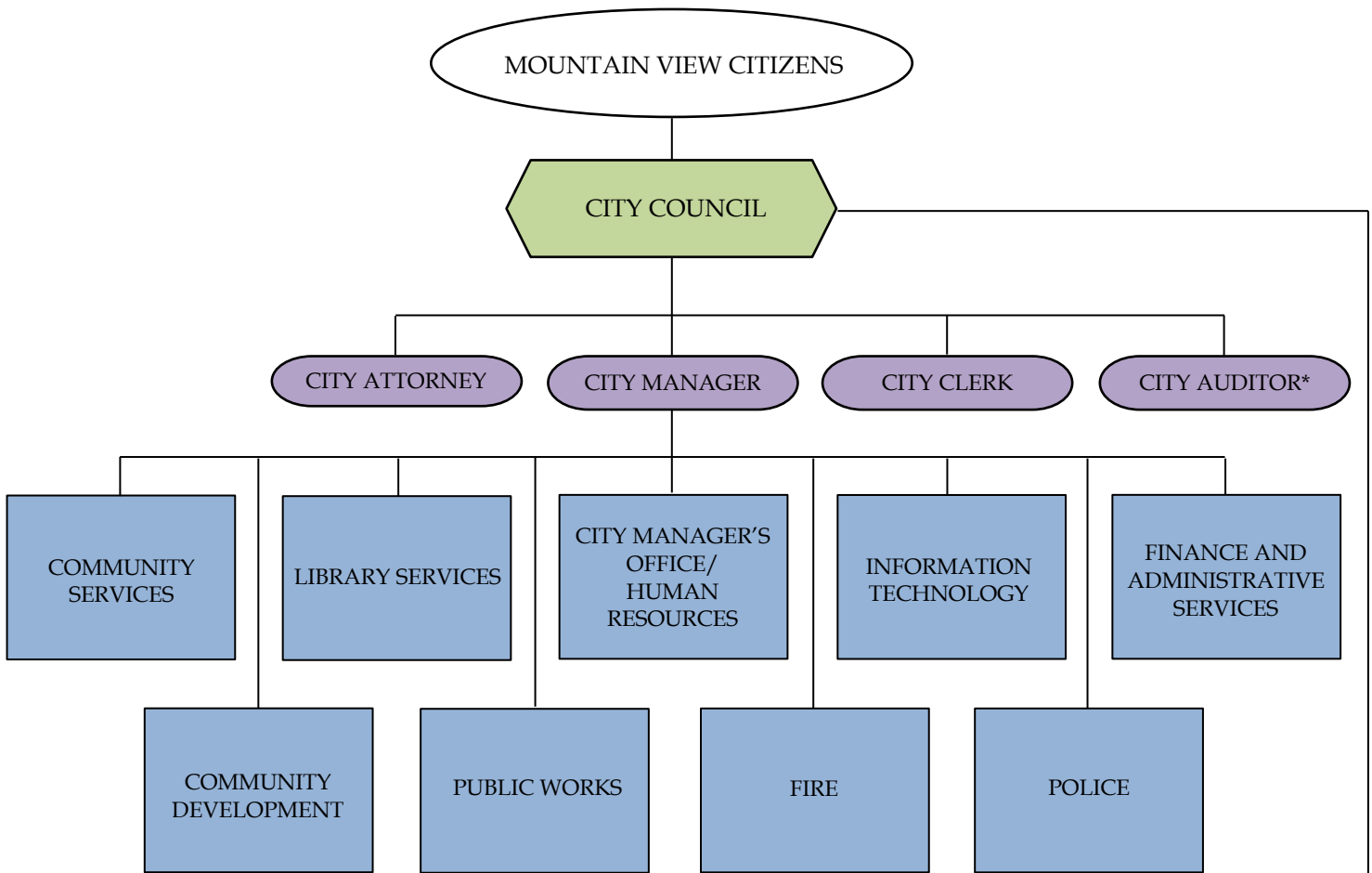
Margaret Abe-Koga  
Christopher R. Clark  
John McAllister  
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Patricia Showalter

### City Staff

City Manager – Daniel H. Rich  
City Attorney – Jannie L. Quinn  
City Clerk – Lisa Natusch  
Assistant City Manager – Audrey Seymour Ramberg  
CIO/Information Technology Director – Roger R. Jensen  
Finance and Administrative Services Director – Patty J. Kong  
Community Development Director – Randal Tsuda  
Public Works Director – Michael A. Fuller  
Community Services Director – J.P. de la Montaigne  
Library Services Director – Tracy Gray  
Fire Chief – Juan Diaz  
Police Chief – Max Bosel

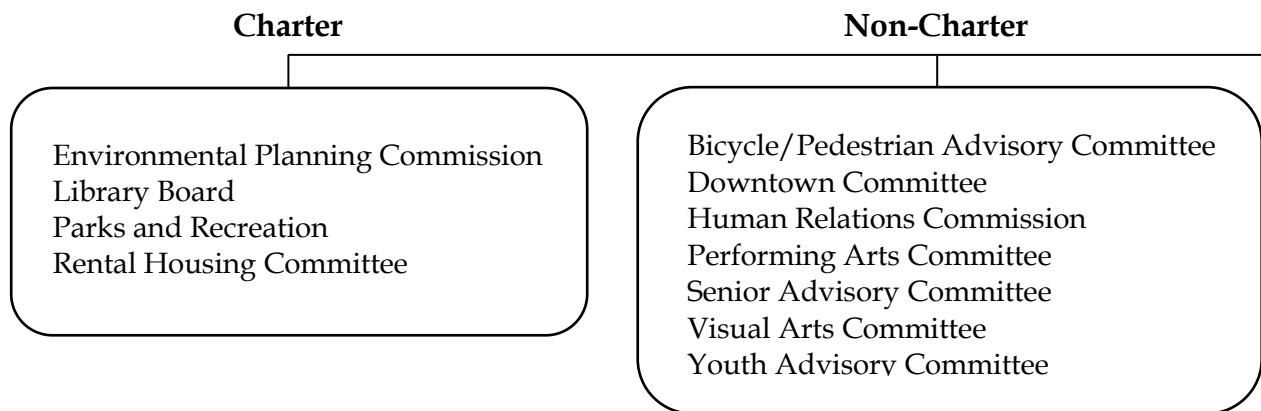


# CITY GOVERNMENT ORGANIZATION



- 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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July 1, 2018

Honorable City Council  
City of Mountain View

FISCAL YEAR 2018-19 ADOPTED OPERATING BUDGET

Honorable Mayor and Members of the City Council:

This letter transmits the Fiscal Year 2018-19 Adopted Operating Budget. The City Council was presented the Narrative Budget at a Study Session held on May 1, 2018 and the Proposed Budget at public hearings on June 12, 2018 and June 19, 2018. The structurally balanced budget was formally adopted after the public hearing on June 19, 2018.

**INTRODUCTION**

The City is benefiting from the continued strong economy resulting in significant property tax growth. The Citywide assessed value (AV) growth for Fiscal Year 2017-18 is 11.1 percent higher than the previous year. This includes growth in property taxes resulting from new development being added to the tax roll, as well as increases in AV from changes in ownership. Property Tax revenues for the City's General Operating Fund (GOF) are 9.1 percent higher (Fiscal Year 2017-18 unaudited) than the Fiscal Year 2017-18 Adopted Budget, and are projected to increase another 7.1 percent in Fiscal Year 2018-19. The other major revenue category projected with a significant increase in Fiscal Year 2018-19 is Use of Money and Property, which includes Investment Earnings, and Rents and Leases. The Federal Reserve has taken recent actions to raise rates and additional rate increases are anticipated to continue during the next fiscal year. Rents and Leases are increasing as a result of the commencement of Ameswell ground lease revenues. Most other revenue sources are remaining stable or with modest changes.

Although the City's revenues are cyclical and reflect the boom and bust of economic cycles, the City has addressed past recessions, balancing the GOF by strategically reducing expenditures, establishing more efficient operating models, and working closely with employee groups to contain employee compensation costs, as well as implementing limited revenue enhancements where appropriate. While the City has added positions back in recent years as the economy has improved, the City continues

to operate with fewer staff than before the recession. In Fiscal Year 2001-02, City employment peaked with 651.25 positions, and in Fiscal Year 2012-13, there was a low of 564.75 positions Citywide. In the GOF, over the periods of retrenchment during this time frame, the City reduced approximately 70.0 positions or over 14.0 percent of its workforce.

The City organization has found methods to improve efficiencies – to do more with less staff – but increasingly heavy workloads place pressure on the organization. To address some of the staffing needs within the City, a total of 29.0 positions, including limited-period positions, were added for all funds in the Fiscal Year 2017-18 Adopted Budget; 4.5 of these were ongoing positions in the GOF. Total Citywide, all funds, the position count was still down 51.5 positions from the peak, supplemented with 19.0 limited-period positions (net deficit of 32.5 positions) at the end of Fiscal Year 2017-18.

Continuing to focus on adding resources where most needed and to the extent the long-term budget will allow, additional positions are added for Fiscal Year 2018-19. A total of 12.5 net positions are ongoing positions, and there are a net of 15.0 new positions. A summary of the positions is as follows:

	<u>GF</u>	<u>Other Funds</u>	<u>Total Positions</u>
New Ongoing Regular	4.50	6.00	10.50
Limited-Period to Regular	1.50	0.50	2.00
Continuing Limited-Period	11.45	4.55	16.00 <sup>1</sup>
New Limited-Period	<u>3.15</u>	<u>1.35</u>	<u>4.50</u>
Total	<u>20.60</u>	<u>12.40</u>	<u>33.00<sup>1</sup></u>

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<sup>1</sup> Does not include 2.0 FTE limited-period positions reimbursed by Google per the agreement that expires June 30, 2018. Staff is currently working on an amendment to extend the agreement.

With the new positions, this would provide for 613.25 ongoing positions and 22.50 limited-period positions (including the two positions reimbursed by Google noted above), or a total of 635.75 positions, still lower than the peak of 651.25 positions. There have been some changes in operations (e.g., adding positions from contracts, such as insourcing IT, or contracting out positions, such as Shoreline Golf Links, etc.), but overall, there are still fewer positions than before, while the working environment has become more complex. The positions recommended are for almost all departments;



however, about half of the resources being added or continued are for Community Development and Public Works, in response to the continued heavy workload.

The City is fortunate to be experiencing strong revenue growth, with economists currently believing the regional fundamentals are strong and not forecasting a downturn in the economy over the next 12 to 18 months, with certain caveats. Historically, post-World War II, recessions have generally occurred between three and nine years with the longest period of expansion lasting 10 years, from 1991 to 2001. It has been approximately nine years since the end of the last recession (June 2009); however, the recovery has been long and slow, and, therefore, it appears this expansion could surpass the expansion of the 1990s. Although it is uncertain when the next economic slowdown will occur, based on history, it is certain there will be another recession sooner or later; therefore, it is assumed there will be a recession during the Forecast period. While staff had previously included a slowdown in Fiscal Year 2018-19, based on more recent economic information, the City's Forecast now assumes that the next recession will occur in Fiscal Year 2020-21 and continue into Fiscal Year 2021-22.

The Fiscal Year 2018-19 Adopted 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;
2. City and Community Information—Includes the community profile and other information about the City;
3. General Operating Fund Forecast—Includes the GOF 10-Year revenue and expenditure forecast;
4. Department Budgets—Includes operating plans for all City departments;
5. Fund Schedules—Includes adopted budgets for all funds;
6. Capital Improvement Projects—Includes the Adopted Capital Improvement Program (CIP) for Fiscal Year 2018-19 (and 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;

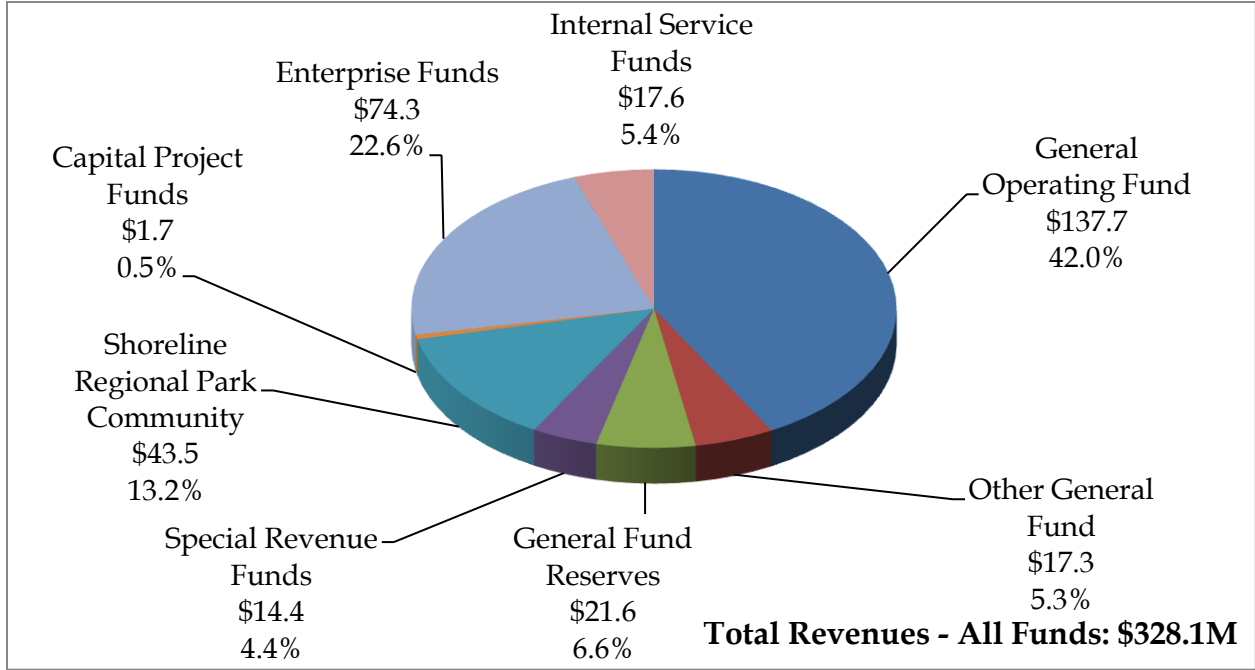
8. Shoreline Regional Park Community – Includes the adopted budget for the Shoreline Regional Park Community; and
9. Glossary and Index – Includes the glossary and index for this document.

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.

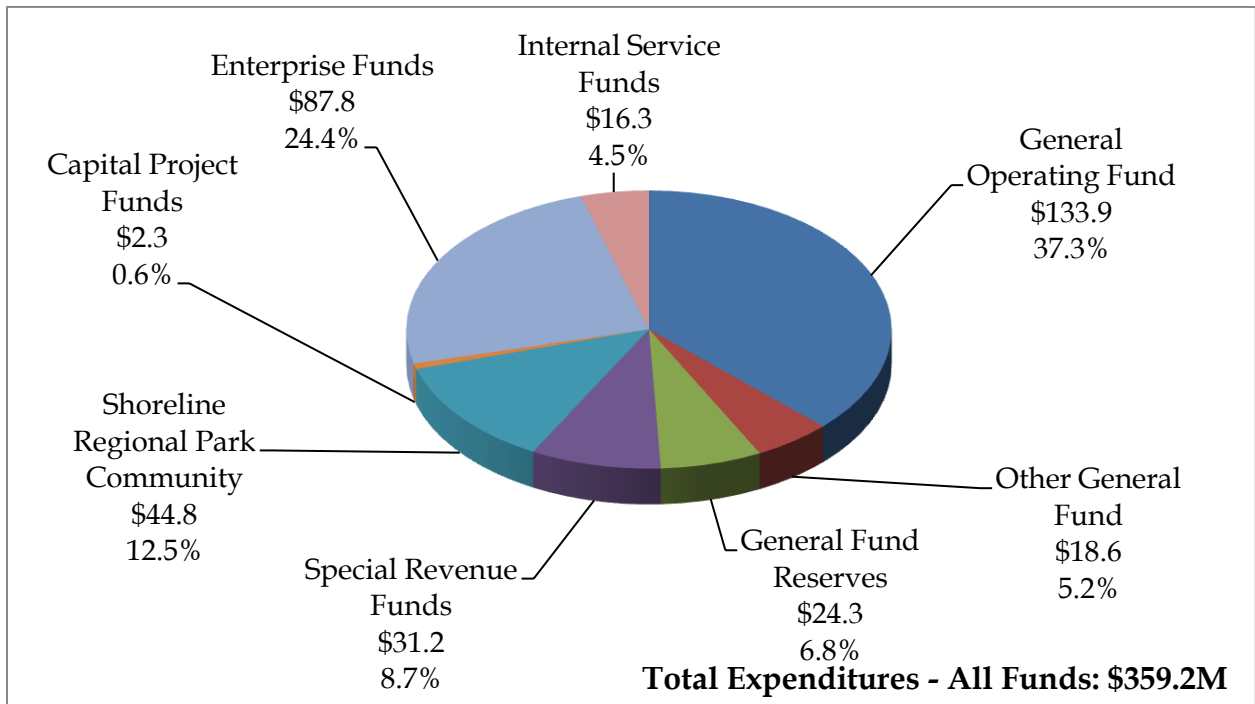
### **FISCAL YEAR 2018-19 BUDGET OVERVIEW**

The total Adopted Budget for Fiscal Year 2018-19 is \$328.1 million in revenues and \$359.2 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 2018-19 Adopted Revenues – All Funds  
 (dollars in millions)**



**Total Fiscal Year 2018-19 Adopted 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 Administration. The City's financial health is shaped in large part by economic forces beyond our control. Revenues fluctuate with the economic climate of Silicon Valley and the Bay Area. During the dot-com boom, City revenues, especially Sales Tax revenue, increased significantly and just as significantly declined with the dot-com bust. During this past recession, 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. By addressing these structural deficits on an ongoing basis, the City was able to position itself for revenue growth with the economic recovery. In addition, the City's sound fiscal practices and budget discipline have allowed the City to maintain its AAA credit rating, a status only a small fraction of other California cities can claim.

Building on this strong financial foundation and with the current continuation of revenue growth, the Adopted GOF budget for Fiscal Year 2018-19 is structurally balanced.

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

Total Revenues	\$137,682
Total Expenditures	(124,939)
Transfer to General Fund Reserve	(1,000)
Transfer to Transportation Reserve	(2,000)
Transfer to Capital Improvement Reserve	(2,000)
CalPERS Contribution	<u>(4,000)</u>
Operating Balance	\$ <u>3,743</u>

The City is in a desirable position to be generating a healthy operating balance, which provides the opportunity to address some infrastructure needs and unfunded liabilities that were unable to be addressed during tough economic times. Revenues are at a level sufficient to fund expenditures with additional funding of \$9.0 million: \$1.0 million for the General Fund Reserve, \$2.0 million to the Transportation Reserve, \$2.0 million to the Capital Improvement Reserve, and a contribution of \$4.0 million to pay down unfunded California Public Employees' Retirement System (CalPERS) liabilities.

Fiscal Year 2018-19 Adopted Operating Budget

July 1, 2018

Page 7

The overall funding 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. Staff recommends lump-sum payments to CalPERS when possible to address this unfunded liability.

	Fiscal Years 2014-15 through 2016-17		Fiscal Year 2017-18		Fiscal Year 2018-19		Fiscal Year 2019-20		Fiscal Year 2020-21		Total	
	PERS	OPEB	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	–	\$2.0 M	–	\$1.0 M	–	\$15.0 M	\$6.0 M
GNOF	\$3.5 M	\$2.5 M	\$6.0 M	\$2.0 M	\$2.0 M	–	–	–	–	–	\$11.5 M	\$4.5 M
Other Funds	\$1.54 M	–	\$2.35 M	–	\$1.59 M	–	\$0.56 M	–	\$0.28 M	–	\$6.32 M	–
Total	\$9.04 M	\$6.5 M	\$12.35 M	\$4.0 M	\$7.59 M	–	\$2.56 M	–	\$1.28 M	–	\$32.82 M	\$10.5 M

For other post-employment benefits (OPEB), or retirees’ health obligation, the City has made great strides toward funding the actuarial accrued liability (AAL), and is 82.8 percent funded (as of June 30, 2018). Previously, all funds other than the GOF had contributed their full share of the unfunded AAL (UAAL). However, certain factors have caused some volatility in calculating the UAAL for each fund, and some funds are no longer fully funded. Staff is working to smooth the effect of these factors in order to avoid large spikes in the amount of funding needed and achieve full funding. To reduce the GOF share of its UAAL, a total of \$10.5 million additional funds have been budgeted and transferred towards this liability since Fiscal Year 2014-15. As this obligation currently has a funding status of over 80.0 percent, there are no additional funds included in the Fiscal Year 2018-19 Adopted Budget towards this liability.

A number of priority transportation projects have been identified, and although the City Council has authorized a general-purpose revenue measure targeted primarily for transportation to be placed on the November ballot, the needs are significant and long-term. Therefore, a new reserve is established with \$4.0 million of initial funding from the City (\$2.0 million from the GOF Fiscal Year 2017-18 carryover and \$2.0 million in the Fiscal Year 2018-19 Adopted Budget).

A summary of the Fiscal Year 2018-19 General Operating Fund Adopted Budget is provided below. Details of the Adopted GOF revenues and expenditures are included on Page 5-4 and in the General Operating Fund Forecast section of this document.

### **General Operating Fund 10-Year Financial Forecast (Forecast)**

Included in this Adopted 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 possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period which is useful to the policy makers' decision-making. The Forecast demonstrates the projected fiscal outlook for the GOF (including the Fiscal Year 2018-19 Adopted Budget).

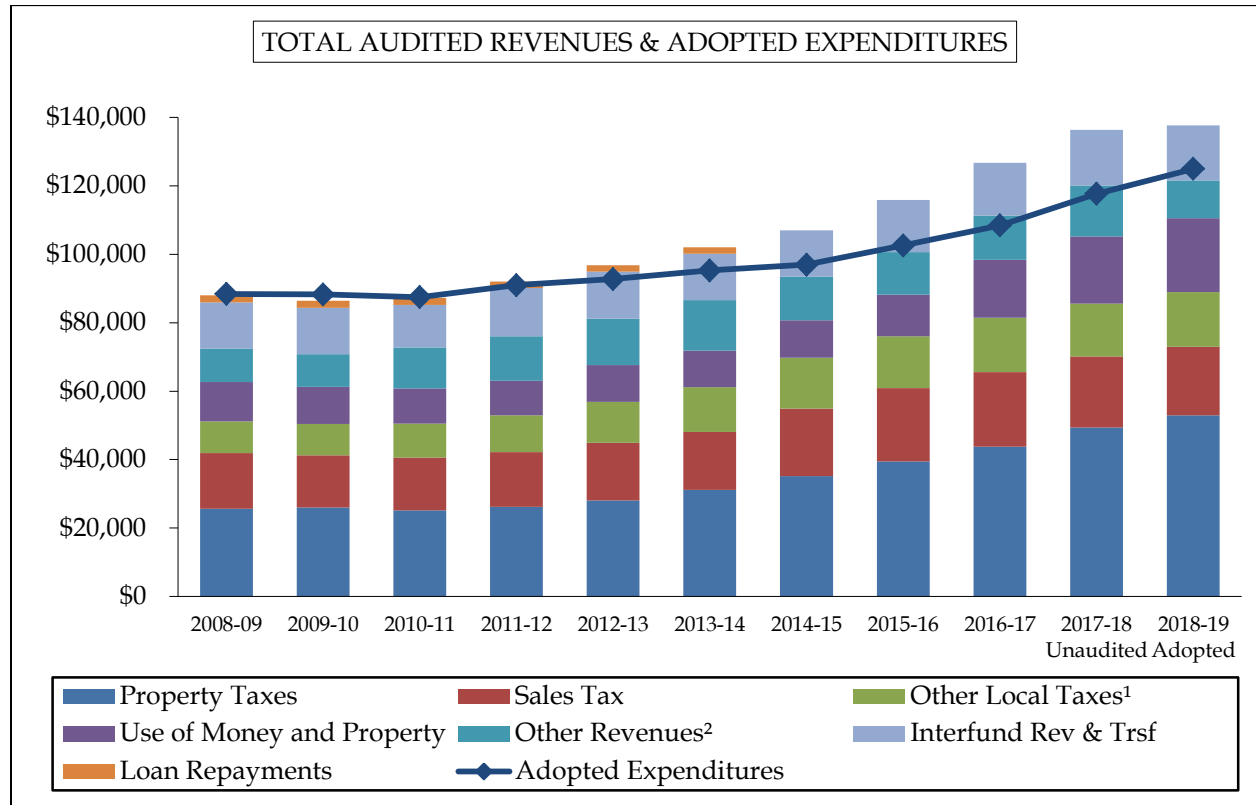
In the Forecast, revenues are projected to continue growing; however, staff assumes a recession will occur during the 10-year forecast period. It is unknown exactly when a recession will occur, but staff has incorporated the impact of a recession beginning in Fiscal Year 2020-21, which would be surpassing the longest economic expansion in decades. At that point, the projected operating balance declines and modest deficits are projected in Fiscal Year 2021-22 through the end of the Forecast in Fiscal Year 2027-28 (prior to any corrective action).

### **Fiscal Year 2018-19 General Operating Fund**

#### **Revenues**

For Fiscal Year 2018-19, GOF revenues are projected to grow by 7.5 percent compared to the Fiscal Year 2017-18 Adopted Budget, to \$137.7 million. All major categories of revenues except Sales Tax are projected with increases over the Fiscal Year 2017-18 Adopted. More detail on each revenue source can be found in the Forecast.

The City's recent revenue history and unaudited revenues for Fiscal Year 2017-18, and projected revenues for Fiscal Year 2018-19 are as follows (dollars in thousands):



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

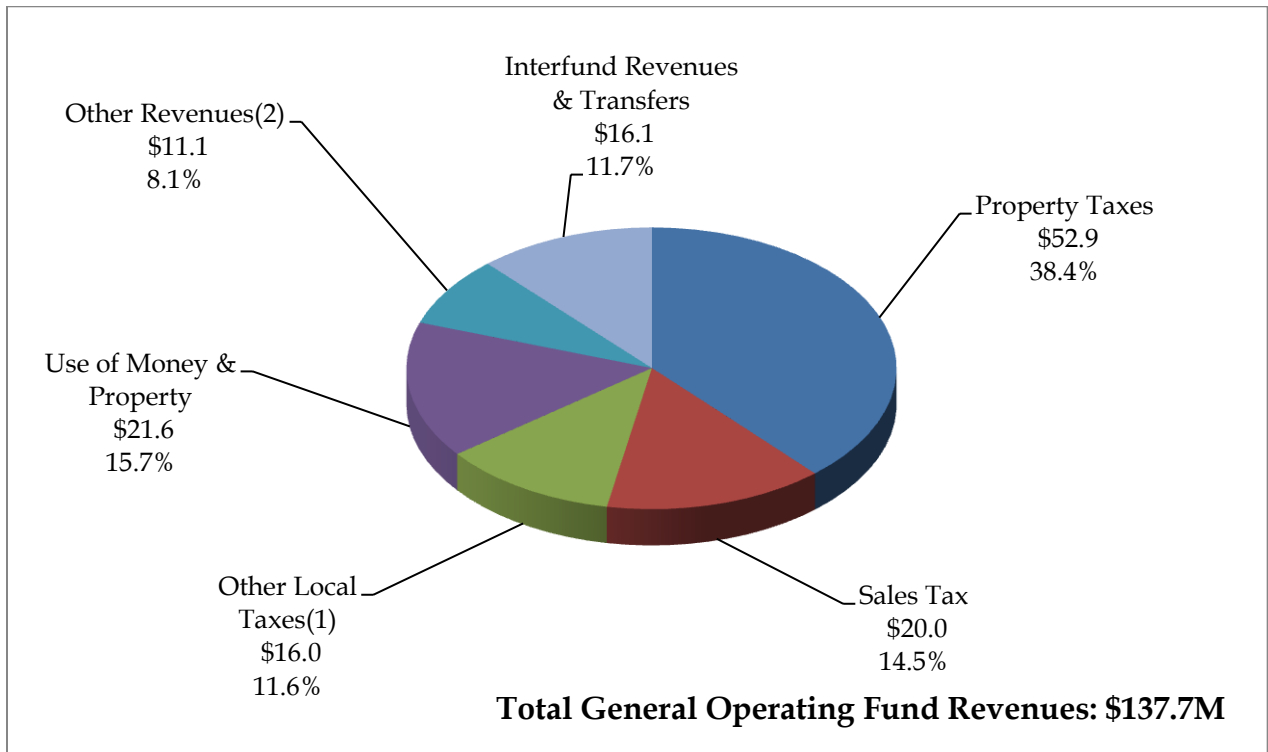
<sup>2</sup> Other Revenues is comprised of Licenses, Permits & Franchise Fees, Fines & Forfeitures, Intergovernmental, Charges for Services, and Miscellaneous Revenues.

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 are currently experiencing. The adopted expenditures in the chart include budget savings: for Fiscal Years 2008-09 through 2010-11, actual budget saving results greater than adopted 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 2018-19 Adopted Budget is as follows:

**Fiscal Year 2018-19 General Operating Fund Adopted Revenues  
 (dollars in millions)**



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

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

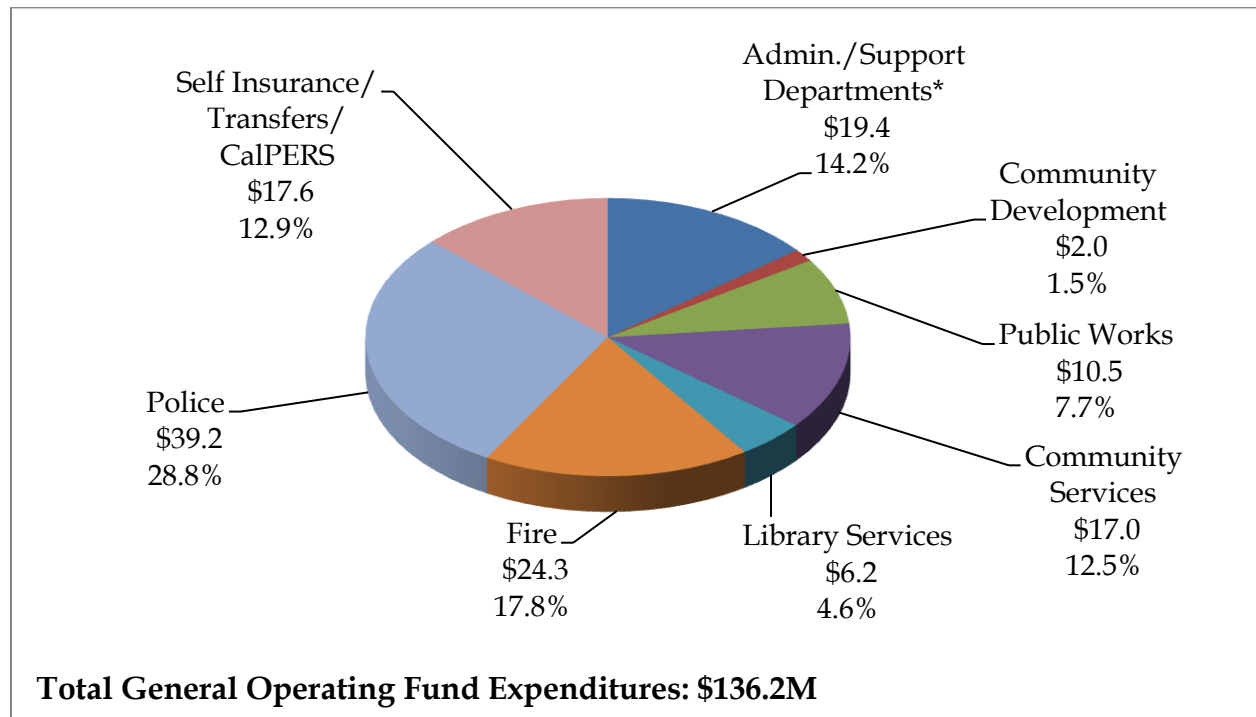
Expenditures

The adopted expenditures for Fiscal Year 2018-19 include the addition of \$422,800 non-discretionary increases, which preserves current service levels, and \$1.3 million discretionary additions for resources to meet demands and reduce some of the workload strain on staff. In total, including increases for personnel costs (but excluding budget savings, CalPERS contribution, and transfers to the General Fund Reserve, Transportation Reserve, and Capital Improvement Reserve), there is a 6.0 percent increase in expenditures from the Fiscal Year 2017-18 Adopted Budget.

Although a significant portion of new expenditure requests by departments are being added, there were more requests for ongoing expenditure increases. As can be seen in the Forecast, although more expenditures could be afforded in the Fiscal Year 2018-19 Budget, it was proposed to only add expenditures that are generally sustainable through the next economic recession, when the GOF could once again be facing an operating deficit, requiring budget reductions to maintain a balanced GOF. To address heavy workloads, some current demands for resources are being addressed through limited-period funding.

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

**Fiscal Year 2018-19 General Operating Fund Adopted Expenditures  
 (dollars in millions)**



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

Note: Does not include the \$2.3 million budget savings, but does include the transfers of \$1.0 million to the GF Reserve, \$2.0 million to the Transportation Reserve, \$2.0 million to the Capital Improvement Reserve, and a contribution of \$4.0 million towards the CalPERS Liability.

### Fiscal Year 2018-19 Budget Changes

Departments reviewed their programs, work levels, and preliminary goals for the upcoming fiscal year and developed their budget requests. Some adjustments to department goals may still be necessary in light of heavy workloads and high employee vacancy rates. The following is a discussion of major expenditure changes in the Adopted Budget for Fiscal Year 2018-19.

#### Non-Discretionary Increases

For Fiscal Year 2018-19, a total of \$422,800 of non-discretionary increases are included to fund existing and new required operational costs such as increases in the City's minimum wage, information technology costs, gas and electricity, and contract services. A complete listing, with descriptions, of non-discretionary items is included in the Miscellaneous Information section (see Page 7-6). Items \$25,000 and over are as follows:

- **Minimum Wage Impact One-Half-Year (Community Services):** \$170,000
- **Silicon Valley Animal Control Authority (SVACA):** \$84,000
- **Gas and Electricity Cost Increase:** \$73,000
- **Information Technology Licenses and Maintenance:** \$66,400
- **Janitorial Cost Increases for City Facilities:** \$32,400
- **CalPERS Replacement Benefit:** \$31,500
- **Minimum Wage Impact One-Half-Year (Library Services):** \$30,000

## Discretionary Expenditures

The discretionary items requested by departments were reviewed by the City Manager, and those recommended were presented in the Narrative Budget and were updated in the Proposed Budget for City Council consideration. New expenditures totaling \$1.3 million (offset by \$157,500 in new revenue) for high-priority ongoing programs are included in the Adopted Budget and future projections in the Forecast. A complete listing, with descriptions, of discretionary items is included in the Miscellaneous Information Section (see Page 7-10). Items \$25,000 and over are as follows:

- **CSD Succession Plan:** \$242,400
- **FASD Senior Management Analyst (Contracts Coordinator) Position:** \$195,100
- **Analyst I/II – Environmental Sustainability Position:** \$180,200
- **Fire Analyst I/II Position:** \$180,200
- **CSD Contract Services – Recreation Classes:** \$100,000 (offset by \$130,000 in revenue from fees)
- **Program Assistant – Engineering Division Position (0.50):** \$73,300
- **CSD Office Assistant I/II Position:** \$61,300 (\$122,700 offset by a reduction in wages)
- **Employee Commute Benefit Program:** \$60,000
- **Police Assistant II Position (0.50):** \$38,500 (\$65,500 offset by a reduction in wages)
- **Librarian I/II Position (0.50):** \$38,400 (\$81,200 offset by a reduction in wages)
- **Personal Protective Equipment (PPE):** \$37,200
- **Plaza Activation:** \$32,700
- **CDD Secretary Position Redistribution of Funding:** \$31,600
- **HR Contract Services – Personnel-Related:** \$30,000

- **PW Contract Services – HVAC Systems:** \$28,000
- **Employee Engagement and Appreciation Program:** \$25,000
- **Turf Cleaning:** \$25,000

#### Limited-Period Expenditures

Funding of \$4.9 million (excluding rebudgeted items) for new limited-period items is included in the Adopted Budget. These are for important, short-term needs, much of which is for a continuation of current limited-period staffing. All items are detailed, with descriptions, in the Miscellaneous Information Section (see Page 7-22) and the items \$25,000 and over are as follows:

- **Firefighter Recruit Academy:** \$450,000
- **Two Public Safety Dispatcher Overhire Positions (one continuing):\*** \$386,200
- **November 2018 General Municipal Election:** \$350,000
  - Ballot Measures: \$250,000
  - Councilmember Candidates: \$100,000
- **One-Time Employee Bonus:** \$280,000
- **Police Officer Position (two-year)-Community Outreach:\*** \$259,800
- **Senior Deputy City Attorney Position:\*** \$234,400
- **Communications Training Supervisor Position:\*** \$211,200
- **Associate Civil Engineer – Land Development Section Position:\*** \$191,200
- **Human Resources Analyst I/II Position:\*** \$180,200
- **Two Police Officer Trainee Positions:\*** \$164,000
- **Citywide Succession Planning:** \$160,000
- **Contract Services – Environmental Sustainability Program:** \$150,000

- **Management Fellow Position:\*** \$140,200
- **Human Resources Analyst Wages:** \$100,000
- **Contract Services – Utility Locating:** \$95,000
- **Performing Arts Supervisor Position (0.50):\*** \$92,300
- **Community Services Officer (CSO) Position (0.50):** \$90,100
- **Associate Civil Engineer – Traffic Section Position (0.45):\*** \$86,000
- **IT Secretary Position (0.50):\*** \$75,700
- **Manager’s Mobility Partnership (MMP) Regional Bike Route:** \$75,000
- **Administrative Aide – Environmental Sustainability Position (0.50):** \$75,000
- **Office 365 Migration Consultant:** \$60,000
- **PW Hourly Staff to Support the Traffic Section:** \$60,000
- **PW Hourly Staff to Support the Capital Projects Section:** \$60,000
- **Labor Negotiations:** \$50,000
- **Environmental Sustainability Fellow:** \$50,000
- **Program for Sidewalk Ramping and Grinding:** \$50,000
- **Nonprofit Agency Funding:** \$49,600
- **Safe Routes to Schools (SRTS) Education Program:** \$46,000
- **Community Center – Pilot Program for Day Porter Services:** \$42,800
- **Employee Wellness Program:** \$35,000
- **Deferred Compensation Plan:** \$35,000
- **Plaza Activation:** \$33,500

- **Pilot Power Washing of Downtown Sidewalks:** \$31,100
- **Agency Cyber-Attack Training:** \$30,000
- **2017 Community Greenhouse Gas (GHG) Inventory:** \$30,000
- **Downtown Economic Vitality Program:** \$30,000
- **Fire Entry-Level Recruitment Program:** \$30,000
- **City's Antique Fire Apparatus:** \$30,000
- **CMO Hourly Support Staff:** \$25,500
- **Regional Airplane Noise Roundtable:** \$25,000

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\*Represents a continuing limited-period position.

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

The Fiscal Year 2017-18 unaudited GOF operating balance and carryover of \$15.1 million (after changes in assets and liabilities and grants/donations carryovers) will fund the following items included in the Adopted Budget:

- \$4.9 million for limited-period expenditures, as noted above (excluding rebudgeted items);
- \$1.8 million General Fund Reserve;
- \$2.0 million new Transportation Reserve;
- \$1.1 million Compensated Absences Reserve;
- \$2.0 million for CalPERS; and
- \$3.0 million to the Capital Improvement Reserve (authorized for the balance up to \$3.0 million).

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 is anticipated to continue to remain strong into the upcoming fiscal year. Fiscal Year 2018-19 total adopted revenues are \$14.8 million and total adopted expenditures are \$16.0 million. This includes discretionary increases of \$155,700, new limited-period items of \$1.4 million primarily targeted to address workload during this period of unusually high development activity, \$503,000 contribution to the CalPERS liability (proportionate to the General Fund contribution), \$56,000 to the Compensated Absences Reserve, a \$250,000 contribution to Retirees' Health UAAL, and \$25,000 for capital projects.

The Development Services Fund is projected to end the fiscal year with a Land Use Document Reserve of \$7.8 million and ending balance of \$13.5 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 Fund**

For Fiscal Year 2018-19, revenues are adopted at \$2.5 million and expenditures are adopted at \$2.4 million. This fund is impacted by competition of neighboring courses, weather conditions affecting playability as well as the amount of water needed for irrigation of the course. Modest fee increases are adopted for Fiscal Year 2018-19 and the revenues-over-expenditures balance is expected to provide a balance sufficient to transfer \$110,000 to the City's GOF.

## **Special Funds**

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

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. 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 Adopted Budget document.

For Fiscal Year 2018-19, operating revenues are adopted at \$43.5 million, \$2.9 million higher than the Fiscal Year 2017-18 Adopted. This is primarily resulting from the projected growth in secured assessed value. Operating expenditures are adopted at \$30.9 million, \$2.6 million higher than Fiscal Year 2017-18 Adopted, primarily due to a \$1.6 million debt service payment estimated for a proposed new debt issuance for transportation projects and an estimated \$278,000 increase for intergovernmental payments resulting from projected higher property taxes. Ongoing changes of \$329,500 include the Employee-Staffed Ranger Program, a succession plan, and sustainability performance monitoring. In addition, there is a \$201,000 contribution to the CalPERS liability (proportionate to the General Fund contribution), \$42,000 to the Compensated Absences Reserve, a \$195,000 contribution to Retirees' Health UAAL, and capital projects of \$13.5 million (including \$6.4 million for transportation-related projects).

The General Reserve, based on 25.0 percent of expenditures (similar to other reserves), is increasing to \$5.2 million, the Landfill Reserve is increasing from \$6.0 million to \$7.0 million (incrementally increased in case of a catastrophic event), a new Sea Level Rise Reserve is established at \$3.0 million (recommended to be funded at \$3.0 million annually for 10 years), and the Development Impact Fee Reserve is estimated at \$3.8 million. The remaining balance available is projected to be \$17.3 million.

There are significant capital projects anticipated in future years related to transportation, landfill, and sea level rise. There are two significant transportation projects included in the CIP for Fiscal Year 2019-20 that require funding beyond available resources, and debt is proposed to be issued to fund these projects.

## **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 was required for the proposed solid waste rate increase for carts for the new food scraps collection program. Notification of the proposed rate changes were mailed on or before May 4 to meet the 45-day prescribed noticing requirement of Proposition 218. These rates were subsequently adopted at the June 19, 2018 public rate hearing.

#### Water Fund

For Fiscal Year 2018-19, the San Francisco Public Utilities Commission (SFPUC) adopted a zero percent wholesale water rate increase, and the Santa Clara Valley Water District (SCVWD) adopted a rate increase of 9.4 percent for groundwater (well water), which corresponds to an 8.7 percent rate increase for treated water (treated water is \$100 more per acre-foot than groundwater). A 1.0 percent rate increase for the average cost of water and meter rates is adopted due to the rate increases from the SCVWD and the Consumer Price Index (CPI), as noticed and approved at the rate hearing on June 21, 2016 under the guidelines of inflationary and third-party pass-through rate increases.

A 22.0 percent increase is adopted for the recycled water rate. The recycled water rate was previously set to recover the cost of the program, including the loan repayment and ongoing operating costs. Costs have increased over the last three fiscal years due to added limited-period and operating costs for regulatory compliance. This has resulted in the rate no longer recovering the cost of the program based on current usage. The City Council approved phasing in the rate increase needed to fully recover the cost of the program over a three-year period. With the 22.0 percent increase for Fiscal Year 2018-19, the rate will increase from \$3.07 per unit to \$3.75 per unit, 45.4 percent lower than the potable Uniform water rate. The following two fiscal years are recommended to increase to \$4.50 per unit and \$5.00 per unit, respectively. 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.

During Fiscal Year 2016-17, staff evaluated options to minimize or eliminate future penalties as a result of the City's minimum water purchase requirement with the SFPUC. The City of East Palo Alto (EPA) was approaching their individual supply guarantee (ISG) with the SFPUC, which precluded approval of large development projects in EPA. The City is not anticipated to reach its ISG through 2040. Therefore, staff negotiated with EPA to transfer 1.0 million gallons per day of the City's ISG to EPA in return for \$5.0 million. The agreement was approved in 2017, and the \$5.0 million is reserved to be used toward any potential future minimum water purchase penalties.

Fiscal Year 2018-19 adopted operating revenues, with the adopted rate adjustments, are \$36.4 million and adopted operating expenditures are \$32.7 million (after eliminating the budget effect of depreciation expense). Included in expenditures are the rate adjustments to wholesale water costs. There is an operating balance of \$3.7 million, sufficient to fund the \$3.0 million annual level of capital projects included in the rate calculation. For Fiscal Year 2018-19, there is a contribution to CalPERS of \$387,000 (proportionate to the General Fund contribution), funding for the Retirees' Health UAAL of \$200,000, and capital projects of \$3.0 million. There are additional capital projects of \$3.6 million funded by Capacity/Development Impact fees. This results in projected reserve balances of \$21.1 million and the Fiscal Year 2018-19 ending balance is projected to be \$7.5 million.

#### Wastewater Fund

For Fiscal Year 2018-19, the Palo Alto Regional Water Quality Control Plant (Treatment Plant) adopted a 5.8 percent increase in treatment costs. An 8.0 percent overall rate increase is adopted: 4.0 percent is due to the increase from the Treatment Plant for Fiscal Year 2018-19 and operating cost increases up to the CPI, 2.0 percent is the fifth year of the phase-in of planned Treatment Plant capital costs, and 2.0 percent for unanticipated Treatment Plant costs in Fiscal Year 2015-16 (reduced from 6.0 percent as previously approved).

The majority of the 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 and the possibility of issuing debt for these projects has been identified as an option. Approximately \$15.0 million of major capital projects is included in Fiscal Years 2019-20 and 2020-21 of the Five-Year CIP. While capacity and development impact fees are providing a source of funding for some projects, at this time, it is insufficient to fund all projects, and it is proposed debt be issued to fund some of the additional capital projects. Staff is also

reviewing the current major sewer capacity upgrades needed due to the increased density allowed in the City from the General Plan Update, Precise Plan adoptions, and Gatekeeper approvals.

With an overall 8.0 percent rate increase, operating revenues for Fiscal Year 2018-19 are adopted at \$23.8 million and operating expenditures at \$18.4 million (after eliminating the budget effect of depreciation expense). The operating balance of \$5.4 million includes \$1.6 million in revenues generated by the rate increases for planned Treatment Plant capital costs that are being reserved and \$2.2 million annual level of capital projects included in the rate calculation. For Fiscal Year 2018-19, there is a contribution to CalPERS of \$222,000 (proportionate with the General Fund contribution), funding for the Retirees' Health UAAL of \$50,000, and \$2.4 million for capital projects. There are additional capital projects of \$6.5 million funded by Capacity/Development Impact fees. This results in reserve balances of \$14.6 million and the projected ending balance for Fiscal Year 2018-19 is \$4.7 million.

#### Solid Waste Management Fund

For Fiscal Year 2018-19, there is a 3.22 percent increase for Recology and a 5.51 percent increase in the City's share of SMaRT® Station costs. These provider increases, as well as increases in the cost of City programs up to the CPI, result in an overall average rate increase of over 3.0 percent, but no overall rate increase is adopted for Fiscal Year 2018-19 as this fund is in a stable financial condition. However, a 5.0 percent rate increase for carts only for the new residential food scraps program is adopted for Fiscal Year 2018-19.

In December 2016, City Council approved a residential food scraps collection program, whereby all residents with curbside (cart) trash services can place all food scraps in their yard trimmings cart for weekly collection. The cost of the program was estimated to have a cart rate impact of 5.0 percent. Due to the third-year impact of the COS Study in Fiscal Year 2017-18, City Council approved deferring this rate increase for carts to Fiscal Year 2018-19.

As a partner in the SMaRT Station, the City funded a portion of the debt originally issued for operating equipment of approximately \$440,000. The debt was fully paid in Fiscal Year 2016-17 and, therefore, this funding is no longer required. However, the SMaRT Station partners agreement expires in 2021 and staff is in the early stages of evaluating future options. If the City chooses to enter into a new agreement with the SMaRT Station or another processor, funds may be needed for an overhaul of operating equipment or equipment purchases. A new reserve is included in the Adopted Budget

to accumulate and reserve the previous annual allocation for debt service in order to pay down any future obligation that may be required and reduce the impact on future rates.

Operating revenues for Fiscal Year 2018-19 are adopted at \$14.0 million (\$29.7 million, including Recology), and operating expenditures are adopted at \$13.3 million (\$29.0 million, including Recology, and after eliminating the budget effect of depreciation expense). There is also funding for a contribution to CalPERS of \$159,000 (proportionate with the General Fund contribution), and \$594,000 for capital projects. The fund is projected to end the 2018-19 fiscal year with a reserve at the policy level of \$3.3 million, the new debt reserve of \$880,000, and a \$7.0 million ending balance.

### **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 7-96). Reserves can be classified as those uncommitted but designated for a specific purpose, and those created to fund liabilities. The Fiscal Year 2017-18 GOF carryover is sufficient to fund a contribution of \$2.0 million to CalPERS towards the unfunded liability, and transfers of \$1.8 million to the General Fund Reserve, \$2.0 million to the new Transportation Reserve, \$1.1 million to the Compensated Absences Reserve, and \$3.0 million to the Capital Improvement Reserve (authorized for the balance up to \$3.0 million).

The GOF Fiscal Year 2018-19 Adopted Budget also includes allocations of \$1.0 million to the General Fund Reserve, \$2.0 million to a new Transportation Reserve, \$2.0 million to the Capital Improvement Reserve, and an additional \$4.0 million contribution towards the CalPERS unfunded liability. With this additional funding, reserves are at or higher than the target or policy balance.

### **CITY COUNCIL MAJOR GOALS**

The City Council undertook a comprehensive goal-setting process to establish its major goals for a two-year cycle, Fiscal Years 2017-18 and 2018-19. These goals were adopted May 16, 2017. Attachment 1 provides a reaffirmation of the City Council Major Goals and Projects, showing projects complete in Fiscal Year 2017-18, and the elimination of one project from the Fiscal Year 2018-19 Council Major Goals Work Plan.

The City Council's four major goals are as follows:

- Promote strategies to protect vulnerable populations and preserve the socioeconomic and cultural diversity of the community.
- Improve the quantity, diversity, and affordability of housing with an added focus on middle-income and ownership opportunities.
- Develop and implement comprehensive and coordinated transportation strategies to achieve mobility, connectivity, and safety for people of all ages.
- Promote environmental sustainability with a focus on measurable outcomes.

City Council goals and department goals can also be found in the Department Budget Section.

### **SUMMARY AND CONCLUSION**


Strong revenue growth has continued and the GOF is in a good financial position. For Fiscal Year 2018-19, the economy is anticipated to remain strong with growth in revenues primarily in Property Taxes and Rents and Leases, with other major categories remaining stable or with modest changes. The GOF revenues are projected to increase to \$137.7 million, or 7.5 percent, compared to the Fiscal Year 2017-18 adopted revenues. The Adopted Budget includes \$422,800 in non-discretionary increases and \$1.3 million in discretionary spending, which contributes to a 6.0 percent total operating expenditure increase (excluding budget savings). The GOF is projected to have an operating balance of \$12.7 million at the end of Fiscal Year 2018-19, of which \$9.0 million is adopted to be transferred to reserves and used towards an unfunded liability, leaving a projected balance of \$3.7 million or 2.7 percent of projected revenues. There are other areas where additional resources could be added; however, more were not proposed as it is anticipated there will be a slowdown in the economy within the next couple of years, at which time operating deficits are forecasted to return. Additional net limited-period expenditures of \$4.9 million are included to address additional staff resources.

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 Helen Ansted, Senior Financial Analyst Rafaela Duran, and



Financial Analyst Ann Trinh for their assistance with the Operating Budget; Accounting Manager Grace Zheng, Purchasing and Support Services Manager Ann Mehta, and Deputy Fire Chief Brian Jones 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,



Patty J. Kong  
Finance and Administrative  
Services Director



Daniel H. Rich  
City Manager

PJK-DHR/SN/5/FIN  
546-09-18-18L

Attachment: 1. City Council Major Goals Fiscal Years 2017-18 and 2018-19

## CITY COUNCIL MAJOR GOALS Fiscal Years 2017-18 and 2018-19

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The City of Mountain View has many critical services, programs, and projects under way to fulfill its mission and help make Mountain View a great community in which to live, work, visit, and play. These efforts will continue. In addition, through a deliberate goal-setting process, the City Council has identified the following four major goals, and specific projects to fulfill them, to emphasize during the next two years. In pursuing these goals, the City will work collaboratively with its regional partners in order to enhance the quality of life for all Mountain View residents.

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The following reflects the project status as of June 30, 2018.

**GOAL I: PROMOTE STRATEGIES TO PROTECT VULNERABLE POPULATIONS AND PRESERVE THE SOCIOECONOMIC AND CULTURAL DIVERSITY OF THE COMMUNITY**

*New Projects*

- Continue to collaborate with regional partners to fund and/or improve awareness of and access to information and referral resources for immigrants, particularly for mixed-status families.\*\*\*i
- ~~Study and provide policy recommendations on an antiregistry policy, becoming a sanctuary city, and a Freedom City Policy.##~~
- Develop a pilot to apply a Human Rights City analysis framework to selected projects.
- Enhance community policing services related to homelessness and mental health issues.\*\*\*
- Support implementation of initiatives that come with being a designated Age-Friendly City by the World Health Organization.\*\*\*
- Continue to collaborate with regional partners and explore opportunities to advocate for Federal policies that protect immigrant rights and vulnerable populations.\*\*\*

*Projects Continuing from Fiscal Year 2016-17*

- Continue implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions.\*\*\*
- Continue to implement the Community Stabilization and Fair Rent Act (CSFRA).\*\*\*
- Continue the weekly English as a Second Language (ESL) Conversation Club.\*\*\*
- Continue the weekly language swap meetings.\*\*\*
- Continue the 24 weeks of children's story times in Japanese, Spanish, and Chinese.\*\*\*
- Continue to utilize multiple methods and platforms to build strong community partnerships, to include online communication and hosting events that promote in-person community/police engagement, that improves public trust and support.\*\*\*
- Continue implementation, training, and evaluation of officer-worn cameras while ensuring that camera use and procedures address both departmental and community interests.\*\*\*

**GOAL II: IMPROVE THE QUANTITY, DIVERSITY, AND AFFORDABILITY OF HOUSING WITH AN ADDED FOCUS ON MIDDLE-INCOME AND OWNERSHIP OPPORTUNITIES**

*New Projects*

- Develop recommendations on Short-Term Residential Rental Regulations (e.g., Airbnb, etc.).
- Continue to explore strategies to increase ownership opportunities.
- Update the Below-Market-Rate (BMR) Ordinance, including Condo Mapping options.
- Begin marketing and establish the Request for Proposals (RFP) process for Lot 12.
- Establish Terra Bella Visioning and Development Principles.
- ~~Hold a Council Study Session on affordable housing priorities and framework.~~
- Complete the review of the Employee Housing Assistance Program.
- Conduct a Community Benefit Financial Study for Gatekeeper applications.
- Develop and implement a housing strategy for the homeless.
- Develop the 2019-24 Affirmatively Furthering Fair Housing Plan.\*\*iii

*Projects Continuing from Fiscal Year 2016-17*

- Continue to enhance existing partnerships and develop new partnerships and funding opportunities to meet housing priorities.\*\*\*
- Continue facilitating development of affordable housing.\*\*\*
- Continue the East Whisman Precise Plan.
- Continue to process the 10 authorized Gatekeeper projects.
- Continue Soft-Story Seismic Retrofit Program.
- Continue to develop housing policies (including affordable housing) for Precise Plans.\*\*\*
- ~~Continue to study residential uses in North Bayshore.~~

**GOAL III: DEVELOP AND IMPLEMENT COMPREHENSIVE AND COORDINATED TRANSPORTATION STRATEGIES TO ACHIEVE MOBILITY, CONNECTIVITY, AND SAFETY FOR PEOPLE OF ALL AGES**

*New Projects*

- Develop a comprehensive modal plan that would involve the Santa Clara Valley Transit Authority (VTA), Caltrain, major employers, etc., and include a funding mechanism.
- Implement the Transit Center Master Plan.
- Adopt and implement a Vision Zero Policy/Program.\*\*\*
- Continue to develop Downtown Parking Long-Term Solutions—explore options for Shared Parking Agreements and complete a Paid Parking Study.
- Develop North Bayshore—Residential Transportation Demand Management (TDM) Guidelines.

*Projects Continuing from Fiscal Year 2016-17*

- Continue to solicit input and collaborate with neighbors to develop a regional bike route from Redwood City to the City of Mountain View.
- Continue Downtown Parking Short-Term Solutions—launch Ridesharing Credit Pilot Program and review Valet Attendant Assist Pilot Program.
- Continue the Citywide—SB 743 Implementation (California Environmental Quality Act (CEQA) Level Of Service (LOS) Vehicle Miles Traveled (VMT) Change).
- Continue the Multimodal Improvement Plan.
- Continue El Camino Real Streetscape Guidelines.
- Continue implementation of the North Bayshore Precise Plan Multimodal Improvements and Improvement Fee.
- Continue the drop-in bike clinics.\*\*\*
- ~~Continue the Safe Moves bike safety booth.~~
- Continue to administer an Office of Traffic Safety grant to enhance comprehensive traffic safety and education programs.\*\*\*
- Continue East Whisman Area Transportation-Oriented Development Improvements.

- Begin alignment and service strategy feasibility study of Automated Guideway Transportation Systems.
- Construction of Castro Street/Moffett Boulevard/Central Expressway near-term improvements.\*\*\*
- Construction of Shoreline Boulevard interim bus lane and utility improvements.\*\*\*
- Continue the preliminary design of Shoreline Boulevard bicycle/pedestrian bridge over Highway 101.
- Continue to develop the Castro Street Bicycle Lane Study.
- Implement and evaluate bike share one-year pilot permit program.
- ~~Continue to design the reconstruction of Hackett and Wagner Avenues.~~
- ~~Complete the Latham Street/Church Street Bike Boulevard Study.~~

**GOAL IV: PROMOTE ENVIRONMENTAL SUSTAINABILITY WITH A FOCUS ON MEASURABLE OUTCOMES**

*New Projects*

- Participate in South Bay Salt Ponds project in conjunction with California State Coastal Commission.
- ~~Review existing park land acquisition policies and explore new and alternative strategies for acquiring park land.~~
- ~~Reestablish the Environmental Sustainability Task Force to provide volunteer resources to support sustainability initiatives.~~
- Establish North Bayshore Precise Plan Environmental Impact Report (EIR) Greenhouse Gas (GHG) Mitigation Measures.
- Establish North Bayshore – District Sustainability Performance Measurements.

*Projects Continuing from Fiscal Year 2016-17*

- ~~Continue the Community Choice Energy (Silicon Valley Clean Energy) rollout.~~
- Continue the Environmental Sustainability Action Plan (ESAP-3) Implementation.
- Continue the Greenhouse Gas Reduction Program (GGRP) and Citywide Traffic Model Update.
- ~~Continue to provide Mobile Library Services to reduce trips to the Library.~~
- Continue to partner with Bay Area Water Supply and Conservation Agency (BAWSCA), Master Gardeners, and other organizations to offer educational classes on environmentally friendly gardening and environmental sustainability.
- ~~Continue Shoreline at Mountain View Master Plan Project.~~
- Construct Community Garden at Shoreline Boulevard and Latham Street.
- Work with the Santa Clara Valley Water District (SCVWD) and the City of Palo Alto to improve the quality of the City's recycled water, including the potential implementation of advanced treatment technologies.

## COUNCIL-DIRECTED PROJECTS UNRELATED TO GOALS

### *New Projects*

- Develop Options for Cannabis Retail Regulations.
- ~~Hold a Council Study Session on Public Service Levels.~~
- Work with the Visual Arts Committee to develop a strategy to encourage public art in private development projects.
- Work with stakeholders, including businesses, and County and State officials, to explore options to develop an on-site fueling ordinance that meets safety requirements.
- ~~Explore, analyze, and model revenue measure options for potential ballot measures.~~

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<sup>i</sup> Projects with three asterisks (\*\*\*) have objectives that will continue throughout the duration of the two-year Work Plan.

<sup>ii</sup> Projects that are ~~struck through~~ were complete at the end of Fiscal Year 2017-18.

<sup>iii</sup> The project with two asterisks (\*\*) was removed from the Work Plan by Council.



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# Revenue and Expenditure Tables for All Funds

## TOTAL FUND REVENUES

	AUDITED ACTUAL 2016-17	ADOPTED BUDGET 2017-18	UNAUDITED 2017-18	ADOPTED BUDGET 2018-19
GENERAL OPERATING FUND	\$ 126,688,867	128,022,060	136,376,999	137,682,020
GF - DEVELOPMENT SERVICES	16,667,645	13,050,000	21,271,489	14,753,000
GF - SHORELINE GOLF LINKS	2,259,870	2,538,000	2,323,228	2,532,110
GF RESERVES	29,498,783	15,837,737	30,923,023	21,587,472
GAS TAX	1,524,404	2,227,540	2,140,424	3,380,120
VEHICLE REGISTRATION FEE (VRF)	531,141	472,000	610,996	484,000
CONSTRUCTION/CONVEYANCE TAX	8,647,750	6,322,300	8,088,321	4,381,700
PUBLIC BENEFIT IN LIEU	15,438,258	192,000	571,838	340,100
TRANSIT-ORIENTED DEVELOPMENT HOUSING	46,830	49,050	225,708	70,190
CSFRA/RHC	10,023,664	382,550	33,025,078	676,410
SUCCESSOR HOUSING AGENCY	362,000	2,590,915	2,386,589	1,899,200
DOWNTOWN BENEFIT ASSMT DIST	752,060	0	25,245	0
GENERAL SPECIAL PURPOSE	2,181,749	1,770,966	2,277,235	2,015,496
SUPPLEMENTAL LAW ENFRMNT	42,856	50,620	21,449	52,100
COMMUNITY DEV BLOCK GRANT	163,364	175,000	172,920	100,000
CABLE TELEVISION	866,894	800,000	192,688	818,354
SHORELINE COMMUNITY	250,828	257,500	236,172	241,000
STORM DRAIN CONSTRUCTION	48,749,400	40,623,127	61,340,200	43,512,500
PARK LAND DEDICATION	205,383	26,920	355,503	34,980
WATER	27,215,130	688,200	9,968,711	1,634,600
WASTEWATER	35,937,252	34,950,604	48,372,883	36,405,771
SOLID WASTE MANAGEMENT	23,816,561	25,317,948	28,556,194	23,825,602
EQUIPMENT MAINT & REPLACMNT	14,149,488	14,171,383	15,021,710	14,040,302
WORKERS' COMPENSATION	6,505,471	6,811,735	7,054,135	7,106,968
UNEMPLOYMENT	2,363,082	2,722,832	2,540,148	2,603,490
LIABILITY	92,474	112,271	100,522	59,860
RETIREES' HEALTH	1,497,899	1,588,670	1,656,372	1,455,500
EMPLOYEE BENEFITS	11,528,407	12,184,647	12,225,073	6,305,780
OTHER <sup>(1)</sup>	60,462	72,660	67,608	86,940
	25,471	0	21,363	0
TOTAL	\$ 388,093,443	314,009,235	428,149,824	328,085,565

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

## TOTAL FUND EXPENDITURES

	AUDITED ACTUAL 2016-17	ADOPTED BUDGET 2017-18	UNAUDITED 2017-18	ADOPTED BUDGET 2018-19
GENERAL OPERATING FUND	\$ 110,935,399	125,687,548	121,682,363	133,938,549
GF - DEVELOPMENT SERVICES	14,475,708	15,121,227	14,865,470	16,009,123
GF - SHORELINE GOLF LINKS	2,244,545	2,539,359	2,338,345	2,533,719
GF RESERVES	20,376,308	26,464,372	25,715,248	24,333,841
GAS TAX	1,893,695	1,890,200	2,339,500	2,815,100
VEHICLE REGISTRATION FEE (VRF)	491,162	394,000	394,000	402,000
CONSTRUCTION/CONVEYANCE TAX	5,946,697	6,762,000	10,102,000	8,612,000
PUBLIC BENEFIT IN LIEU	1,000,000	7,412,000	7,074,377	2,703,188
TRANSIT-ORIENTED DEVELOPMENT	3,847	0	0	0
HOUSING	9,366,909	2,749,975	9,490,759	11,989,169
CSFRA/RHC	241,318	2,590,915	1,741,353	2,309,237
SUCCESSOR HOUSING AGENCY	0	250,000	31,830	217,700
DOWNTOWN BENEFIT ASSMT DIST	568,913	1,180,021	541,064	849,491
GENERAL SPECIAL PURPOSE	0	50,000	3,474	85,314
SUPPLEMENTAL LAW ENFRMNT	154,043	175,000	175,000	175,000
COMMUNITY DEV BLOCK GRANT	977,761	930,524	180,397	861,807
CABLE TELEVISION	287,543	237,500	267,500	195,000
SHORELINE COMMUNITY	33,262,532	57,781,830	85,848,044	44,829,967
STORM DRAIN CONSTRUCTION	248,025	30,000	280,000	406,000
PARK LAND DEDICATION	24,819,002	7,130,000	7,400,483	1,861,000
WATER	35,553,053	42,311,442	41,388,572	44,042,516
WASTEWATER	22,274,568	22,849,278	20,173,141	29,330,923
SOLID WASTE MANAGEMENT	12,294,156	14,358,195	13,673,821	14,451,456
EQUIPMENT MAINT & REPLACMNT	5,156,581	8,506,980	6,892,728	5,791,809
WORKERS' COMPENSATION	1,822,335	2,372,500	1,514,332	2,372,500
UNEMPLOYMENT	50,318	127,250	31,015	127,250
LIABILITY	1,989,638	1,455,500	1,300,817	1,575,300
RETIREEES' HEALTH	11,482,255	12,138,157	12,178,685	6,265,790
EMPLOYEE BENEFITS	46,030	100,500	55,769	114,500
OTHER <sup>(1)</sup>	2,937	0	0	0
TOTAL	\$ <u>317,965,278</u>	<u>363,596,273</u>	<u>387,680,087</u>	<u>359,199,249</u>

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

## GENERAL OPERATING FUND REVENUES

<u>FISCAL YEAR</u>	<u>OPERATING REVENUES</u>	<u>% CHANGE FROM PRIOR FISCAL YEAR</u>
2009-10	\$86,416,000	(1.8%)
2010-11	\$87,240,000	1.0%
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 **	\$137,682,000	1.0%

\* Unaudited Actual

\*\* Adopted

(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

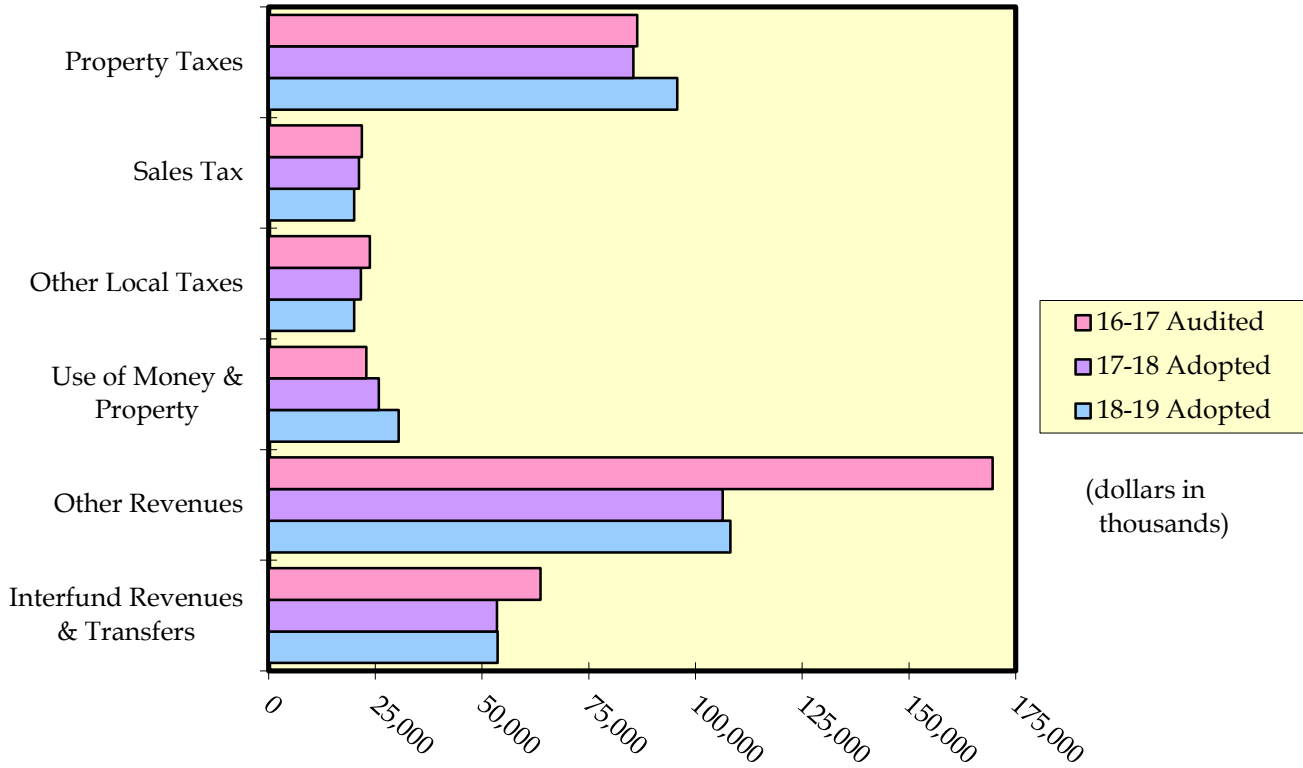
<u>FISCAL YEAR</u>	<u>OPERATING EXPENDITURES</u>	<u>% CHANGE FROM PRIOR FISCAL YEAR</u>
2009-10	\$86,136,000	1.8%
2010-11	\$86,160,000	0.0%
2011-12	\$90,605,000	5.2%
2012-13	\$93,041,000	2.7%
2013-14	\$94,933,000	2.0%
2014-15	\$97,677,000 (1)	2.9%
2015-16	\$102,590,000 (2)	5.0%
2016-17	\$110,936,000 (3)	8.1%
2017-18 *	\$121,682,000 (4)	9.7%
2018-19 **	\$133,939,000 (5)	10.1%

\* Unaudited Actual

\*\* Adopted

- (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 and \$500,000 to the Strategic Property Acquisition Reserve (SPAR) and General Non-Operating Fund, respectively.
- (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 contribution of \$4.0 million towards the CalPERS liability, and transfers of \$2.0 million to both the Transportation and Capital Improvement Reserves, and \$1.0 million to the General Fund Reserve.

## TOTAL FUND REVENUES

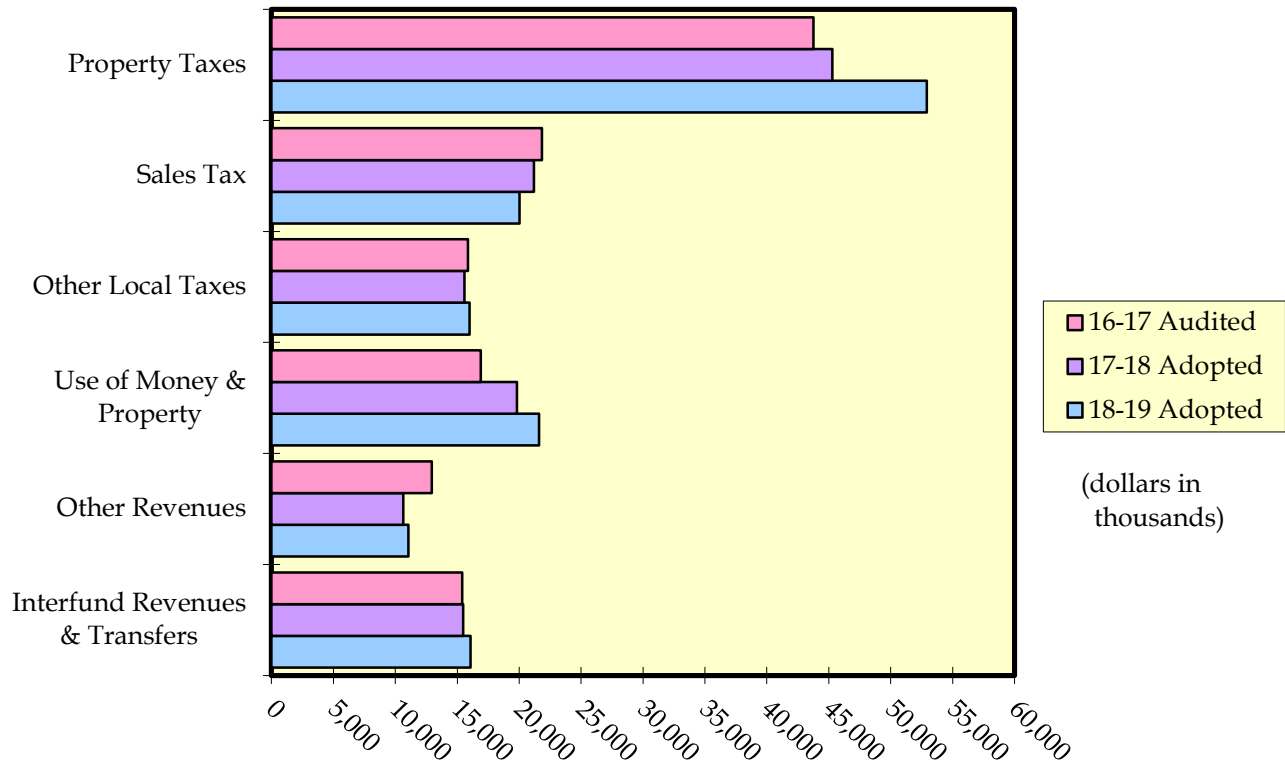


<u>Revenue Category</u>	<u>Audited Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>	<u>Percent Change *</u>
Property Taxes	\$ 86,372,595	85,471,200	95,714,640	12.0%
Sales Tax	21,828,516	21,194,100	20,026,480	(5.5%)
Other Local Taxes	23,719,550	21,614,450	20,021,100	(7.4%)
Use of Money & Property	22,896,747	25,839,789	30,505,828	18.1%
Other Revenues:				
Licenses, Permits & Franchise Fees/ Fines & Forfeitures	13,931,591	12,385,300	14,654,930	18.3%
Intergovernmental	4,008,884	4,211,250	5,465,454	29.8%
Charges for Services <sup>(1)</sup>	141,357,105	87,106,018	85,488,927	(1.9%)
Miscellaneous Revenues	10,282,384	2,667,557	2,574,607	(3.5%)
Interfund Revenues & Transfers	<u>63,696,071</u>	<u>53,519,571</u>	<u>53,633,599</u>	0.2%
<b>TOTAL</b>	<b>\$ <u>388,093,443</u></b>	<b><u>314,009,235</u></b>	<b><u>328,085,565</u></b>	<b>4.5%</b>

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

(1) Includes Developer Fees and Contributions.

## GENERAL OPERATING FUND REVENUES

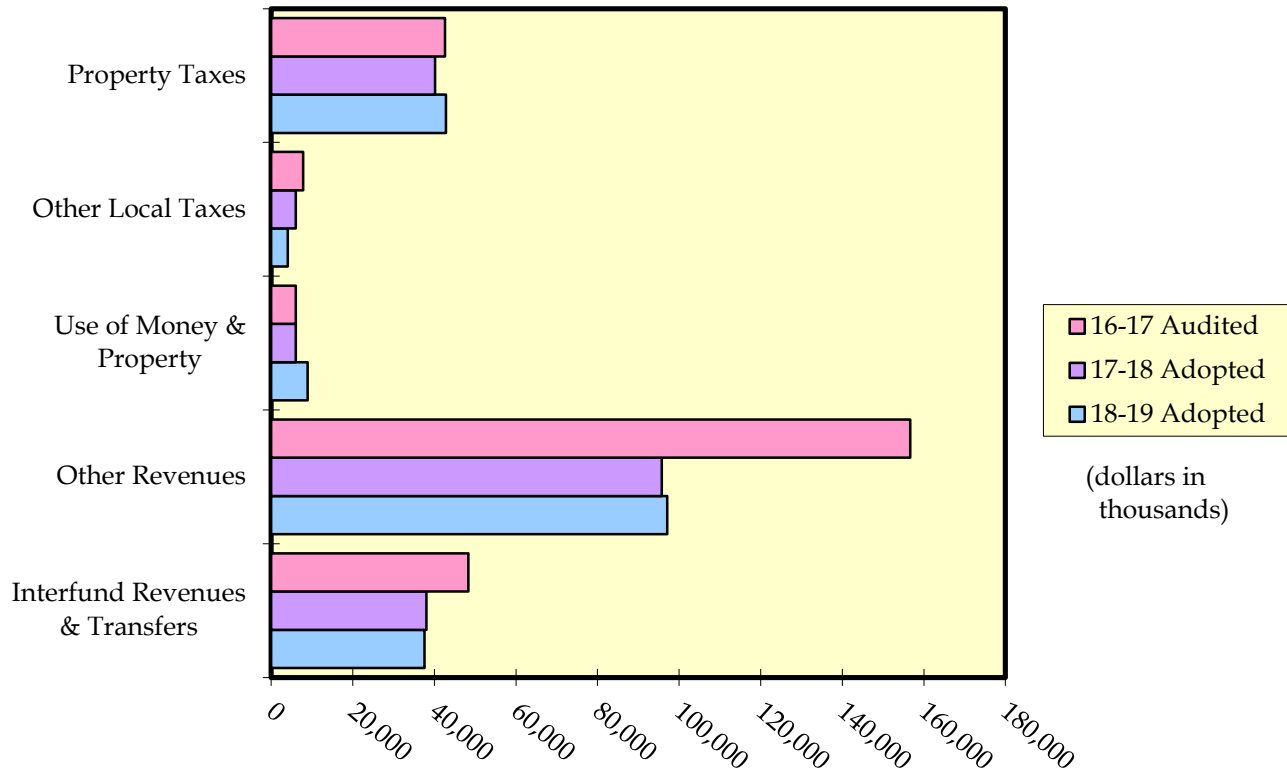


<u>Revenue Category</u>	<u>Audited Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>	<u>Percent Change *</u>
Property Taxes	\$ 43,773,612	45,285,200	52,908,540	16.8%
Sales Tax	21,828,516	21,194,100	20,026,480	(5.5%)
Other Local Taxes	15,866,546	15,589,450	15,989,100	2.6%
Use of Money & Property	16,895,582	19,832,860	21,613,100	9.0%
Other Revenues:				
Licenses, Permits & Franchise Fees/				
Fines & Forfeitures	5,742,617	5,839,300	5,924,930	1.5%
Intergovernmental	740,920	573,010	624,100	8.9%
Charges for Services	2,840,079	2,632,080	2,772,040	5.3%
Miscellaneous Revenue	3,610,559	1,602,660	1,748,860	9.1%
Interfund Revenues & Transfers	<u>15,390,436</u>	<u>15,473,400</u>	<u>16,074,870</u>	3.9%
<b>TOTAL</b>	<b>\$ <u>126,688,867</u></b>	<b><u>128,022,060</u></b>	<b><u>137,682,020</u></b>	<b>7.5%</b>

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



## OTHER FUND REVENUES

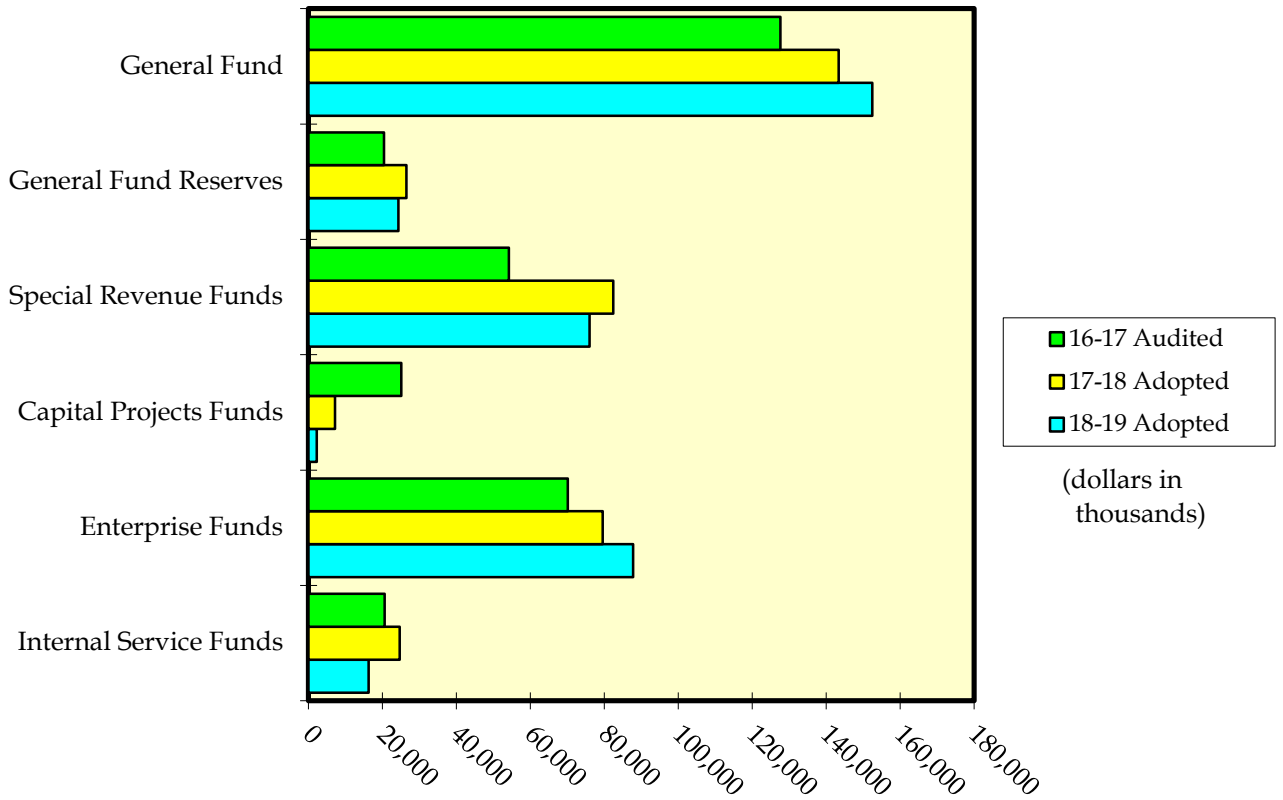


<u>Revenue Category</u>	<u>Audited Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>	<u>Percent Change *</u>
Property Taxes	\$ 42,598,983	40,186,000	42,806,100	6.5%
Other Local Taxes	7,853,004	6,025,000	4,032,000	(33.1%)
Use of Money & Property	6,001,165	6,006,929	8,892,728	48.0%
Other Revenues:				
Licenses, Permits & Franchise Fees/ Fines & Forfeitures	8,188,974	6,546,000	8,730,000	33.4%
Intergovernmental	3,267,964	3,638,240	4,841,354	33.1%
Charges for Services <sup>(1)</sup>	138,517,026	84,473,938	82,716,887	(2.1%)
Miscellaneous Revenues	6,671,825	1,064,897	825,747	(22.5%)
Interfund Revenues & Transfers	<u>48,305,635</u>	<u>38,046,171</u>	<u>37,558,729</u>	(1.3%)
<b>TOTAL</b>	<b>\$ <u>261,404,576</u></b>	<b><u>185,987,175</u></b>	<b><u>190,403,545</u></b>	<b>2.4%</b>

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

(1) Includes Developer Fees and Contributions.

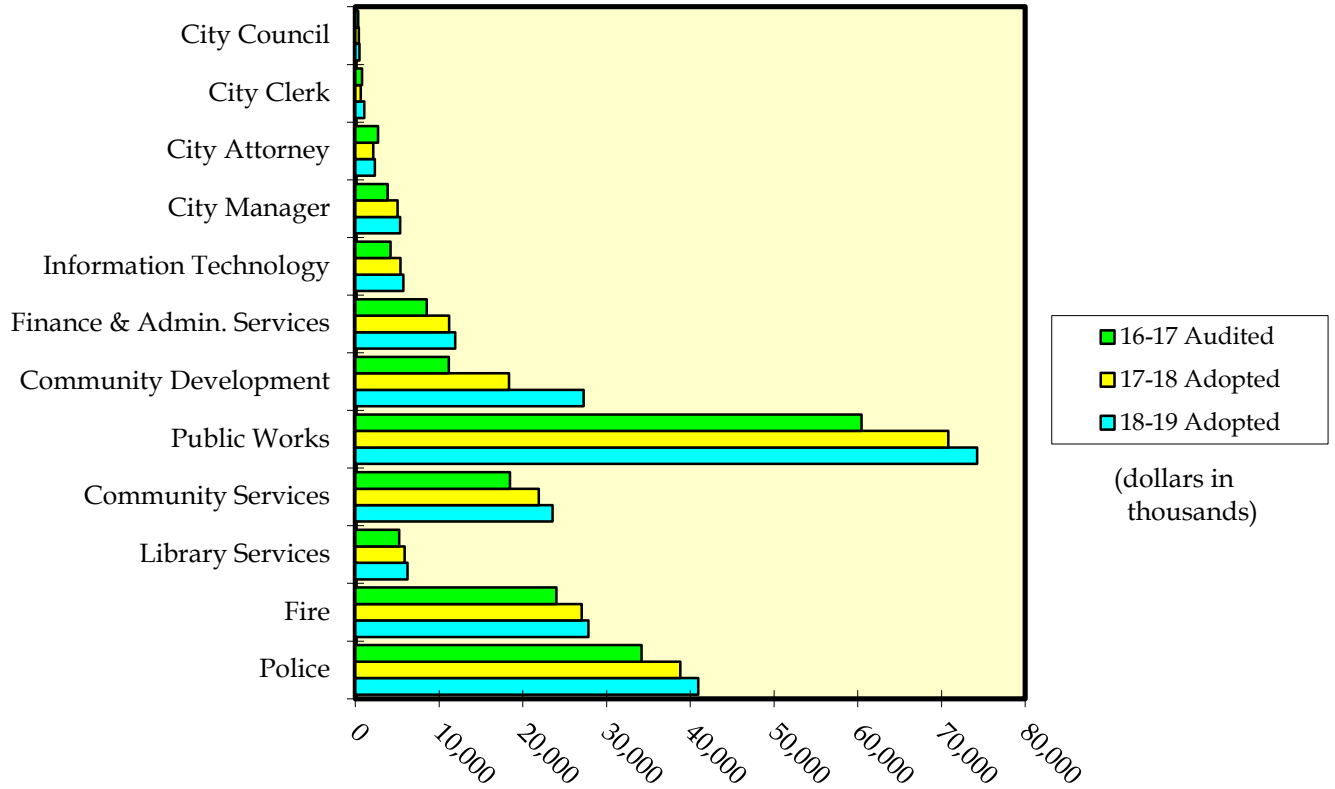
## TOTAL EXPENDITURES BY FUND TYPE



<u>Fund Type</u>	Audited Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19	Percent Change *
General Fund	\$ 127,655,652	143,348,134	152,481,391	6.4%
General Fund Reserves	20,376,308	26,464,372	24,333,841	(8.1%)
Special Revenue Funds	54,194,420	82,403,965	76,044,973	(7.7%)
Capital Projects Funds	25,067,027	7,160,000	2,267,000	(68.3%)
Enterprise Funds	70,121,777	79,518,915	87,824,895	10.4%
Internal Service Funds	20,550,094	24,700,887	16,247,149	(34.2%)
<b>TOTAL</b>	<b>\$ 317,965,278</b>	<b>363,596,273</b>	<b>359,199,249</b>	<b>(1.2%)</b>

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

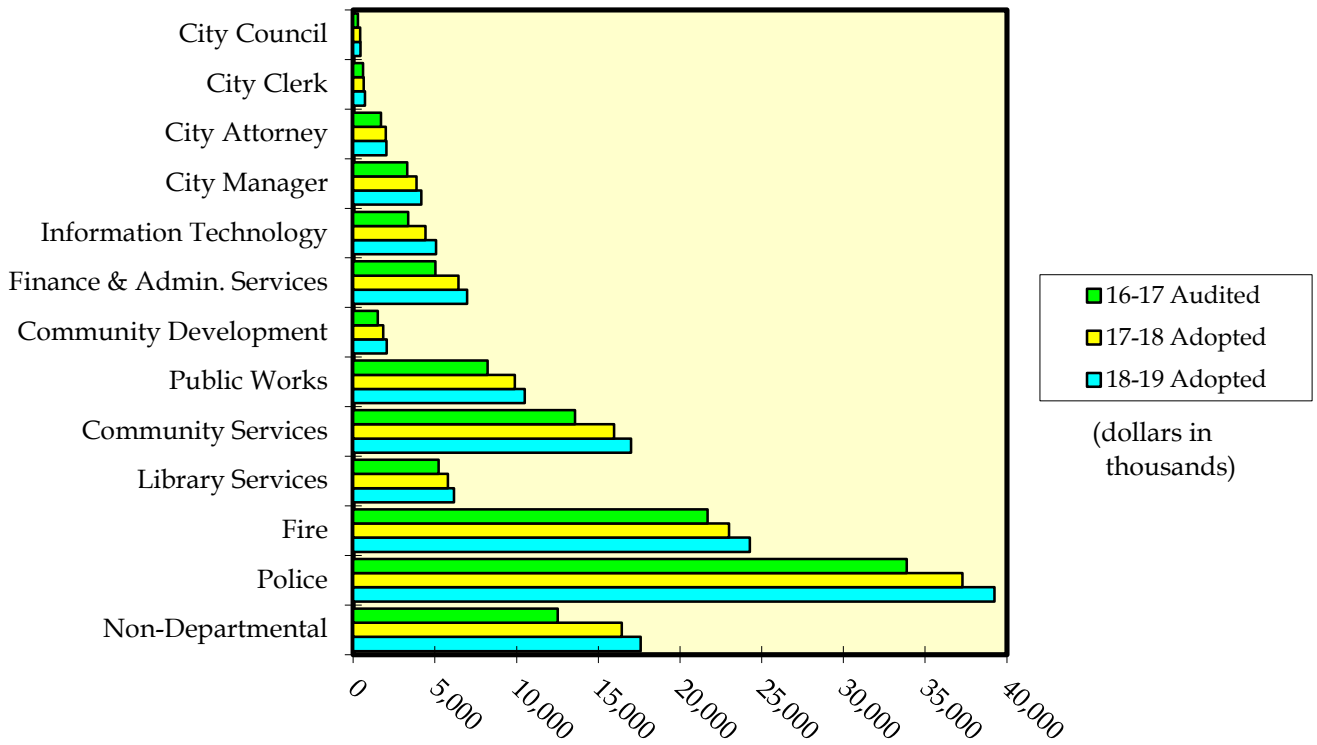
## TOTAL DEPARTMENT EXPENDITURES



<u>Department</u>	Audited Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19	Percent Change *
City Council	\$ 315,904	423,677	473,226	11.7%
City Clerk	781,841	655,192	1,078,813	64.7%
City Attorney	2,719,631	2,140,983	2,315,293	8.1%
City Manager	3,843,398	5,049,013	5,347,744	5.9%
Information Technology	4,197,307	5,377,378	5,742,522	6.8%
Finance and Admin Svcs	8,526,120	11,195,986	11,938,315	6.6%
Community Development	11,145,373	18,328,781	27,251,837	48.7%
Public Works	60,457,906	70,818,712	74,237,930	4.8%
Community Services	18,464,183	21,907,362	23,559,906	7.5%
Library Services	5,242,507	5,878,999	6,230,085	6.0%
Fire	23,986,663	27,018,826	27,825,777	3.0%
Police	34,183,252	38,785,093	40,940,290	5.6%
<b>TOTAL</b>	<b>\$ 173,864,085</b>	<b>207,580,002</b>	<b>226,941,738</b>	<b>9.3%</b>

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

## GENERAL OPERATING FUND EXPENDITURES



<u>Department</u>	Audited Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19	Percent Change *
City Council	\$ 299,498	420,677	451,826	7.4%
City Clerk	604,655	643,592	713,813	10.9%
City Attorney	1,691,775	1,999,383	2,040,893	2.1%
City Manager	3,315,834	3,884,786	4,164,016	7.2%
Information Technology	3,358,465	4,423,464	5,065,968	14.5%
Finance and Admin Svcs	5,036,069	6,433,727	6,973,076	8.4%
Community Development	1,506,491	1,829,613	2,049,333	12.0%
Public Works	8,221,588	9,890,957	10,495,754	6.1%
Community Services	13,582,139	15,969,839	17,013,510	6.5%
Library Services	5,223,335	5,789,083	6,171,369	6.6%
Fire	21,692,646	22,991,284	24,266,587	5.5%
Police	33,877,641	37,283,718	39,239,658	5.2%
Non-Departmental	12,525,263 **	16,427,425 **	17,592,746 **	7.1%
Projected Budget Savings	Included	(2,300,000)	(2,300,000)	0.0%
<b>TOTAL</b>	<b>\$ 110,935,399</b>	<b>125,687,548</b>	<b>133,938,549</b>	<b>6.6%</b>

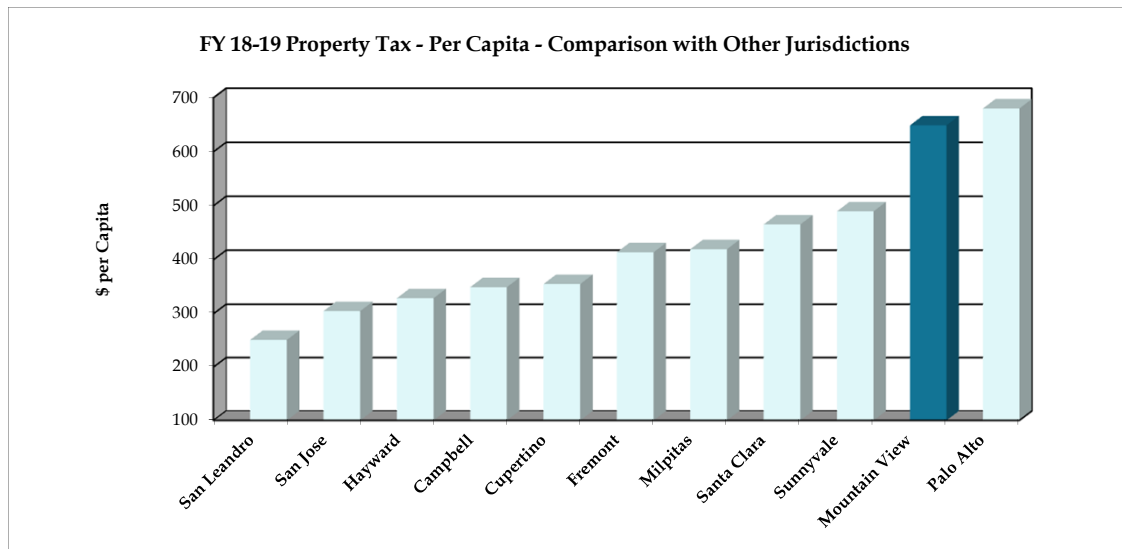
\* Percent Change From Prior Year Adopted to Current Year Adopted Budget.

\*\* FY 16-17 includes an additional \$2.0 million towards CalPERS Liability, \$2.0 million OPEB contribution, \$2.0 million transfer to the Strategic Property Acquisition Reserve (SPAR), and \$500,000 transfer to the General Non-Operating Fund. FY 17-18 includes an additional \$4.0 million towards CalPERS Liability, \$2.0 million OPEB contribution, and \$2.0 million transfer to SPAR. FY 18-19 includes an additional \$4.0 million towards CalPERS Liability, and transfers of \$2.0 million to both the Transportation and Capital Improvements Reserves, and \$1.0 million to the General Fund Reserve.

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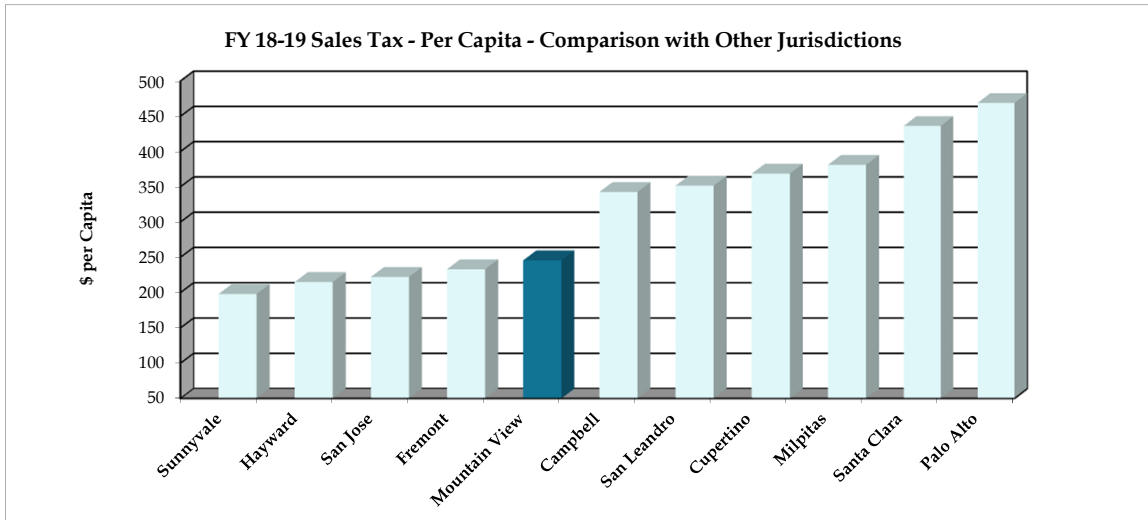
**Property Tax  
Comparison With Other Jurisdictions  
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
<b>Campbell</b>	\$11,240,729	\$12,075,059	\$13,032,100	\$13,785,000	\$14,943,000
% of General Fund	25%	24%	26%	28%	29%
Per Capita	267.68	283.56	307.56	322.86	349.14
<b>Cupertino</b>	\$15,783,955	\$18,139,368	\$20,219,077	\$20,757,000	\$22,766,000
% of General Fund	19%	27%	21%	26%	30%
Per Capita	264.05	311.75	333.27	323.69	355.01
<b>Fremont</b>	\$75,028,000	\$79,388,000	\$86,698,000	\$91,318,000	\$97,443,000
% of General Fund	48%	43%	48%	49%	49%
Per Capita	334.99	348.14	378.06	394.18	413.88
<b>Hayward</b>	\$42,128,306	\$44,159,000	\$47,195,566	\$48,912,000	\$53,267,000
% of General Fund	32%	29%	30%	33%	33%
Per Capita	286.27	277.55	296.63	302.95	328.75
<b>Milpitas</b>	\$24,926,915	\$27,068,110	\$30,261,513	\$28,850,000	\$31,405,000
% of General Fund	36%	35%	31%	32%	32%
Per Capita	343.32	365.09	400.70	382.58	419.49
<b>Mountain View</b>	\$35,173,321	\$39,460,578	\$43,773,612	\$45,285,200	\$52,908,540
% of General Fund	33%	34%	35%	35%	38%
Per Capita	458.10	506.46	558.37	559.79	648.97
<b>Palo Alto</b>	\$34,116,747	\$36,607,000	\$39,381,477	\$41,927,000	\$45,332,000
% of General Fund	18%	19%	22%	23%	23%
Per Capita	509.31	554.41	588.06	630.69	680.16
<b>San Jose</b>	\$247,258,146	\$263,299,078	\$276,388,433	\$307,990,000	\$320,450,000
% of General Fund	24%	25%	25%	24%	29%
Per Capita	247.13	255.62	266.70	295.35	304.81
<b>San Leandro</b>	\$18,900,000	\$20,044,219	\$20,858,028	\$21,201,900	\$22,156,000
% of General Fund	21%	19%	20%	20%	20%
Per Capita	216.72	228.55	236.14	240.03	250.83
<b>Santa Clara</b>	\$37,576,165	\$45,621,226	\$50,920,368	\$51,359,000	\$60,300,000
% of General Fund	21%	23%	24%	23%	24%
Per Capita	309.96	377.12	411.47	414.24	465.26
<b>Sunnyvale</b>	\$54,940,570	\$62,390,637	\$66,608,795	\$73,799,066	\$75,105,869
% of General Fund	37%	35%	39%	36%	35%
Per Capita	374.69	421.48	448.93	490.04	489.64



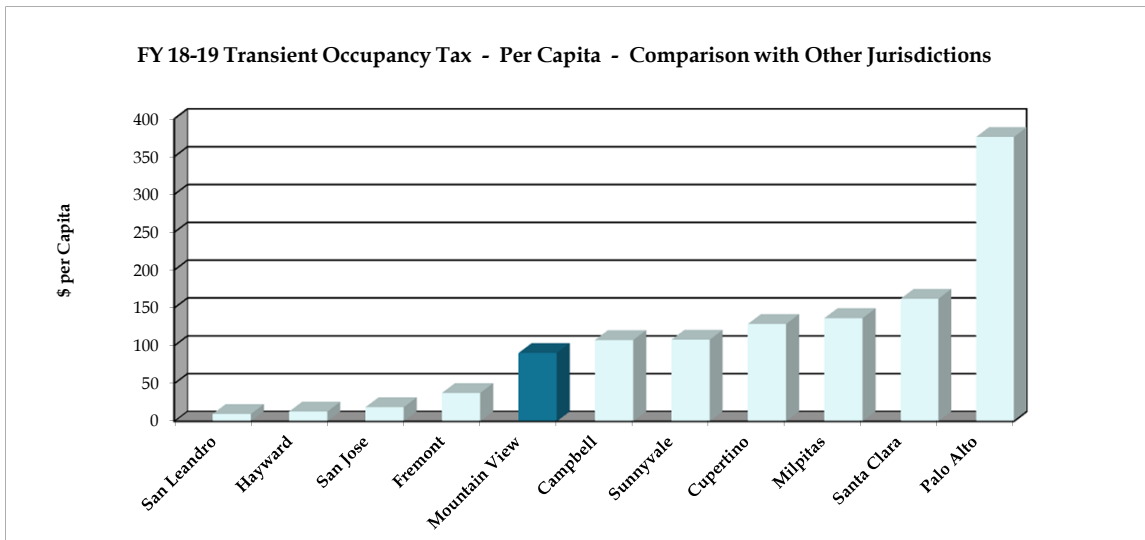
**Sales Tax  
Comparison With Other Jurisdictions  
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
<b>Campbell</b>	\$13,915,291	\$14,818,496	\$14,297,751	\$14,432,000	\$14,656,000
% of General Fund	31%	30%	29%	29%	29%
Per Capita	331.37	347.98	337.43	338.02	342.43
<b>Cupertino</b>	\$21,750,534	\$21,350,056	\$26,932,012	\$22,790,000	\$23,637,000
% of General Fund	26%	31%	28%	28%	31%
Per Capita	363.86	366.93	443.92	355.39	368.60
<b>Fremont</b>	\$40,744,000	\$48,580,000	\$49,536,000	\$50,717,000	\$54,876,000
% of General Fund	26%	26%	27%	27%	28%
Per Capita	181.92	213.04	216.01	218.92	233.08
<b>Hayward</b>	\$31,058,161	\$33,059,000	\$34,839,287	\$32,609,000	\$34,817,000
% of General Fund	23%	21%	22%	22%	22%
Per Capita	211.05	207.78	218.97	201.97	214.88
<b>Milpitas</b>	\$19,572,356	\$24,718,975	\$26,213,910	\$25,520,000	\$28,520,056
% of General Fund	29%	32%	27%	28%	29%
Per Capita	269.57	333.41	347.11	338.42	380.95
<b>Mountain View</b>	<b>\$19,773,384</b>	<b>\$21,401,425</b>	<b>\$21,828,516</b>	<b>\$21,194,100</b>	<b>\$20,026,480</b>
% of General Fund	<b>18%</b>	<b>18%</b>	<b>17%</b>	<b>17%</b>	<b>15%</b>
Per Capita	<b>257.53</b>	<b>274.68</b>	<b>278.44</b>	<b>261.99</b>	<b>245.64</b>
<b>Palo Alto</b>	\$29,675,408	\$30,018,000	\$29,922,926	\$31,458,000	\$31,246,496
% of General Fund	16%	15%	17%	17%	16%
Per Capita	443.01	454.62	446.82	473.21	468.82
<b>San Jose</b>	\$180,406,910	\$201,797,183	\$207,695,033	\$230,000,000	\$233,500,000
% of General Fund	17%	19%	19%	18%	21%
Per Capita	180.31	195.91	200.41	220.56	222.10
<b>San Leandro</b>	\$32,900,000	\$42,336,643	\$30,342,598	\$30,650,600	\$31,054,000
% of General Fund	36%	40%	29%	28%	28%
Per Capita	377.25	482.74	343.52	347.00	351.57
<b>Santa Clara</b>	\$49,933,155	\$50,254,965	\$62,528,632	\$59,047,475	\$56,530,000
% of General Fund	27%	26%	29%	27%	23%
Per Capita	411.89	415.42	505.27	476.25	436.17
<b>Sunnyvale</b>	\$29,676,176	\$32,909,169	\$29,408,259	\$30,244,896	\$30,366,206
% of General Fund	20%	18%	17%	15%	14%
Per Capita	202.39	222.32	198.21	200.83	197.97



**Transient Occupancy Tax  
Comparison With Other Jurisdictions  
FY 14-15 through FY 18-19**

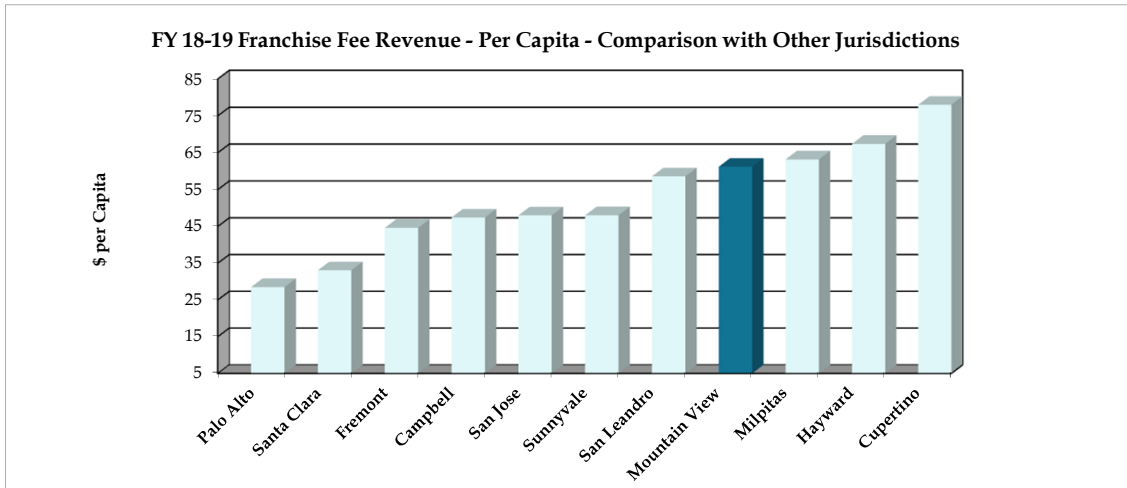
City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
<b>Campbell</b>	\$4,091,923	\$4,439,668	\$4,420,208	\$4,700,000	\$4,600,000
% of General Fund	9%	9%	9%	10%	9%
Per Capita	97.44	104.26	104.32	110.08	107.48
<b>Cupertino</b>	\$5,582,096	\$5,226,291	\$6,023,681	\$6,708,000	\$8,252,000
% of General Fund	7%	8%	6%	8%	11%
Per Capita	93.38	89.82	99.29	104.60	128.68
<b>Fremont</b>	\$7,181,000	\$8,087,000	\$8,391,000	\$8,502,000	\$8,837,000
% of General Fund	5%	4%	5%	5%	4%
Per Capita	32.06	35.46	36.59	36.70	37.53
<b>Hayward</b>	\$2,033,057	\$2,591,000	\$2,559,873	\$2,036,000	\$2,077,000
% of General Fund	2%	2%	2%	1%	1%
Per Capita	13.82	16.28	16.09	12.61	12.82
<b>Milpitas</b>	\$8,733,319	\$9,401,800	\$9,536,211	\$8,962,000	\$10,210,000
% of General Fund	13%	12%	10%	10%	10%
Per Capita	120.28	126.81	126.27	118.84	136.38
<b>Mountain View</b>	\$6,559,072	\$6,590,636	\$7,042,794	\$6,954,300	\$7,358,800
% of General Fund	6%	6%	6%	5%	5%
Per Capita	85.43	84.59	89.84	85.96	90.26
<b>Palo Alto</b>	\$16,699,331	\$22,366,000	\$23,477,173	\$25,143,000	\$25,049,000
% of General Fund	9%	12%	13%	13%	13%
Per Capita	249.30	338.73	350.57	378.22	375.83
<b>San Jose</b>	\$14,797,674	\$16,564,848	\$18,274,899	\$18,720,000	\$19,700,000
% of General Fund	1%	2%	2%	1%	2%
Per Capita	14.79	16.08	17.63	17.95	18.74
<b>San Leandro</b>	\$540,000	\$609,652	\$711,406	\$830,000	\$854,900
% of General Fund	0.59%	0.57%	0.67%	0.77%	0.78%
Per Capita	6.19	6.95	8.05	9.40	9.68
<b>Santa Clara</b>	\$17,843,363	\$20,034,096	\$20,069,227	\$20,600,000	\$21,000,000
% of General Fund	10%	10%	9%	9%	8%
Per Capita	147.19	165.61	162.17	166.15	162.03
<b>Sunnyvale</b>	\$14,137,069	\$16,295,589	\$16,589,743	\$16,294,653	\$16,541,424
% of General Fund	9%	9%	10%	8%	8%
Per Capita	96.41	110.08	111.81	108.20	107.84





**Franchise Fee Revenue  
Comparison With Other Jurisdictions  
FY 14-15 through FY 18-19**

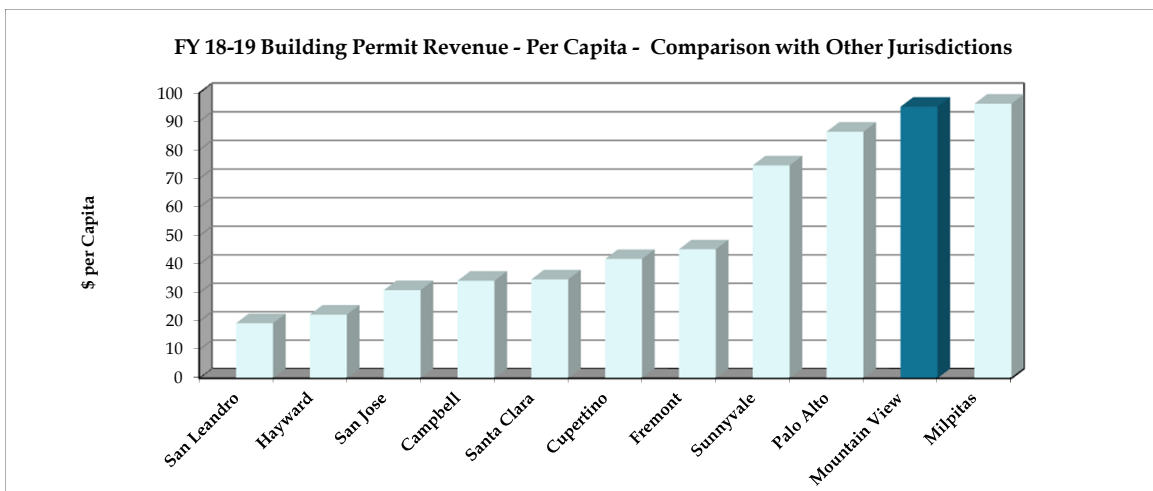
City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
<b>Campbell</b>	\$3,322,031	\$3,319,602	\$3,478,915	\$3,349,413	\$3,339,000
% of General Fund	7%	7%	7%	7%	6%
Per Capita	79.11	77.95	82.10	78.45	78.01
<b>Cupertino</b>	\$2,849,991	\$3,251,299	\$3,409,572	\$3,040,000	\$3,042,000
% of General Fund	3%	5%	4%	4%	4%
Per Capita	47.68	55.88	56.20	47.41	47.44
<b>Fremont</b>	\$9,299,000	\$9,606,000	\$9,887,000	\$10,200,000	\$10,505,000
% of General Fund	6%	5%	5%	5%	5%
Per Capita	41.52	42.13	43.11	44.03	44.62
<b>Hayward</b>	\$10,128,000	\$10,139,000	\$9,646,262	\$9,462,000	\$10,921,000
% of General Fund	8%	7%	6%	6%	7%
Per Capita	68.82	63.73	60.63	58.60	67.40
<b>Milpitas</b>	\$3,658,729	\$3,841,010	\$3,871,202	\$3,981,000	\$4,730,851
% of General Fund	5%	5%	4%	4%	5%
Per Capita	50.39	51.81	51.26	52.79	63.19
<b>Mountain View</b>	<b>\$4,529,685</b>	<b>\$4,704,290</b>	<b>\$4,741,035</b>	<b>\$4,914,940</b>	<b>\$4,990,480</b>
% of General Fund	<b>4%</b>	<b>4%</b>	<b>4%</b>	<b>4%</b>	<b>4%</b>
Per Capita	<b>58.99</b>	<b>60.38</b>	<b>60.48</b>	<b>60.76</b>	<b>61.21</b>
<b>*Palo Alto</b>	\$1,860,312	\$1,895,062	\$1,900,079	\$1,700,000	\$1,900,000
% of General Fund	0.99%	1%	1%	1%	1%
Per Capita	27.77	28.70	28.37	25.57	28.51
<b>San Jose</b>	\$46,908,554	\$48,948,942	\$49,641,551	\$50,813,083	\$50,474,798
% of General Fund	4%	5%	4%	4%	5%
Per Capita	46.88	47.52	47.90	48.73	48.01
<b>San Leandro</b>	\$4,800,000	\$4,968,614	\$5,102,904	\$5,125,029	\$5,176,009
% of General Fund	5%	5%	5%	5%	5%
Per Capita	55.04	56.65	57.77	58.02	58.60
<b>Santa Clara</b>	\$3,698,326	\$3,822,934	\$4,017,605	\$3,916,300	\$4,287,638
% of General Fund	2%	2%	2%	2%	2%
Per Capita	30.51	31.60	32.46	31.59	33.08
<b>Sunnyvale</b>	\$6,897,803	\$7,056,709	\$7,117,732	\$7,181,772	\$7,368,207
% of General Fund	5%	4%	4%	4%	3%
Per Capita	47.04	47.67	47.97	47.69	48.04



\* Palo Alto ONLY collects Cable Franchise Fees and they are not part of the General Fund revenues, but for comparison purposes, we included this revenue as part of the General Fund.

**Building Permit  
Comparison With Other Jurisdictions  
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
<b>Campbell</b>	\$1,180,622	\$2,488,271	\$1,965,323	\$1,512,000	\$1,465,000
% of General Fund	3%	5%	4%	3%	3%
Per Capita	28.11	58.43	46.38	35.41	34.23
<b>Cupertino</b>	\$3,170,446	\$3,073,109	\$2,536,924	\$2,145,000	\$2,685,000
% of General Fund	4%	5%	3%	3%	3%
Per Capita	53.04	52.82	41.82	33.45	41.87
<b>Fremont *</b>	\$783,842	\$8,696,988	\$13,981,333	\$9,643,296	\$10,658,065
% of General Fund	1%	5%	7%	5%	5%
Per Capita	3.50	38.14	60.97	41.63	45.27
<b>Hayward</b>	\$2,499,636	\$3,602,843	\$4,212,602	\$3,500,000	\$3,622,000
% of General Fund	2%	2%	3%	2%	2%
Per Capita	16.99	22.64	26.48	21.68	22.35
<b>Milpitas</b>	\$4,934,766	\$5,819,943	\$7,545,221	\$6,251,690	\$7,199,714
% of General Fund	7%	8%	8%	7%	7%
Per Capita	67.97	78.50	99.91	82.90	96.17
<b>Mountain View *</b>	\$6,222,485	\$6,409,790	\$7,080,287	\$5,621,000	\$7,755,000
% of General Fund	6%	5%	5%	4%	5%
Per Capita	81.04	82.27	90.31	69.48	95.12
<b>Palo Alto</b>	\$4,641,442	\$4,814,233	\$4,404,910	\$5,758,296	\$5,758,296
% of General Fund	3%	2%	2%	3%	3%
Per Capita	69.29	72.91	65.78	86.62	86.40
<b>San Jose</b>	\$27,437,791	\$30,506,052	\$32,113,377	\$32,500,000	\$32,500,000
% of General Fund	3%	3%	3%	3%	3%
Per Capita	27.42	29.62	30.99	31.17	30.91
<b>San Leandro</b>	\$1,410,000	\$1,734,799	\$1,828,458	\$1,700,000	\$1,710,000
% of General Fund	2%	2%	2%	2%	2%
Per Capita	16.17	19.78	20.70	19.25	19.36
<b>Santa Clara</b>	\$4,404,007	\$6,036,116	\$5,876,550	\$5,000,000	\$4,500,000
% of General Fund	2%	3%	3%	2%	2%
Per Capita	36.33	49.90	47.49	40.33	34.72
<b>Sunnyvale *</b>	\$12,154,616	\$17,240,132	\$13,306,587	\$13,491,112	\$11,447,742
% of General Fund	8%	9%	7%	6%	5%
Per Capita	82.89	116.47	89.68	89.58	74.63



\* For the Cities of Fremont, Mountain View and Sunnyvale Building permits are not part of the General Fund revenues, but for comparison purposes, we included this revenue as part of the General Fund.

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## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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*The following is a randomized list of notable accomplishments by City departments over the most recent fiscal year. These items go beyond “normal” day-to-day services. A number are related to the City Council’s 2017-2019 major goals and priorities, which include protecting vulnerable populations, increasing affordable housing options, enhancing environmental sustainability efforts, and improving transportation and mobility.*

- Developed a pipeline of over 400 affordable housing units, representing one-third of the City’s current affordable housing supply.
- Adopted an updated North Bayshore Precise Plan and Affordable Housing Guidelines.
- Continued implementing 61-item action plan to address homelessness.
  - Managed interdepartmental teams and numerous community stakeholders working to address homeless matters.
  - Launched a proactive strategy for providing Police and community services for homeless and residents living in vehicles with a Community Outreach Officer.
  - Facilitated the launch of a safe parking program and grant for a new local nonprofit.
  - Coordinated a Sanitary Waste Dump Pilot and presented results to the Council.
- Continued with development of new East Whisman Precise Plan.
- Began the Terra Bella Visioning and Guiding Principles Plan process.
- Developed framework for commercial cannabis.
- Completed updates to the Gatekeeper process and other Zoning Code development standards.
- Reviewed and implemented tax liability items related to deferred compensation, public safety vehicles, and employer-provided housing.
- Completed multiple turf improvement projects at Shoreline Golf Links.
- Staffed Truck 51 and Rescue 51 with a Firefighter Paramedic to provide daily Advanced Life Support services on all apparatus.

## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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- Facilitated Transfer of Development Rights (TDR) between private properties and the Los Altos School District (LASD), as well as other terms, for a new public school and park in the San Antonio area.
- Opened a new trailhead to connect Permanente Creek Trail from Rock Street to Middlefield Road in conjunction with installing a new artificial turf field at Crittenden School through a partnership with the Mountain View Whisman School District.
- Developed a Succession Plan to ensure smooth transitions in key positions and continued excellence in the City's workforce and leadership.
- Conducted a search with the Performing Arts Committee to select Upstage Theater as the first SecondStage Home Company.
- Confirmed the absence of lead water service lines in the City's water system, and completed water sampling at elementary schools to determine lead levels as required by State regulations.
- Performed a CalPERS funding analysis reviewing options, made recommendations to the Council Finance Committee, and implemented a strategy to deposit \$10 million with CalPERS.
- Began construction on 1701 West El Camino Real (Eagle Park Apartments) with a total of 67 units, including units for veterans.
- Funded 950 West El Camino Real with a total of 70 units, including units for transition-aged youth and the developmentally disabled.
- Updated Administrative Instructions for the Purchasing Policy and Procurement Cards.
- Replaced projector, screen, and wireless microphone system in the Council Chambers.
- Upgraded Laserfiche system and updated user process flows for the City Clerk's Office, Public Works Department, and City Manager's Office.
- Developed innovative financing options to fund affordable housing, such as prefunding.
- Completed Citywide communications for the updated minimum wage at \$15 per hour.

## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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- Supported Council on the Ad Hoc Committee on South Flow Arrivals process and worked with intergovernmental partners to represent Mountain View residents' interests.
- Conducted plan check and issued permits for the Moffett Gateway Development (Ameswell).
- Completed year two of the City's Spanish Language Civic Leadership Academy.
- Completed the first phase of modifying the BMR program and began the second phase.
- Conducted plan check and issued permits for Charleston East - Google.
- Executed an agreement with the Magical Bridge Foundation for professional and design services to build an all-inclusive playground in Mountain View.
- Planted 100 trees along the Stevens Creek Trail between El Camino Real and the Sleeper trailhead with volunteers from Canopy and Mountain View Trees.
- Inspected and granted final approval for San Antonio Center Phase II at 391 and 401 San Antonio Road—two new commercial buildings and parking garage; 911,660 combined square feet.
- Hosted a Community Health Fair for Mountain View residents in partnership with Assemblymember Marc Berman and Santa Clara County Supervisor Joe Simitian.
- Successfully moved all Community Center programming to alternative facilities during the 18-month renovation period.
- Developed and successfully produced a pilot Autism/Sensory Friendly Performance with MainStage Home Company, Peninsula Youth Theatre.
- Enhanced the City's Training and Development Program, increasing the number of training hours by 86 percent.
- Conducted plan check and issued permits for El Camino Hospital.
- Conducted a seven-month review of the City's park land acquisition strategies with the Parks and Recreation Commission.
- Hosted the Understanding Islam Speaker Series in partnership with Santa Clara County Supervisor Joe Simitian and the Human Relations Commission (HRC).
- Completed the construction for the Library remodel to expand the children's area on the first floor, expand the first-floor program room, and add seating, study rooms, and an additional program room on the second floor.

## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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- Held a Spanish-language Community Emergency Response Team training (CERT) for 23 Mountain View residents.
- Established a secure bike parking room for City employees who commute to work by bike.
- Implemented hybrid Exchange Online program and launched migration of users' e-mail to Microsoft-hosted Exchange.
- Worked with State regulatory agencies and City customers to plan for expansion of the recycled water system and development of on-site water reuse systems.
- Provided policy recommendations on an anti-registry policy, becoming a sanctuary city, and a freedom city policy.
- Expanded the FASD Ambassador Training Program to provide training on a variety of Finance and Administrative Services, including, contract processing, request for proposal process, and budget overview.
- Replaced core network firewall system with newest generation equipment with enhanced antivirus and URL filtering capabilities, and rearchitected network for remodeling projects in City Hall, the Library, and the new Community Center.
- Held a LGBTQ Listening Forum with the Human Relations Commission (HRC) and the Santa Clara County Office of LGBTQ Affairs.
- Trained approximately 1,000 volunteers and residents in disaster management and emergency preparedness (CERT).
- Prepared a Study Session Report on public service levels in light of estimated population growth.
- Completed a TOT Audit of all City hotels/motels.
- Developed a phased activation strategy for Civic Center Plaza. Phase one was approved by City Council for implementation in Fiscal Year 2018-19.
- Reviewed options for increasing low-income child-care subsidies.
- Held Leadership Town Halls for all City employees at two venues.
- Established an Age-Friendly City Task Force and worked with them to conduct community focus groups and select priority domains on which to work in 2018.
- Developed a pilot program for the Human Rights analytical framework.
- Prepared a 10-year plus Shoreline Community Forecast Analysis and a 10-year General Operating Fund forecast.

## **SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18**

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- Remodeled the restroom at Sylvan Park and the restroom and irrigation pump at Cooper Park, while completing a new soccer field at Whisman Park.
- Installed 68 new trash cans on Castro Street.
- Led exploration, analysis, modeling, outreach, and communications for three potential revenue measures for the November 2018 ballot, with two being placed on the ballot by Council.
- Updated six Council policies/procedures and took another three for review by the Council Procedures Committee (CPC).
- Launched employee healthy snacks for the City Wellness Program (BEWELLMV).
- Established submittal guidelines, Conditions of Approval, and Operational Permit Templates for on-demand mobile fueling operator and site permits.
- Created and published the City's first Financial View providing a summary of budget information in a four-page booklet.
- Transitioned R-2 (Apartments) inspections to suppression personnel, and completed all associated training for suppression personnel.
- Developed the first budget and Rental Housing Fee adopted by the Rental Housing Committee (RHC).
- Developed and released an RFP for a CSFRA database.
- Led the effort in establishing a tri-county fire incident management team that can be called out to manage prolonged events.
- Completed mediation and fact finding to reach a successor agreement with one of the City's labor groups.
- Implemented a convenience fee for credit card processing.
- Completed update of Retirees' Health valuation and recommended reduction in discount rate to 6.5 percent.
- Launched a volunteer Ambassador Program, consisting of graduates from the 2017 Spanish Language Civic Leadership Academy.
- Implemented new self-contained breathing apparatus in the Fire Department. Conducted joint active shooter training with all MVFD and MVPD members.
- Implemented the CENIC network, providing low-cost, high-speed Internet access to Library patrons.



## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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- Developed recommendations on short-term residential rental regulations.
- Updated the City's standard contracts provisions crossing multiple contracts and created new contracts for Indemnity, Technology, and Legal Services.
- Received S&P affirmation of AAA credit rating for Water Revenue Bonds.
- Implemented an Electronic Funds Transfer (EFT) payment program for vendors.
- Established the MVFD Tactical Paramedic Program where Firefighter Paramedics are part of MVPD SWAT team and respond to the scene with MVPD to emergency events in which the SWAT team is activated.
- Purchased 52 replacement vehicles.
- Created a Valet Attendant Assisted Parking Services Pilot program.
- Implemented City's retirees' health billing system in ONESolution from legacy Filemaker Pro system.
- Completed implementation of the Bank of America (BoFA) Works Application. Set up trainings, demonstrations, and meetings with City staff to facilitate adoption of the platform.
- Added a new digital service to the Library called Hoopla, a streaming service that offers customers simultaneous use of more than 500,000 movies, TV shows, e-audiobooks, music albums, digital comic books, and e-books.
- Successfully issued RFP, reviewed responses, awarded contract and transitioned to new Workers' Compensation Third Party Administrator (TPA).
- Replaced primary server storage system with Pure Storage all flash storage system.
- Rewrote the GIS address update workflow to streamline adds/moves/changes for Building Inspection Division.
- Migrated the GIS water documentation to a new network model for easier support and modeling.
- Launched electronic signature processes for Public Works and Police Department signatures.
- Placed a new Brush Patrol Fire Engine in service and trained all personnel on off-road driving.
- Purchased Dispatch Center Consoles.
- Completed design and permit processing for Downtown Wi-Fi project.



## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

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- Added new systems to the City's workflow management tool for offboarding employees, permitting and licensing sidewalk cafés, and managing CSFRA data.
- Developed detailed feature documentation of City's existing helpdesk system and published RFP for the replacement system.
- Continued important Library partnerships with the IRS to offer 10 Saturdays of free tax assistance, and with the Pro Bono Project to offer bimonthly free legal advice.
- Hosted 85 participants in the Dreams and Futures summer youth program in collaboration with local schools and with financial support from El Camino Hospital Community Benefit Program and Kiwanis Club grants.
- Installed traffic calming measures on Plymouth Street, Jardin Drive, Rose Avenue, Cuesta Drive, Gretel Lane, and Easy Street.
- Offered a variety of Library programs in support of Council goals, including a DACA Information Session, ongoing bike clinics, and a community wellness fair.
- Upgraded the 9-1-1 telephone system equipment in collaboration with the cities of Los Alto and Palo Alto.
- Upgraded the previous generation of Officer Worn Cameras and increased inventory to issue cameras to every Officer.
- Council adopted a Zero Waste Policy as proposed by Solid Waste Section.
- Welcomed a Police Chaplain Coordinator to provide nondenominational chaplain services for employees and the community.
- Completed the Castro Street (Miramonte to El Camino Real) Complete Streets Project.
- Completed City Hall First and Second Floor Renovations.
- Completed Stevens Creek Trail Landscaping Improvements, south of El Camino Real.
- Resurfaced Cuesta Park Tennis Courts.
- Installed a new traffic signal at Rengstorff and Stanford Avenues (Community Center entrance).
- Worked with Palo Alto and the Water District to complete the recycled water advanced treatment feasibility study and began developing construction and funding strategies.

## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

- Completed extension of the recycled water supply agreement through 2060 with the City of Palo Alto.
- Completed the 5-year update of the Sanitary Sewer Management Plan.
- Improved and demonstrated the ability to quickly isolate the City's water system from potential water quality problems from the City's water wholesalers.
- Completed Automated Guideway Transit (AGT) Feasibility Study.
- Billed first Rental Housing Fee with over 700 invoices covering 16,000 units.
- Launched Bike Share Pilot Program.

### FUN FACTS

- Reviewed approximately 430 development applications.
- Approved 844 new housing units; 304 housing units completed construction; and 2,800 housing units are in the pipeline.
- Issued 8,360 building permits totaling \$1.2 billion in construction valuation.
- Performed 244 Fast Track Plan Checks, 229 One-Stop Plan Checks, and 1,374 Over-the-Counter Plan Checks; and used E-Permit system to issue 201 online permits.
- Performed 2,318 Fire Plan Checks (65 percent increase).
- Conducted 44,315 building inspections.
- Assisted 10,152 applicants in the Development Services Center.
- Engaged the community on five Open City Hall topics.
- Published four digital e-newsletters.
- Posted 211 unique topics on social media.
- Routed 428 unique media contacts.
- Processed 20 film permits.
- Conducted 50 in-person multilingual community outreach activities.
- Translated 115 City documents in Spanish, Mandarin, and Russian.
- Provided 32 simultaneous translations to support City programs, services, and community meetings.

## **SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18**

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- Facilitated 65,749 paid rounds of golf at Shoreline.
- Registered 8,501 participants in Recreation classes.
- Saw the highest number of burrowing owl chicks at Shoreline since 2004.
- Presented the Fire Prevention Plan to eight schools for a total of nine presentations.
- The Fire Department participated in 120 outreach events that included: community events, station tours, school visits, station dinners, engine visits, and festivals and fairs. The number of citizens reached as a result of these efforts is estimated to be approximately 15,100.
- Rented the Rengstorff House 520 times.
- Saw 560,956 visits to the Library.
- The Fire Department participated in 267 engagements with local school administrators to develop disaster plans, emergency drills, and site-specific preparedness training.
- Facilitated 48,275 public computer sessions in the Library.
- Registered five new California Professional Civil Engineers (PEs) in Public Works Department.
- Cleaned 643,902 feet of sewer mains.
- Disposed of 3.5 pounds of waste per person per day.
- Hosted 555 performances at the Center for Performing Arts.
- Filled 127 vacancies, 30 percent of which were filled by internal promotions.
- Provided 834 hours of employee training.



## SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18

### AWARDS AND GRANTS

- Received 2018 Project of the Year Award, Historical Restoration/Preservation for Heritage Park from the Silicon Valley Chapter, American Public Works Association (APWA).
- Received the Government Finance Officers Association Awards for Excellence in Financial Reporting and Distinguished Budget Presentation, and the California Society of Municipal Finance Officers Excellence in Operating Budget Award
- Received Housing Champion Award from SV@Home for North Bayshore Precise Plan.
- Received APA-Norcal Award of Merit, for Transfer of Development Rights (TDR) Program.
- Received a Walk Friendly Communities (WFC) Bronze Award in recognition of its efforts to support walkability and pedestrian safety.
- Received Honorable Mention in the Green Fleet Awards for 2017 from the 100 Best Fleets in North America Program.
- Received a \$6,000 grant from The Grove Foundation to support Multilingual Community Outreach programs.
- Received a \$1.7 million grant from the County of Santa Clara to build an all-inclusive playground in Mountain View with the Magical Bridge Foundation.
- Kiwanis Club of Mountain View and Beyond Barriers Athletic Foundation provided funding for free swim lessons to participants in City after-school programs. Kiwanis contributed \$2,500 while BBAF covered 60 percent reimbursement, equivalent to \$1,950. The program was offered to 72 elementary and middle-school-aged participants.
- The Friends of the Mountain View Library donated \$98,856 for Library materials, programs, databases, online homework help, and materials and supplies for the newly remodeled children's wing. In addition, a \$25,000 donation was made to the Friends to support future Library travel collections and programs.
- Received a "Libraries Illuminated" grant from the California State Library which is awarded to support technology in public libraries. Mountain View received \$18,440 to purchase 30 mobile thin clients, a wireless router, and a color printer. These will be used in the new program room on the second floor that was built as part of the Library remodel and will support upcoming computer classes.

## **SIGNIFICANT ACCOMPLISHMENTS FISCAL YEAR 2017-18**

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- Received a \$14,000 grant from the Pacific Library Partnership which will allow the Library to implement touchscreen kiosks with program information and wayfinding software.
- Received a Lulzbot Mini 3D printer from the California State Library as part of their Technology and Testing grants.
- Began year two of a three-year agreement with the Santa Clara Valley Water District D3 Safe, Clean Water and Natural Flood Protection grant totaling \$28,000 with two large native plantings completed along the Permanente Creek Trail.
- Received a Type 1 fire engine from the California State Office of Emergency Services. This engine responds to mutual-aid disasters within California and the engine can be used in the City of Mountain View for emergencies, as an additional back-up unit and training if needed.
- Implemented traffic safety enforcement and education programs funded from a grant award of \$115,000 from the California Office of Traffic Safety.
- MVPD was the only local agency to receive certification from the Commission on Peace Officer Standards and Training for the Department's Field Training Officer program.

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Fiscal Year 2018-19

Adopted Budget

Resolutions



CITY OF MOUNTAIN VIEW  
RESOLUTION NO. 18227  
SERIES 2018

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-19 CITY BUDGET AND  
APPROPRIATIONS FOR THE ADOPTED FISCAL YEAR 2018-19 CAPITAL  
IMPROVEMENT PROJECTS, INCLUDING AMENDMENTS TO EXISTING PROJECTS,  
BUT EXCLUDING THE SHORELINE REGIONAL PARK COMMUNITY

WHEREAS, the City Council held duly noticed meetings or Study Sessions on February 13, March 20, and May 1, 2018; and held duly noticed public hearings on April 24, June 12 and June 19, 2018; and heard all persons wishing to be heard regarding said Fiscal Year 2018-19 Proposed Budget (Proposed Budget). The City Council considered these comments and deliberated the City Manager's Proposed Budgets;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain View as follows:

1. The City of Mountain View Proposed Budget in the amount of \$276,199,287 as proposed by the City Manager, plus any amendments approved by the City Council on June 19, 2018, on file in the City Clerk's Office, including the Fund Schedules Section of the Proposed Budget, is hereby adopted as the Fiscal Year 2018-19 budget of this agency.
2. The City Council appropriate funding for the Fiscal Year 2018-19 Capital Improvement Projects (Capital Projects) in the amount of \$41,577,263, of which \$38,984,263 is City funding, as adopted by the City Council on June 19, 2018, plus any amendments approved by the City Council on June 19, 2018, as identified in the Adopted Fiscal Year 2018-19 Capital Improvement Program, on file in the City Clerk's Office.
3. The City Council has included appropriations sufficient to meet all its debt service obligations.
4. Except for continuing appropriations for capital improvement projects not yet completed, Community Development Block Grant (CDBG) programs, grant and donation funding, legal cases, and other expenditures lawfully encumbered or accrued, all other unexpended appropriations shall lapse at the end of the fiscal year in accordance with City Charter Section 1105.
5. Appropriations as needed from investment earnings and other program income received on grant funds are hereby authorized.
6. Appropriations in the Compensated Absence Reserve are hereby authorized as needed for payments for vacation, sick leave, or other accrued leave as applicable, to employees during Fiscal Year 2018-19.
7. Appropriations for expenditures in the Police Asset Forfeiture Fund are hereby authorized up to the uncommitted cash balance in the Police Asset Forfeiture Fund.
8. Appropriations in the Workers' Compensation, Unemployment Insurance, and Liability Funds for Workers' Compensation, unemployment, and liability claims payments are hereby authorized as needed. In addition, the balance of any ergonomics

funding remaining in the Workers' Compensation Fund is authorized to be rebudgeted in the next fiscal year.

9. Appropriations in the Retirees' Health Insurance Fund and the Employee Benefits Fund are hereby authorized as necessary for the associated expenses of these programs.

10. As previously authorized by City Council in adopted Resolutions 17914 and 17925, the Public Benefits Value for the El Camino Real Precise Plan (ECRPP) and the San Antonio Precise Plan (SAPP) shall be increased by the prior year consumer price index as part of the annual budget process. The public benefit values are to be assessed as described in the ECRPP and the SAPP. For Fiscal Year 2018-19 the public benefit amounts shall be \$22.40 for ECRPP and \$22.40 for SAPP.

11. The City Manager or designee is authorized to increase appropriations to maintain retail sales inventories (should retail sales exceed the amount budgeted) for the Shoreline Golf Links operations that are offset by retail sales.

12. The Finance and Administrative Services Director is hereby authorized to increase appropriations and budgeted revenue in the Benefit Assessment District Fund for the actual Business Improvement Area assessments received.

13. The Finance and Administrative Services Director is hereby authorized to increase appropriations for 75.0 percent of the annual interest earned on the Minor Estate Trust.

14. The Finance and Administrative Services Director is hereby authorized to adjust appropriations for revenues received related to the fee required to be collected by the State (AB 1379) to fund accessibility training.

15. The Finance and Administrative Services Director is hereby authorized to make adjustments to the final Community Stabilization Fair Rent Act (CSFRA)/Rental Housing Committee (RHC) final budget and Rental Housing Fee.

16. The Finance and Administrative Services Director is hereby authorized to adjust the transfer from the General Non-Operating Fund to the Capital Improvement Reserve up to \$3,000,000 based on the 2017-18 fiscal year-end balance available.

17. The Finance and Administrative Services Director is hereby authorized to adjust appropriations for CDBG funding received. If actual allocations, program income, and/or carryover are more or less than the amounts estimated, proportionately allocate the difference allowed to the capital project agencies based on their awarded funding levels up to the amounts requested; proportionately allocate the maximum allowable increased or decreased CDBG allocation and program income received to public service agencies up to the amount requested and not less than \$5,000; proportionately allocate the maximum allowable increased or decreased CDBG and/or HOME allocation and program income received to administration; and carry over the remaining funds to Fiscal Year 2019-20 capital projects.

18. The Finance and Administrative Services Director is hereby authorized to make adjustments and corrections to the final budget for reasons such as: (a) final employee benefit costs; (b) adjustments between funds and departments for internal service charges, administrative overhead reimbursements, and retirees' health and CalPERS contributions; (c) final employee compensation packages; and (d) other corrections as necessary. The Finance and administrative Services Director is hereby authorized to determine the budgeted amounts for implementation of the decisions made at the public hearings and will report the final adopted budget and any

reconciling changes in the compilation of the budet to the City Council by an informational memorandum and will file said final adopted budget with the City Clerk's Office.

-----

The foregoing Resolution was regularly introduced and adopted at a Special Meeting of the City Council of the City of Mountain View, duly held on the 19th day of June 2018, by the following vote:

AYES: Councilmembers Abe-Koga, Clark, McAlister, Showalter, Vice Mayor Matichak, and Mayor Siegel

NOES: None

ABSENT: Councilmember Rosenberg

ATTEST:

APPROVED:

  
\_\_\_\_\_  
LISA NATUSCH  
CITY CLERK

  
\_\_\_\_\_  
LEONARD M. SIEGEL  
MAYOR

I do hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Mountain View at a Special Meeting held on the 19th day of June 2018, by the foregoing vote.

  
\_\_\_\_\_  
City Clerk  
City of Mountain View

PJK/4/RESO  
546-06-19-18r-E

CITY OF MOUNTAIN VIEW  
RESOLUTION NO. 18228  
SERIES 2018

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-19 APPROPRIATIONS LIMIT

WHEREAS, Article XIII B of the Constitution of the State of California requires that total annual appropriations of the City of Mountain View (City) funded from the applicable proceeds of taxes shall not exceed the appropriations limit of the City for the prior fiscal year adjusted for specified changes; and

WHEREAS, Article XIII B requires the City to establish its appropriations limit by resolution each fiscal year at a regularly scheduled meeting or at a noticed Special Meeting, before the beginning of each fiscal year; and

WHEREAS, the Finance and Administrative Services Department has prepared the budget documentation as intended by Article XIII B and has made such documents available for public review; and

WHEREAS, Article XIII B allows the City to adjust the annual appropriations limit for the change in cost of living and the change in population factors as follows:

- The change in the cost of living is either the percent change in the California per-capita personal income or the percent change in the local assessment roll from the preceding year due to the addition of local nonresidential construction in the City; and
- The change in the population is either the percent change in population for the entire Santa Clara County (County) or the percent change in population for the City;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mountain View hereby adopts the appropriations limit for Fiscal Year 2018-19 of \$265,968,636 for those funds subject to the appropriations limit utilizing the percent change in the California per-capita personal income and the percent change in population for the County of Santa Clara. The California per-capita income factor has been provisionally selected until the County is able to provide the information for the percent change in the local assessment roll from the preceding year due to the addition of local nonresidential construction in the City.

-----

The foregoing Resolution was regularly introduced and adopted at a Special Meeting of the City Council of the City of Mountain View, duly held on the 19th day of June 2018, by the following vote:

AYES: Councilmembers Abe-Koga, Clark, McAlister, Showalter, Vice Mayor Matichak, and Mayor Siegel


NOES: None

ABSENT: Councilmember Rosenberg

ATTEST:

APPROVED:

  
\_\_\_\_\_  
LISA NATUSCH  
CITY CLERK

  
\_\_\_\_\_  
LEONARD M. SIEGEL  
MAYOR

I do hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Mountain View at a Special Meeting held on the 19th day of June 2018, by the foregoing vote.

  
\_\_\_\_\_  
City Clerk  
City of Mountain View

HA/5/RESO  
530-06-19-18r-E

CITY OF MOUNTAIN VIEW  
RESOLUTION NO. 18230  
SERIES 2018

A RESOLUTION AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE  
TO AMEND THE CLASSIFICATION AND SALARY PLANS FOR  
REGULAR AND HOURLY EMPLOYEES FOR FISCAL YEAR 2018-19

WHEREAS, there is a need to establish new classifications, reclassify existing classifications, remove existing classifications; make title changes, apply equity adjustments, and reassign bargaining unit representation of classifications; and

WHEREAS, the City Manager has recommended these classification changes as part of the Fiscal Year 2018-19 budget; and

WHEREAS, these changes need to be reflected in the City's Salary Plans for regular and hourly employees;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mountain View hereby authorizes the City Manager or his designee to amend the classification and salary plans for regular and hourly employees, including adding new classifications, reclassifying existing classifications, removing existing classifications, title changes, equity adjustments, and reassigning bargaining group representation of classifications as follows and included in the Fiscal Year 2018-19 budget effective July 1, 2018, unless otherwise noted:

*New Classifications*

1. Assistant Community Services Director
2. Shoreline Manager
3. Supervising Parks and Open Space Worker
4. Hourly Parks and Open Space Worker I
5. Hourly Parks and Open Space Worker II

*Reclassifications*

1. Reclassify the single classification of Parks Manager to a single classification of Parks and Open Space Manager.
2. Reclassify the single classification of Parks Section Manager to a single classification of Forestry and Roadway Manager.
3. Reclassify the single classification of Recreation Manager.
4. Reclassify the hourly classification of House Manager. Any hourly employee whose current hourly rate falls below the new salary range shall receive an increase sufficient to place them at the starting point of the salary range effective July 1, 2018.

*Remove Existing Classifications*

1. Parks Manager.

2. Parks Section Manager upon vacancy.

*Title Changes*

1. Regular and hourly classifications of Administrative Analyst I and Administrative Analyst II to Analyst I and Analyst II, respectively.

*Other*

1. Per Council Policy D-10, City Manager Approval of Overhire Positions, staff is required to report the number of overhires approved by the City Manager and on staff during Fiscal Year 2017-18. There were no overhires approved by City Manager and on staff during Fiscal Year 2017-18.

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The foregoing Resolution was regularly introduced and adopted at a Special Meeting of the City Council of the City of Mountain View, duly held on the 19th day of June 2018, by the following vote:

AYES: Councilmembers Abe-Koga, Clark, McAlister, Showalter, Vice Mayor Matichak, and Mayor Siegel

NOES: None

ABSENT: Councilmember Rosenberg

ATTEST:

APPROVED:

  
\_\_\_\_\_  
LISA NATUSCH  
CITY CLERK

  
\_\_\_\_\_  
LEONARD M. SIEGEL  
MAYOR

I do hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Mountain View at a Special Meeting held on the 19th day of June 2018, by the foregoing vote.

  
\_\_\_\_\_  
City Clerk  
City of Mountain View

RKW/2/RESO  
036-06-19-18r-E

MOUNTAIN VIEW SHORELINE REGIONAL PARK COMMUNITY  
RESOLUTION NO. S-158  
SERIES 2018

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-19 SHORELINE  
REGIONAL PARK COMMUNITY BUDGET AND APPROPRIATIONS  
FOR THE ADOPTED FISCAL YEAR 2018-19 CAPITAL IMPROVEMENT  
PROJECTS FOR THE SHORELINE REGIONAL PARK COMMUNITY,  
INCLUDING AMENDMENTS TO EXISTING PROJECTS

WHEREAS, the Shoreline Regional Park Community (Shoreline Community) Board of Directors (Board) held duly noticed meetings or Study Sessions on February 13, March 20, and May 1, 2018; and held duly noticed public hearings on June 12 and June 19, 2018; and heard all persons wishing to be heard regarding said Fiscal Year 2018-19 Proposed Budget (Proposed Budget). The Board considered these comments and deliberated the Shoreline Community Manager's Proposed Budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Mountain View Shoreline Community as follows:

1. The Shoreline Community Proposed Budget in the amount of \$31,357,321 as proposed by the Shoreline Community Manager, plus any amendments approved by the Board on June 19, 2018, on file in the Secretary's Office, including the Fund Schedule of the Proposed Budget, is hereby adopted as the Fiscal Year 2018-19 budget of this agency.

2. The Board appropriate funding for the Fiscal Year 2018-19 Capital Improvement Projects (Capital Projects) in the amount of \$13,518,000, as adopted by the Board on June 19, 2018, plus any amendments approved by the Board on June 19, 2018, as identified in the Adopted Fiscal Year 2018-19 Capital Improvement Program, on file in the Secretary's Office.

3. The Board has included appropriations sufficient to meet all of its debt service obligations.

4. Except for continuing appropriations for capital improvement projects not yet completed, grant and donation funding, legal cases, and other expenditures lawfully encumbered or accrued, all other unexpended appropriations shall lapse at the end of the fiscal year.

5. The Treasurer is hereby authorized to adjust appropriations as necessary for payments to Santa Clara County (County) in accordance with the property tax sharing agreement between the Shoreline Community and the County.

6. The Treasurer is hereby authorized to adjust appropriations as necessary for payments to the Mountain View Whisman School District and the Mountain View Los Altos Union High School District (School Districts) in accordance with the Joint Powers Agreement between the Shoreline Community and the School Districts.

7. The Treasurer is hereby authorized to make adjustments and corrections to budgeted amounts (including Capital Projects) for reasons such as: (a) amendments adopted by the Board; (b) final employee benefit costs; (c) final represented and unrepresented employee compensation costs; (d) adjustments between funds or departments for internal service charges, administrative overhead reimbursements, and retirees' health and CalPERS contributions; and (e) other corrections as necessary. The



Treasurer is hereby authorized to determine the budgeted amounts for implementation of the decisions made at the public hearings and will report the final adopted budget and any reconciling changes in the compilation of the budget to the Board by an informational memorandum and will file said final adopted budgets with the Secretary.

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The foregoing Resolution was regularly introduced and adopted at a Special Meeting of the Mountain View Shoreline Regional Park Community, duly held on the 19th day of June 2018, by the following vote:

AYES: Board members Abe-Koga, Clark, McAlister, Showalter, Vice President Matichak, and President Siegel

NOES: None

ABSENT: Board member Rosenberg

ATTEST:

APPROVED:



LISA NATUSCH  
SECRETARY



LEONARD M. SIEGEL  
PRESIDENT

I do hereby certify that the foregoing Resolution was passed and adopted by the Mountain View Shoreline Regional Park Community at a Special Meeting held on the 19th day of June 2018 by the foregoing vote.



Secretary  
Mountain View Shoreline Regional Park Community

HA/5/RESO  
530-06-19-18r-E-2

CITY OF MOUNTAIN VIEW  
RESOLUTION NO. 18229  
SERIES 2018

A RESOLUTION AMENDING  
THE CITY OF MOUNTAIN VIEW MASTER FEE SCHEDULE

WHEREAS, staff has reviewed and analyzed the cost of providing various City services and allocated overhead costs throughout City departments; and

WHEREAS, a Proposition 218 public hearing was held on June 19, 2018 in which there was no majority protest, and the cart fees subject to the Proposition 218 hearing are included in Exhibit K; and the other utility rate adjustments for Fiscal Year 2018-19 subject to Proposition 218 are within the previously adopted schedule of fees and pass-through inflationary adjustments approved at the public hearing held on June 21, 2016 in which there was no majority protest; and

WHEREAS, the City seeks to achieve and maintain financial stability through reasonable cost recovery, where appropriate, to allow the City to continue to provide cost-effective services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain View that the following fees are hereby adopted as set forth in the schedules attached hereto and incorporated into the Master Fee Schedule as:

- Exhibit A: Fee Schedule for Citywide as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit B: Fee Schedule for City Attorney's Office as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit C: Fee Schedule for City Clerk's Office as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit D: Fee Schedule for Community Development Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit E: Fee Schedule for Community Services Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit F: Fee Schedule for Finance and Administrative Services Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit G: Fee Schedule for Fire Department as revised June 2018, to become effective on July 1, 2018 or such other date as detailed in the exhibit.
- Exhibit H: Fee Schedule for Library Services Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.
- Exhibit I: Fee Schedule for Police Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.

Exhibit J: Fee Schedule for Public Works Department as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.

Exhibit K: Fee Schedule for Utility Services as revised June 2018, to become effective on July 1, 2018, or such other date as detailed in the exhibit.

Amend the City's Master Fee Schedule to reflect the Fiscal Year 2018-19 Rental Housing Fee as adopted by the Rental Housing Committee.

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The foregoing Resolution was regularly introduced and adopted at a Special Meeting of the City Council of the City of Mountain View, duly held on the 19th day of June 2018, by the following vote:

AYES: Councilmembers Abe-Koga, Clark, McAlister, Showalter, Vice Mayor Matichak, and Mayor Siegel


NOES: None

ABSENT: Councilmember Rosenberg

ATTEST:

APPROVED:

  
\_\_\_\_\_  
LISA NATUSCH  
CITY CLERK

  
\_\_\_\_\_  
LEONARD M. SIEGEL  
MAYOR

I do hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Mountain View at a Special Meeting held on the 19th day of June 2018, by the foregoing vote.

  
\_\_\_\_\_  
City Clerk  
City of Mountain View

HA/5/RESO  
530-06-19-18r-E-1

- Exhibits:
- A. Fee Schedule—Citywide
  - 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—Library Services Department
  - I. Fee Schedule—Police Department
  - J. Fee Schedule—Public Works Department
  - K. Fee Schedule—Utility Services

Note: Exhibits listed above may be found attached to the Fiscal Year 2018-19 Adopted Fee Modifications Memo in the Miscellaneous Information section.

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**CITY &  
COMMUNITY  
INFO**



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. In 2018, the population is 81,527.



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 citizen 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 2015, Niche ranked Mountain View fourth in "Best Towns to Raise a Family in California". 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.



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. The 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	75,199
2012	75,972
2013	77,069
2014	77,447
2015	78,970
2016	80,122
2017	80,897
2018	81,527
2022 Forecast	86,915



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 (2022, Based on unbuilt approved projects through 1/1/2018)  
California State Department of Finance (CA DOF) (all other years, estimates as of January 1, 2018 is provisional)*

<b>2010 Census Population Breakdown</b>	
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%

<b>2010 Census Age Distribution</b>	
<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 (1 undeveloped)
- 5 Trails
- 2 Pools
- 2 Community Gardens
- 2 Sports Centers
- Athletic Fields Complex
- Deer Hollow Farm



Shoreline Athletic Fields



Castro Street Green Bike Lane



Teen Center

**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

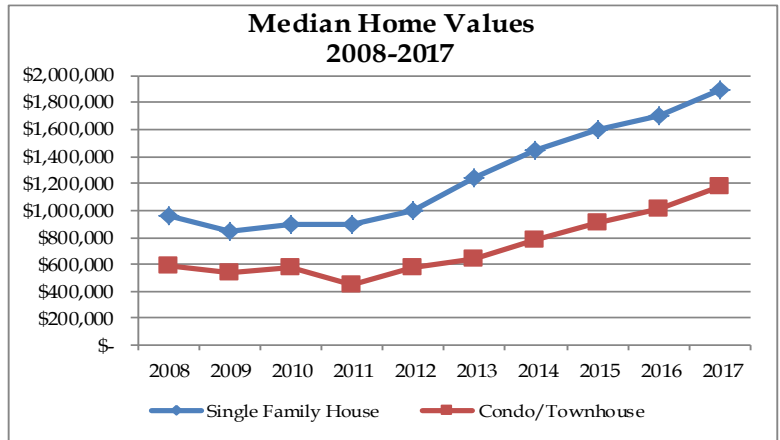


Downtown Transit Center

City of Mountain View, California  
 Community Profile  
 (Continued)

**Housing**

- 34,138 housing units\*, including 1,226 affordable housing units existing and 314 under construction
- Median Home Values (end of 2017)
  - Single-family home \$1,900,000
  - Condo/townhouse \$1,175,000
- 40.4% owner-occupied\*\*
- 59.6% renter-occupied\*\*
- 4.2% Vacancy Rate\*\*



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 and currently has 1,226 affordable housing units, including 164 constructed within the last five years. An additional 314 affordable units are currently under construction.



Under construction (left to right) 1701-07 West El Camino Real and 779 East Evelyn Avenue

**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 2018, Niche ranked Mountain View High School fourteenth in “2018 Best College Prep Public High Schools in the San Francisco Bay Area”. 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:
  - 66.9% age 25 and over have a bachelor’s degree or higher\*\*
  - 38.3% age 25 and over have a graduate or professional degree\*\*

Sources: \* CA DOF, 1/1/2018 City/County Population and Housing Estimates

\*\* U.S. Census Bureau, 2016 American Community Survey (ACS) 1-year estimate



City of Mountain View, California  
Community Profile  
(Continued)

**Environmental Sustainability**

The City is committed to promoting environmental sustainability to protect the natural environment, reduce carbon emissions, meet water conservation and waste reduction goals, and plan for increased flooding and sea level rise in order to safeguard the health and well-being of community members now and in the future.



The following are a few of the City's sustainability achievements. For a complete list, see Appendix A of the [Climate Protection Roadmap\\*](#).



- Installed electric vehicle chargers downtown.
- Engaged more than 2,000 residents in [Energy Upgrade Mountain View\\*](#).
- “Founding” partner of Silicon Valley Clean Energy Authority (SVCEA).
- Upgraded thousands of City building lights, streetlights, and traffic signals with high-efficiency bulbs or fixtures.
- Banned single-use carry-out bags and polystyrene take-out containers.
- Implemented food scrap composting programs for businesses and residents.
- Installed “purple pipe” throughout the North Bayshore area to supply recycled water for landscape irrigation.

\*These documents can be found on the City’s website.

**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, 2016 American Community Survey (ACS) estimate, the median household income in Mountain View is \$122,000 (in 2016 inflation-adjusted dollars). This is higher than the median household income of \$111,000 in Santa Clara County and \$58,000 in the United States.



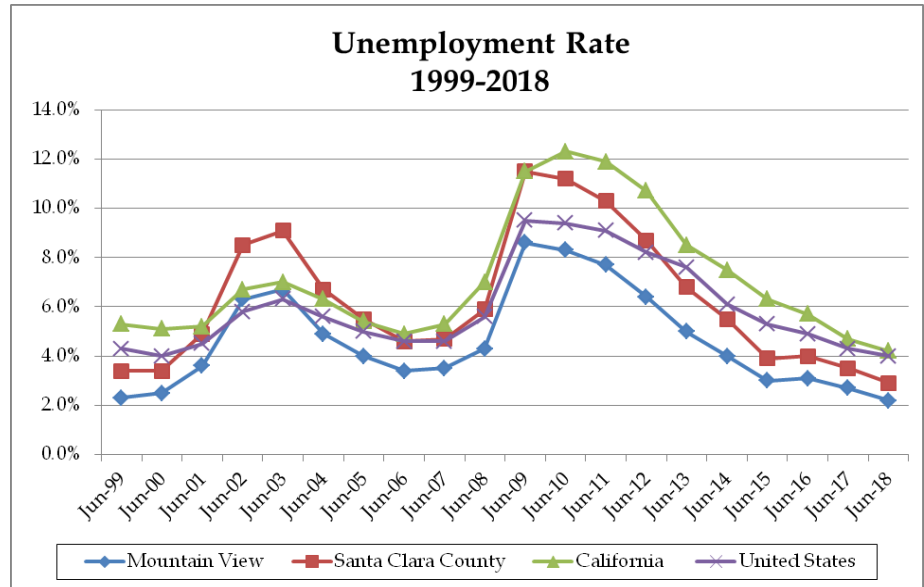
The Census Bureau establishes an income threshold for poverty every year. Below is a summary of the City's poverty level compared to Santa Clara County and the United States.

2016 ACS Estimated Poverty Status - Percentage Below Poverty Level		
Entity	Total Population	Under 18 Years
City of Mountain View	11.6%	14.0%
Santa Clara County	9.4%	11.1%
United States	14.0%	19.5%

**Employment**

Unemployment rates as of June 2018.

- 2.2% in Mountain View
- 2.9% in Santa Clara County
- 4.2% in California
- 4.0% in U.S.



**Health Care**



The 2016 ACS estimates 6.1 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. DIRECT Urgent Care is an urgent care clinic and an alternative to an emergency room.

City of Mountain View, California  
Community Profile  
(Continued)

**Fiscal Year 2018-19 Financial Status Comparisons - Selected Santa Clara County Cities**

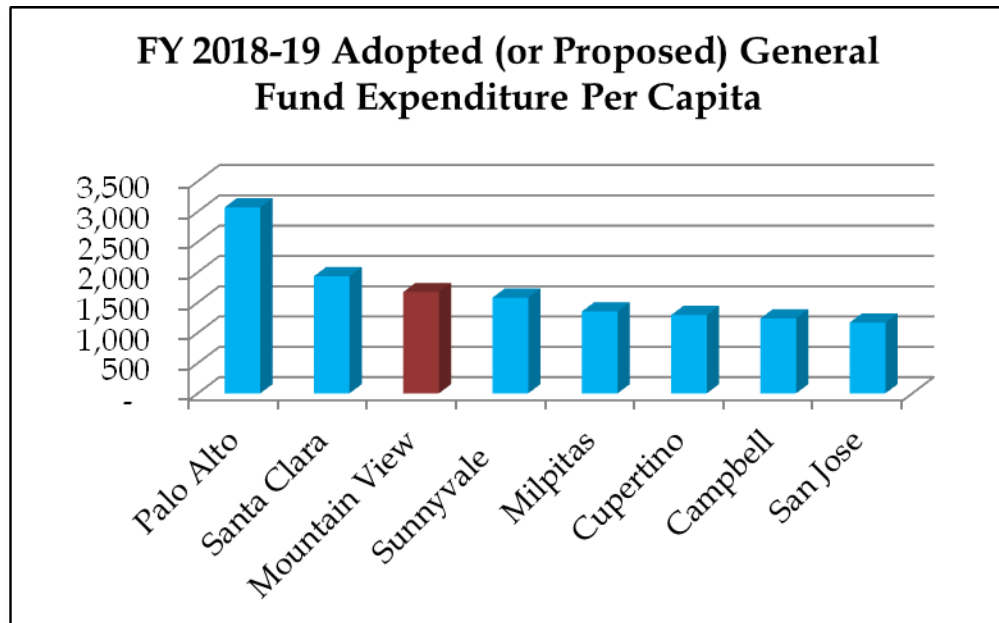
City	Population <sup>(1)</sup>	Adopted General Fund Revenues	Adopted General Fund Appropriations	Adopted Total Budget	General Fund Expenditure Per Capita
Campbell <sup>(3)</sup>	42,696	\$ 52,900,000	\$ 52,800,000	\$ 74,765,656	\$1,237
Cupertino	60,091	76,888,476	77,639,720	131,718,859	1,292
Milpitas <sup>(3)</sup>	74,865	98,230,507	101,054,797	191,055,583	1,350
<b>Mountain View</b>	<b>81,527</b>	<b>137,682,020</b>	<b>136,238,549<sup>(2)</sup></b>	<b>359,199,249</b>	<b>1,671</b>
Palo Alto <sup>(3)</sup>	69,721	213,717,000	213,996,000	704,467,000	3,069
San Jose <sup>(3)</sup>	1,051,316	1,077,868,332	1,227,943,240	3,456,970,336	1,168
Santa Clara	129,604	250,467,323	250,467,323	944,889,250	1,933
Sunnyvale <sup>(3)</sup>	153,389	214,938,645	242,347,777	489,604,091	1,580

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

<sup>(1)</sup> Estimates as of 1/1/18, obtained from the CA DOF.

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

<sup>(3)</sup> Proposed Budget (Adopted not available).



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, 2017  
(In alphabetical order)

Agilent Technologies  
Allison BMW  
Au Energy Shell Station  
Best Buy  
Bon Appetit  
Central Concrete Supply Co  
Costco  
Financial Services Vehicle Trust  
Herman Miller  
Kohls  
Marshalls  
Omnicell  
Project Fi by Google  
Pure Storage  
REI  
Safeway  
Schuff Steel Company  
Siemens Medical Solutions  
Symantec  
Synopsis  
Target  
Total Wine & More  
Valley Oil  
Walmart  
Zones

*Source: HdL Companies*

FISCAL YEAR 2017-18

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	\$ 4,106,749	14.6%
HCP Life Science REIT Inc.	SRPC	Industrial	360,170	1.3%
Baccarat Shoreline LLC	SRPC	Industrial	195,515	0.7%
Richard T. Peery Trustee	SRPC	Commercial	142,988	0.5%
Murphy Road Apartments-San Jose LP	SRPC	Commercial	131,618	0.5%
P A Charleston Road LLC	SRPC	Commercial	109,804	0.4%
Intuit Inc.	City/SRPC	Industrial/ Unsecured	228,880	0.8%
Microsoft Corporation	City/SRPC	Unsecured	93,053	0.3%
Richard M. & Beverly J. Salado Trustee	SRPC	Industrial	81,714	0.3%
Americana I LLC	City	Residential	<u>357,169</u>	<u>1.3%</u>
Total			\$ <u><u>5,807,660</u></u>	20.7%

Fiscal Year 2017-18 Total Net Assessed Valuation \$28,031,336

Source: Santa Clara County Assessor Fiscal Year 2017-18 Combined Tax Rolls (as of July 1, 2017).  
Ranking based on Tax Revenue.

City: City of Mountain View (General Operating Fund)  
SRPC: Shoreline Regional Park Community

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

## **GENERAL OPERATING FUND 10-YEAR FINANCIAL FORECAST**

### **INTRODUCTION**

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 possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period which is useful to policy makers' decision making.

A 5-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 is a 10-Year Financial Forecast (Forecast) for the time period of Fiscal Years 2018-19 through 2027-28. The last 10-year Financial Forecast was completed for Fiscal Years 2015-2024.

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. Growth and development will occur at a different pace than anticipated in this Forecast, and actual revenues and expenditures in future years will vary, but trend lines will be apparent. This Forecast was prepared to provide a foundation for the City Council's decision making for Fiscal Year 2018-19 budget deliberations. 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.

### **BACKGROUND**

The Forecast is based on reasonable assumptions utilizing available information from a wide variety of sources. These sources 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. The level of City services, staffing, and cost of operations projected for Fiscal Year 2018-19 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.

The City is fortunate to be experiencing strong revenue growth, with economists currently believing the regional fundamentals are strong and are not forecasting a downturn in the economy over the next 12 to 18 months, with certain caveats. Historically, post-World War II, recessions have generally occurred between 3 and 9 years, with the longest period of expansion lasting 10 years, from 1991 to 2001. It has been approximately 9 years since the end of the last recession (June 2009); however, the recovery has been long and slow and, therefore, it appears this expansion could surpass the expansion of the 1990s. A table of previous recessions is as follows:

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

Although it is uncertain when the next economic slowdown will occur, based on history, it is certain there will be another recession sooner or later; therefore, it is assumed there will be a recession during the Forecast period. While staff had previously included a slowdown in Fiscal Year 2018-19, based on more recent economic information, the City’s Forecast now assumes that the next recession will occur in Fiscal Year 2020-21 and continue into Fiscal Year 2021-22.

The Forecast is not intended to predict precisely when the next slowdown in the economy will occur, but rather an indication of what the financial picture could look like when it occurs. The next slowdown could occur sooner or later than projected, but it is anticipated another downturn *will* occur at some point during the Forecast period. The trend, based on the assumptions utilized, and assuming \$2.3 million annual budget savings, indicates revenues will exceed expenditures through Fiscal Year 2020-21 even with the onset of a recession, but as a result of an anticipated economic downturn, revenues may not be sufficient to fund all expenditures in Fiscal Years 2021-22 through 2027-28.

The various GOF revenue sources respond differently to such an economic event—some, such as Transient Occupancy Tax (TOT), react almost immediately while others, such as property taxes, sales tax, and investment earnings, lag behind. While the budget is projected to be balanced through the first year of the downturn, it is important to note the Forecast includes revenues from projected development. If development is hampered and does not occur, annual negative operating balances would be greater and could occur earlier.

**Influencing Factors**

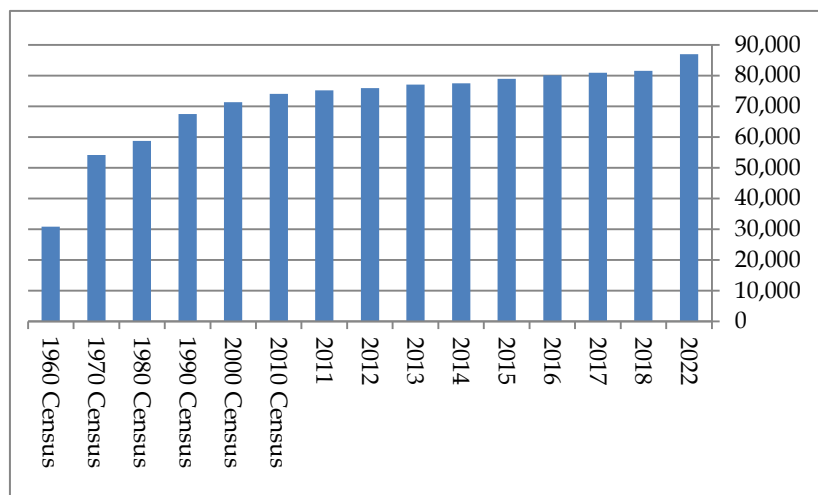
There are factors which influence each individual revenue source, some of which have broad ranges affecting multiple revenues and some are specific to an individual revenue source. The Forecast includes a discussion of these factors below.

**Population**

The following chart shows historical population annually for the past eight years, each U.S. Census year back to 1960, and projects population growth to 2022. 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, the City’s population estimate as of January 1, 2018 is 81,527, 10.1 percent growth since the last census. With the current pace of housing development, and potential for housing in the North Bayshore Area, the population could exceed the Association of Bay Area Governments’ (ABAG) projections of 81,992 for 2020 (as of 2013); therefore, staff has estimated a population of 86,915 for 2022 based on unbuilt approved projects through January 2018. After 2020, it is expected population will grow more rapidly, with the possibility of 15,000 additional housing units.

**Population**

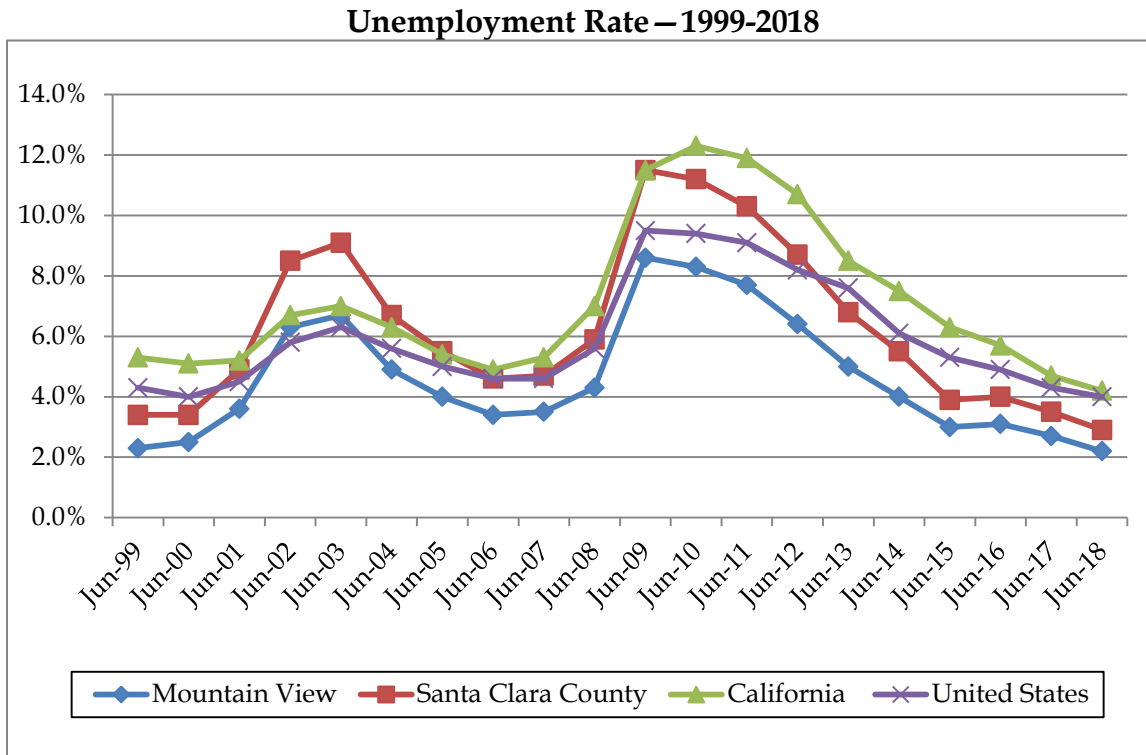
1960 Census	30,889
1970 Census	54,132
1980 Census	58,722
1990 Census	67,460
2000 Census	71,369
2010 Census	74,066
2011	75,199
2012	75,972
2013	77,069
2014	77,447
2015	78,970
2016	80,122
2017	80,897
2018	81,527
2022 Forecast	86,915



Sources: U.S. Census Bureau (1960-2010)  
 City of Mountain View (2022, based on unbuilt approved projects through 1/1/2018)  
 California State Department of Finance estimates as of January 1 (all other years, provisional estimates)

## Unemployment

As detailed in the chart below, Mountain View's unemployment level has been below the County of Santa Clara (County), State, and nation, except during the recession of the early 2000s, which hit Silicon Valley the hardest. As of June 2018, the unemployment rate in the City is at 2.2 percent, well below the County (2.9 percent), the State (4.2 percent), and the nation (4.0 percent).



## State of California

The Governor's Fiscal Year 2018-19 Enacted Budget Summary maintains a balanced budget for the foreseeable future under current projections. The budget continues to prepare for the next recession by bringing the "Rainy Day Fund" to the maximum level allowed under the State Constitution and emphasizing one-time spending. The enacted budget includes funding increases for K-12 schools, community colleges, and revenue growth from this past fiscal year will be used to address long-standing infrastructure needs, homelessness, and mental health. Despite this strong fiscal health in the short term, the risks to long-term fiscal health continue to mount due to the uncertain effects of the 2017 Federal tax bill, global risks, and the return of volatility to 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 2018-19 revenues are projected to increase \$9.7 million (7.5 percent) compared to Fiscal Year 2017-18 adopted revenues and \$1.3 million (1.0 percent) compared to the Fiscal Year 2017-18 unaudited revenues.

The City is in a strong financial position with an annual surplus projected for the next few fiscal years, the result of increased revenues generated by continued economic growth. Locally, this includes major new private and public developments, such as The Village at San Antonio Center Phase II, Ameswell (Moffett Gateway) project, and various rental and ownership housing, hotel, and commercial office developments. These developments will provide housing, hotel rooms, shopping, and entertainment as well as generate additional ongoing revenues for the City. The revaluation of the long-term ground lease for the Charleston East site also contributed increased revenue beginning in February 2018.

For Fiscal Year 2017-18, the City negotiated three-year agreements with all employee groups. All contracts previously expired June 30, 2017 and the new agreements continue until June 30, 2020, with a reopener on salary in the third year for Fiscal Year 2019-20. The Forecast includes cost-of-living adjustments (COLAs) and other pay and benefit changes as adopted in the new labor agreements. A modest COLA has been included in each of the remaining Forecast years, and all Forecast years include step and merit increases. In conjunction with the approval of labor agreements for employees, the City Council adopted an increase from \$1.8 million to \$2.3 million in projected budget savings, which is carried throughout the Forecast.

Fiscal Year 2018-19 adopted expenditures are \$7.3 million (6.2 percent) higher compared to the Fiscal Year 2017-18 adopted expenditures (excluding the below contribution and transfers). 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 \$1.7 million are included to address some of the strains on staff resources. After allowing for transfers of \$1.0 million to the General Fund Reserve, \$2.0 million to a new Transportation Reserve, \$2.0 million to the Capital Improvement Reserve, and a contribution of \$4.0 million to the unfunded California Public Employees' Retirement System (CalPERS) liability, the operating balance is projected to be \$3.7 million (after budget savings of \$2.3 million) for Fiscal Year 2018-19, which represents 2.7 percent of GOF adopted revenues.



Staff and Council have recognized the opportunity to take advantage of the City's improved financial position to reduce unfunded liabilities for CalPERS and Other Post-Employment Benefits (OPEB). For Fiscal Years 2014-15 through 2016-17, the City Council approved allocations of \$9.0 million toward the CalPERS liability and \$6.5 million toward the OPEB liability. The Fiscal Year 2017-18 Adopted Budget included City Council-approved allocations of \$12.4 million towards the CalPERS liability, as part of the CalPERS Discount Rate Change Funding Strategy, and \$4.0 million towards the OPEB liability.

The following chart shows the Fiscal Years 2014-15 through 2016-17 contributions, contributions adopted for Fiscal Years 2017-18 and 2018-19, and forecasted contributions for Fiscal Years 2019-20 and 2020-21 (dollars in millions):

	Fiscal Years 2014-15 through 2016-17		Fiscal Year 2017-18		Fiscal Year 2018-19		Fiscal Year 2019-20		Fiscal Year 2020-21		Total	
	PERS	OPEB	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	–	\$2.0 M	–	\$1.0 M	–	\$15.0 M	\$6.0 M
GNOF	\$3.5 M	\$2.5 M	\$6.0 M	\$2.0 M	\$2.0 M	–	–	–	–	–	\$11.5 M	\$4.5 M
Other Funds	\$1.54 M	–	\$2.35 M	–	\$1.59 M	–	\$0.56 M	–	\$0.28 M	–	\$6.32 M	–
Total	\$9.04 M	\$6.5 M	\$12.35 M	\$4.0 M	\$7.59 M	–	\$2.56 M	–	\$1.28 M	–	\$32.82 M	\$10.5 M

For CalPERS, the City's funded status as of June 30, 2017, the date of the most recent valuation, is 69.9 percent combined for both safety and miscellaneous. This compares to the 74.3 percent, 71.7 percent and 67.4 percent funded status as of June 30, 2014, June 30, 2015 and June 30, 2016, respectively. The unfunded liability is \$224.3 million as of June 30, 2017. The higher funded status reflects the positive investment return on the CalPERS portfolio for the fiscal year ended June 30, 2017. The City Council adopted the CalPERS funding strategy recommended by staff to contribute a significant lump-sum contribution of \$10.0 million (General Fund), as well as proportionate contributions from other funds. This contribution will be included in the valuation of June 30, 2018. An additional \$10.0 million General Fund payment is proposed from the future Google Parking Lease revenues. The total contribution for Fiscal Year 2018-19 is \$7.6 million: \$2.0 million from the Fiscal Year 2016-17 carryover, \$4.0 million from the General Operating Fund, and \$1.6 million from other funds, proportionate to the General Fund contribution.

For Retirees' Health, the liability has been recalculated as of July 1, 2017 and the actuarial accrued liability (AAL) increased \$16.0 million to \$139.9 million, using the 6.73 percent discount rate. With the updated valuation, a discount rate of 6.5 percent was used to provide a small margin of adverse deviation. The City has made great strides

toward funding the actuarial accrued liability with \$6.5 million additional contributions from the General Fund between Fiscal Years 2014-15 and 2016-17 and an additional \$4.0 million from the General Fund in Fiscal Year 2017-18. Other funds also make additional contributions toward full funding. The Reserve Section of the Narrative Budget Report has additional information on Retirees' Health funding.

The following table includes the adopted revenues and expenditures by category for Fiscal Year 2018-19 and projections for the subsequent Forecast years. As you can see, the budget is healthy through Fiscal Year 2020-21, but modest deficits are projected starting in Fiscal Year 2021-22 and grow through the remainder of the Forecast period.

GENERAL OPERATING FUND FORECAST  
(dollars in thousands)

	<u>2017-18 ADOPTED</u>	<u>2017-18 UNAUDITED</u>	<u>2018-19 ADOPTED</u>	<u>2019-20 FORECAST</u>	<u>2020-21 FORECAST</u>	<u>2021-22 FORECAST</u>
REVENUES:						
Property Taxes	\$ 45,285	49,419	52,909	56,878	58,612	59,645
Sales Tax	21,194	20,713	20,026	19,967	19,178	17,996
Other Local Taxes <sup>1</sup>	15,589	15,444	15,989	18,762	18,136	16,463
Use of Money and Property	19,833	19,659	21,613	22,390	23,216	24,041
Other Revenues <sup>2</sup>	<u>26,121</u>	<u>31,142</u>	<u>27,145</u>	<u>27,113</u>	<u>26,870</u>	<u>26,782</u>
TOTAL REVENUES	<u>128,022</u>	<u>136,377</u>	<u>137,682</u>	<u>145,110</u>	<u>146,012</u>	<u>144,927</u>
EXPENDITURES:						
Salaries and All Pays	60,345	59,483	63,507	67,426	68,729	70,432
Retirement	16,649	15,360	19,662	22,505	25,230	27,502
Health Benefits	10,360	8,527	10,705	11,189	11,925	12,717
All Other Benefits	<u>6,750</u>	<u>6,254</u>	<u>6,943</u>	<u>7,120</u>	<u>7,323</u>	<u>7,518</u>
Salaries and Benefits	94,104	89,624	100,817	108,240	113,207	118,169
Supplies and Services	17,110	16,089	17,501	18,114	18,644	19,190
Capital Outlay/ Equipment Replc.	3,228	3,184	3,276	3,351	3,436	3,524
Interfund Expenditures and Transfers	5,545	4,785	5,645	6,203	7,564	7,589
Debt Service	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Operating Exp.	119,987	113,682	127,239	135,908	142,851	148,472
Budget Savings	<u>(2,300)</u>	<u>Included</u>	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>
NET EXPENDITURES	<u>117,687</u>	<u>113,682</u>	<u>124,939</u>	<u>133,608</u>	<u>140,551</u>	<u>146,172</u>
Transfer to GF Reserve	-0-	-0-	(1,000)	-0-	-0-	-0-
Transfer to Trans Res	-0-	-0-	(2,000)	(2,000)	(1,000)	-0-
Transfer to Cap Imp Res	-0-	-0-	(2,000)	(4,000)	-0-	-0-
CalPERS Contribution	(4,000)	(4,000)	(4,000)	(2,000)	(1,000)	-0-
OPEB Contribution	(2,000)	(2,000)	-0-	-0-	-0-	-0-
Transfer to SPAR	<u>(2,000)</u>	<u>(2,000)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE/(DEFICIT) <sup>3</sup>	<u>\$ 2,335</u>	<u>14,695</u>	<u>3,743</u>	<u>3,502</u>	<u>3,461</u>	<u>(1,245)</u>

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

<sup>2</sup> Other Revenues consists 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)

	<u>2022-23</u> <u>FORECAST</u>	<u>2023-24</u> <u>FORECAST</u>	<u>2024-25</u> <u>FORECAST</u>	<u>2025-26</u> <u>FORECAST</u>	<u>2026-27</u> <u>FORECAST</u>	<u>2027-28</u> <u>FORECAST</u>
REVENUES:						
Property Taxes	\$ 61,587	63,714	66,623	69,480	72,278	74,932
Sales Tax	18,358	18,910	19,102	19,295	19,492	19,689
Other Local Taxes <sup>1</sup>	18,370	19,315	19,918	20,530	21,249	21,949
Use of Money and Property	24,909	25,807	26,741	27,067	26,788	27,935
Other Revenues <sup>2</sup>	<u>27,265</u>	<u>27,678</u>	<u>28,000</u>	<u>28,327</u>	<u>28,661</u>	<u>29,002</u>
TOTAL REVENUES	<u>150,489</u>	<u>155,424</u>	<u>160,384</u>	<u>164,699</u>	<u>168,468</u>	<u>173,507</u>
EXPENDITURES:						
Salaries and All Pays	72,074	73,695	75,321	76,957	78,609	80,279
Retirement	29,513	30,919	32,104	33,329	34,595	35,906
Health Benefits	13,571	14,491	15,486	16,559	17,718	18,972
All Other Benefits	<u>7,714</u>	<u>7,913</u>	<u>8,116</u>	<u>8,323</u>	<u>8,535</u>	<u>8,753</u>
Salaries and Benefits	122,872	127,018	131,027	135,168	139,457	143,910
Supplies and Services	19,752	20,332	20,928	21,543	22,176	22,828
Capital Outlay/ Equipment Repl.	3,615	3,708	3,805	3,904	4,006	4,111
Interfund Expenditures and Transfers	5,107	5,273	5,609	5,791	6,166	6,366
Debt Service	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>
Total Operating Exp	154,646	159,631	164,669	169,706	175,105	180,515
Budget Savings	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>	<u>(2,300)</u>
NET EXPENDITURES	<u>152,346</u>	<u>157,331</u>	<u>162,369</u>	<u>167,406</u>	<u>172,805</u>	<u>178,215</u>
Transfer to GF Reserve	-0-	-0-	-0-	-0-	-0-	-0-
Transfer to Trans Res	-0-	-0-	-0-	-0-	-0-	-0-
Transfer to Cap Imp Res	-0-	-0-	-0-	-0-	-0-	-0-
CalPERS Contribution	-0-	-0-	-0-	-0-	-0-	-0-
OPEB Contribution	-0-	-0-	-0-	-0-	-0-	-0-
Transfer to SPAR	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE/(DEFICIT) <sup>3</sup>	<u>\$ (1,857)</u>	<u>(1,907)</u>	<u>(1,985)</u>	<u>(2,707)</u>	<u>(4,337)</u>	<u>(4,708)</u>

## **Revenue and Expenditure Background**

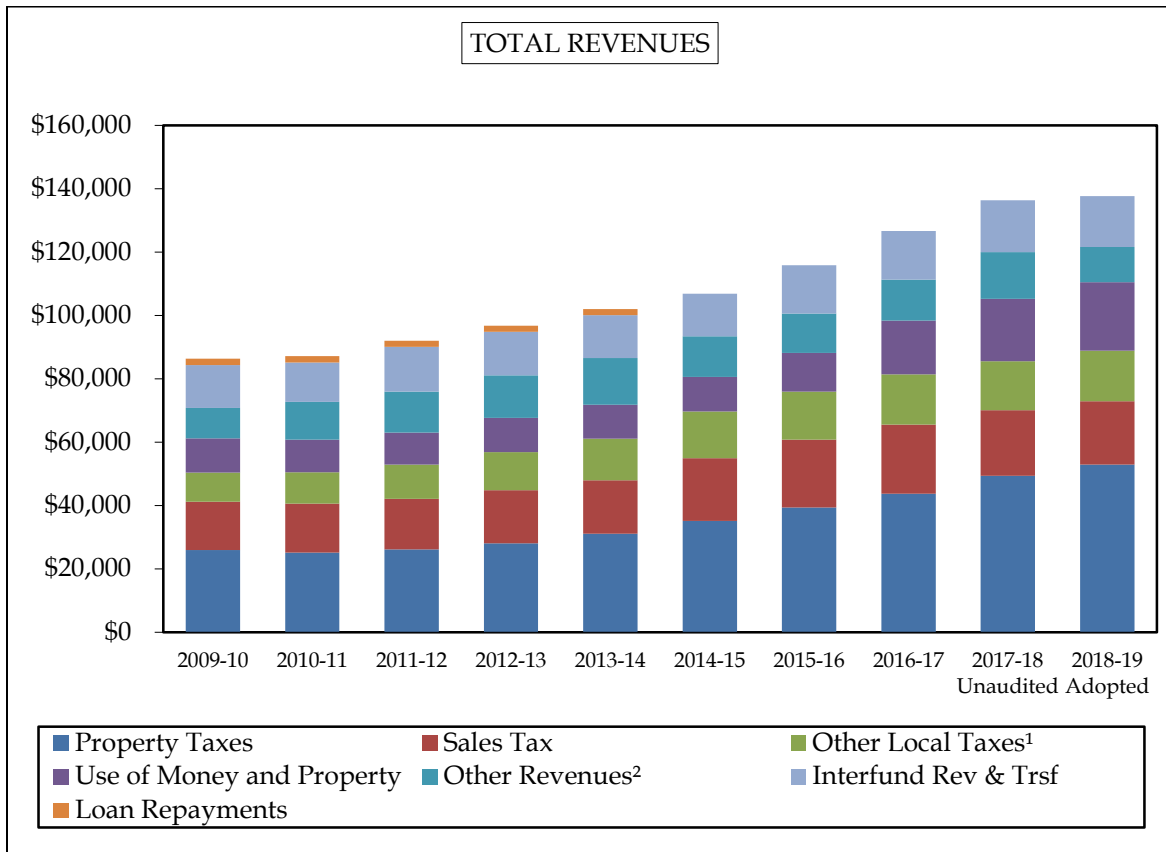
### **Revenues**

Historical experience demonstrates Mountain View has 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.

For Fiscal Year 2018-19, all the main categories of GOF Revenues listed in the previous table, except Sales Tax, are projected to meet or exceed the Fiscal Year 2017-18 Adopted Budget. Significant factors, such as increasing property and lease values and improved interest yields, are contributing to an improved financial condition and an overall indication the City is in a strong revenue growth period. The Sales Tax category is lower due to slower growth of activity in sales tax transactions, due to the increase of online sales.

Growth in total revenues continues throughout the Forecast period, except the second year of the anticipated recession. The decline in revenues from the anticipated recession is being masked by the strong development activity that is currently occurring. There is a lag between the development occurring and being placed onto the property tax roll.

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



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

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

Total Fiscal Year 2018-19 revenues are projected to increase \$9.7 million (7.5 percent) compared to the Fiscal Year 2017-18 Adopted. Additional discussion of individual revenue sources can be found later in this Forecast.

### 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. The economic health of the City has 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. Revenue projections for Fiscal Year 2018-19 indicate the strong economic activity will continue and allow for the opportunity to address infrastructure needs and a strategy for reducing employee benefit unfunded liabilities, which the City was unable to address during the last recession.

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 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 2018-19 Adopted Budget includes additional regular and limited-period 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 2018-19 through Fiscal Year 2019-20, COLAs are included as agreed to in MOUs and for unrepresented employees. A modest 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 2018-19 through 2024-25 were provided by CalPERS and rates for Fiscal Year 2025-26 through 2027-28 are projected by staff based on the CalPERS rates trend. CalPERS rates are expected to increase 59.2 percent and 57.0 percent over the next 10 years for Miscellaneous and Safety, respectively.

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, and it remains at that level throughout the Forecast period.

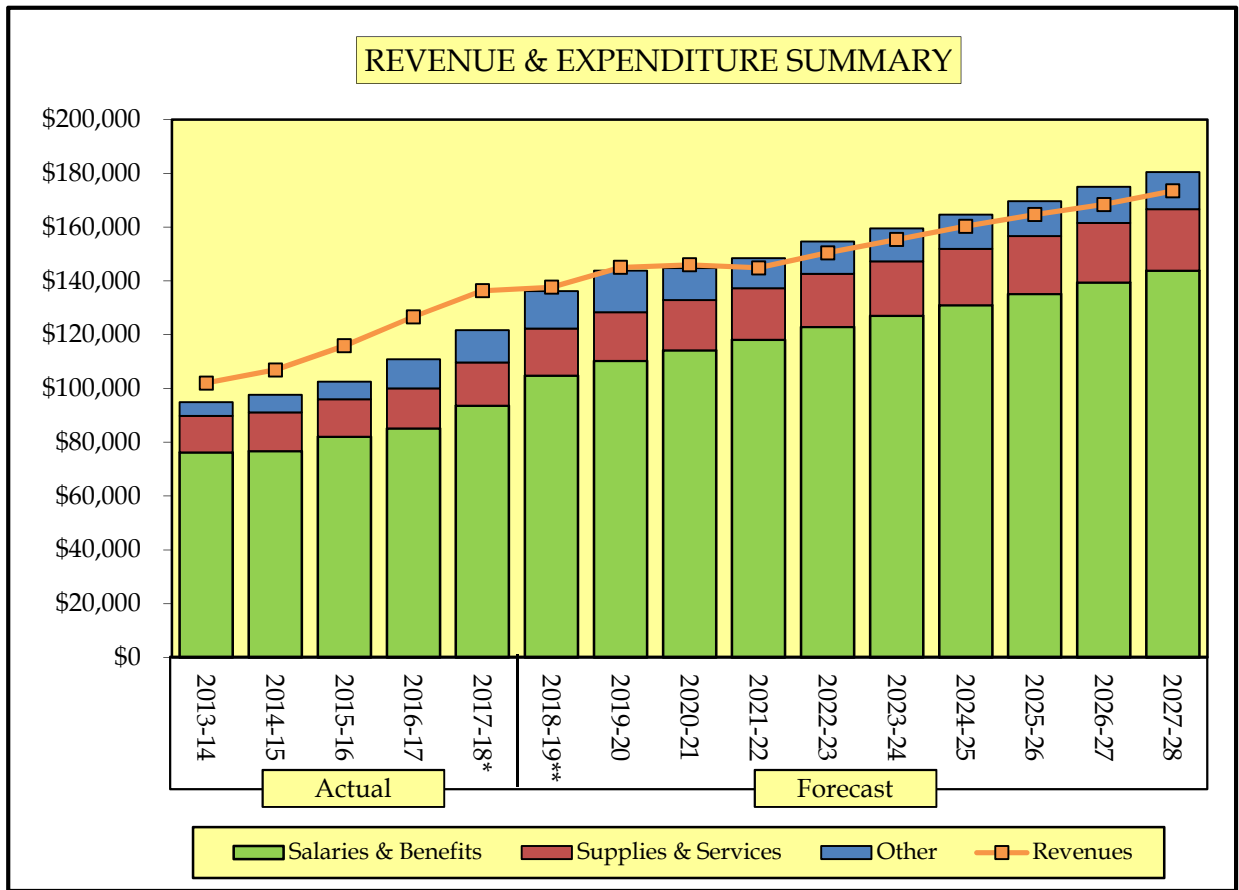
## **SUMMARY**

Silicon Valley continues to be a leader in the local and national economic recovery – job creation, vacant space utilization, development of both residential and commercial projects, and the recovery of property values are contributing to the overall strong health of the local economy. Although anticipated CalPERS and medical rate increases

are significant factors, the Forecast projects revenue growth and positive operating balances (including funds set aside for reserves and CalPERS) through Fiscal Year 2020-21. The remaining forecast period projects deficit balances before any corrective actions. Future financial stability will be dependent upon the strength of the economy, the timing of the next recession, and continued fiscal restraint.

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

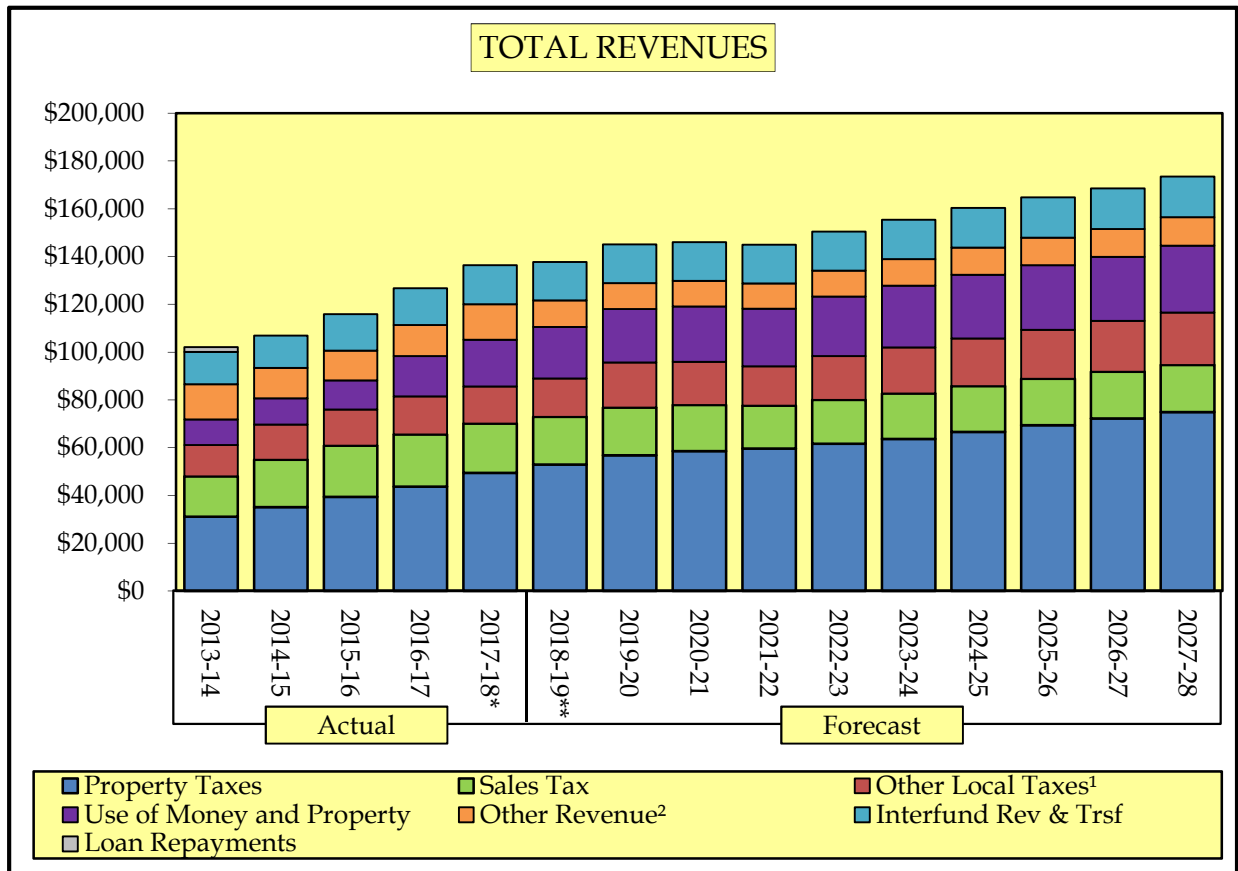




<u>Fiscal Year</u>	<u>Revenues</u>	<u>Expenditures</u>
2013-14	102,045	94,933
2014-15	106,940	97,677
2015-16	115,911	102,590
2016-17	126,689	110,936
2017-18 *	136,377	121,682
2018-19 **	137,682	136,239
2019-20	145,110	143,908
2020-21	146,012	144,851
2021-22	144,927	148,472
2022-23	150,489	154,646
2023-24	155,424	159,631
2024-25	160,384	164,669
2025-26	164,699	169,706
2026-27	168,468	175,105
2027-28	173,507	180,515

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

The Fiscal Year 2018-19 adopted expenditures and all forecast years do not include the projected operating budget savings.



<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>% Change</u>
2013-14	102,045	5.4%
2014-15	106,940	4.8%
2015-16	115,911	8.4%
2016-17	126,689	9.3%
2017-18 *	136,377	7.6%
2018-19 **	137,682	1.0%
2019-20	145,110	5.4%
2020-21	146,012	0.6%
2021-22	144,927	(0.7%)
2022-23	150,489	3.8%
2023-24	155,424	3.3%
2024-25	160,384	3.2%
2025-26	164,699	2.7%
2026-27	168,468	2.3%
2027-28	173,507	3.0%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

<sup>1</sup> Includes Transient Occupancy Tax, Business Licenses, and Utility Users Tax.

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

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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 2017-18 exceeds \$111.0 million (\$115.0 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 2017, the most recent information available, there were a total of 150 foreclosures in the County. Mountain View had one foreclosure, 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, commercial property owners have also submitted applications for value reductions. The number of appeals submitted Countywide as of May 2018 is lower than the same time frame in 2017 and much lower compared to the level of activity during and after the recession. 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 total a net \$2.3 billion in reductions for Fiscal Year 2017-18. The General Fund's share of this property tax revenue loss is approximately \$227,000. As of May 2018, the County had approximately 4,600 active appeals, and the Forecast period includes additional losses in property tax revenue as a result of the resolution of these active appeals.

Tracking of property sales activity 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 occurred in 2012, but the largest annual increase in AV resulting from changes in ownership (CIO) occurred in 2015. There has been growth in the median price of single-family homes (SFH) experiencing a CIO every year since 2010, with more significant increases in the SFH median price for sales since 2012.

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>
2008	\$963,250	200	\$590,000	184
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

Also impacting the growth in Property Taxes is the CCPI. Over the past 10 fiscal years (2008-09 to 2017-18), 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 2017-18 unaudited Property Tax revenues of \$49.4 million exceed both the Fiscal Year 2017-18 Adopted Budget of \$45.3 million and the Fiscal Year 2016-17 Audited of \$43.8 million.

## **FORECAST**

The Fiscal Year 2018-19 projected secured property tax revenues is based on the July 1, 2017 tax roll adjusted for the following:

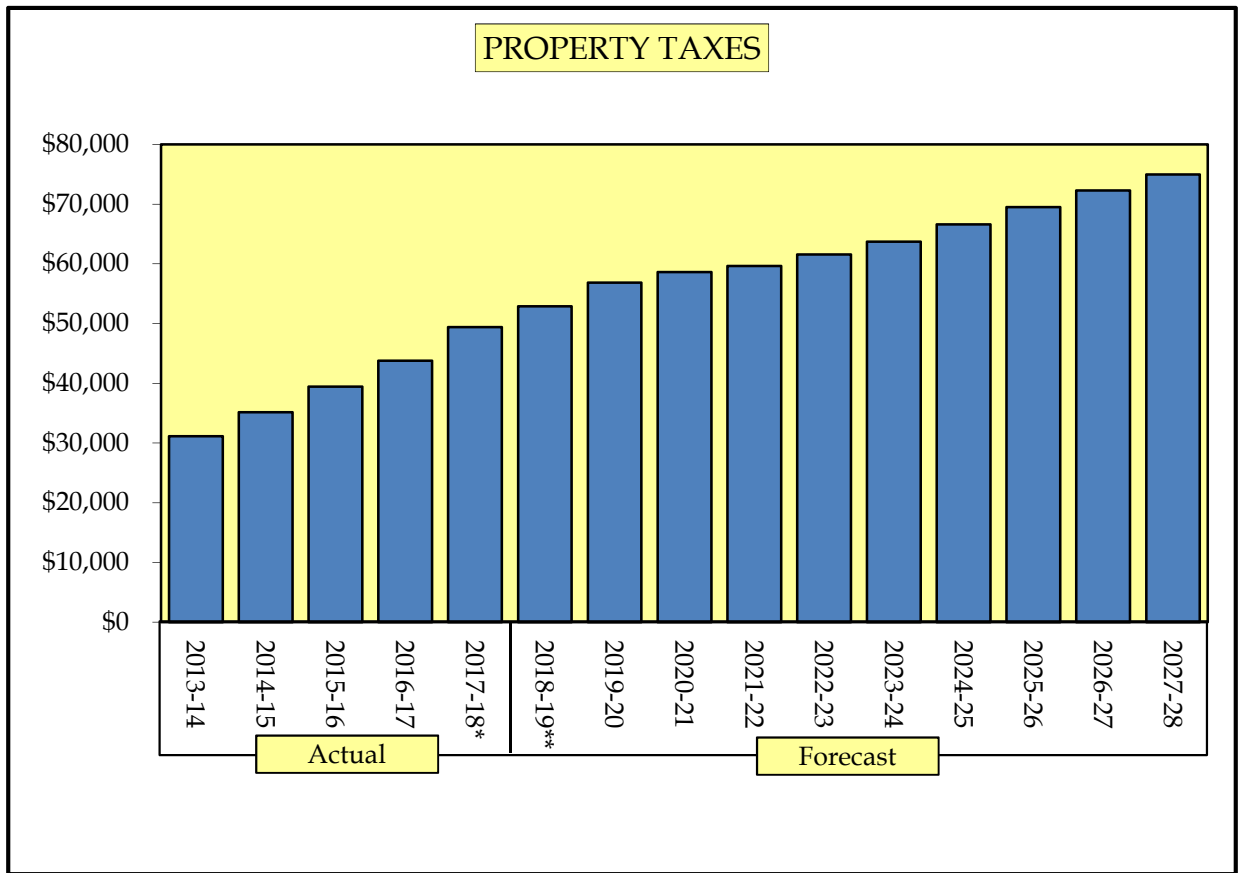
- A 2.0 percent CCPI increase to the AV of all eligible residential and commercial property;
- Projected AV loss from resolution of pending appeals;
- AV changes related to property transfers and sales prior to the lien date; and
- Projected AV increase related to new development and remodels.

As mentioned earlier, the County has approximately 4,600 active appeals. The County has provided summarized information about pending appeals and the Fiscal Year 2018-

19 revenue includes a projected tax loss based on the historical resolution of resolved appeals.

For the remaining Forecast years, total secured property tax is projected with net growth ranging from 2.5 percent to 8.2 percent annually. These increases include an annual change in AV based on a 2.0 percent CCPI for Fiscal Years 2019-20 and 2020-21. The anticipated economic downturn is projected to impact the intervening two fiscal years resulting in CCPI increases of 1.0 percent and 1.5 percent and the remainder of the Forecast period reflects an annual 2.0 percent CCPI. In addition, increased AV is projected as a result of new development projects under construction and in the pipeline (including The Village at San Antonio Phase II, Ameswell (Moffett Gateway), and various housing, hotel, and office developments), and anticipated growth from CIO and remodeling. The increased revenue from Ameswell (Moffett Gateway) has previously been identified as a potential 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.

Unsecured property tax revenue is projected to increase by 6.1 percent for Fiscal Year 2018-19 in comparison to Fiscal Year 2017-18 unaudited. It will remain at essentially the same level for Fiscal Year 2019-20, decline for the two subsequent fiscal years as a result of the anticipated economic downturn, and grow steadily for the remainder of the Forecast period.



<u>Fiscal Year</u>	<u>Property Taxes</u>	<u>% Change</u>
2013-14	31,120	10.7%
2014-15	35,173	13.0%
2015-16	39,461	12.2%
2016-17	43,774	10.9%
2017-18 *	49,419	12.9%
2018-19 **	52,909	7.1%
2019-20	56,878	7.5%
2020-21	58,612	3.0%
2021-22	59,645	1.8%
2022-23	61,587	3.3%
2023-24	63,714	3.5%
2024-25	66,623	4.6%
2025-26	69,480	4.3%
2026-27	72,278	4.0%
2027-28	74,932	3.7%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)



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## SALES TAX

Sales Tax revenue is the second 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 1.0:3.8.

### **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.

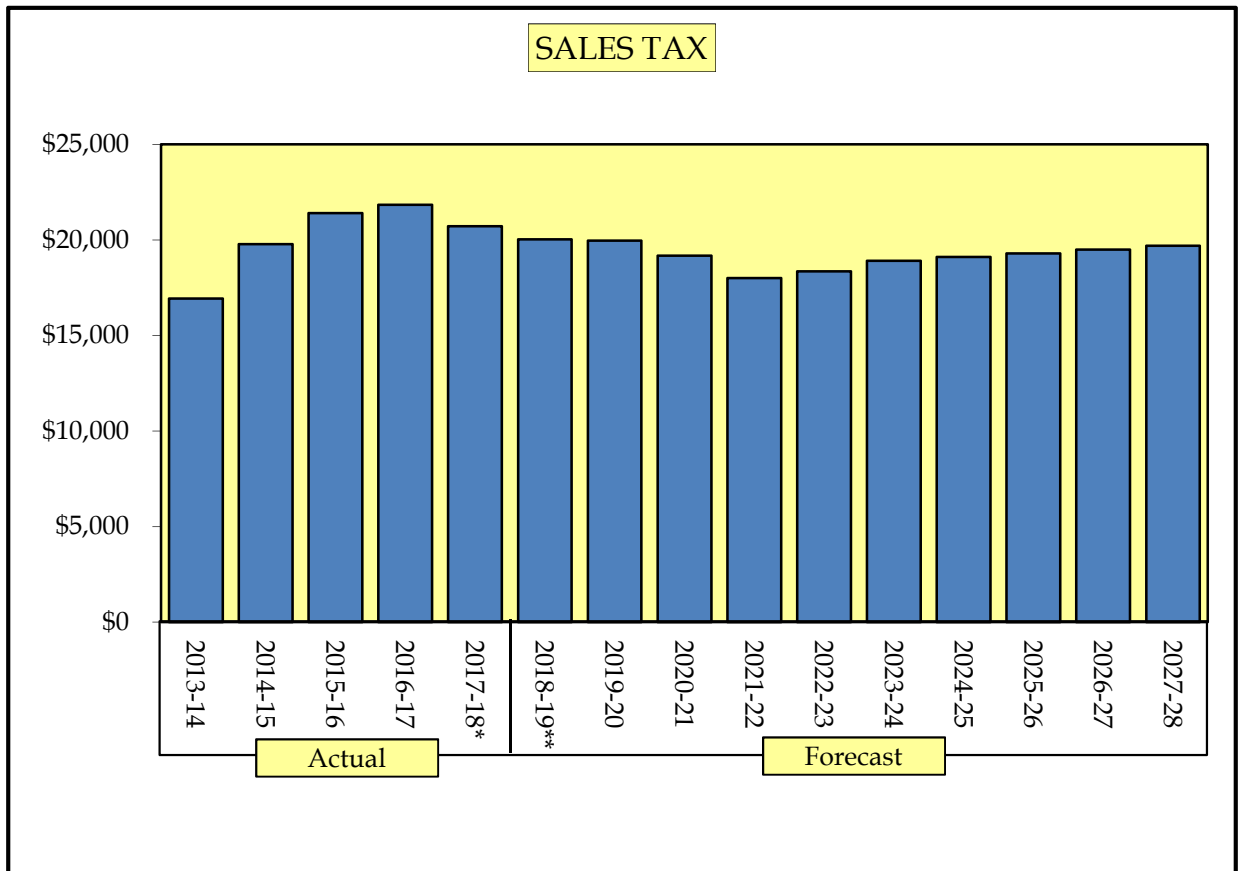
### **HISTORY**

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, so there is a smaller commercial tax base because 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 more recently has either seen a decline or only slight growth. Fiscal Year 2017-18 Sales Tax was adopted at 2.9 percent below the Fiscal Year 2016-17 Audited, but ended the fiscal year even lower, at 5.1 percent below the prior fiscal year Audited. Some of the factors causing this are a continuing shift to more online transactions and a smaller share of the County pool allocation.

## **FORECAST**

Fiscal Year 2018-19 sales tax revenue is projected at \$20.0 million, including the Village at San Antonio Center Phase II, which is anticipated to be completed in Fiscal Year 2018-19 with retail tenants in place and beginning to generate sales tax later in the fiscal year. This projection is 3.3 percent lower than the Fiscal Year 2017-18 unaudited, primarily due to known changes in businesses and adjustments for one-time payments received in Fiscal Year 2017-18. Fiscal Year 2019-20 is essentially the same as the projection for Fiscal Year 2018-19. Fiscal Years 2020-21 and 2021-22 reflect 3.9 percent and 6.2 percent declines, respectively, related to an anticipated downturn in the economy. A recovery begins in Fiscal Year 2022-23 with incremental growth through the rest of the Forecast period.



<u>Fiscal Year</u>	<u>Sales Tax</u>	<u>% Change</u>
2013-14	16,936	1.1%
2014-15	19,773	16.8%
2015-16	21,401	8.2%
2016-17	21,828	2.0%
2017-18 *	20,713	(5.1%)
2018-19 **	20,026	(3.3%)
2019-20	19,967	(0.3%)
2020-21	19,178	(4.0%)
2021-22	17,996	(6.2%)
2022-23	18,358	2.0%
2023-24	18,910	3.0%
2024-25	19,102	1.0%
2025-26	19,295	1.0%
2026-27	19,492	1.0%
2027-28	19,689	1.0%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

## 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.
- Business License Tax is assessed on all businesses known to be operating in Mountain View and billed annually. Currently, there are approximately 6,300 active businesses licensed. The tax rate varies by type of business, generally \$30 per year for most (73.0 percent), but can reach \$250 for certain types of businesses.
- 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, room rate, occupancy rate, and number of exemptions.
- Business License Tax: Number and types of businesses licensed by the City 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 has continued through the current fiscal year. Fiscal Year 2017-18 unaudited revenue reflects a full year of the Hampton Inn and Residence Inn remodel/room addition projects completed in Fiscal

Year 2016-17 net with the closure of a hotel for a future multi-housing project, and exceeds both the current fiscal year adopted and prior fiscal year audited.

Business License Tax: This revenue does 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). Fluctuation in the number of businesses does not significantly change annual revenue due to the low annual tax rate. Fiscal Year 2017-18 unaudited revenue is essentially the same as the prior fiscal year audited.

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. Payments from a major telecommunications provider have been declining over the past two fiscal years, offset by growth in UUT generated from energy usage. The City began receiving UUT payments from Silicon Valley Clean Energy (SVCE) in the beginning of Fiscal Year 2017-18, which has resulted in lower payments from PG&E. In total, Fiscal Year 2017-18 unaudited UUT revenue is 2.8 percent and 5.1 percent lower than the Adopted Budget and Fiscal Year 2016-17 audited, respectively, primarily due to lower telecommunications revenue.

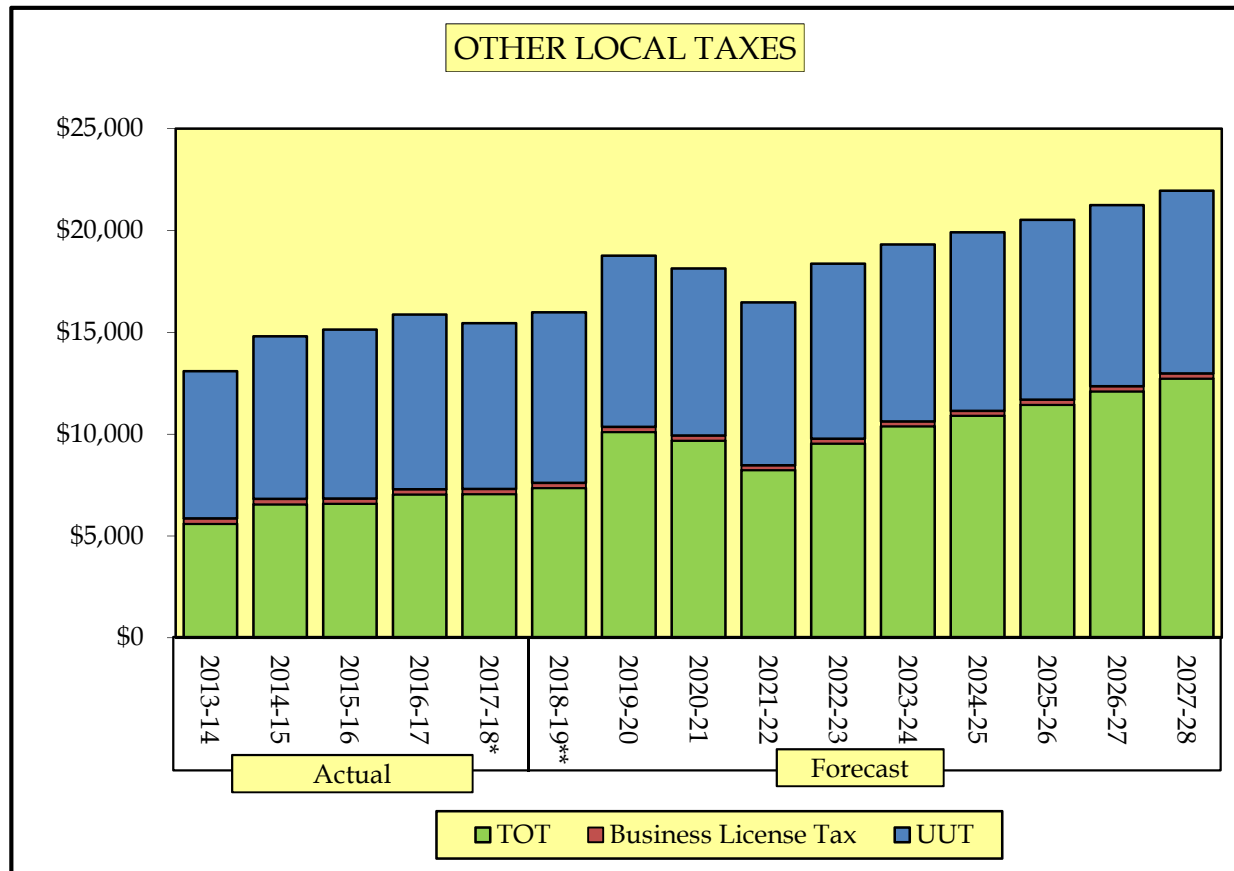
## **FORECAST**

TOT: Fiscal Year 2018-19 revenue is projected at 4.3 percent higher than the Fiscal Year 2017-18 unaudited, and includes the opening of the Hyatt Centric Hotel (San Antonio Phase II) later in the fiscal year. The following fiscal year includes the opening of the Shashi Hotel, the Holiday Inn Express, and the hotel planned as part of the Ameswell (Moffett Gateway) project. Fiscal Years 2020-21 and 2021-22 include a reduction in

revenue resulting from the anticipated economic downturn. The remaining Forecast years reflect two years of economic recovery and steady growth thereafter. TOT from the hotel planned as part of the Hope Street project, begins in Fiscal Year 2026-27, as the first five years of TOT is rebated back to the developer to partially compensate for the cost of the public parking to be provided.

Business License Tax: Fiscal Years 2018-19 and 2019-20 business license revenue is projected essentially the same as the Fiscal Year 2017-18 unaudited. The anticipated two-year downturn includes 3.0 percent average annual declines followed by incremental recovery in the remaining Forecast years. The City Council approved placing a revenue measure on the November 2018 ballot to restructure the business license tax. However, as voter approval is required, no increase in revenue has been included in the Forecast.

UUT: Fiscal Year 2018-19 revenue is projected at 3.0 percent higher than the Fiscal Year 2017-18 unaudited and Fiscal Year 2019-20 projected UUT revenue is essentially the same as the Fiscal Year 2018-19 adopted. UUT revenue for the following two Forecast years decline as a result of the anticipated economic downturn. Fiscal Year 2022-23 reflects the UUT generated from development anticipated in the Shoreline Regional Park Community as identified in the North Bayshore Precise Plan Fiscal Impact Analysis. The remaining Forecast years have incremental annual growth.



Fiscal Year	Transient Occupancy Tax	Business License Tax	Utility Users Tax	Total Other Local Taxes	% Change
2013-14	5,595	268	7,226	13,089	8.9%
2014-15	6,559	258	7,988	14,805	13.1%
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 **	7,359	252	8,378	15,989	3.5%
2019-20	10,103	252	8,407	18,762	17.3%
2020-21	9,680	245	8,211	18,136	(3.3%)
2021-22	8,228	237	7,998	16,463	(9.2%)
2022-23	9,538	240	8,592	18,370	11.6%
2023-24	10,382	242	8,691	19,315	5.1%
2024-25	10,901	244	8,773	19,918	3.1%
2025-26	11,446	247	8,837	20,530	3.1%
2026-27	12,097	249	8,903	21,249	3.5%
2027-28	12,729	252	8,968	21,949	3.3%

\* Unaudited Actual  
 \*\* Adopted  
 (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.

### **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 (Moffett Gateway)
  - Recology
  - Center for the Performing Arts
  - Michaels at Shoreline
  - Community School of Music and Arts (CSMA)
  - CVS (parking structure, retail space)
  - Historic Adobe Building, Community Center, and Senior Center
  - Bean Scene Café, Olympus Caffè, and Savvy Cellar Wines, Inc.
  - Bank of America (ATM)
  - 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 the Fiscal Year 2017-18 Adopted Budget, the portfolio was projected to earn an average return of 1.48 percent, up from the low of the 1.14 percent average earned in Fiscal Year 2014-15, but lower than the high of the 5.7 percent average earned in Fiscal Year 2000-01. Fiscal Year 2017-18 unaudited investment earnings exceed both budget and the prior fiscal year audited by \$261,000 and \$165,000, respectively. The Federal Open Market Committee (FOMC) increased the benchmark interest rate seven times from December 2015 to June 2018 for a total 175-basis-point increase. It is anticipated the FOMC will continue to implement small incremental increases in the upcoming years if the economy continues to improve.

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 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. In anticipation of this decennial revaluation, the Fiscal Year 2017-18 Adopted Budget included a calculation of the projected increase based on a value per square foot resulting from the previous decennial revaluations of the other two land leases. However, during the Charleston East lease revaluation process, staff was reminded 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. This is a decrease of \$397,000 from what was included in the Fiscal Year 2017-18 Adopted Budget.

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, resulting in a monthly payment of \$204,000.

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 was effective September 2017.

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. Lease of City-owned property during Fiscal Year 2017-18 for construction staging generated \$105,500. In addition, there are various other rentals of City-owned property as listed previously in the Sources section which contribute revenue to the GOF.

## **FORECAST**

Investment Earnings: The Fiscal Year 2018-19 projection is based on the assumption that as instruments mature, the funds will be reinvested at rates slightly higher than those available in Fiscal Year 2017-18, resulting in a projected average portfolio yield of 1.88 percent for Fiscal Year 2018-19. This assumes the Local Agency Investment Fund (LAIF) pooled rate averages 1.3 percent; however, as of June 30, 2018, it was 1.9 percent. The City's average portfolio yield is anticipated to continue rising through the end of the Forecast period. During the projected economic downturn, reinvestment rates are expected to be higher than the rates on the instruments maturing.

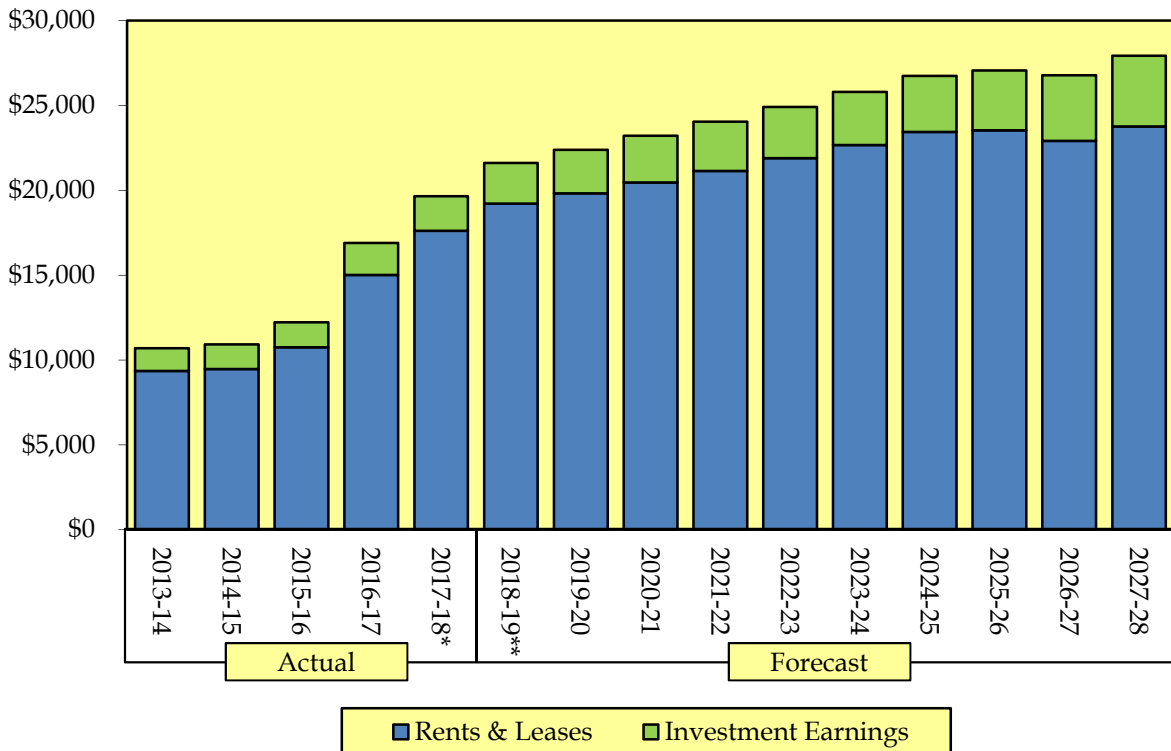
Rents and Leases: Fiscal Year 2018-19 includes a full year of the revalued rent generated from the Charleston East ground lease and a full year of rent from the

Ameswell (Moffett Gateway) project. As previously discussed with and approved by the City Council, the Ameswell rent will 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 (currently projected in Fiscal Year 2022-23). A capital project is approved for Fiscal Year 2018-19 to update costs and a Study Session is scheduled for December 2018 to update the City Council and discuss options and next steps.

The Forecast for the three long-term ground leases includes annual increases, but no assumptions for the revaluations that will occur in 2025 through 2028. The Amphitheatre lease terminates December 31, 2025, and although the Amphitheatre lease could continue or the land could be repurposed to generate another revenue source, it is unknown at this time; therefore, no rent is projected for the last two fiscal years. 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 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 budget process last fiscal year, included in the CalPERS Discount Rate Change Funding Strategy, the \$2.0 million annual payments would be recorded as one-time GF revenues and then recommended to be contributed to CalPERS toward the City's unfunded pension liability, and the \$600,000 and the annual rent in excess of the \$2.0 million will be transferred to the Capital Improvement Reserve.

### USE OF MONEY AND PROPERTY



<u>Fiscal Year</u>	<u>Rents &amp; Leases</u>	<u>Investment Earnings</u>	<u>Total Use of Money and Property</u>	<u>% Change</u>
2013-14	9,345	1,345	10,690	(0.9%)
2014-15	9,463	1,465	10,928	2.2%
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 **	19,225	2,388	21,613	9.9%
2019-20	19,817	2,573	22,390	3.6%
2020-21	20,457	2,759	23,216	3.7%
2021-22	21,141	2,900	24,041	3.6%
2022-23	21,891	3,018	24,909	3.6%
2023-24	22,661	3,146	25,807	3.6%
2024-25	23,443	3,298	26,741	3.6%
2025-26	23,533	3,534	27,067	1.2%
2026-27	22,921	3,867	26,788	(1.0%)
2027-28	23,765	4,170	27,935	4.3%

\* Unaudited Actual  
 \*\* Adopted  
 (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 2017-18 unaudited Licenses and Permits revenue is 1.9 percent higher than the Fiscal Year 2017-18 Adopted due to increased fire permits, and mobile vending permits and licenses. It is 9.3 percent below the Fiscal Year 2016-17 Audited, primarily due to reduced taxi business and taxicab permits resulting from increased competition from Transportation Network Companies (TNC) (e.g., Uber and Lyft).



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.

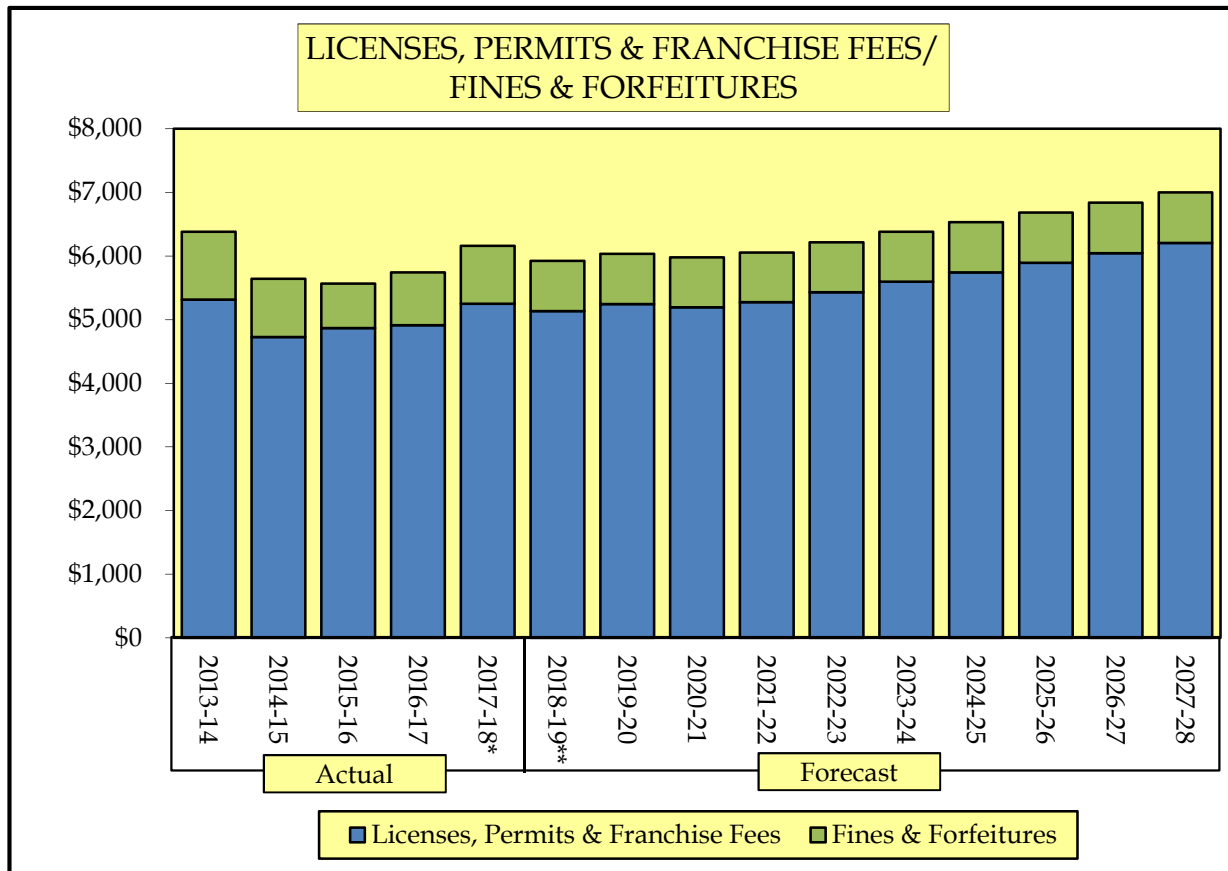
Fiscal Year 2017-18 unaudited Franchise Fee revenues are 3.6 percent and 7.4 percent higher than budget and Fiscal Year 2016-17 Audited, respectively. All revenue sources are higher except cable.

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 2017-18 unaudited Fines and Forfeitures revenue sources are higher than budget and Fiscal Year 2016-17 Audited, primarily due to increased parking enforcement and false alarm fines.

## **FORECAST**

Licenses, Permits, and Franchise Fees: Fiscal Year 2018-19 revenue is projected to grow in Fiscal Years 2018-19 and 2019-20 compared to the Fiscal Year 2017-18 Adopted Budget, then decline the following two Forecast years, reflecting the economic downturn, excluding Recology, which is projected with a steady annual increase of 3.0 percent throughout the Forecast. Recovery begins in Fiscal Year 2022-23 with incremental growth through the remaining Forecast period.

Fines and Forfeitures: Fiscal Year 2018-19 is projected to be 2.5 percent higher than the Fiscal Year 2017-18 adopted and is essentially the same level throughout the Forecast period.



<u>Fiscal Year</u>	<u>Licenses, Permits &amp; Franchise Fees</u>	<u>Fines &amp; Forfeitures</u>	<u>Total Licenses, Permits &amp; Franchise Fees/ Fines &amp; Forf</u>	<u>% Change</u>
2013-14	5,315	1,068	6,383	8.0%
2014-15	4,725	920	5,645	(11.6%)
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 **	5,134	791	5,925	(3.8%)
2019-20	5,244	791	6,035	1.9%
2020-21	5,193	787	5,980	(0.9%)
2021-22	5,274	783	6,057	1.3%
2022-23	5,432	786	6,218	2.7%
2023-24	5,596	788	6,384	2.7%
2024-25	5,742	790	6,532	2.3%
2025-26	5,892	792	6,684	2.3%
2026-27	6,047	794	6,841	2.3%
2027-28	6,206	796	7,002	2.4%

\* Unaudited Actual

\*\* Adopted

(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, and U.S. government.

### **ECONOMIC FACTORS**

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

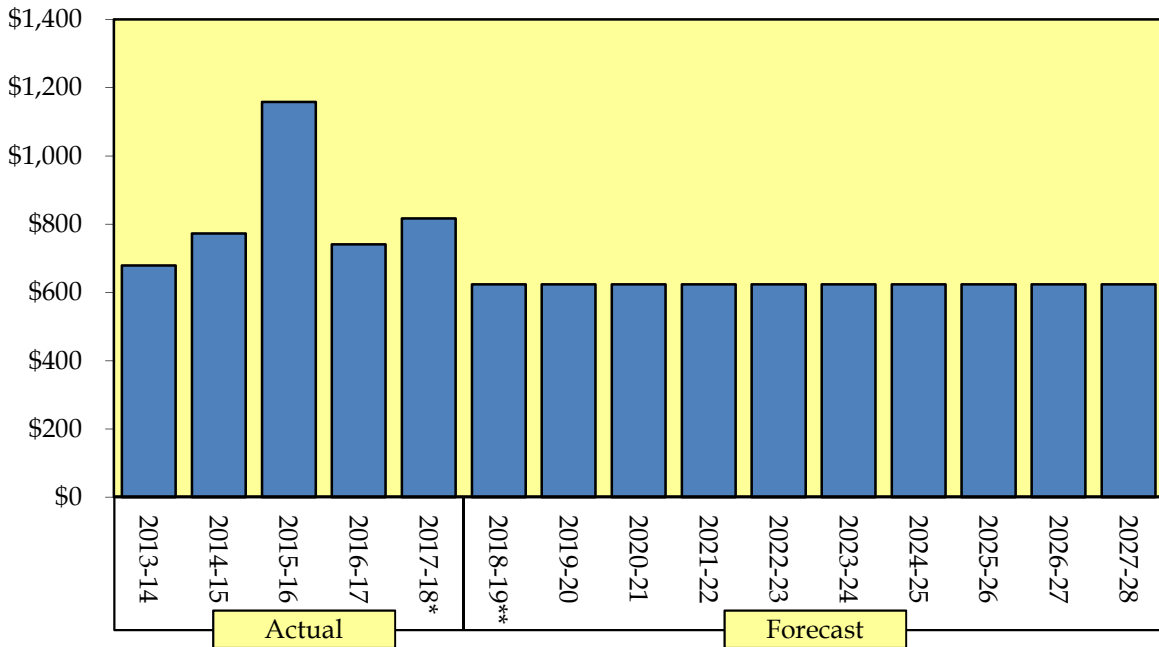
### **HISTORY**

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. The Fiscal Year 2017-18 unaudited revenue exceeds the Fiscal Year 2017-18 Adopted Budget due to grants, reimbursements, and Public Safety Realignment (AB 109) funding received that were not budgeted, and is 10.3 percent higher than the Fiscal Year 2016-17 Audited, resulting from reimbursements from the Santa Clara County Specialized Enforcement Team Task Force and California Office of Traffic Safety grant reimbursements.

### **FORECAST**

Fiscal Year 2018-19 is projected 8.9 percent higher than Fiscal Year 2017-18 Adopted as it includes higher projections for Motor Vehicle In-Lieu, and reimbursements for Central Expressway Maintenance and REACT which is more in-line with actual payments received for the current fiscal year. The remaining Forecast years are at essentially the same level.

**INTERGOVERNMENTAL**



<u>Fiscal Year</u>	<u>Intergovernmental</u>	<u>% Change</u>
2013-14	679	2.1%
2014-15	773	13.8%
2015-16	1,158	49.8%
2016-17	741	(36.0%)
2017-18 *	817	10.3%
2018-19 **	624	(23.6%)
2019-20	624	0.0%
2020-21	624	0.0%
2021-22	624	0.0%
2022-23	624	0.0%
2023-24	624	0.0%
2024-25	624	0.0%
2025-26	624	0.0%
2026-27	624	0.0%
2027-28	624	0.0%

\* Unaudited Actual  
 \*\* Adopted  
 (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 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 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 the 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.

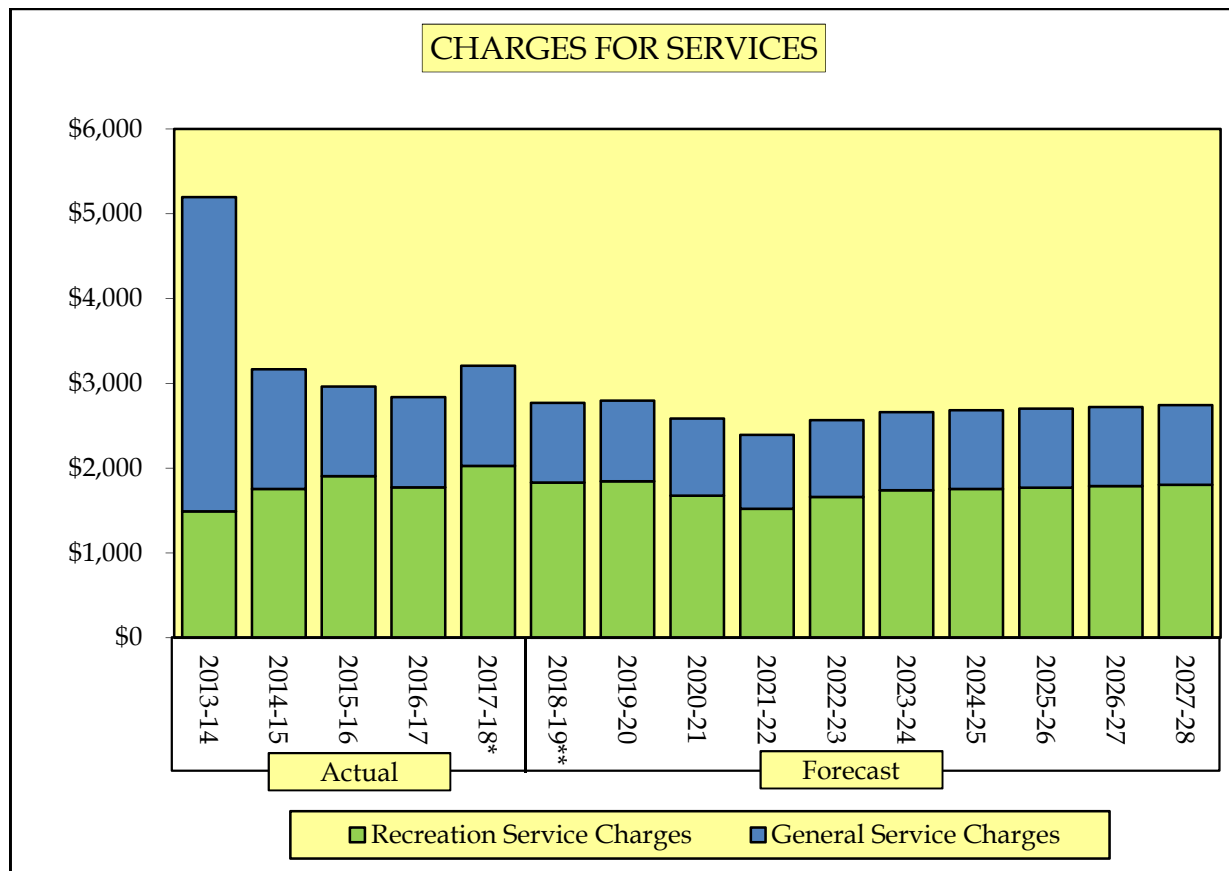
Staff continually reviews programming and pricing, adjusts as appropriate, and Recreation-related Service Charge revenue has continued to improve. Effective with the Fiscal Year 2015-16 Adopted Budget, some Charges for Services revenue was determined to be rental income and was moved to the appropriate 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 unaudited Service Charge revenue for Fiscal Year 2017-18 is 13.0 percent higher than Fiscal Year 2016-17 Audited, primarily due to higher registration fee revenue from Recreation camps and youth classes, barbecue reservations, sports and performing arts use fees, and administrative service charges.

## **FORECAST**

Total Service Charge revenue for Fiscal Years 2018-19 and 2019-20 is projected to be slightly higher than the Fiscal Year 2017-18 Adopted. The subsequent two fiscal years reflect the impact of the projected economic downturn, followed by recovery, and slight increases for the remaining Forecast period.



<u>Fiscal Year</u>	<u>Recreation Service Charges</u>	<u>General Service Charges</u>	<u>Total Charges for Services</u>	<u>% Change</u>
2013-14	1,491	3,705	5,196	17.1%
2014-15	1,756	1,410	3,166	(39.1%)
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 **	1,830	942	2,772	(13.6%)
2019-20	1,847	949	2,796	0.9%
2020-21	1,677	907	2,584	(7.6%)
2021-22	1,523	870	2,393	(7.4%)
2022-23	1,662	904	2,566	7.2%
2023-24	1,739	922	2,661	3.7%
2024-25	1,755	927	2,682	0.8%
2025-26	1,772	930	2,702	0.7%
2026-27	1,789	934	2,723	0.8%
2027-28	1,805	939	2,744	0.8%

\* Unaudited Actual

\*\* Adopted

(dollars in thousands)

Fiscal Year 2015-16 includes full impact of development related revenue moved from GOF to Development Services Fund.



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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.

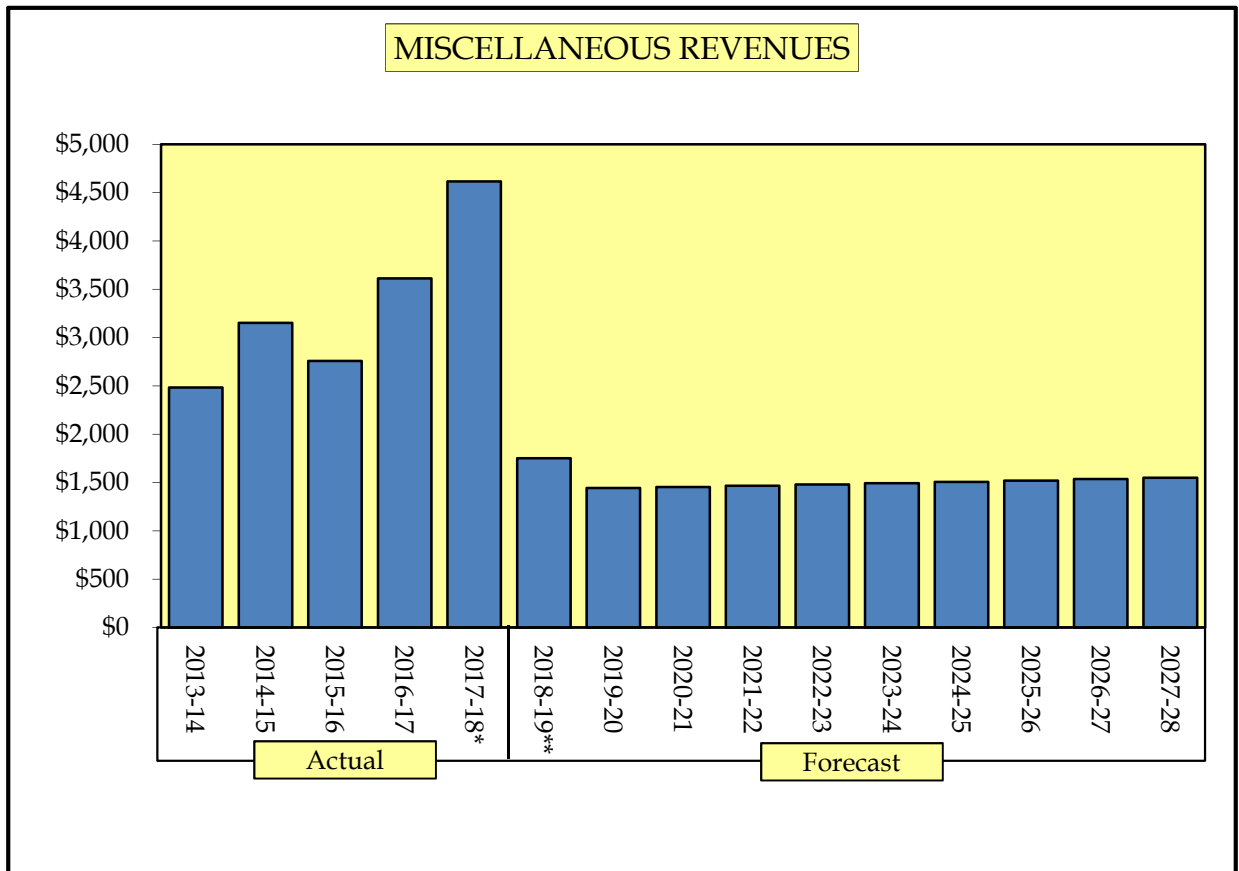
Some reimbursement for services provided in Fiscal Year 2017-18 and prior fiscal years are budgeted as they are ongoing in nature. Other reimbursements are one-time in nature and are not budgeted. The City provides the following categories of services:

- 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 \$2.3 million annually.

## **FORECAST**

Fiscal Year 2018-19 Miscellaneous Revenues is projected to be higher than the Fiscal Year 2017-18 Adopted Budget. Fiscal Year 2019-20 is projected with a decline as the City's agreement with Santa Clara County to provide first responder support to Rural Metro expires June, 30 2019. The remaining Forecast years increase less than 1.0 percent annually.



<u>Fiscal Year</u>	<u>Miscellaneous Revenues</u>	<u>% Change</u>
2013-14	2,483	1.0%
2014-15	3,152	26.9%
2015-16	2,757	(12.5%)
2016-17	3,611	31.0%
2017-18 *	4,616	27.8%
2018-19 **	1,749	(62.1%)
2019-20	1,443	(17.5%)
2020-21	1,453	0.7%
2021-22	1,466	0.9%
2022-23	1,479	0.9%
2023-24	1,492	0.9%
2024-25	1,506	0.9%
2025-26	1,520	0.9%
2026-27	1,534	0.9%
2027-28	1,550	1.0%

\* Unaudited Actual  
 \*\* Adopted  
 (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 three years, most recently during Fiscal Year 2014-15 and the results incorporated for Fiscal Year 2015-16. Fiscal Year 2017-18 unaudited is higher than budget as the Community Stabilization and Fair Rent Act (CSFRA) budget adopted in October 2017 included reimbursement of administrative overhead to the GOF which was not included in the GOF Adopted Budget.

Interfund Transfers: These vary from year to year and are both ongoing and one-time/limited-period in nature. Fiscal Year 2017-18 unaudited includes the annual transfers from the Gas Tax and Parking District funds, approximately \$88,500 of net operating income from Shoreline Golf Links, and transfers from the GF Reserve approved by City Council during the fiscal year.

In April 2011, the City executed a long-term (52-year) 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

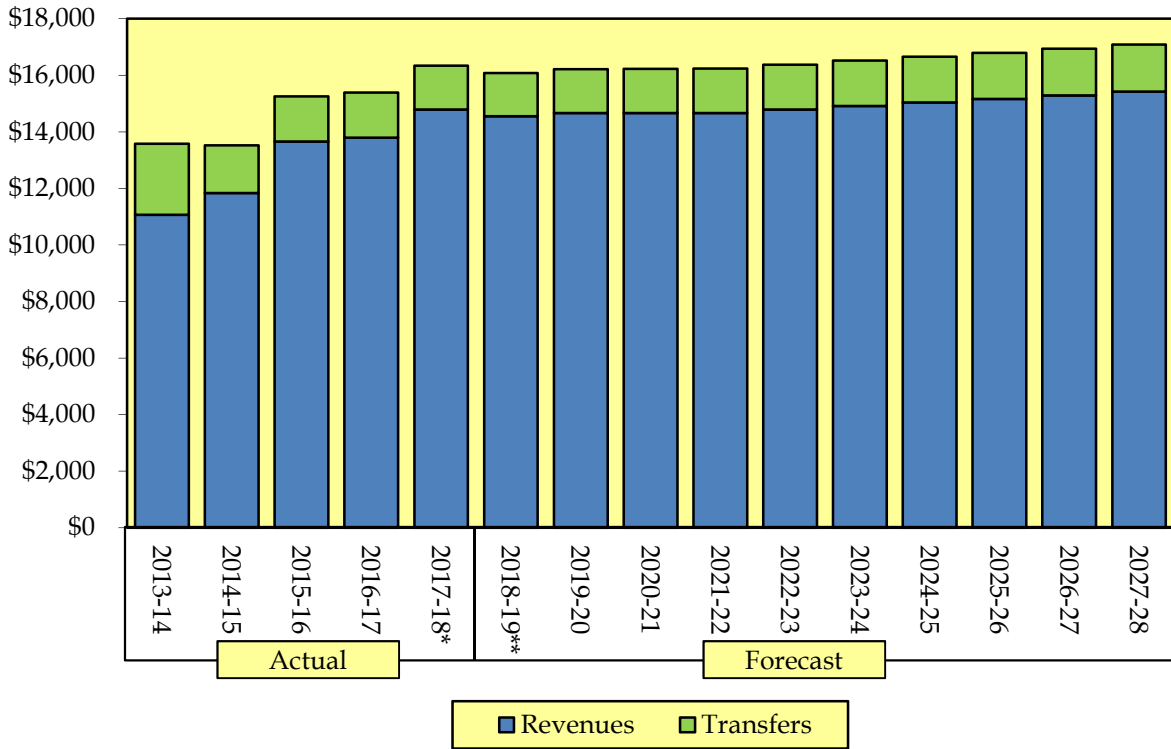
to the recession, the FOMC reduced interest rates (and only began raising the benchmark rate beginning in December 2015) and the actual investment yields have been significantly lower than the 3.5 percent originally projected. This low interest rate environment has lasted longer than anticipated; therefore, 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 Years 2018-19 and 2019-20 Interfund Revenues include reimbursement from various funds which receive support from the GOF. Revenues are held level during the period of anticipated economic decline and the remaining Forecast period includes annual increases of less than 1.0 percent.

Interfund Transfers: For Fiscal Year 2018-19, Interfund Transfers include \$1.3 million of reimbursement from the Gas Tax Fund, \$110,000 of operating income from Shoreline Golf Links, 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.

### INTERFUND REVENUES AND TRANSFERS



<u>Fiscal Year</u>	<u>Interfund Revenues</u>	<u>Interfund Transfers</u>	<u>Total Interfund Rev &amp; Trans</u>	<u>% Change</u>
2013-14	11,065	2,510	13,575	(1.5%)
2014-15	11,836	1,689	13,525	(0.4%)
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 **	14,549	1,526	16,075	(1.6%)
2019-20	14,662	1,553	16,215	0.9%
2020-21	14,662	1,567	16,229	0.1%
2021-22	14,662	1,580	16,242	0.1%
2022-23	14,785	1,593	16,378	0.8%
2023-24	14,910	1,607	16,517	0.8%
2024-25	15,035	1,621	16,656	0.8%
2025-26	15,162	1,635	16,797	0.8%
2026-27	15,290	1,649	16,939	0.8%
2027-28	15,419	1,663	17,082	0.8%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)



## LOAN REPAYMENTS

This revenue source reflects the annual repayment of loan obligations from other funds.

### **SOURCES**

- Shoreline Regional Park Community.

### **ECONOMIC FACTORS**

- Financial condition of the paying funds.

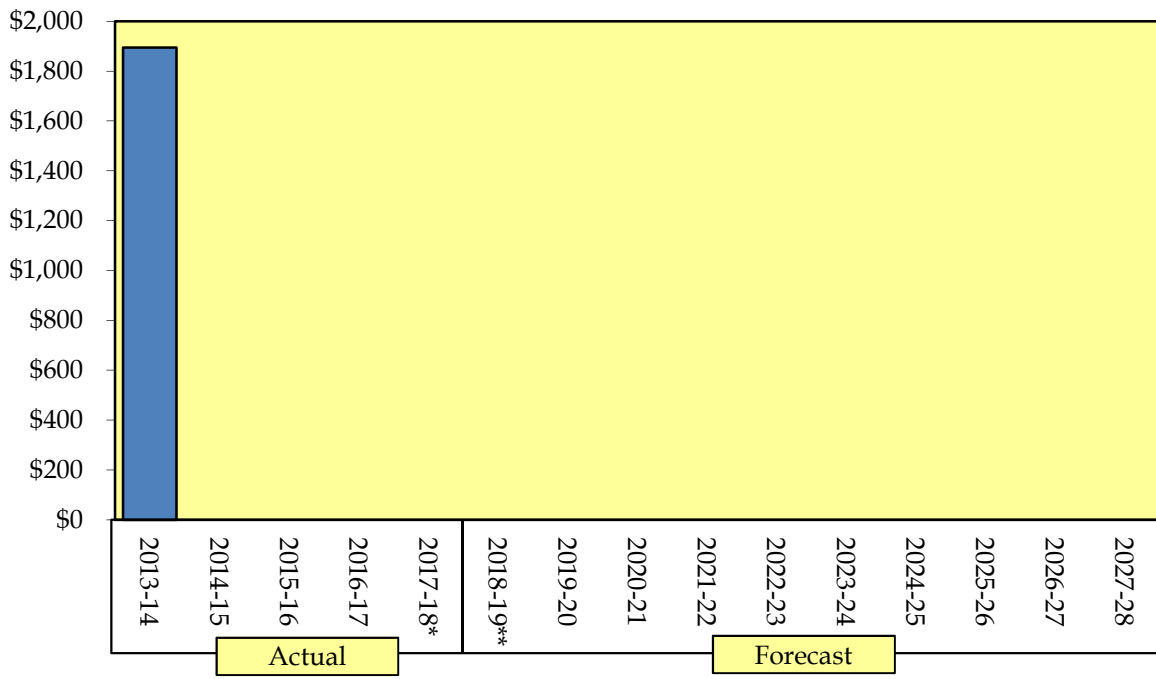
### **HISTORY**

The General Fund made a series of loans to the Shoreline Regional Park Community (Shoreline Community) beginning in Fiscal Year 1985-86, which eventually totaled \$17.8 million. The loans were consolidated during Fiscal Year 1988-89. As this revenue stream was long-term in nature, it had been included as operating revenues. However, as there were only two years of payments remaining, effective with the Fiscal Year 2014-15 Adopted Budget, Council adopted staff's proposal to account for the final two payments in the General Non-Operating Fund. The final loan repayment was made in Fiscal Year 2015-16.

### **FORECAST**

There are no longer any loan repayments included in the GOF.

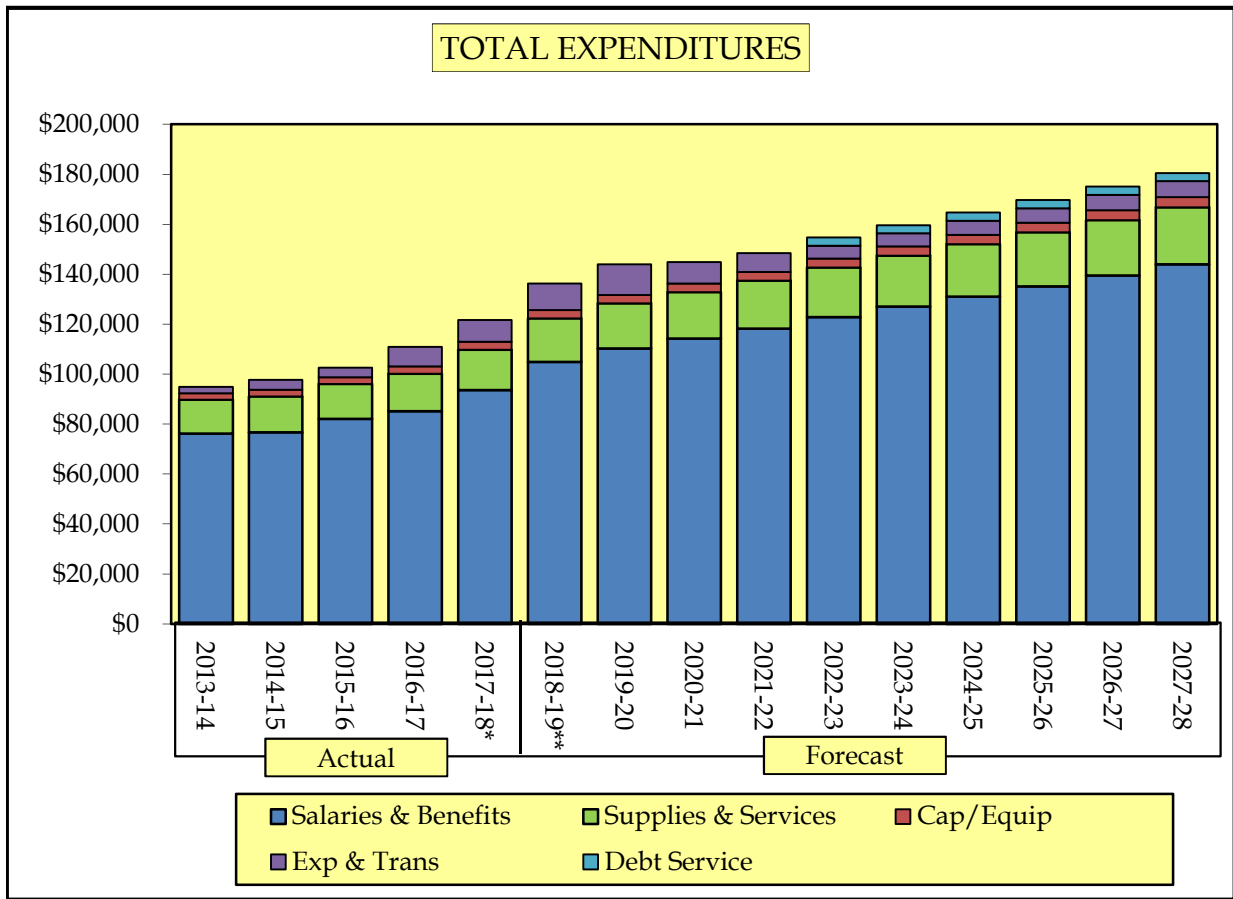
**LOAN REPAYMENTS**



<u>Fiscal Year</u>	<u>Loan Repayments</u>	<u>% Change</u>
2013-14	1,894	0.0%
2014-15	0	(100.0%)
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	0	0.0%
2021-22	0	0.0%
2022-23	0	0.0%
2023-24	0	0.0%
2024-25	0	0.0%
2025-26	0	0.0%
2026-27	0	0.0%
2027-28	0	0.0%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

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<u>Fiscal Year</u>	<u>Total Expenditures</u>	<u>% Change</u>
2013-14	94,933	2.0%
2014-15	97,677	2.9%
2015-16	102,590	5.0%
2016-17	110,936	8.1%
2017-18 *	121,682	9.7%
2018-19 **	136,239	12.0%
2019-20	143,908	5.6%
2020-21	144,851	0.7%
2021-22	148,472	2.5%
2022-23	154,646	4.2%
2023-24	159,631	3.2%
2024-25	164,669	3.2%
2025-26	169,706	3.1%
2026-27	175,105	3.2%
2027-28	180,515	3.1%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

The Fiscal Year 2018-19 adopted 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 essentially 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 and Confidential 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. 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. During Fiscal Year 2011-12, the City negotiated three-year contracts with all employee groups that expired June 30, 2015, followed by two-year contracts negotiated with all employee groups that expired June 30, 2017 and most recently three-year contracts were negotiated with all employee groups that will expire June 30, 2020.

Pension costs have increased dramatically since 2000, when pension costs were \$2.9 million (4.7 percent of GOF expenditures), compared to \$16.6 million (13.9 percent of GOF expenditures) adopted for Fiscal Year 2017-18. Pension costs continue to grow 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 (cost share). This was an unusual and progressive arrangement when instituted in Mountain View and reflects the collaborative approach of our employees. For Fiscal Year 2017-18, cost shares range from 10.5 percent to 17.366 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 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 shows the impact to the UAL annual payments are not as drastic as CalPERS originally indicated. The impacts are 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 annual payments, 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 \$17.5 million from a combination of carryover funds and budgets since Fiscal Year 2014-15 through Fiscal Year 2017-18. 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 2017-18.

## **FORECAST**

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

As mentioned previously, the City negotiated three-year contracts (with a reopener on salary for the third year) with all employee groups which will expire June 30, 2020. The Forecast includes COLAs and other benefits as negotiated for the second and third years of the contracts, Fiscal Years 2018-19 and 2019-20. Each of the remaining Forecast years includes a modest COLA and all Forecast years include step and merit increases.

Fiscal Year 2018-19 medical insurance rates are projected to increase 5.0 percent to 10.0 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 10.0 percent annually (depending on the health plan) and dental rates will continue to increase by 2.0 percent annually.

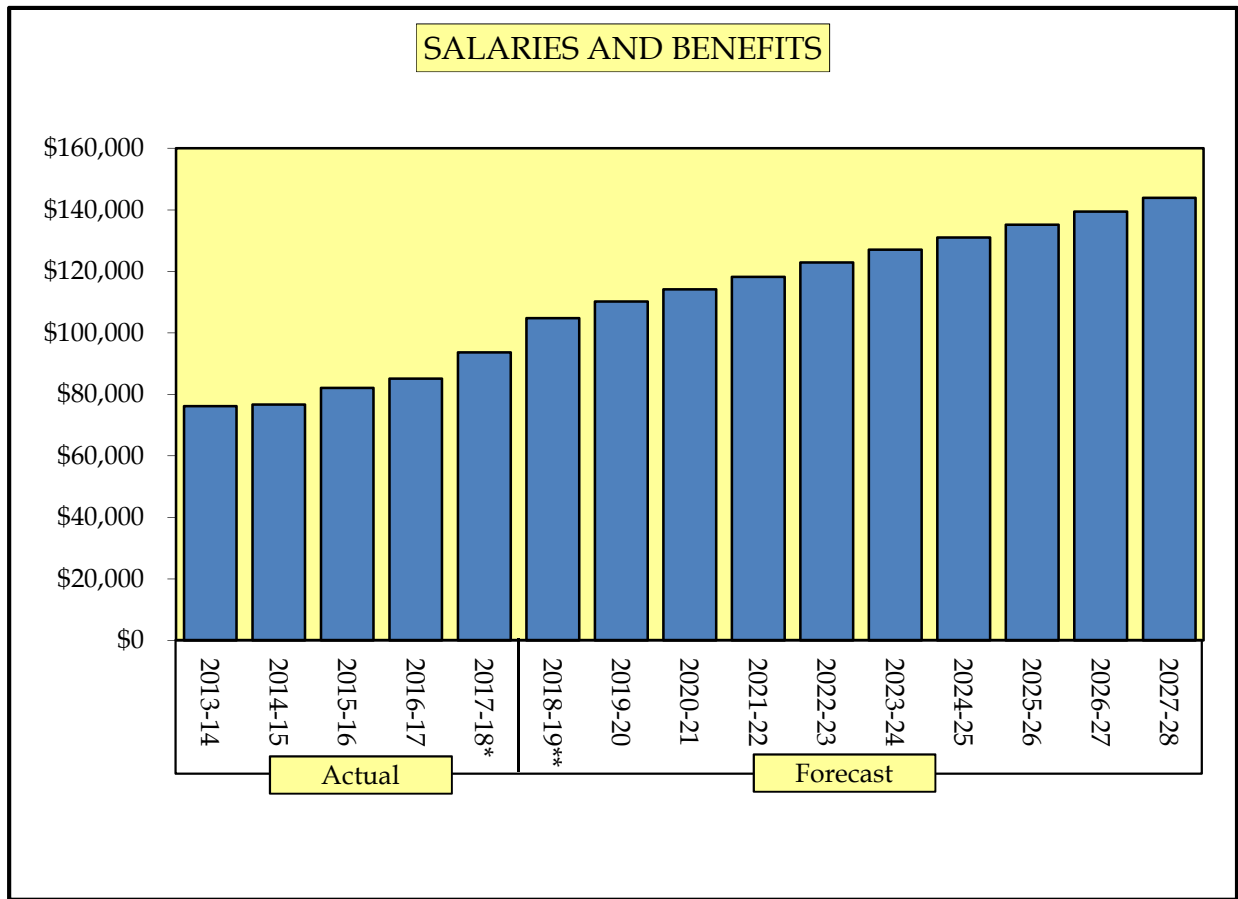
For Fiscal Year 2018-19, retirement benefit costs, overall (excluding the cost for new positions), are projected to increase 16.3 percent compared to the Fiscal Year 2017-18 Adopted Budget. In Fiscal Years 2019-20 retirement costs are projected to increase another 16.3 percent and gradually decline to a 3.8 percent increase in each of the last four years of the Forecast period. Costs are impacted by salary increases (COLAs, steps, and merits) and CalPERS rates which include the impact of the discount rate change, as well as other factors as mentioned above. Annual increases range from \$2.8 million to \$1.2 million by the end of the Forecast period. The Forecast continues to include available funding to pay down the unfunded CalPERS pension obligation with additional contributions of \$2.0 million from the Fiscal Year 2017-18 carryover, \$4.0 million in Fiscal Year 2018-19, \$2.0 million in Fiscal Year 2019-20, and \$1.0 million in Fiscal Year 2020-21, in addition to funds from the Google Parking lease revenues as mentioned above, to reduce this unfunded liability. Contributions from other funds for their share of this liability are also included, proportionate to the GF contributions. 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 in order to distribute the cost to all funds through payroll. Below are the projected employer rates provided in the June 30, 2016 CalPERS actuarial valuations (the valuation for Fiscal Year 2018-19 rates and estimates through Fiscal Year 2024-25), and staff projections for Fiscal Years 2025-26 through 2027-28.

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Miscellaneous	30.741	33.960	36.735	38.936	40.688	41.617	42.234	42.865	43.509	44.166
Safety	44.879	49.371	53.508	56.663	59.272	60.668	61.598	62.549	63.523	64.521



<u>Fiscal Year</u>	<u>Salaries and Benefits</u>	<u>% Change</u>
2013-14	76,198	2.2%
2014-15	76,707	0.7%
2015-16	82,073	7.0%
2016-17	85,156	3.8%
2017-18 *	93,624	9.9%
2018-19 **	104,817	12.0%
2019-20	110,240	5.2%
2020-21	114,207	3.6%
2021-22	118,169	3.5%
2022-23	122,872	4.0%
2023-24	127,018	3.4%
2024-25	131,027	3.2%
2025-26	135,168	3.2%
2026-27	139,457	3.2%
2027-28	143,910	3.2%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)

Fiscal Years 2015-16, 2016-17, and 2019-20 include an additional \$2.0M CalPERS contribution, Fiscal Years 2017-18 and 2018-19 include an additional \$4.0M CalPERS contribution, and Fiscal Year 2020-21 includes an additional \$1.0M 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**

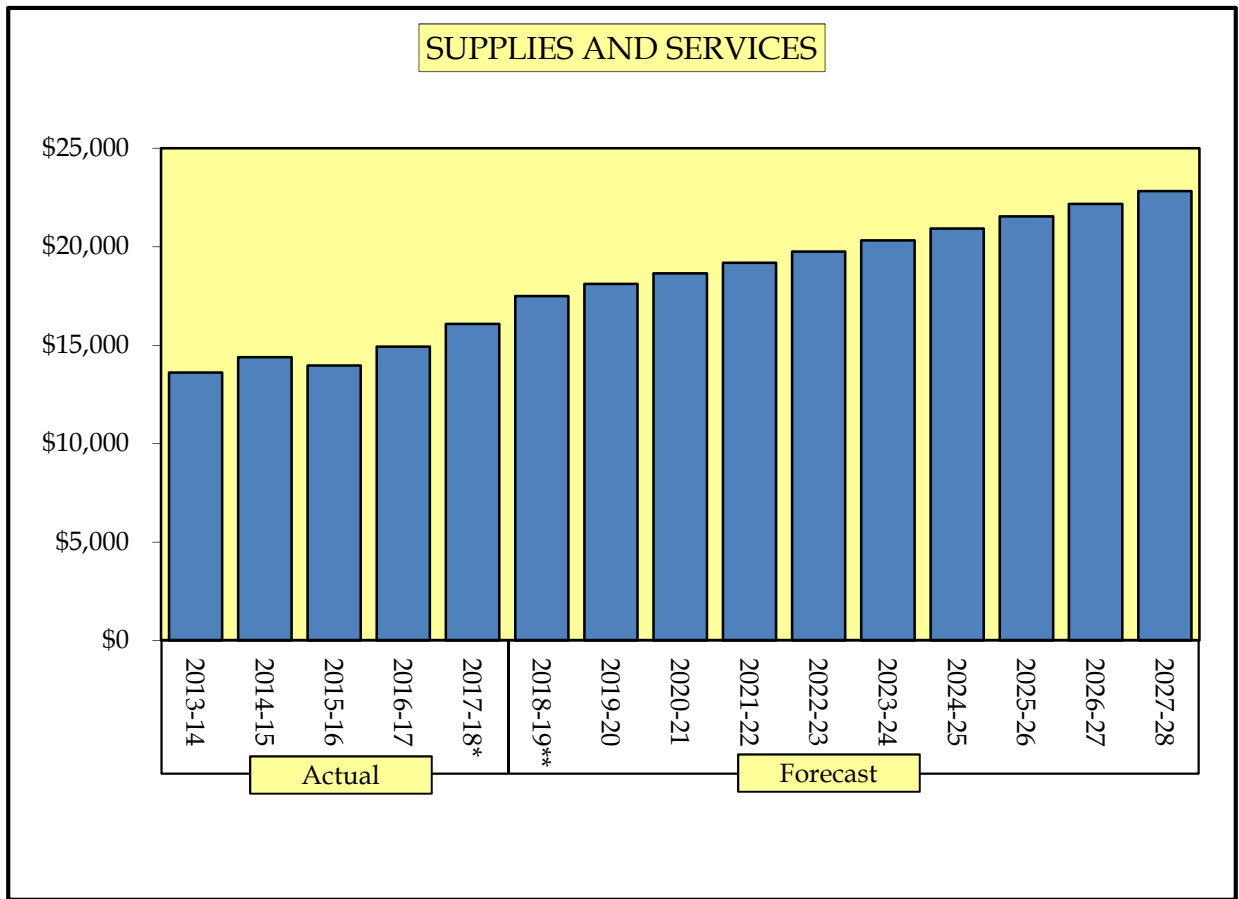
- Materials and Supplies.
- Maintenance and Operations.
- Utilities.
- Professional/Technical Services.
- Training, Conference, and Travel.
- Miscellaneous Expenditures.

### **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 2018-19 (including adopted discretionary and nondiscretionary increases) is increasing \$391,000 (2.3 percent) compared to the Fiscal Year 2017-18 Adopted. The increase is related to Recreation contract classes (offset by revenue), gas and electricity, janitorial and HVAC services, software maintenance, fire protective equipment and training, labor relations, employee engagement, animal control, plaza center activation, and environmental sustainability, offset by reductions in the Rental Housing Program and Parks trash and recycling services. 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>
2013-14	13,608	1.4%
2014-15	14,386	5.7%
2015-16	13,969	(2.9%)
2016-17	14,926	6.9%
2017-18 *	16,089	7.8%
2018-19 **	17,501	8.8%
2019-20	18,114	3.5%
2020-21	18,644	2.9%
2021-22	19,190	2.9%
2022-23	19,752	2.9%
2023-24	20,332	2.9%
2024-25	20,928	2.9%
2025-26	21,543	2.9%
2026-27	22,176	2.9%
2027-28	22,828	2.9%

\* Unaudited Actual  
 \*\* Adopted  
 (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 \$405,000. For Fiscal Year 2017-18, Capital Outlay was funded at \$500,000.

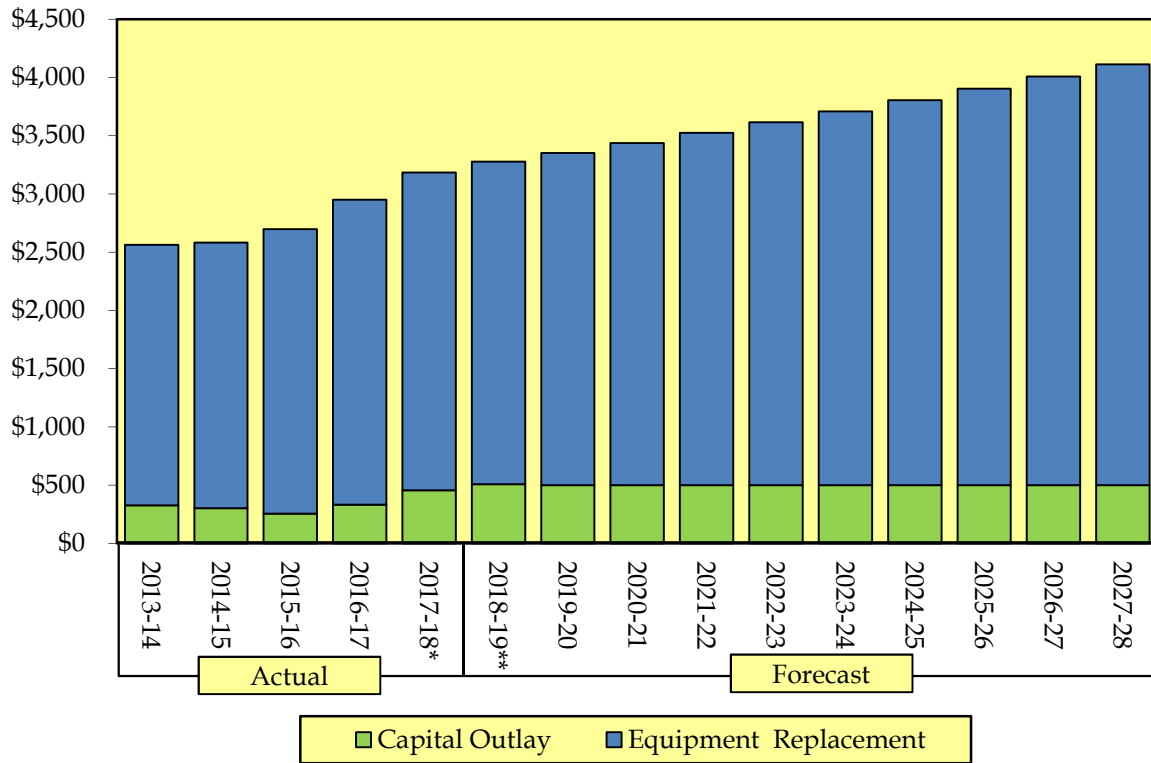
Equipment Replacement: The Equipment Replacement Reserve was funded with year-end General Fund carryover in Fiscal Years 1992-93 and 1993-94. Subsequently, appropriations were gradually increased until the GOF was fully funding its share in Fiscal Year 2001-02. Then, after several years of reduced contributions, 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 2017-18 contribution to Equipment Replacement was adopted at \$2.7 million.

### **FORECAST**

Capital Outlay: For Fiscal Year 2018-19, capital outlay items total \$507,900, and annual funding of \$500,000 is included as the base level of funding for the remaining Forecast period.

Equipment Replacement: The GOF contribution for Fiscal Year 2018-19 is increasing 1.5 percent to \$2.8 million and the remaining Forecast period includes annual increases of 3.0 percent, continuing full funding of the GOF's share of equipment replacement.

### CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT



Fiscal Year	Capital Outlay	Equipment Replacement	Total Capital Outlay & Equip. Replcmnt.	% Change
2013-14	327	2,235	2,562	10.7%
2014-15	303	2,279	2,582	0.8%
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 **	508	2,768	3,276	2.9%
2019-20	500	2,851	3,351	2.3%
2020-21	500	2,936	3,436	2.5%
2021-22	500	3,024	3,524	2.6%
2022-23	500	3,115	3,615	2.6%
2023-24	500	3,208	3,708	2.6%
2024-25	500	3,305	3,805	2.6%
2025-26	500	3,404	3,904	2.6%
2026-27	500	3,506	4,006	2.6%
2027-28	500	3,611	4,111	2.6%

\* Unaudited Actual

\*\* Adopted

(dollars in thousands)



## 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, 2017.

In February 2008, Council approved an agreement authorizing the City’s participation in the CalPERS-administered California Employers’ Retirement Benefit Trust (CERBT) Fund, and in February 2009, the City began depositing funds into the CERBT. The balance in the CERBT is \$125.2 million as of June 30, 2018. 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 \$10.5 million from Fiscal Years 2014-15 through 2017-18. 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 Postemployment 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.

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.

GF Budget Contingency Reserve: The full projected annual revenue from the Ameswell (Moffett Gateway) property after a few years of operations is estimated at over \$4.0 million. The majority of this revenue is currently recommended to be 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 revenue received in the fiscal years prior to the beginning of debt service be used for a limited-period need and transferred to this reserve. The Fiscal Year 2017-18 Adopted Budget included a transfer of \$755,400 to the Budget Contingency Reserve. However, the project was delayed and the first permit was not issued until June 2018, generating a partial June 2018 rent payment of \$35,000 which has been transferred to the Budget Contingency Reserve.

GF Capital Improvement Reserve: During Fiscal Year 2017-18, the decennial revaluation process has 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 are increasing approximately \$6.8 million. Since 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 the 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 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.

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 to the SPAR in order to increase the available funding for future property investment.

## FORECAST

General Liability: The Fiscal Years 2018-19 through 2027-28 projections are based on maintaining the minimum policy level for reserve balances. The City currently has a \$1.0 million SIR, but this could be increased to \$2.0 million in the near future. For Fiscal Year 2018-19, the GOF is contributing \$1.0 million for the cost of claims and administering the program, an 11.3 percent decrease from Fiscal Year 2017-18 Adopted. The remaining Forecast period includes 3.0 percent annual increases.

Vision Care: The GOF's contribution is the same level as Fiscal Year 2017-18 Adopted.

Retirees' Health Insurance Program: Fiscal Year 2018-19 includes \$1.8 million for the UAAL amortization. The remaining Forecast years use projections based on information provided in the July 1, 2017 valuation for the UAAL amortization.

The City has made great strides toward funding the AAL of \$151.3 million (projected for Fiscal Year 2018-19), with assets of \$125.2 million as of June 30, 2018, or 82.8 percent funded, at a discount rate of 6.5 percent. The discount rate for Fiscal Year 2018-19 is reduced from 6.73 percent to 6.5 percent to provide a margin for adverse deviation or uncertainty. As anticipated, the CERBT has reduced its expected long-term annualized rate of Investment return from 7.28 percent to 7.01 percent, a reduction of 27 basis points. As a result of this action by CERBT, the City's discount rate is recommended to be reduced to 6.25 percent for Fiscal Year 2019-20. Staff presented this information to the Council Finance Committee (CFC) on March 27, 2018 and the CFC approved the changes.

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.

General Fund Reserve: For Fiscal Year 2018-19, a transfer of \$1.0 million from the General Fund is adopted to bring this reserve above the 20.0 percent minimum level.

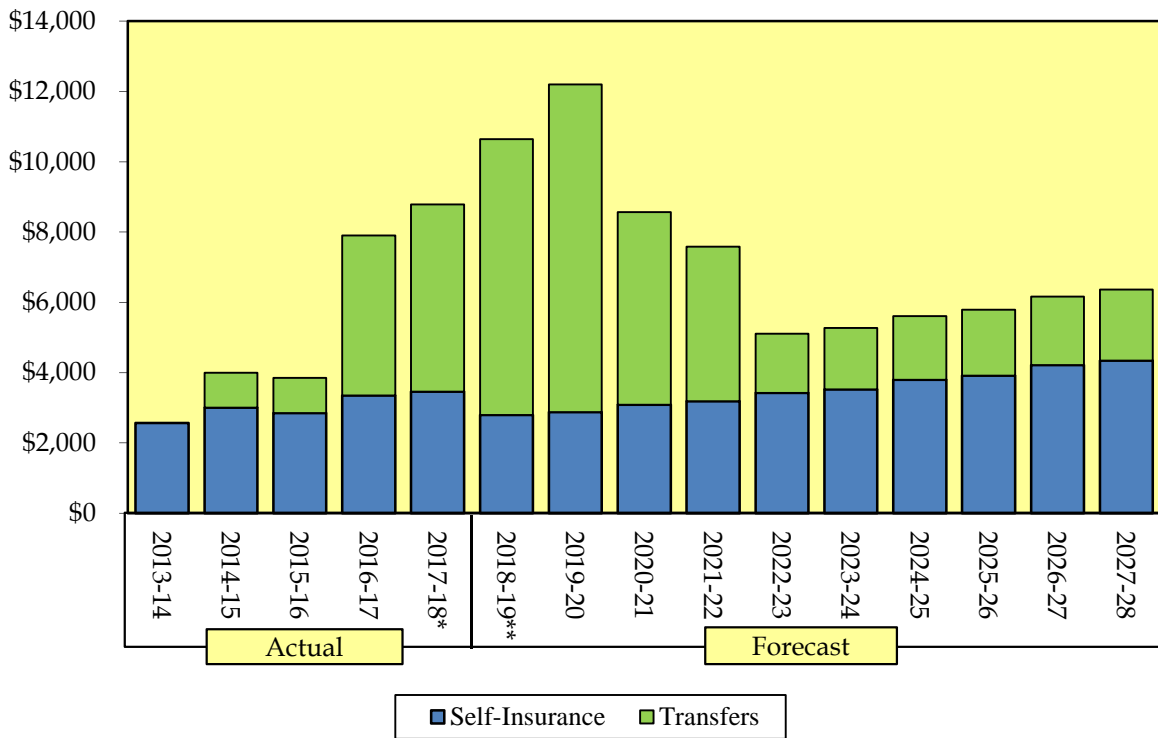
GF Budget Contingency Reserve: As discussed above, revenue from the Ameswell development began in June 2018 and by the end of the forecast period is projected at \$4.0 million annually. This revenue is currently earmarked for debt service payments related to the Police/Fire Administration Building Remodel and Expansion project (see Debt Service section). The Forecast anticipates the certificate of occupancy will be issued in 2020 and the debt will be issued in Fiscal Year 2022-23. In the interim, Fiscal Years 2018-19 through 2021-22 include transfers ranging from \$1.4 million to \$2.9 million to the Budget Contingency Reserve. A capital project is approved for Fiscal

Year 2018-19 to update costs and for the City Council to review options and next steps for the Police/Fire Administration Building Remodel project.

GF Transportation Reserve: A number of priority transportation projects have been identified and a new Transportation Reserve with \$2.0 million initial funding from the Fiscal Year 2017-18 GF carryover and \$2.0 million from the GOF for Fiscal Year 2018-19 has been established. For Fiscal Years 2019-20 and 2020-21, \$2.0 million and \$1.0 million, respectively, are included in the Forecast. Based on the current Forecast, this would provide \$7.0 million of funding over the four-year period.

GF Capital Improvement Reserve: As mentioned in the History section above, in order to reduce the dependency on the long-term lease revenues, \$1.4 million is to be transferred to the Capital Improvement Reserve for Fiscal Year 2018-19. For the remaining Forecast period, this amount is increased by the annual rent escalation factors referenced in the lease agreements. In addition, \$2.0 million and \$4.0 million allocations for Fiscal Years 2018-19 and 2019-20, respectively, are included for potential debt service to fund the Police/Fire Administration Building Remodel and Expansion project if the City Council desires to fund the project sooner than revenues from the Ameswell development will be received.

## INTERFUND EXPENDITURES AND TRANSFERS



Fiscal Year	Self Insurance	Transfers	Total SI & Transfers	% Change	
2013-14	2,565	0	2,565	(6.8%)	
2014-15	3,002	1,000	4,002	56.0%	
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	7,853	10,645	21.2%
2019-20		2,876	9,327	12,203	14.6%
2020-21		3,090	5,474	8,564	(29.8%)
2021-22		3,183	4,406	7,589	(11.4%)
2022-23		3,424	1,683	5,107	(32.7%)
2023-24		3,527	1,746	5,273	3.3%
2024-25		3,798	1,811	5,609	6.4%
2025-26		3,912	1,879	5,791	3.2%
2026-27		4,216	1,950	6,166	6.5%
2027-28		4,342	2,024	6,366	3.2%

\* Unaudited Actual

\*\* Adopted

(dollars in thousands)

## **DEBT SERVICE**

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

### **CATEGORIES**

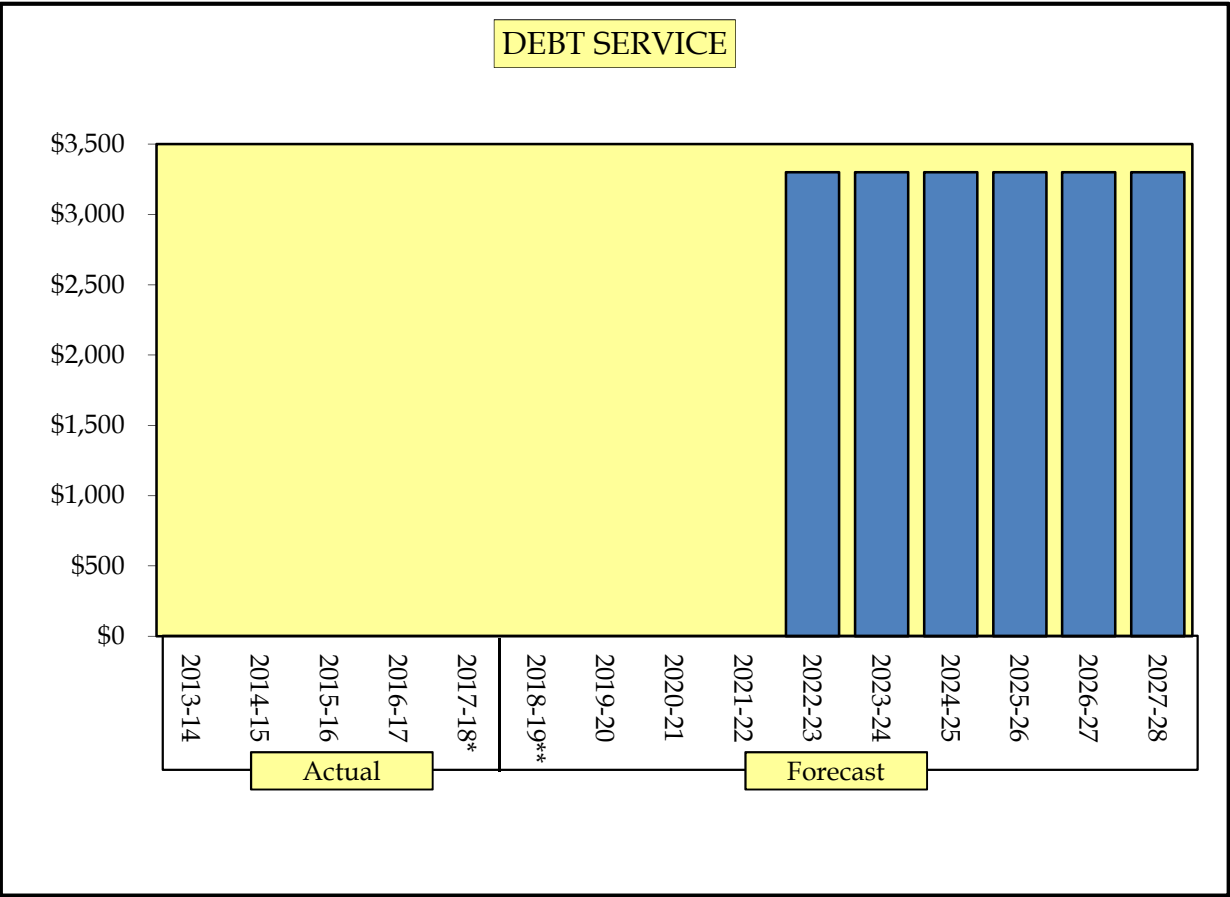
- Police/Fire Administration Building.

### **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 and Conveyance Tax funding. This debt was fully retired in Fiscal Year 2015-16.

### **FORECAST**

The Forecast assumes revenue generated from the Ameswell (Moffett Gateway) 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. A capital project is approved for Fiscal Year 2018-19 to update costs and for the City Council to review options and next steps for the Police/Fire Administration Building Remodel project.



<u>Fiscal Year</u>	<u>Debt Service</u>	<u>% Change</u>
2013-14	0	0.0%
2014-15	0	0.0%
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	0	0.0%
2021-22	0	0.0%
2022-23	3,300	100.0%
2023-24	3,300	0.0%
2024-25	3,300	0.0%
2025-26	3,300	0.0%
2026-27	3,300	0.0%
2027-28	3,300	0.0%

\* Unaudited Actual  
 \*\* Adopted  
 (dollars in thousands)



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

	<u>2008-09</u> <u>AUDITED</u>	<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>
REVENUES:					
Property Taxes	\$ 25,647	26,017	25,142	26,216	28,122
Sales Tax	16,264	15,242	15,502	15,940	16,744
Other Local Taxes <sup>1</sup>	9,242	9,144	9,870	10,774	12,015
Use of Money and Property	11,480	10,881	10,290	10,138	10,783
Other Revenues <sup>2</sup>	23,270	23,072	24,361	27,079	27,253
Loan Repayments	<u>2,060</u>	<u>2,060</u>	<u>2,075</u>	<u>1,894</u>	<u>1,894</u>
TOTAL REVENUES	<u>87,963</u>	<u>86,416</u>	<u>87,240</u>	<u>92,041</u>	<u>96,811</u>
EXPENDITURES:					
Salaries and All Pays	50,868	51,273	50,187	50,445	51,252
Retirement	7,275	7,330	7,286	10,028	10,856
Health Benefits	6,300	6,519	7,055	7,701	8,086
All Other Benefits	<u>3,648</u>	<u>4,427</u>	<u>4,479</u>	<u>4,363</u>	<u>4,367</u>
Salaries and Benefits	68,091	69,549	69,007	72,537	74,561
Supplies and Services	13,155	11,933	12,226	12,910	13,414
Capital Outlay/ Equipment Replc.	1,504	2,213	2,253	2,282	2,315
Interfund Expenditures and Transfers	809	2,441	2,674	2,876	2,751
Debt Service	<u>1,020</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL EXPENDITURES	<u>84,579</u>	<u>86,136</u>	<u>86,160</u>	<u>90,605</u>	<u>93,041</u>
Transfer to GNOF	-0-	-0-	-0-	-0-	-0-
CalPERS Contrib.	-0-	-0-	-0-	-0-	-0-
OPEB Contrib.	-0-	-0-	-0-	-0-	-0-
Transfer to SPAR	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
OPERATING BALANCE <sup>3</sup>	<u>\$ 3,384</u>	<u>280</u>	<u>1,080</u>	<u>1,436</u>	<u>3,770</u>

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

<sup>2</sup> Other Revenues consists 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>2013-14</u> <u>AUDITED</u>	<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>UNAUDITED</u>
REVENUES:					
Property Taxes	\$ 31,120	35,173	39,461	43,774	49,419
Sales Tax	16,936	19,773	21,401	21,828	20,713
Other Local Taxes <sup>1</sup>	13,089	14,805	15,137	15,866	15,444
Use of Money and Property	10,690	10,928	12,219	16,896	19,659
Other Revenues <sup>2</sup>	28,316	26,261	27,693	28,325	31,142
Loan Repayments	<u>1,894</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>TOTAL REVENUES</b>	<u><b>102,045</b></u>	<u><b>106,940</b></u>	<u><b>115,911</b></u>	<u><b>126,689</b></u>	<u><b>136,377</b></u>
EXPENDITURES:					
Salaries and All Pays	52,379	52,231	54,024	55,262	59,483
Retirement	11,219	11,799	12,575	13,606	15,360
Health Benefits	8,215	7,886	8,102	8,320	8,527
All Other Benefits	<u>4,385</u>	<u>4,791</u>	<u>5,372</u>	<u>5,968</u>	<u>6,254</u>
Salaries and Benefits	76,198	76,707	80,073	83,156	89,624
Supplies and Services	13,608	14,386	13,969	14,926	16,089
Capital Outlay/ Equipment Replc.	2,562	2,582	2,696	2,950	3,184
Interfund Expenditures and Transfers	2,565	3,002	2,852	3,404	4,785
Debt Service	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>TOTAL EXPENDITURES</b>	<u><b>94,933</b></u>	<u><b>96,677</b></u>	<u><b>99,590</b></u>	<u><b>104,436</b></u>	<u><b>119,682</b></u>
Transfer to GNOF	-0-	-0-	-0-	(500)	-0-
CalPERS Contrib.	-0-	-0-	(2,000)	(2,000)	(4,000)
OPEB Contrib.	-0-	(1,000)	(1,000)	(2,000)	(2,000)
Transfer to SPAR	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>(2,000)</u>	<u>(2,000)</u>
<b>OPERATING BALANCE<sup>3</sup></b>	<u><b>\$ 7,112</b></u>	<u><b>9,263</b></u>	<u><b>13,321</b></u>	<u><b>15,753</b></u>	<u><b>14,695</b></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 2018-19 are listed only on the Department Summary. Items in **bold** are tied to Fiscal Year 2017-18 and 2018-19 Major Council Goals. Major Departmental Goals/Projects/Initiatives are short-term in nature.
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 "2016-17 Adjusted" column are those positions actually approved in the adopted budget that year plus any adjustments made mid-year. Positions listed in the "2017-18 Adopted" column are those positions adopted in Fiscal Year 2017-18. Positions listed in the "2018-19 Adopted" column are those positions in the "2017-18 Adopted" column plus any amendments or adjustments made mid-year and any changes adopted for Fiscal Year 2018-19.
3. Salaries for regular positions are calculated using the employees' actual salary plus any potential 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 2018-19 ADOPTED 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	\$ 451,826	713,813	2,040,893	4,164,016	5,065,968	6,973,076
Development Services	0	0	0	0	0	40,000
Shoreline Golf Links	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 451,826</b>	<b>713,813</b>	<b>2,040,893</b>	<b>4,164,016</b>	<b>5,065,968</b>	<b>7,013,076</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
General Special Purpose	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	15,000
<b>TOTAL</b>	<b>\$ 0</b>	<b>0</b>	<b>10,000</b>	<b>195,000</b>	<b>0</b>	<b>15,000</b>
<b><u>ENTERPRISE</u></b>						
Water	\$ 0	0	0	0	485,854	587,316
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>485,854</b>	<b>587,316</b>
<b><u>INTERNAL SERVICE</u></b>						
Equipment Maint & Replacmnt	\$ 0	0	0	0	0	0
Workers' Compensation	0	0	0	0	0	2,372,500
Unemployment	0	0	0	0	0	127,250
Liability	0	0	30,000	0	0	1,545,300
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>4,045,050</b>
<b><u>GENERAL FUND RESERVES</u></b>						
General Non-Operating	\$ 21,400	365,000	234,400	974,728	190,700	277,873
<b>TOTAL</b>	<b>\$ 21,400</b>	<b>365,000</b>	<b>234,400</b>	<b>974,728</b>	<b>190,700</b>	<b>277,873</b>
<b>GRAND TOTAL</b>	<b>\$ 473,226</b>	<b>1,078,813</b>	<b>2,315,293</b>	<b>5,347,744</b>	<b>5,742,522</b>	<b>11,938,315</b>



<b>Community Development</b>	<b>Public Works</b>	<b>Community Services</b>	<b>Library Services</b>	<b>Fire</b>	<b>Police</b>	<b>Total</b>
2,049,333	10,495,754	17,013,510	6,171,369	24,266,587	39,239,658	118,645,803
8,492,918	3,567,842	0	0	797,229	0	12,897,989
0	0	2,133,017	0	0	0	2,133,017
<b>10,542,251</b>	<b>14,063,596</b>	<b>19,146,527</b>	<b>6,171,369</b>	<b>25,063,816</b>	<b>39,239,658</b>	<b>133,676,809</b>
3,833,358	0	0	0	0	0	3,833,358
7,891,095	0	0	0	0	0	7,891,095
2,006,280	0	0	0	0	0	2,006,280
756,301	0	0	0	0	0	756,301
35,314	0	0	0	0	0	35,314
0	0	0	0	0	175,000	175,000
861,807	0	0	0	0	0	861,807
0	0	0	0	0	0	195,000
489,331	1,230,419	4,133,479	0	193,178	77,000	6,148,407
<b>15,873,486</b>	<b>1,230,419</b>	<b>4,133,479</b>	<b>0</b>	<b>193,178</b>	<b>252,000</b>	<b>21,902,562</b>
0	28,735,678	0	0	0	0	29,808,848
0	14,643,622	0	0	1,724,883	127,958	16,496,463
0	12,191,267	0	0	0	0	12,191,267
<b>0</b>	<b>55,570,567</b>	<b>0</b>	<b>0</b>	<b>1,724,883</b>	<b>127,958</b>	<b>58,496,578</b>
0	2,572,348	0	0	0	0	2,572,348
0	0	0	0	0	0	2,372,500
0	0	0	0	0	0	127,250
0	0	0	0	0	0	1,575,300
0	0	0	0	0	0	14,000
<b>0</b>	<b>2,572,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,661,398</b>
836,100	801,000	279,900	58,716	843,900	1,320,674	6,204,391
<b>836,100</b>	<b>801,000</b>	<b>279,900</b>	<b>58,716</b>	<b>843,900</b>	<b>1,320,674</b>	<b>6,204,391</b>
<b>27,251,837</b>	<b>74,237,930</b>	<b>23,559,906</b>	<b>6,230,085</b>	<b>27,825,777</b>	<b>40,940,290</b>	<b>226,941,738</b>

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## NOTES

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# CITY COUNCIL

## CITY COUNCIL

## STANDING COMMITTEES

<b>Councilmembers</b>	<b>Term Expires</b>	<b>Appointments Review Committee (CARC)</b>
Leonard M. Siegel, Mayor	01/2019	Siegel, Chair
Lisa Matichak, Vice Mayor	01/2021	Matichak
Margaret Abe-Koga	01/2021	Rosenberg
Christopher R. Clark	01/2021	<b>Council Finance Committee (CFC)</b>
John McAlister	01/2021	Rosenberg, Chair
Ken S. Rosenberg	01/2019	Matichak
Patricia Showalter	01/2019	McAlister
		<b>Investment Review Committee (IRC)*</b>
		Rosenberg, Chair
		Matichak
		McAlister
		<b>Neighborhoods Committee (CNC)</b>
		Showalter, Chair
		Matichak
		McAlister
		<b>Procedures Committee (CPC)</b>
		Abe-Koga, Chair
		McAlister
		Showalter
		<b>Technology Committee (CXC)</b>
		Clark, Chair
		Abe-Koga
		Rosenberg
		<b>Transportation Committee (CTC)</b>
		McAlister, Chair
		Matichak
		Siegel
		<b>Youth Services Committee (CYSC)</b>
		Rosenberg, Chair
		Abe-Koga
		Clark

\* 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 eight standing City Council committees, each with three members. From time to time, ad hoc committees are also formed. 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 YEAR 2018-19

- Promote strategies to protect vulnerable populations and preserve the socioeconomic and cultural diversity of the community.
- Improve the quantity, diversity, and affordability of housing with an added focus on middle-income and ownership opportunities.
- Develop and implement comprehensive and coordinated transportation strategies to achieve mobility, connectivity, and safety for people of all ages.
- Promote environmental sustainability with a focus on measurable outcomes.

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**CITY COUNCIL  
DEPARTMENT SUMMARY**

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MAJOR DEPARTMENT CHANGES

- General Non-Operating Fund:

Newly Elected Councilmember Per-Term Allowance (limited-period): \$11,400

Provides funding per Council Policy A-2, whereby each Councilmember is to receive an allowance per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff. The Council Procedures Committee (CPC) made no recommendations or changes. The budget includes \$3,800 for each Councilmember.

Council Team Building (limited-period): \$5,000

Provides funding for Council team building. With the 2018 Election, and new member(s) joining the Council, the CPC recommends additional funding for a Council team-building facilitator for 2019, as was done in early 2015 and 2017.

Furniture for Committee Room (limited-period): \$5,000

Provides funding to replace furniture for the Committee Room.

BUD/LHP-001-01 FY2018-19

**CITY COUNCIL  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Mayor	1	1	1
Councilmember	6	6	6
<b>TOTAL REGULAR</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>
<hr/>			
EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 233,119	307,517	338,666
Supplies and Other Services	82,785	116,160	134,560
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 315,904</b>	<b>423,677</b>	<b>473,226</b>
<hr/>			
FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 299,498	420,677	451,826
General Non-Operating	16,406	3,000	21,400
<b>TOTAL FUNDING</b>	<b>\$ 315,904</b>	<b>423,677</b>	<b>473,226</b>
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EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 90,953	94,214	97,825
Wages	0	0	0
Benefits	142,166	213,303	240,841
<b>TOTAL PERSONNEL</b>	<b>233,119</b>	<b>307,517</b>	<b>338,666</b>
Materials and Supplies	19,737 *1	14,200 *3	27,600 *4
Maintenance and Operations	0	0	0
Utilities	5,586	12,360	12,360
Professional/Technical Svcs	9,995 *2	0	5,000 *5
Other Expenses	47,467	89,600	89,600
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>82,785</b>	<b>116,160</b>	<b>134,560</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 315,904</b>	<b>423,677</b>	<b>473,226</b>

\*1 Includes limited-period expenditures for per-term Council allowance and furniture for Mayor's Office.

\*2 Includes limited-period expenditures for Council team building and per-term Council allowance.

\*3 Includes limited-period funding of \$3,000 for furniture for the Committee Room.

\*4 Includes limited-period funding of \$11,400 for per-term Council allowance and \$5,000 for Committee Room furniture.

\*5 Includes limited-period funding of \$5,000 for Council team building.

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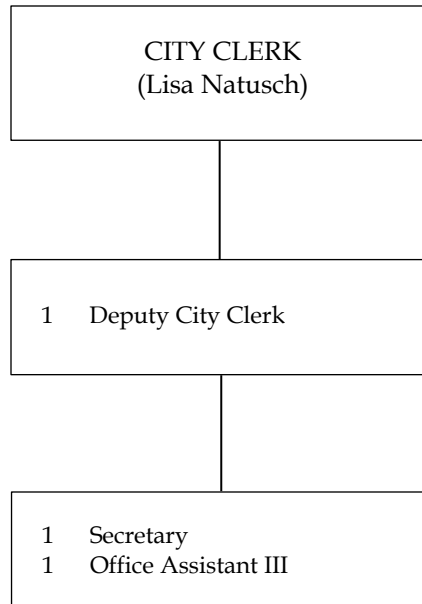
## NOTES

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# CITY CLERK'S OFFICE



FISCAL YEAR 2018-19 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 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, provides certified copies thereof, assists with public records requests, 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. (M 2)
- Coordinate, prepare, and distribute Council agenda materials and minutes. (M 3, 4, 5, 6, 7)
- Maintain official City records and provide records management support services for all departments. (M 8)
- Notice legal documents and process annexation and assessment district proceedings, deeds, appeals, initiative petitions, and ordinances. (M 7, 8)
- Provide administrative support to City Council. (M 9)
- Manage coordination of the Council meeting agenda preparation process.
- Provide marriage officiant services.

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR  
FISCAL YEAR 2018-19

- Prepare for and conduct the November 2018 Election of Council candidates and any possible ballot measures.
- Complete the digitizing of the microfilm/fiche records project.
- Review and update City Council Policy A-13.
- Continue to implement action items related to the employee engagement survey results.

MAJOR DEPARTMENT CHANGES

- General Operating Fund:
  - Training, Conference, and Travel: \$2,700
  - Provides increased funding for training, conference, and travel budget to allow staff to attend additional conferences, educational seminars, and training classes.
- General Non-Operating Fund:
  - November 2018 General Municipal Election (limited-period): \$350,000
  - Provides funding for the November 6, 2018 General Municipal Election.
    - Ballot Measures: \$250,000  
Provides funding for up to three ballot measures and related expenditures approved by City Council on June 26, 2018.
    - Councilmember Candidates: \$100,000  
Provides funding for three Councilmember seats, the nomination process, candidate statements, and ballot title reviews.
  - Microfilm Digitizing Service (limited-period) (\$11,600 rebudget balance): \$15,000
  - Provides \$3,400 new funding and 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. Additional funding is needed to cover the increased cost from a new vendor.

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Elections:</b>					
1. Percentage of official election notices published without errors and on time	N/A	100%	N/A	N/A	100%
2. Percentage of Statement of Economic Interests processed correctly and submitted on time	100%	100%	100%	99% <sup>(A)</sup>	100%
<b>Legislative:</b>					
3. Percentage of agenda packets prepared and distributed five days before a Council meeting	100%	100%	100%	91% <sup>(B)</sup>	100%
4. Percentage of agendas and minutes posted at least 72 hours prior to a regular Council meeting	100%	100%	100%	100%	100%
5. Percentage of minutes prepared for a City Council meeting without errors of fact	100%	99%	>98%	88% <sup>(C)</sup>	>98%
6. Percentage of resolutions and ordinances processed within five days after a Council meeting is held	90%	100%	>90%	99%	>90%
7. Percentage of legal hearing notices prepared, noticed, and mailed within legal deadlines	100%	99% <sup>(D)</sup>	100%	100%	100%
<b>Records Management:</b>					
8. Percentage of agenda items uploaded to the imaging system each agenda production week	100%	100%	100%	100%	100%
<b>Administrative/Support to Council:</b>					
9. Percentage of Council service requests responded to within one working day of receipt	100%	100%	100%	100%	100%

<sup>(A)</sup> One Commissioner filed late.

<sup>(B)</sup> An agenda item was not submitted in a timely manner and there were issues with internet outages.

<sup>(C)</sup> 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.

<sup>(D)</sup> Two hearing notices were not noticed in a timely manner.

BUD/LHP-430-01 FY2018-19

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Secretary	1	1	1
Office Assistant III	1	1	1
TOTAL REGULAR	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL PART-TIME HOURLY	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL POSITIONS</b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 560,958	605,232	672,753
Supplies and Other Services	220,883	49,960	406,060
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 781,841</u></b>	<b><u>655,192</u></b>	<b><u>1,078,813</u></b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 604,655	643,592	713,813
General Non-Operating	177,186	11,600	365,000
<b>TOTAL FUNDING</b>	<b><u>\$ 781,841</u></b>	<b><u>655,192</u></b>	<b><u>1,078,813</u></b>

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Service Charges	\$ 2,380	800	2,900
Miscellaneous Revenue	1,897	2,450	1,290
Interfund Revenue Transfer	64,900	0	0
<b>TOTAL REVENUES</b>	<b><u>\$ 69,177</u></b>	<b><u>3,250</u></b>	<b><u>4,190</u></b>

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 390,907	420,482	440,033
Wages	8,451	8,000	8,000
Benefits	161,600	176,750	224,720
TOTAL PERSONNEL	<u>560,958</u>	<u>605,232</u>	<u>672,753</u>
Materials and Supplies	14,434	10,595	10,595
Maintenance and Operations	496	1,475	1,475
Utilities	217	290	290
Professional/Technical Srvcs	191,679 *1	23,130 *2	376,530 *3
Other Expenses	14,057	14,470	17,170 *4
TOTAL SUPPLIES AND SERVICES	<u>220,883</u>	<u>49,960</u>	<u>406,060</u>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>781,841</u></b>	<b><u>655,192</u></b>	<b><u>1,078,813</u></b>

\*1 Includes limited-period expenditures for the November 2016 General Municipal Election and records retention schedule.

\*2 Includes limited-period funding of \$11,600 for microfilm digitizing service (rebudget balance).

\*3 Includes limited-period funding of \$350,00 for the November 2018 General Municipal Election and \$15,000 for microfilm digitizing service (\$11,600 rebudget balance).

\*4 Includes increased funding of \$2,700 for training, conferences, and travel.

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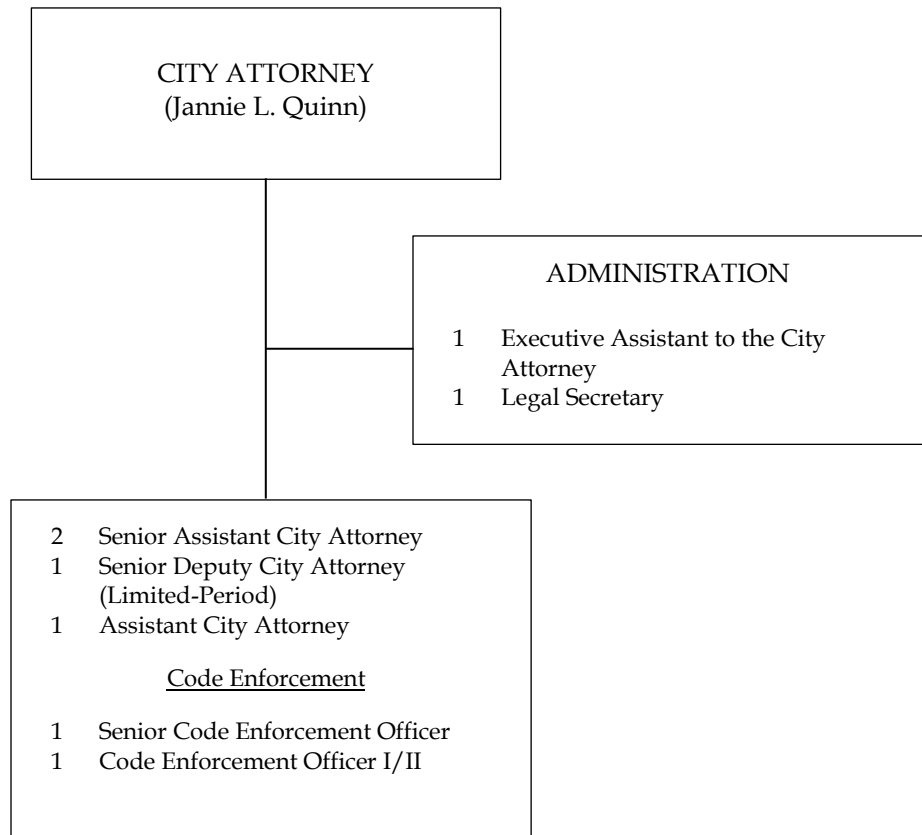
## NOTES

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# CITY ATTORNEY'S OFFICE



FISCAL YEAR 2018-19 POSITION TOTALS: 8.0 Full-Time  
1.0 Limited-Period

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## NOTES

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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, 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 (North Bayshore) Community.

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 Procedures Committee.

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**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

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MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR  
FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Support the development recommendations on Short-Term Residential Rental Regulations (e.g., Airbnb, etc.), in conjunction with the City Manager's Office and Community Development Department.**
- **Explore strategies to increase ownership opportunities, in conjunction with the Community Development Department.**
- **Update the Below-Market-Rate (BMR) Ordinance, including Condo Mapping options, in conjunction with the Community Development Department.**
- **Support the marketing and establishment the Request for Proposals (RFP) process for Lot 12, in conjunction with the Finance and Administrative Services Department and the Community Development Department.**
- **Support the implementation of the Transit Center Master Plan, in conjunction with the Finance and Administrative Services Department, the Community Development Department, and the Public Works Department.**
- **Continue to implement the Community Stabilization and Fair Rent Act (CSFRA), in conjunction with the Finance and Administrative Services Department and the Community Development Department.**
- **Continue to support the Soft-Story Seismic Retrofit Program, in conjunction with the Community Development Department.**
- Continue to support revenue measure options for two ballot measures in conjunction with the City Manager's Office and the Finance and Administrative Services Department.
- Develop Options for Cannabis Retail Regulations, in conjunction with the City Manager's Office, the Finance and Administrative Services Department, the Community Development Department, and the Police Department.
- Work with stakeholders, including businesses, and County and State officials to explore options to develop an on-site fueling ordinance that meets safety requirements, in conjunction with the Fire Department.
- Provide legal support to update Precise Plans to implement the General Plan.
- Continue to develop a removal and censure policy for advisory bodies and the Rental Housing Committee (RHC).
- Support the implementation of the Transfer of Development Rights (TDR) program in conjunction with the Community Development Department.
- Continue to implement action items related to the employee engagement survey results.

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**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

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MAJOR DEPARTMENT CHANGES

- General Operating Fund:

Training, Conference, and Travel: \$2,500

Provides increased funding for training, conference, and travel budget to allow staff to attend additional conferences, educational seminars, and training classes.

- General Non-Operating Fund:

Senior Deputy City Attorney Position (limited-period): \$234,400

Provides continuation and increased funding for the conversion of a 0.50 FTE to a full-time Senior Deputy City Attorney position. This position will assist with the increase in workload.

PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 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	1.3%	1.2%	<2%	1.0%	<2%
2. Percentage of claims entered into the claim reporting system, reported to ACCEL, and directed to appropriate departments for response within 5 working days of receipt of the claim	100%	100%	>90%	100%	>90%
3. Percentage of standard contracts reviewed within 2 working days	100%	100%	>85%	100%	>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 5 working days of receipt of complaint or observation of violation	99%	97%	>95%	99%	>95%

BUD/LHP-010-01 FY2018-19

**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
City Attorney	1	1	1
Sr Assist City Attorney	2	2	2
Assistant City Attorney	1	1	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
<b>TOTAL REGULAR</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b> *1	<b>8</b> *2

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

\*2 In addition there is a limited-period Senior Deputy City Attorney position.

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 1,648,693	1,996,093	2,168,003
Supplies and Other Services	1,057,262	139,690	141,290
Capital Outlay	8,365	0	0
Interfund Expenditures	5,311	5,200	6,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,719,631</b>	<b>2,140,983</b>	<b>2,315,293</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 1,691,775	1,999,383	2,040,893
General Non-Operating	43,856	101,600	234,400
Shoreline Regional Park Community	0	10,000	10,000
Liability Self-Insurance	984,000	30,000	30,000
<b>TOTAL FUNDING</b>	<b>\$ 2,719,631</b>	<b>2,140,983</b>	<b>2,315,293</b>

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines and Forfeitures	\$ 18,711	23,750 *1	23,750
General Service Charge	1,835	150	150
Miscellaneous Revenue	3,268	2,000	2,000
<b>TOTAL REVENUES</b>	<b>\$ 23,814</b>	<b>25,900</b>	<b>25,900</b>

\*1 Includes a \$20,000 decrease in revenue from Code Enforcement fines and forfeitures.

**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,128,546	1,424,943 *3	1,569,389 *5
Wages	43,082 *1	0	0
Benefits	477,065	571,150	598,614
TOTAL PERSONNEL	<u>1,648,693</u>	<u>1,996,093</u>	<u>2,168,003</u>
Materials and Supplies	27,965	32,560	31,660 *6
Maintenance and Operations	21	1,200	1,200
Utilities	1,031	3,350	3,350
Professional/Technical Srvcs	829,758 *2	80,900 *4	80,900
Other Expenses	198,487 *2	21,680	24,180 *7
TOTAL SUPPLIES AND SERVICES	<u>1,057,262</u>	<u>139,690</u>	<u>141,290</u>
Capital Outlay	8,365	0	0
Interfund Expenditures	5,311	5,200	6,000
<b>TOTAL EXPENDITURES</b>	<b>\$ <u><u>2,719,631</u></u></b>	<b><u><u>2,140,983</u></u></b>	<b><u><u>2,315,293</u></u></b>

\*1 Includes limited-period expenditures for legal services.

\*2 Includes costs for litigation cases, funding approved mid-year or carried over from prior fiscal years.

\*3 Includes limited-period funding for a 0.50 FTE Senior Deputy City Attorney position.

\*4 Includes increased funding of \$10,000 for legal services.

\*5 Includes limited-period funding for a Senior Deputy City Attorney position.

\*6 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*7 Includes increased funding of \$2,500 for training, conferences, and travel.

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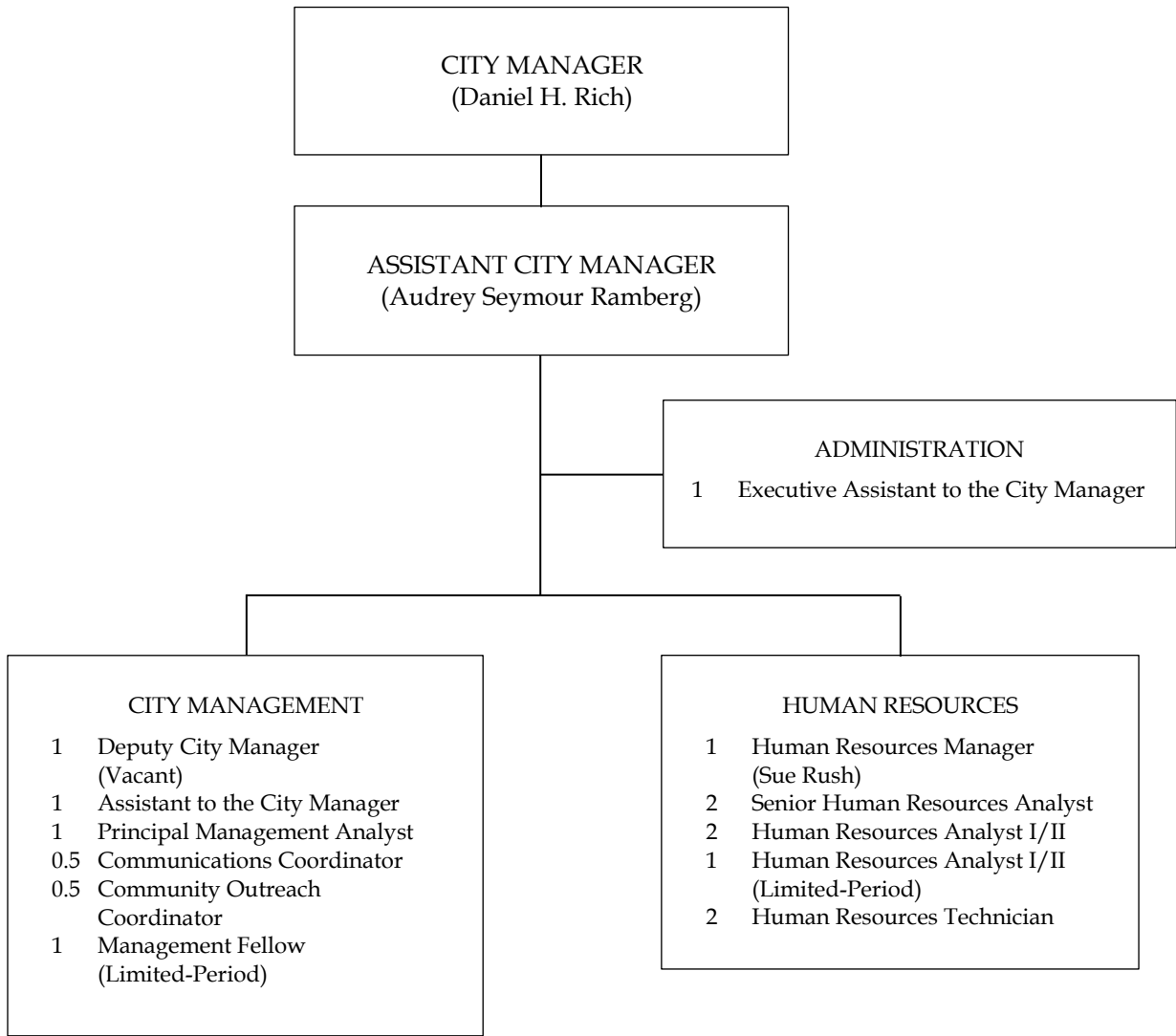
## NOTES

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# CITY MANAGER'S OFFICE



FISCAL YEAR 2018-19 POSITION TOTALS: 13.0 Full-Time  
 1.0 Regular Part-Time  
 2.0 Limited-Period

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – CITY MANAGER

#### DEPARTMENT MISSION STATEMENT

To support the City Council in the development and execution of their goals and policies and to provide leadership and guidance to City departments in the delivery of City services and to attract and retain the most appropriately qualified employees.

#### DEPARTMENT OVERVIEW

The City Manager is appointed by the City Council. The City Manager's Office provides professional leadership in the administration of all City services, activities, and facilities and 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; and strives to provide the highest quality of human resource services to City departments, employees, and prospective employees.

#### 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 biannual 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.
- Support the City Council's legislative advocacy and intergovernmental relations efforts. (M 3)
- Manage the City's Community Relations Program by providing information to the community through public forums, City publication *The View*, and government access programming. (M 4, 5)
- Manage the Multilingual Community Outreach Program. (M 2, 5)
- Provide staff support to the Human Relations Commission.
- Provide City liaison to various community groups and nonprofit organizations.
- Coordinate intergovernmental issues related to the Moffett Complex/NASA Ames issues.
- Coordinate specific interdepartmental and intergovernmental compliance issues.

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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- Support capital project funding priorities and the feasibility of a voter-approved revenue measure, or other funding mechanism, to fund priority projects in conjunction with the Finance and Administrative Services Department.
- Manage customer/citizen relationship management (CRM) "*Ask Mountain View*" web- and mobile-based systems. (M 4, 5)
- Provide staff support to the Council Procedures Committee (CPC), and in conjunction with the Information Technology Department – the Council Technology Committee (CXC).
- Manage the Human Resources Division, including day-to-day functions, training, employee engagement, succession planning, and labor negotiations.
- Develop and maintain infrastructure for administering effective personnel/employee relations functions. (M 6)
- Manage and coordinate the City's grievance and appeals process and assist departments with all disciplinary actions. (M 6)
- 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 6, 7)
- Plan, conduct, and continually evaluate employee training and organizational development opportunities, and succession planning efforts. (M 7)
- Fill vacant positions as quickly and cost-effectively as possible while adhering to equal employment principles. (M 7)
- Orient all new employees to the City and conduct interviews with all employees who separate from City service. (M 8, 9)
- 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 10)

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**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

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MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR  
FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Support the development recommendations on Short-Term Residential Rental Regulations (e.g., Airbnb, etc.), in conjunction with the City Attorney's Office and Community Development Department.**
- **Complete the review of the Employee Housing Assistance Program, in conjunction with the Finance and Administrative Services Department and the Community Development Department.**
- **Support enhanced community policing services related to homelessness and mental health issues in conjunction with the Community Development Department and the Police Department.**
- **Continue to collaborate with regional partners to fund and/or improve awareness of and access to information and referral resources for immigrants, particularly for mixed-status families, in conjunction with the Community Services Department and the Library Services Department.**
- **Develop a pilot to apply a Human Rights City analysis framework to selected projects.**
- **Continue to collaborate with regional partners and explore opportunities to advocate for Federal policies that protect immigrant rights and vulnerable populations.**
- **Support implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the Community Development Department, the Public Works Department, the Community Services Department, the Fire Department, and the Police Department.**
- **Continue to solicit input and collaborate with neighbors to develop a regional bike route from Redwood City to the City of Mountain View, in conjunction with the Public Works Department.**
- **Continue revenue measure options for two ballot measures in conjunction with the City Attorney's Office and the Finance and Administrative Services Department.**
- **Support Development Options for Cannabis Retail Regulations, in conjunction with the City Attorney's Office, Finance and Administrative Services Department, Community Development Department, and the Police Department.**
- **Complete implementation of labor agreements.**
- **Complete and implement a Succession Plan to prepare for potential retirements and prepare the next generation of City leadership.**
- **Implement next steps determined at Council Study Session on Public Service Levels, in conjunction with all departments.**
- **Continue to implement action items related to the employee engagement survey results.**

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 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%	1.3%	<2%	1.4%	<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).	59	59	60	50 <sup>(B)</sup>	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	14	14	9	15	9
4. Number of topics initiated via Online Community Engagement Feedback with Open City Hall	5	6	5	5	5
5. Number of Community Information and Outreach Program products provided (newsletters, press releases, Internet postings, media contacts, etc.)	829 <sup>(C)</sup>	532	400	658 <sup>(D)</sup>	400
<b>Human Resources Division:</b>					
6. Employee turnover rate	8%	9.9%	<10%	8%	<10%
7. Percent of recruitments/vacant positions filled by existing personnel (excludes promoting within positions classified as I/II)	38%	37%	>30%	30%	>30%
8. Percent of new employee orientations conducted within seven days of hire	100%	99%	>98%	100%	>98%
9. Percent of retirement planning informational meetings conducted with retiring employees	100%	98%	>90%	100%	>90%
10. Percent of employee benefit inquiries responded to within two working days	96%	98%	>90%	99%	>90%

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

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

<sup>(C)</sup> This number includes data by topic area. It does not include 3,027 various Internet postings and thousands of social channel posts. This measure will be modified to count unique topics and outreach only; it will no longer include multi-channel distributions.

<sup>(D)</sup> There was a high volume of media contacts due to the Revenue Ballot Measures, Precise Plans, and Homelessness interests.

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
City Manager	1	1	1
Assistant City Manager	1	1	1
Deputy City Manager	1	1	1
Assistant to the City Manager	1	1	1
Human Resources Manager	1	1	1
Principal Management Analyst	1	1	1
Senior Human Resources Analyst	2	2	2
Human Resources Analyst I/II	2	2	2
Human Resources Technician	1.50	2 *2	2
Communications Coordinator	0.50	0.50	0.50
Community Outreach Coordinator	0.50	0.50	0.50
Exec Asst to the City Manager	1	1	1
TOTAL REGULAR	13.50	14	14
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>13.50</b> *1	<b>14</b> *3	<b>14</b> *3

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

\*2 Added 0.50 FTE to a 0.50 FTE Human Resources Technician position.

\*3 In addition there are the following limited-period positions: Management Fellow and Human Resources Analyst I/II.

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
City Management	\$ 1,743,717	2,343,017	2,385,598
Human Resources	2,099,681	2,705,996	2,962,146
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,843,398</b>	<b>5,049,013</b>	<b>5,347,744</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 2,900,039	3,734,329	3,852,108
Supplies and Other Services	943,359	1,314,684	1,495,636
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,843,398</b>	<b>5,049,013</b>	<b>5,347,744</b>

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 3,315,834	3,884,786	4,164,016
General Non-Operating	322,396	912,727	974,728
Cable Television	202,543	237,500	195,000
Employee Benefits	2,625	14,000	14,000
<b>TOTAL FUNDING</b>	<b>\$ 3,843,398</b>	<b>5,049,013</b>	<b>5,347,744</b>
REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 276,994	257,750	241,250
<b>TOTAL REVENUES</b>	<b>\$ 276,994</b>	<b>257,750</b>	<b>241,250</b>

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## NOTES

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

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### DIVISION MANAGER – CITY MANAGER

#### DIVISION OVERVIEW

The City Management Division supports the City Council in the preparation of City Council meeting and Study Session agendas and reports; administers the City's cable television franchise and contract with KMVT; serves as a liaison for intergovernmental relations; manages issues relating to NASA Ames Research Center and Moffett Federal Airfield; coordinates the City's Customer Relations Management (CRM) software system; disseminates information about City services and issues to the community through a public information program, including multi-language community outreach; coordinates the City's environmental compliance issues; provides staff support to the Human Relations Commission; coordinates child-care issues; and promotes the City's best interests in interactions with other levels of government.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Management Fellow Position (limited-period): \$140,200

Provides continuation 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.

New City Council Goal Related to Vulnerable Populations (rebudget balance): \$73,300

Rebudgets the balance of funding for the City Council Major Goal of addressing the need to protect vulnerable populations and preserve the socioeconomic and cultural diversity of the community. This funding will be used to provide grants and collaborate with regional partners to improve access to information and referral resources for immigrants.

Hourly Support Staff (limited-period): \$25,500

Provides continued funding for clerical hourly support to the City Manager's Office. The additional funds are needed to help support five managers and assist with the increasing workload of the department.

Regional Airplane Noise Round Table (limited-period): \$25,000

Provides placeholder funding for the regional airplane noise round table being discussed by the Cities Association.

Multilingual Community Outreach Program (MCOP) Support (limited-period): \$10,000

Provides continued funding for additional resources to the MCOP due to increased demand for translation, interpretation, outreach, and referral assistance. The funding will also be used for staff time and supplies to continue the foreign

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

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language speakers Civic Leadership Academy. The intent of the Academy is to improve non-native English-speaking residents' understanding of government and City services, increase civic engagement, leadership, and volunteerism in the City.

Multicultural Festival (limited-period): \$9,000

Provides funding for a Multicultural Festival to celebrate diversity and promote respect and inclusion of diverse cultures in Mountain View.

Civica Software Training (limited-period): \$5,000

Provides funding for continued web software training.

BUD/LHP-614-02 FY2018-19

**CITY MANAGEMENT  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	6.50	6.50	6.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>6.50</b> *1	<b>6.50</b> *2	<b>6.50</b> *2

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

\*2 In addition there is a limited-period Management Fellow position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,015,296 *1	1,255,776 *5	1,308,164 *5
Wages	36,838 *2	80,713 *6	74,200 *9
Benefits	414,380 *1	472,194	516,628
<b>TOTAL PERSONNEL</b>	<b>1,466,514</b>	<b>1,808,683</b>	<b>1,898,992</b>
Materials and Supplies	41,459 *3	85,388 *6	55,260 *10
Maintenance and Operations	0	0	0
Utilities	651	720	720
Professional/Technical Svcs	219,130 *4	386,096 *7	401,996 *11
Other Expenses	15,963 *1	62,130 *8	28,630 *12
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>277,203</b>	<b>534,334</b>	<b>486,606</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,743,717</b>	<b>2,343,017</b>	<b>2,385,598</b>

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

\*2 Includes limited-period expenditures for Multilingual Community Outreach Program (MCOP) wages and for Citizen Leadership Academy wages.

\*3 Includes limited-period expenditures for assorted digital communications technical needs and for The View newsletter and print products, for Citizen Leadership Academy, and for materials for MCOP.

\*4 Includes limited-period expenditures for telecommunications legal services.

\*5 Includes limited-period funding for a Management Fellow position.

\*6 Includes increased funding of \$3,400 for intern wages. Also includes limited-period fundings of \$23,000 for additional support staff, \$20,000 Innovation Lab Grant (rebudget), \$12,700 for MCOP translation support (\$4,700 rebudget balance), \$8,300 for Multilingual Civic Leadership Academy (\$2,800 rebudget balance), \$4,000 for minimum wage mailer, \$1,700 for assorted digital communications technical needs (rebudget balance) and \$1,400 for The View newsletter and print products (rebudget balance).

\*7 Includes a transfer of \$25,000 for KMVT contact from the Cable Television Fund to the GOF. Also includes limited-period fundings of \$75,000 for new City Council goal related to vulnerable populations and \$12,400 for Civica software training.

\*8 Includes limited-period funding of \$42,500 for cable TV broadcasting equipment.

\*9 Includes limited-period fundings of \$25,500 for hourly support staff and \$7,000 for MCOP support.

\*10 Includes limited-period funding of \$3,000 for MCOP support. Also includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*11 Includes limited-period fundings of \$73,300 for City Council goal related to vulnerable populations (rebudget balance), \$25,000 for Regional Airplane Noise Round Table, and \$5,000 for Civica software training.

\*12 Includes limited-period funding of \$9,000 for Multicultural Festival.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 250,828	257,500	241,000
<b>TOTAL REVENUES</b>	<b>\$ 250,828</b>	<b>257,500</b>	<b>241,000</b>

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## NOTES

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

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### DIVISION MANAGER – ASSISTANT CITY 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:

Employee Commute Benefit Program: \$60,000

Converts limited-period funding to ongoing for transit and bike stipends to City employees. This funding will be used to expand the program and will allow for the development of new programs to address the commute impact on employees.

Contract Services – Personnel Related: \$30,000

Converts limited-period funding to ongoing for increased contract services for workplace investigations, employee relations, and personnel studies. The use of these services has increased over the past couple of years and using budget savings from other departments is no longer sufficient.

Employee Engagement and Appreciation Program: \$25,000

Converts a portion of limited-period funding to ongoing for Employee Engagement and Appreciation Program. The funding will allow staff to continue to develop programs and activities that fulfill the initiatives identified in the 2015 and 2018 Employee Engagement surveys. There is an additional \$50,000 in limited-period funding.

- General Non-Operating Fund:

Human Resources Analyst I/II Position (limited-period): \$180,200

Provides continuation funding for Human Resources Analyst I/II position. This position will be fully dedicated to assist with the high volume of recruitments.

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

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Citywide Succession Planning (limited-period): \$160,000

Provides funding for Citywide Succession Planning efforts. The funds will be used to continue the City's Leadership Development Program and provide other resources to develop staff and prepare the organization for potential retirements.

Human Resources Analyst Wages (limited-period): \$100,000

Provides continuation funding for a Human Resources Analyst hourly wages. The funding will provide dedicated resources for recruitments and support special projects.

Frontline Employee Development Pilot Program (rebudget balance): \$51,500

Rebudgets the balance of funding approved by City Council on October 3, 2017 for a Frontline Employee Development Pilot Program.

Labor Negotiations (limited-period): \$50,000

Provides funding for a Labor Negotiations Attorney to assist with the reopener negotiation process. All four represented employee groups have a reopener for Fiscal Year 2019-20.

Employee Engagement and Appreciation Program (rebudget balance): \$50,000

Rebudgets a portion of the funding for Employee Engagement and Appreciation Programs. The funding will allow staff to continue to develop programs and activities that fulfill the initiatives identified in the 2015 and 2018 Employee Engagement surveys. There is an additional \$25,000 in ongoing funding.

Employee Wellness Program (limited-period): \$35,000

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

Deferred Compensation Plan (limited-period): \$35,000

Provides funding to contract with a firm to assist the City in analyzing the current deferred compensation plans and providers, conducting a negotiation and/or request for proposal (RFP), and updating the plan document.

Tax Regulations Study (rebudget): \$25,000

Rebudgets funding approved by City Council on October 24, 2017 for a study regarding tax regulations related to potential constructive receipt issues for compensatory time.

## HUMAN RESOURCES DIVISION SUMMARY

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	7	7.50 *2	7.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>7</b> *1	<b>7.50</b> *1	<b>7.50</b> *1

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

\*2 Added 0.50 FTE to a 0.50 FTE Human Resources Technician position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 891,034 *1	1,206,640 *5	1,272,377 *5
Wages	40,192 *2	83,840 *6	103,840 *6
Benefits	502,299 *3	635,166 *7	576,899 *10
<b>TOTAL PERSONNEL</b>	<b>1,433,525</b>	<b>1,925,646</b>	<b>1,953,116</b>
Materials and Supplies	65,400	38,810	47,310
Maintenance and Operations	0	122	122
Utilities	217	0	0
Professional/Technical Srvcs	221,632 *4	345,298 *8	528,950 *11
Other Expenses	378,907 *1	396,120 *9	432,648 *12
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>666,156</b>	<b>780,350</b>	<b>1,009,030</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,099,681</b>	<b>2,705,996</b>	<b>2,962,146</b>

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

\*2 Includes limited-period expenditures for a paid internship.

\*3 Includes limited-period expenditures for employee transportation program.

\*4 Includes limited-period expenditures for labor negotiations, employee engagement initiatives, and workplace investigations.

\*5 Includes limited-period funding for a Human Resources Analyst I/II position.

\*6 Includes limited-period funding for Human Resources Analyst wages.

\*7 Includes limited-period funding of \$149,900 for an employee transportation program (\$69,900 rebudget balance).

\*8 Includes limited-period fundings of \$94,900 for employee engagement and appreciation program (\$19,900 rebudget balance), \$48,000 for workplace investigations (\$3,000 rebudget balance), \$35,000 for labor negotiations, and \$20,000 for succession planning.

\*9 Includes increased funding of \$6,900 for professional development reimbursements. Also includes limited-period funding of \$35,000 for wellness program.

\*10 Includes increased funding of \$60,000 for the employee commute benefit program.

\*11 Includes increased fundings of \$30,000 for personnel related contract services and \$25,000 for employee engagement and appreciation program. Also includes limited-period fundings of \$160,000 for succession planning, \$50,000 for labor negotiations, \$50,000 for employee engagement and appreciation program (rebudget balance), \$35,000 for deferred compensation plan, and \$25,000 for tax regulation study (rebudget).

\*12 Includes limited-period fundings of \$51,500 for frontline employee development pilot program (rebudget balance) and \$35,000 for employee wellness program.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 26,166	250	250
<b>TOTAL REVENUES</b>	<b>\$ 26,166</b>	<b>250</b>	<b>250</b>

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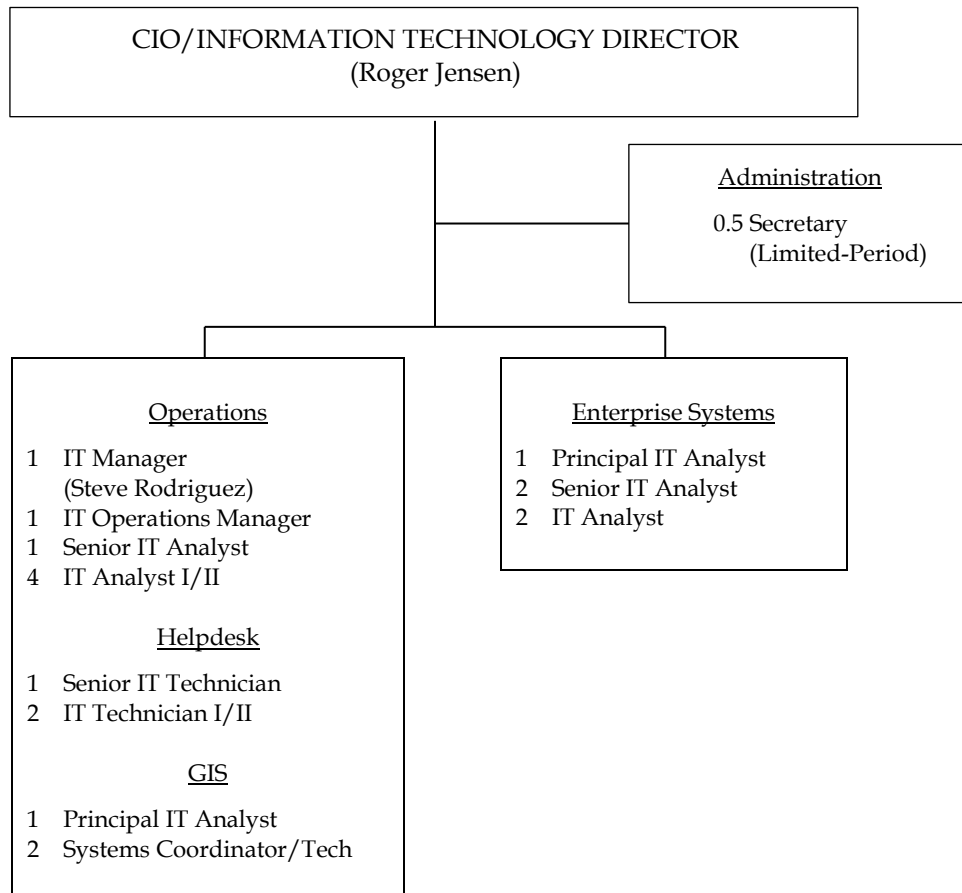
## NOTES

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# INFORMATION TECHNOLOGY DEPARTMENT



FISCAL YEAR 2018-19 POSITION TOTALS: 19.0 Full-Time  
0.5 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 City-wide network, electronic mail, public access, 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.
- Provide support to the Council Technology Committee in conjunction with the City Manager's Office.

#### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

- Continue to support the Finance and Administrative Services Department with Phase II of the implementation of ONESolution.
- Continue to update the utility system base maps (701 maps) to support a water, sewer, and storm drainage operations modeling system and a Computerized Work Order Management System, in conjunction with the Public Works Department.
- Continue the rollout of secure WiFi to the Police/Fire Administration Building.
- Continue to install permanent monitors and computer systems in City conference rooms to replace laptops and portable projectors.
- Complete the deployment of a public WiFi system for the Shoreline Park area.
- Deploy a new Closed Circuit Television system in the Public Safety Administrative Building.
- Support the preparation of a Request for Proposals for the replacement or upgrade to the Utility Billing System.

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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- Support network and telephone systems for remodeling projects in the Library, Community Center and the Fire Administration area, in conjunction with the Public Works Department.
- Support the construction phase of the project to enhance Children’s area improvements at the Library, in conjunction with the Public Works Department and the Library Department.
- Pending the award of grants and CIP funding, implement CENIC high speed connectivity for public Internet access, in conjunction with the Library Department.
- Launch rollout of Microsoft O365 for Microsoft-hosted e-mail services, Windows 10, and new Office product suite.
- Implement Smart City initiative for pedestrian and bicyclist activity-monitoring system on Stevens Creek Trail.
- Complete a cyber-security risk assessment and implement a program to address critical issues that are identified in the assessment.
- Support implementation of a Rent Stabilization Database Management System.
- Complete implementation of the free downtown WiFi system.
- Continue to implement action items related to the employee engagement survey results.

### MAJOR DEPARTMENT CHANGES

- General Operating Fund:

Information Technology Licenses and Maintenance: \$66,400

Provides new and increased funding for the annual maintenance charges for Image Trend, ExecuTime, G2 Fire Station Alerting System, Helpdesk, and Citrix management software systems.

Printer Support Services (\$24,000 offset by reduction to other department’s budgets): No Net Cost

Transfers funding from other departments to outsource printer support services that will include all supply and maintenance print cost. Toner budget from departments are consolidated and transferred to the Information Technology Department.

- General Non-Operating Fund:

Secretary Position (0.50) (limited-period): \$75,700

Provides continuation funding for a half-time Secretary position to provide administrative support to the IT Department.

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**INFORMATION TECHNOLOGY  
DEPARTMENT SUMMARY**

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Office 365 Migration Consultant (limited-period):	\$60,000
Provides funding for consultant services to assist with the Office 365 rollout.	
Agency Cyber-Attack Training (limited-period):	\$30,000
Provides funding for training materials and webinars for cyber awareness and anti-phishing training.	
Open City Hall Subscription (limited-period):	\$12,000
Provides continued funding for the Open City Hall Subscription. This software allows the City to post questions and collect feedback from the community.	
Plan Management Software (limited-period):	\$10,000
Provides funding for new software to improve tracking of City Council goals.	
Training, Conference, and Travel (limited-period):	\$3,000
Provides funding for training, conference, and travel to allow two additional IT staff to attend the Municipal Information Systems Association of California (MISAC) conference.	
• Water Fund:	
Digital Imaging:	(\$7,500)
Provides savings from the elimination of the digital imaging budget. Funding for these services is budgeted in the Community Development Department.	

PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Information Technology:</b>					
1. Cost of information technology as a percentage of total City department expenditures	2.2%	2.3%	<3%	2.4%	<3%
2. Percentage of time network is up	99.5%	99%	>98%	99%	>98%
3. Percentage of time the City's website is up				New for FY18-19	>98%

BUD/LHP-450-01 FY2018-19

**INFORMATION TECHNOLOGY  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
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	5	6 *2	6
Senior Information Technology Technician	1	1	1
System Coordinator /Technician	2	2	2
Information Technology Technician I/II	2	2	2
TOTAL REGULAR	<u>18</u>	<u>19</u>	<u>19</u>
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b><u>18</u></b> *1	<b><u>19</u></b> *1	<b><u>19</u></b> *1

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

\*2 Added an IT Analyst I/II position.

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 3,132,251	3,777,418	4,001,162
Supplies and Other Services	987,337	1,596,960	1,741,360
Capital Outlay	77,719	3,000	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 4,197,307</u></b>	<b><u>5,377,378</u></b>	<b><u>5,742,522</u></b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 3,358,465	4,423,464	5,065,968
General Non-Operating	124,802	121,400	190,700
Water	714,040	832,514	485,854
<b>TOTAL FUNDING</b>	<b><u>\$ 4,197,307</u></b>	<b><u>5,377,378</u></b>	<b><u>5,742,522</u></b>

**INFORMATION TECHNOLOGY  
DEPARTMENT SUMMARY**

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 2,123,980	2,555,157 *3	2,670,514 *3
Wages	11,485 *1	6,000	6,000
Benefits	996,786	1,216,261	1,324,648
TOTAL PERSONNEL	<u>3,132,251</u>	<u>3,777,418</u>	<u>4,001,162</u>
Materials and Supplies	24,732	22,250	46,250 *7
Maintenance and Operations	607,651 *2	1,077,140 *4	1,136,040 *8
Utilities	136,984	197,500	197,500
Professional/Technical Srvcs	194,869	258,070 *4/*5	318,070 *9
Other Expenses	23,101	42,000 *6	43,500 *10
TOTAL SUPPLIES AND SERVICES	<u>987,337</u>	<u>1,596,960</u>	<u>1,741,360</u>
Capital Outlay	77,719	3,000	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 4,197,307</b></u>	<u><b>5,377,378</b></u>	<u><b>5,742,522</b></u>

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

\*2 Includes limited-period expenditures for SQL server licensing.

\*3 Includes limited-period funding for a half-time Secretary position.

\*4 Includes increased fundings of \$220,000 for Microsoft office/email licensing, \$80,000 for Microsoft windows/SQL server licensing, \$42,600 for Information Technology Licenses and Maintenance and \$10,000 for network switch maintenance. Also includes limited-period fundings of \$12,000 for Open City Hall Subscription and \$10,000 for Microsoft software licenses for temporary employees.

\*5 Includes increased funding of \$8,000 for ICS consulting services and a reduction of \$50,000 for Geographic Information System (GIS) data conversion services. Also includes limited-period fundings of \$20,000 for Office 365 migration consultant and \$10,000 for Smart Cities membership.

\*6 Includes increased funding of \$10,000 for training, conference and travel. Also includes limited-period funding of \$1,500 for training, conference and travel.

\*7 Includes a transfer of \$24,000 funding from other departments for the consolidation of printer support services.

\*8 Includes increased funding of \$66,400 for Information Technology Licenses and Maintenance and reduced funding of \$7,500 for digital imaging services. Also includes limited-period fundings of \$12,000 for Open City Hall Subscription and \$10,000 for plan management software.

\*9 Includes limited-period fundings of \$60,000 for Office 365 migration consultant and \$30,000 for agency cyber-attack training.

\*10 Includes limited-period funding of \$3,000 for training, conferences, and travel.

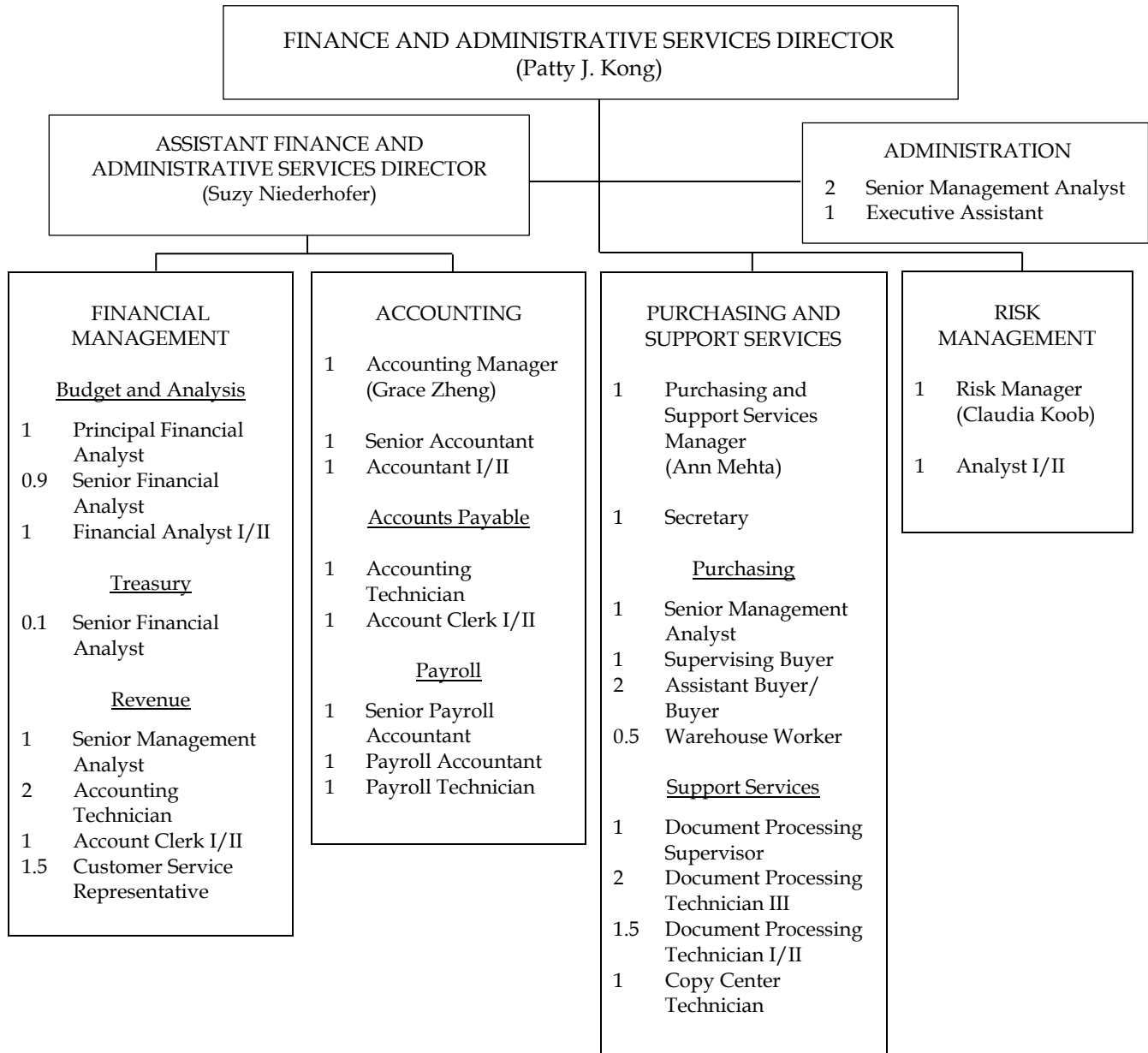
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**NOTES**  
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# FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT



FISCAL YEAR 2018-19 POSITION TOTALS: 34.0 Full-Time  
1.5 Regular Part-Time

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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 3, 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)

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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- Coordinate and assist with the City's annual independent audit; prepare the Comprehensive Annual Financial Report, required State reports, and other reports as necessary.
- 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, 16)
- 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 17, 18, 19)

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Support marketing and establish the Request for Proposals (RFP) process for Lot 12, in conjunction with the City Attorney's Office and the Community Development Department.**
- **Support the implementation of the Transit Center Master Plan, in conjunction with the City Attorney's Office, the Community Development Department, and the Public Works Department.**
- **Complete the review of the Employee Housing Assistance Program, in conjunction with the City Manager's Office and the Community Development Department.**
- **Support a Community Benefit Financial Study for Gatekeeper applications, in conjunction with the Community Development Department.**
- **Support a comprehensive modal plan that would involve the Santa Clara Valley Transit Authority (VTA), Caltrain, major employers, etc., and include a funding mechanism, in conjunction with the Public Works Department.**
- **Continue to support the implementation of the Community Stabilization and Fair Rent Act (CSFRA), in conjunction with the City Attorney's Office and the Community Development Department.**
- **Continue to support the East Whisman Precise Plan, in conjunction with the Community Development Department.**
- **Continue implementation of the North Bayshore Precise Plan Multimodal Improvements and Improvement Fee, in conjunction with the Community Development Department and the Public Works Department.**
- Continue to support revenue measure options for two ballot measures in conjunction with the City Attorney's Office and the City Manager's Office.

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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- Support Development Options for Cannabis Retail Regulations, in conjunction with the City Attorney’s Office, City Manager’s Office, the Community Development Department, and the Police Department.
- Complete Phase II of the implementation of ONESolution.
- Complete implementation of new Governmental Accounting Standards Board Statements related to Other Post-Employment Benefits (OPEB).
- Issue debt to fund infrastructure improvements, based on Council direction.
- Develop a cost of services study for development related fees in conjunction with the Community Development Department and the Public Works Department.
- Develop, update, and implement a Safety Program for City Hall, Library, and Fire and Police Administration.
- Continue to implement action items related to the employee engagement survey results.

### PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Financial Management:</b>					
1. Accuracy of final budget numbers – percentage of budget corrections needed due to error	0.2%	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)	83%	92%	>50%	92%	>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	98%	93% <sup>(A)</sup>	>95%	90% <sup>(A)</sup>	>90%
4. Percentage of utility accounts and accounts receivables written off as a percent of total receivables	0.5%	0.1%	<2%	0.1%	<2%
<b>Accounting:</b>					
5. Percentage of correcting accounting entries to total accounting entries	5.7%	5.2%	<10%	5.3%	<10%

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**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

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	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
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)	92%	92%	83%	83%	83%
7. Cost of Accounts Payable processing as a percentage of total dollars spent	0.3%	0.2%	<1%	0.2%	<1%
8. Cost per payroll check issued (cost of payroll operation to total paychecks issued)	\$19.32	\$17.97	<\$21.00	\$23.80 <sup>(B)</sup>	<\$27.00
9. Percentage of reissued payroll checks versus total issued	0.1%	0.1%	<1%	0.04%	<1%
10. Payroll checks issued	20,126	20,344	21,500	20,914	21,500
<b>Purchasing and Support Services:</b>					
11. Cost of procurement services as a percentage of total dollars spent	3.5%	4.1%	<5.7%	3.5%	<6%
12. Percentage of time purchase orders are issued timely	92%	90%	>90%	91%	>90%
13. Percentage of time Document Processing documents are completed timely	93%	91%	>90%	96%	Discontinue
14. Percentage of time City Council documents are completed timely				New for FY18-19	>90%
15. Percentage of time non-City Council documents are completed timely				New for FY18-19	>90%
16. Percentage of time Copy Center documents are completed timely	92%	93%	>90%	95%	>90%
<b>Risk Management:</b>					
17. Percentage of Workers' Compensation program costs to total payroll	2.3%	2.3%	<5%	1.8%	<5%
18. Percentage of hours lost to occupational injury compared to total hours worked	0.5%	0.5%	<2.5%	0.6%	<2.5%
19. Percentage of dollars recovered compared to expenditures paid to repair damage to City property	96%	84%	>85%	100%	>85%

<sup>(A)</sup> Public Works changed their meter reading schedule due to staffing levels which resulted in some read dates to be more than 10 working days ahead of the billing dates.

<sup>(B)</sup> Fiscal Year 2017-18 target did not reflect full staffing, there were several prior years, with staff vacancies. The target has be adjusted for Fiscal Year 2018-19.

**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
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	0	1 *1	1
Senior Management Analyst	3	3	4 *3
Senior Financial Analyst	1	1	1
Senior Accountant	1	1 *1	1
Payroll Accountant I/II	0	1 *1	1
Financial Analyst I/II	1	1	1
Analyst I/II	1	1	1 *4
Accountant I/II	3	1 *1	1
Supervising Buyer	1	1	1
Document Processing Supervisor	1	1	1
Assistant Buyer/Buyer	2	2	2
Payroll Technician	0	1 *1	1
Accounting Technician	4	3 *1	3
Account Clerk I/II	2	2	2
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	1.50 *2	1.50
Secretary	1	1	1
<b>TOTAL REGULAR</b>	<b>34</b>	<b>34.50</b>	<b>35.50</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
<b>TOTAL POSITIONS</b>	<b>34.30</b>	<b>34.80</b>	<b>35.80</b>

\*1 Reclassified a Senior Accountant position to Senior Payroll Accountant, an Accountant I/II position to Payroll Accountant I/II, an Accounting Technician position to Payroll Technician, and an Accountant I/II position to Senior Accountant.

\*2 Added 0.50 FTE Customer Service Representative position.

\*3 Added a Senior Management Analyst position.

\*4 Title change from Administrative Analyst I/II to Analyst I/II.

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Finance and Admin. Services Administration	\$ 1,441,134	1,630,880	2,134,462
Financial Management	1,779,715	2,339,714	1,780,828
Accounting	656,214	822,176	1,439,179
Purchasing and Support Services	1,395,272	1,995,052	2,082,325
Risk Management	3,253,785	4,408,164	4,501,521
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,526,120</b>	<b>11,195,986</b>	<b>11,938,315</b>

**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 4,564,623	5,973,745	6,428,575
Supplies and Other Services	3,903,672	5,161,541	5,379,840
Capital Outlay	47,318	35,000	101,900
Interfund Expenditures	10,507	25,700	28,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,526,120</b>	<b>11,195,986</b>	<b>11,938,315</b>
FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 5,036,069	6,433,727	6,973,076
General Non-Operating	58,956	161,974	277,873
Building/Development Services	0	40,000	40,000
Shoreline Regional Park Community	0	0	15,000
Water	552,805	615,035	587,316
Workers Compensation Insurance	1,822,335	2,372,500	2,372,500
Unemployment Self-Insurance	50,318	127,250	127,250
Liability Self-Insurance	1,005,637	1,425,500	1,545,300
Retirees' Health Program Insurance	0	20,000	0
<b>TOTAL FUNDING</b>	<b>\$ 8,526,120</b>	<b>11,195,986</b>	<b>11,938,315</b>
REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses and Permits	\$ 13,649	8,410	2,630
General Service Charge	289	3,000	4,200
Miscellaneous Revenue	274,507	45,610	85,800
<b>TOTAL REVENUES</b>	<b>\$ 288,445</b>	<b>57,020</b>	<b>92,630</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:

Senior Management Analyst (Contracts Coordinator) Position: \$195,100

Provides funding for a Senior Management Analyst (Contracts Coordinator) position to centralize and administer contracts Citywide. This position will provide consistency and efficiency when processing contracts and will also reduce staff time spent on reviewing contracts, allowing additional staff attention to safety programs.

Transportation Management Association: \$10,000

Provides increased funding for the City's membership to the Transportation Management Association.

Historic Property Tax Rebate Program: \$4,000

Provides increased funding for the City's Historic Preservation Program which provides a rebate to property owners for the City's share of their property tax payment. For properties on the list of historic properties in Mountain View, the property owner(s) may enter into an agreement with the City to abide by certain rules, and, in exchange, the City rebates a portion of their property taxes.

- General Non-Operating Fund:

Nonprofit Agency Funding (limited-period) (\$159,300 rebudget balance): \$208,900

Provides \$49,600 new funding for the second year of funding for nonprofit agencies as identified by City Council at the CDBG hearing on May 2, 2017 and rebudgets the balance for the first year of funding.

Purchase Card Transaction Review (rebudget): \$20,000

Rebudgets funding for an outside consultant to review departments' compliance with purchasing card policies.

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**FINANCE AND ADMINISTRATIVE SERVICES – ADMINISTRATION  
DIVISION SUMMARY**

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N.O.I.S.E. Membership (limited-period): \$1,600

Provides funding for membership to N.O.I.S.E., a nationwide community-based association composed of local elected officials committed to reducing the impact of aviation noise in local communities.

BUD/LHP-546-02 FY2018-19

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

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	4	4	5 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>5</b>

\*1 Added a Senior Management Analyst position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 542,382	685,872	845,937
Wages	0	0	0
Benefits	288,397	327,051	429,295
TOTAL PERSONNEL	830,779	1,012,923	1,275,232
Materials and Supplies	14,963	20,910	17,310 *4
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	111,785	135,100 *2	145,100 *5
Other Expenses	482,370 *1	461,947 *3	646,820 *6
TOTAL SUPPLIES AND SERVICES	609,118	617,957	809,230
Capital Outlay	1,237	0	50,000
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,441,134</b>	<b>1,630,880</b>	<b>2,134,462</b>

\*1 Includes limited-period expenditures for non-profit agencies.

\*2 Includes limited-period funding of \$20,000 for purchase card transaction review (rebudget).

\*3 Includes increased fundings of \$9,500 for CHAC, \$5,000 for citywide memberships and \$5,000 for training, conferences, and travel. Also includes limited-period fundings of \$49,600 for nonprofit agency funding and \$20,000 for Retirees' Health actuarial valuation.

\*4 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*5 Includes limited-period funding of \$20,000 for purchase card transaction review (rebudget).

\*6 Includes increased fundings of \$10,000 for the Transportation Management Association and \$4,000 for historic property tax rebate program and includes transfers of \$20,000 for Joint Ventures Silicon Valley and \$10,000 for Transportation Management Association from the Community Development Department. Also includes limited-period funding of \$208,900 (\$159,300 rebudget balance) for nonprofit agency funding and \$1,600 for N.O.I.S.E. membership.

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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): \$40,000

Rebudgets 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 has been postponed due to other Council-directed priorities.

BUD/LHP-546-03 FY2018-19

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

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	11	11.50 *1	8.50 *2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11.50</b>	<b>8.50</b>

\*1 Added 0.50 FTE Customer Service Representative position.

\*2 Transferred three Payroll positions to the Accounting Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 981,828	1,179,272 *2	850,301
Wages	16,888 *1	900	0
Benefits	461,520	596,062	428,297
TOTAL PERSONNEL	<u>1,460,236</u>	<u>1,776,234</u>	<u>1,278,598</u>
Materials and Supplies	74,714	92,280	89,580
Maintenance and Operations	5,415	3,950	3,500
Utilities	0	0	0
Professional/Technical Svcs	234,562 *1	375,550 *3	346,550
Other Expenses	4,788	71,700 *3	45,700 *4
TOTAL SUPPLIES AND SERVICES	<u>319,479</u>	<u>543,480</u>	<u>485,330</u>
Capital Outlay	0	20,000	16,900
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>1,779,715</u></b>	<b><u>2,339,714</u></b>	<b><u>1,780,828</u></b> *5

\*1 Includes limited-period expenditures for a Customer Service Representative and Transient Occupancy Tax compliance audit.

\*2 Includes increased funding of \$20,400 for the reclassification of Payroll positions.

\*3 Includes increased funding of \$50,000 for utility online payment processing. Also includes limited-period fundings of \$50,000 for credit card fee consultation/outside assistance (rebudget) and \$40,000 for cost of service study.

\*4 Includes limited-period funding of \$40,000 for cost of service study (rebudget).

\*5 Transferred the Payroll section to the Accounting Division.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses and Permits	\$ 13,649	8,410	2,630
General Service Charge	289	3,000	500
Miscellaneous Revenue	866	0	0
<b>TOTAL REVENUES</b>	<b>\$ <u>14,804</u></b>	<b><u>11,410</u></b>	<b><u>3,130</u></b>

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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 FY2018-19

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

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	5	5	8 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>8</b>

\*1 Transferred three Payroll positions from the Financial Management Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 421,392	514,982 *1	913,885
Wages	2,312	0	900
Benefits	218,922	278,144	500,194
TOTAL PERSONNEL	<u>642,626</u>	<u>793,126</u>	<u>1,414,979</u>
Materials and Supplies	2,529	4,500	7,200
Maintenance and Operations	738	500	950
Utilities	0	0	0
Professional/Technical Srvcs	2,708	0	6,000
Other Expenses	7,613	9,050	10,050
TOTAL SUPPLIES AND SERVICES	<u>13,588</u>	<u>14,050</u>	<u>24,200</u>
Capital Outlay	0	15,000	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>656,214</u></b>	<b><u>822,176</u></b>	<b><u>1,439,179</u></b> *2

\*1 Includes increased funding of \$12,900 for the reclassification of an Accountant I/II position to a Senior Accountant.

\*2 Transferred the Payroll section from the Financial Management Division.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Service Charge	\$ 0	0	3,700
<b>TOTAL REVENUES</b>	<b>\$ <u>0</u></b>	<b><u>0</u></b>	<b><u>3,700</u></b>

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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 FY2018-19



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

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	12	12	12
Total Part-Time Hourly	0.30	0.30	0.30
<b>TOTAL POSITIONS</b>	<b>12.30</b>	<b>12.30</b>	<b>12.30</b>
EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 793,811	1,131,509	1,167,495
Wages	41,214	18,900	19,548
Benefits	428,818	626,493	652,232
TOTAL PERSONNEL	1,263,843	1,776,902	1,839,275
Materials and Supplies	41,065	50,450	50,050 *1
Maintenance and Operations	1,935	57,200	44,200
Utilities	0	0	0
Professional/Technical Svcs	8,854	6,200	6,200
Other Expenses	22,987	78,600	79,600
TOTAL SUPPLIES AND SERVICES	74,841	192,450	180,050
Capital Outlay	46,081	0	35,000
Interfund Expenditures	10,507	25,700	28,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,395,272</b>	<b>1,995,052</b>	<b>2,082,325</b>
REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 70,810	20,000	67,600 *1
<b>TOTAL REVENUES</b>	<b>\$ 70,810</b>	<b>20,000</b>	<b>67,600</b>

\*1 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*1 Includes increased revenue of \$44,000 for purchasing card rebates.

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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

- General Non-Operating Fund:
  - Safety Training Study Implementation (rebudget): \$25,000
  - Rebudgets a portion of funding to implement components recommended from a Citywide Safety Training Study.
- Liability Self-Insurance Fund:
  - Excess Liability Insurance: \$99,800
  - Provides additional funding for the premium increase in Fiscal Year 2018-19 resulting from the ACCEL pool losses over the past four years.
  - Property Insurance: \$20,000
  - Provides additional funding for the increase in the property insurance premium. The significant increase is the result of the City’s recent loss history and California-specific losses (wildfires, floods, and mudslides).

BUD/LHP-546-06 FY2018-19

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

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
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	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 259,088	491,874 *2	489,692 *2
Wages	0	1,500	1,500
Benefits	108,051	121,186	129,299
TOTAL PERSONNEL	367,139	614,560	620,491
Materials and Supplies	422	6,000	6,000
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	200,158 *1	389,324 *3	355,950 *5
Other Expenses	2,686,066	3,398,280 *4	3,519,080 *6
TOTAL SUPPLIES AND SERVICES	2,886,646	3,793,604	3,881,030
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,253,785</b>	<b>4,408,164</b>	<b>4,501,521</b>
REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 202,831	25,610	18,200
<b>TOTAL REVENUES</b>	<b>\$ 202,831</b>	<b>25,610</b>	<b>18,200</b>

\*1 Includes limited-period expenditures for a safety training study.

\*2 Includes \$200,000 for backfilling for employees out on workers' compensation.

\*3 Includes limited-period funding of \$57,400 for safety training study implementation (\$37,400 rebudget balance).

\*4 Includes increased funding of \$54,000 for workers' compensation excess insurance.

\*5 Includes limited-period funding of \$25,000 for safety training study implementation (rebudget balance).

\*6 Includes increased funding of \$99,800 for excess liability insurance and \$20,000 for property insurance.

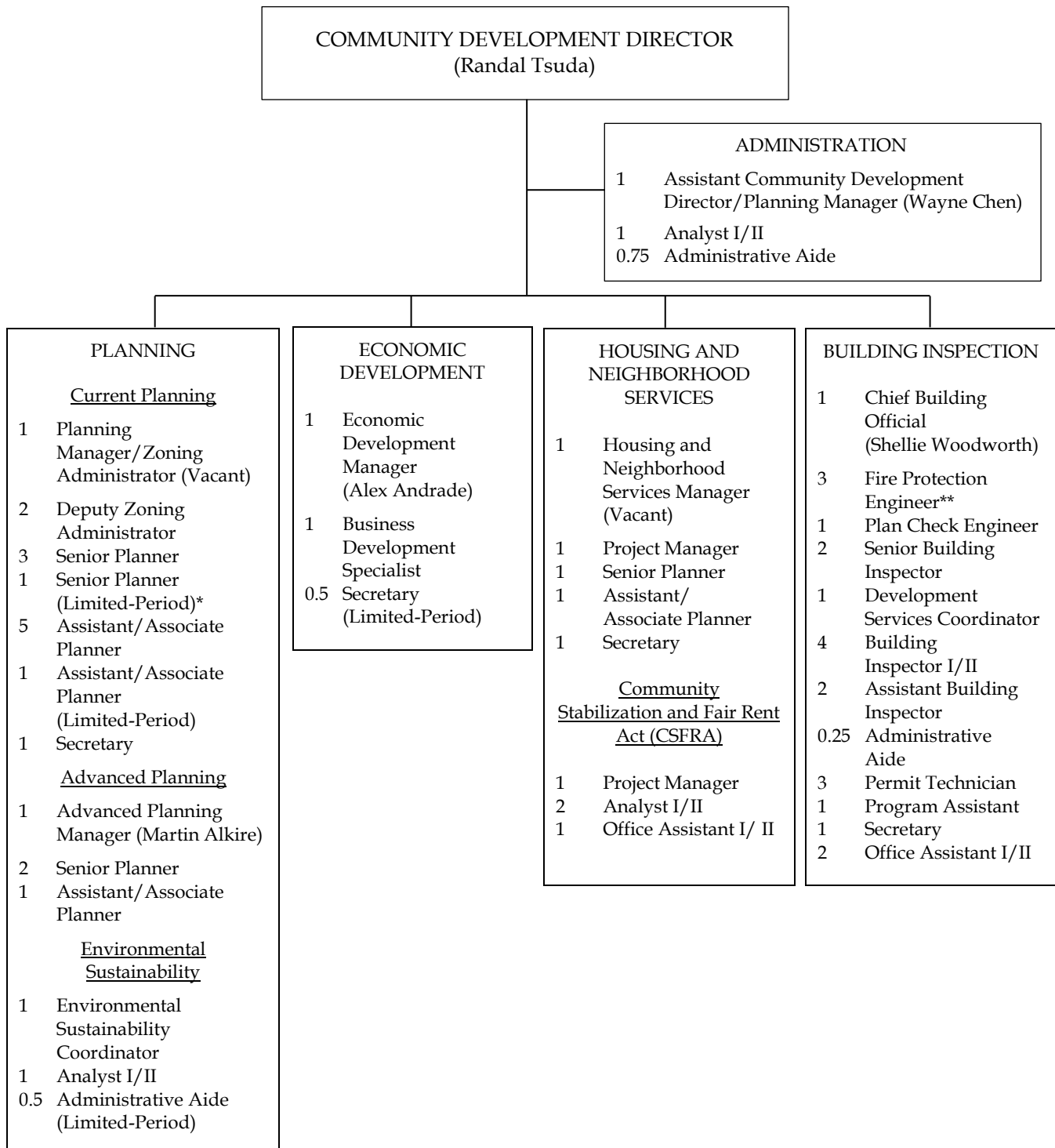
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## NOTES

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# COMMUNITY DEVELOPMENT DEPARTMENT



FISCAL YEAR 2018-19 POSITION TOTALS: 51.0 Full-Time  
3.0 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 – 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 (CEQA), 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 (EPC), 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)

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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- Manage affordable housing programs that include the Below-Market-Rate (BMR) program and new affordable housing projects, and oversight of Federally subsidized units. (M 3)
- 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 4, 5)
- Coordinate development from design review through construction.
- Support code enforcement efforts.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Develop recommendations on Short-Term Residential Rental Regulations (e.g., Airbnb, etc.), in conjunction with the City Attorney's Office, the City Manager's Office, and the Finance and Administrative Services Department.**
- **Continue to explore strategies to increase ownership opportunities, in conjunction with the City Attorney's Office.**
- **Update the Below-Market-Rate (BMR) Ordinance, including Condo Mapping options, in conjunction with the City Attorney's Office.**
- **Begin marketing and establish the Request for Proposals (RFP) process for Lot 12, in conjunction with the City Attorney's Office and the Finance and Administrative Services Department.**
- **Continue to implement the Transit Center Master Plan, in conjunction with the City Attorney's Office, the Finance and Administrative Services Department, and the Public Works Department.**
- **Complete the review of the Employee Housing Assistance Program, in conjunction with the City Manager's Office and the Finance and Administrative Services Department.**
- **Support enhanced community policing services related to homelessness and mental health issues in conjunction with the City Manager's Office and the Police Department.**
- **Develop and implement a housing strategy for the homeless.**
- **Conduct a Community Benefit Financial Study for Gatekeeper applications, in conjunction with the Finance and Administrative Services Department.**



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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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- Establish Terra Bella Visioning and Development Principles.
- Continue to develop Downtown Parking Long-Term Solutions—explore options for Shared Parking Agreements and complete a Paid Parking Study.
- Develop North Bayshore—Residential Transportation Demand Management (TDM) Guidelines.
- Establish North Bayshore Precise Plan Environmental Impact Report (EIR) Greenhouse Gas (GHG) Mitigation Measures.
- Establish North Bayshore—District Sustainability Performance Measurements.
- Continue to implement the Community Stabilization and Fair Rent Act (CSFRA), in conjunction with the City Attorney’s Office and the Finance and Administrative Services Department.
- Continue Soft-Story Seismic Retrofit Program, in conjunction with the City Attorney’s Office.
- Continue implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the City Manager’s Office, the Public Works Department, the Community Services Department, the Fire Department, and the Police Department.
- Continue the East Whisman Precise Plan, in conjunction with the Finance and Administrative Services Department.
- Continue Downtown Parking Short-Term Solutions—launch Ridesharing Credit Pilot Program and review Valet Attendant Assist Pilot Program.
- Continue implementation of the North Bayshore Precise Plan Multimodal Improvements and Improvement Fee, in conjunction with the Finance and Administrative Services Department and the Public Works Department.
- Continue to enhance existing partnerships and develop new partnerships and funding opportunities to meet housing priorities.
- Continue facilitating development of affordable housing.
- Continue to process the 10 authorized Gatekeeper projects.
- Continue to develop housing policies (including affordable housing) for Precise Plans.
- Continue the Citywide-SB 743 Implementation (California Environmental Quality Act (CEQA) Level Of Services (LOS) Vehicle Miles Traveled (VMT) Change), in conjunction with the Public Works Department.
- Continue the Multimodal Improvement Plan, in conjunction with the Public Works Department.
- Continue El Camino Real Streetscape Guidelines, in conjunction with the Public Works Department.

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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- **Continue the Environmental Sustainability Action Plan (ESAP-3) Implementation, in conjunction with the Public Works Department.**
- **Continue the Greenhouse Gas Reduction Program (GGRP) and Citywide Traffic Model Update.**
- Develop Options for Cannabis Retail Regulations, in conjunction with the City Attorney's Office, City Manager's Office, the Finance and Administrative Services Department, and the Police Department.
- Implement the Transfer of Development Rights (TDR) program in conjunction with the City Attorney's Office.
- Support the development of a cost of services study for development-related fees, in conjunction with the Finance and Administrative Services Department and the Public Works Department.
- Develop the Environmental Sustainability Action Plan (ESAP-4) for Fiscal Years 2019 through 2022.
- Work with the Visual Arts Committee to develop a strategy to encourage public art in private development projects.
- Implement the Downtown Economic Vitality Program supporting existing retailers and attracting new retailers.
- Continue to provide business retention, attraction, and expansion services.
- Continue implementation of the El Camino Real, North Bayshore, and San Antonio Precise Plans.
- Continue to expand one-stop plan check services.
- Develop the residential components of North Bayshore Trip Cap Monitoring.
- Develop a strategy and requirements for implementing Master Plans in North Bayshore.
- Continue to implement action items related to the employee engagement survey results.

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**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Planning:</b>					
1. Percentage of on-time response rates by Project Coordinating Committee members	56% <sup>(A)</sup>	52% <sup>(B)</sup>	>75%	59% <sup>(C)</sup>	>75%
<b>Economic Development:</b>					
2. Number of contacts with businesses interested in relocating or expanding in Mountain View	62	61	50	62	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%
<b>Building Inspection:</b>					
4. Percent of time where City provides 24-hour building inspection response for those inspection requests received by 3:00 p.m. on weekdays	100%	100%	>95%	100%	>95%
5. Percent of time that City meets five-day turnaround plan check for all Fast Track submittals that meet building inspection criteria	79% <sup>(D)</sup>	91%	>90%	83% <sup>(D)</sup>	>90%

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(A) Lower due to high volume of submittals and staffing vacancies. For Fiscal Year 2015-16, Planning received 949 on-time comments out of 1,683 items.

(B) Lower due to high volume of submittals and staffing vacancies. For Fiscal Year 2016-17, Planning received 902 on-time comments out of 1,734 items.

(C) 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.

(D) Due to the expansion of the Fast Track process, this now requires coordination with other divisions and departments which have had staffing issues.

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**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED	
Community Development Director	1	1	1	
Asst. Comm. Dev. Dir/ Planning Manager	1	1	1	
Economic Development Manager	1	1	1	
Housing & Neighborhood Srvcs Mgr.	1	1	1	
Chief Building Official	1	1	1	
Planning Manager/Zoning Administrator	1	1	1	
Advanced Planning Manager	0	1 *2	1	
Principal Planner	1	0 *2	0	
Deputy Zoning Administrator	1	2 *3	2	
Business Development Specialist	1	1	1	
Plan Check Engineer	1	1	1	
Senior Building Inspector	2	2	2	
Project Manager	1	2 *4	2	
Senior Planner	5.75	6 *3	6	
Development Services Coordinator	1	1	1	
Environmental Sustainability Coordinator	1	1	1	
Building Inspector I/II	3	3	4 *7	
Asst/ Associate Planner	5	7 *5	7	
Assistant Building Inspector	1	1	1	
Analyst I/II	1	3 *4	4 *8	
Administrative Aide	1	1	1	
Permit Technician	4	4	4	
Program Assistant	1	1	1	
Secretary	3	3	3	
Office Assistant I/II	2	3 *4	3	
<b>TOTAL REGULAR</b>	<u>41.75</u>	<u>49</u>	<u>51</u>	
<b>TOTAL PART-TIME HOURLY</b>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>TOTAL POSITIONS</b>	<u><u>41.75</u></u> *1	<u><u>49</u></u> *6	<u><u>51</u></u> *9	

- \*1 In addition there are the following limited-period positions: Senior Planner (for the duration of the Google Reimbursement Agreement) and an Asst/ Associate Planner.
- \*2 Reclassified a Principal Planner position to an Advanced Planning Manager.
- \*3 Reclassified a Senior Planner position to Deputy Zoning Administrator and added a Senior Planner position and 0.25 FTE to an existing 0.75 FTE Senior Planner position.
- \*4 The Rental Housing Committee (RHC) adopted their budget subsequent to the City's Fiscal Year 2017-18 Adopted Budget and added the following positions: a Project Manager position, two Administrative Analyst I/II positions and an Office Assistant I/II position.
- \*5 Added two Asst/ Associate Planner 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 Administrative Analyst I/II.
- \*7 Added a Building Inspector I/II positions.
- \*8 Added an Analyst I/II position and change the title from Administrative Analyst I/II to Analyst I/II.
- \*9 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 Administrative Aide.

**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Community Development Administration	\$ 659,351	740,802	769,590
Planning	2,613,178	4,856,593	5,077,894
Economic Development	911,732	1,671,500	1,368,037
Housing and Neighborhood Services	1,155,374	5,789,707	15,011,515
Building Inspection	5,805,738	5,270,179	5,024,801
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,145,373</b>	<b>18,328,781</b>	<b>27,251,837</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 5,852,086	8,847,974	9,783,622
Supplies and Other Services	5,163,549	9,136,207	17,130,306
Capital Outlay	1,737	213,000	204,509
Interfund Expenditures	128,001	131,600	133,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,145,373</b>	<b>18,328,781</b>	<b>27,251,837</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 1,506,491	1,829,613	2,049,333
General Non-Operating	96,408	811,828	836,100
Building/Development Services	7,845,552	8,713,254	8,492,918
Below-Market-Rate Housing	475,847	2,281,312	3,833,358
Housing Impact	134,845	232,626	7,891,095
CSFRA/Rental Housing Committee	132,194	1,872,900 *1	2,006,280
Parking District No.2	476,739	1,084,118	756,301
General Special Purpose	0	0	35,314
Grants	118,626	930,524	861,807
Shoreline Regional Park Community	358,671	572,606	489,331
<b>TOTAL FUNDING</b>	<b>\$ 11,145,373</b>	<b>18,328,781</b>	<b>27,251,837</b>

\*1 The Rental Housing Committee (RHC) adopted its budget subsequent to the City's Fiscal Year 2017-18 Adopted Budget.

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Local Taxes	\$ 0	0	28,000
General Licenses & Permits	6,871,774	6,940,700	7,531,500
Rents and Leases	0	0	0
Federal Intergovernmental Revenue	750,264	700,000	818,354
General Service Charges	6,250,492	6,323,221	6,783,206
Miscellaneous Revenue	8,794	100,000	0
Interfund Revenue Transfer	462,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 14,343,324</b>	<b>14,063,921</b>	<b>15,161,060</b>

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**COMMUNITY DEVELOPMENT – ADMINISTRATION  
DIVISION SUMMARY**

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DIVISION 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.

MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Visual Arts Committee (limited-period) (\$4,100 rebudget balance): \$15,100

Provides \$11,000 new funding and rebudgets the balance for two Visual Arts Committee Work Plan items. The funding will be used to continue the Public Arts Strategy and the Sidewalk Studios Pilot Program.

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**COMMUNITY DEVELOPMENT - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
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	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 379,606	440,831	445,752
Wages	3,738	0	0
Benefits	182,223	209,012	229,579
TOTAL PERSONNEL	565,567	649,843	675,331
Materials and Supplies	62,599	53,748 *1	57,048 *2
Maintenance and Operations	0	286	286
Utilities	0	0	0
Professional/Technical Srvcs	250	5,060	5,060
Other Expenses	30,935	31,865	31,865
TOTAL SUPPLIES AND SERVICES	93,784	90,959	94,259
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 659,351</b>	<b>740,802</b>	<b>769,590</b>
REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 165	0	0
<b>TOTAL REVENUES</b>	<b>\$ 165</b>	<b>0</b>	<b>0</b>

\*1 Includes limited-period funding of \$10,000 for the Visual Arts Committee.

\*2 Includes limited-period funding of \$15,100 for the Visual Arts Committee (\$4,100 rebudget balance). Also includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

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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 EPC; reviews private development projects for design and compliance with the Zoning Ordinance; is responsible for CEQA 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

- General Operating Fund:

Analyst I/II – Environmental Sustainability Position: \$180,200

Converts a limited-term Analyst I/II position to ongoing to support the Environmental Sustainability Program. Sustainability continues to be a top priority for the community and the City Council. The additional resources will support the implementation of the Environmental Sustainability Action Plan 3 (ESAP-3), respond to grant opportunities, requests from the community, and the City Council for additional priorities in the future.

Environmental Sustainability Program: \$15,000

Provides annual funding for the Environmental Sustainability Program. Previously, the program was funded by limited-period funds.

- General Non-Operating Fund:

Soft-Story Building Study (rebudget): \$175,000

Rebudgets funding for a study on soft-story buildings in the City and to propose potential programs and incentives that could be adopted to retrofit these structures. The total funding of \$268,000 is allocated between the General Non-Operating and Development Services Funds.

Contract Services – Environmental Sustainability Program (limited-period): \$150,000

Provides funding for contract services to assess the current staffing and operations of the Environmental Sustainability Program in order to provide options of



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## COMMUNITY DEVELOPMENT – PLANNING DIVISION SUMMARY

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structures and staffing levels going forward, and to develop a strategic plan for the program.

Environmental Sustainability Action Plan (rebudget): \$100,000

Rebudgets funding approved by City Council on September 13, 2016 for the Environmental Sustainability Action Plan.

Administrative Aide – Environmental Sustainability Position (0.50) (limited-period): \$75,000

Provides funding for a half-time Administrative Aide position to support the implementation of the City’s Climate Protection Roadmap (CPR), the Municipal Operations Climate Action Plan (MOCAP), Environmental Sustainability Action Plan 3 (ESAP-3), as well as provide assistance with ongoing projects and grant opportunities. The additional resources will help to implement the work of the Environmental Sustainability Program.

Environmental Sustainability Fellow (limited-period): \$50,000

Provides funding for hourly wages for a Fellow to support the implementation of the City’s Climate Protection Roadmap (CPR), the Municipal Operations Climate Action Plan (MOCAP), Environmental Sustainability Action Plan 3 (ESAP-3), as well as provide assistance with ongoing projects and grant opportunities. The additional resources will help to implement the work of the Environmental Sustainability Program.

Short-Term Residential Rental Regulations (rebudget): \$50,000

Rebudgets funding to be used to finalize recommendations on short-term residential rental regulations and possible implementation/compliance costs.

2017 Community Greenhouse Gas (GHG) Inventory (limited-period): \$30,000

Provides funding for consultant services to conduct the community-wide GHG emissions inventory (based on 2017 data). The results will allow the City to evaluate the progress against its stated GHG emission reduction goals.

Sustainability Outreach and Engagement Program (rebudget balance): \$28,300

Rebudgets the balance to expand the implementation of the Sustainability Outreach and Engagement Program. These resources will fund a community-wide “green challenge” program and continue to provide outreach for the Silicon Valley Clean Energy (SVCE) program.

Explore Solar Hot Water Heaters (rebudget): \$20,000

Rebudgets funding for consultant services to explore the installation of solar hot water heaters on City properties.

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## COMMUNITY DEVELOPMENT – PLANNING DIVISION SUMMARY

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<p>Establish the Environmental Sustainability Task Force-2 (ESTF-2) (rebudget balance):</p>	<p>\$10,000</p>
<p>Rebudgets the balance for funding to establish the ESTF-2 to provide volunteer resources to support sustainability initiatives.</p>	
<ul style="list-style-type: none"> <li>• Development Services Fund:</li> </ul>	
<p>Associate Planner Position (limited-period):</p>	<p>\$183,800</p>
<p>Provides continuation funding for an Associate Planner position to support the continued high level of development activity and provide additional support at the Development Services Counter.</p>	
<p>SB 743 – Transit-Oriented Infill Projects (limited-period) (\$50,000 rebudget):</p>	<p>\$100,000</p>
<p>Provides \$50,000 new funding and rebudget of \$50,000 for consultant services to assist the City with developing thresholds of significance related to the implementation of California Environmental Quality Act (CEQA)'s new vehicle miles travelled (VMT) standards. SB 743 requires CEQA analysis of transportation impacts to move from LOS to VMT standards.</p>	
<p>Community Benefit Financial Study for Gatekeeper Applications (rebudget):</p>	<p>\$40,000</p>
<p>Rebudgets a portion of funding to be used to conduct a Community Benefit Financial Study for Gatekeeper Applications.</p>	
<p>Precise Plan Noticings (limited-period):</p>	<p>\$12,000</p>
<p>Provides continued funding for noticing the East Whisman Precise Plan and other planning projects. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.</p>	
<p>Legal Retainer:</p>	<p>\$11,000</p>
<p>Provides increased funding for legal consultation on land use law, California Environmental Quality Act (CEQA), and general legal issues related to both long-range and current planning projects.</p>	
<ul style="list-style-type: none"> <li>• Shoreline Regional Park Community Fund:</li> </ul>	
<p>District Sustainability Performance Monitoring:</p>	<p>\$50,000</p>
<p>Provides funding for the continuous monitoring of the sustainability performance of North Bayshore. This includes establishing baseline data measurements across a number of categories such as demographics, housing, built environment, economy, ecology, and climate change/resource management.</p>	

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**COMMUNITY DEVELOPMENT – PLANNING  
DIVISION SUMMARY**

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Precise Plan Implementation – District Utilities Feasibility Study (rebudget balance):	\$21,500
Rebudgets the balance to conduct a study involving cost/benefit analysis for a district-scale utility system. This item is part of the North Bayshore Precise Plan Implementation.	
North Bayshore – Residential Transportation Demand Management (TDM) Guidelines (rebudget balance):	\$12,600
Rebudgets the balance of funding to develop the North Bayshore – Residential TDM Guidelines.	
Contract Services – Arborist:	\$10,000
Provides increased funding for outside professional contract services for the new street tree plan in North Bayshore.	
Legal Retainer:	\$5,000
Provides increased funding for legal consultation on matters involving North Bayshore district planning.	

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**COMMUNITY DEVELOPMENT - PLANNING  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	15	18 *2	19 *4
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>15</b> *1	<b>18</b> *3	<b>19</b> *5

- \*1 In addition there are the following limited-period positions: Senior Planner and an Asst/ Associate Planner.  
 \*2 Added a Senior Planner position and two Asst/ Associate Planner positions.  
 \*3 In addition there are the following limited-period positions: Senior Planner, an Asst/ Associate Planner, and a 0.5 FTE Analyst I/II.  
 \*4 Added an Analyst I/II position.  
 \*5 In addition there are the following limited-period positions: Senior Planner, an Asst/ Associate Planner, and a 0.5 FTE Administrative Aide.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,530,206	2,381,359 *2	2,692,983 *5
Wages	34,489 *1	76,600 *2	50,000 *6
Benefits	685,140	1,090,566	1,230,604
<b>TOTAL PERSONNEL</b>	<b>2,249,835</b>	<b>3,548,525</b>	<b>3,973,587</b>
Materials and Supplies	6,814	10,515	25,515 *7
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	328,388 *1	879,553 *3	891,192 *8
Other Expenses	27,272 *1	415,000 *4	187,600 *9
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>362,474</b>	<b>1,305,068</b>	<b>1,104,307</b>
Capital Outlay	869	3,000	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,613,178</b>	<b>4,856,593</b>	<b>5,077,894</b>

- \*1 Includes limited-period expenditures for an Environmental Sustainability Analyst, 2015 Community Greenhouse Gas Inventory, Housing Element, Silicon Valley Clean Energy Authority, and Precise Plan District Utility Feasibility Study.  
 \*2 Includes increased fundings of \$18,800 for the reclassification of a Senior Planner position to Deputy Zoning Administrator and \$4,300 for the reclassification of a Principal Planner position to Advanced Planning Manager. Also includes limited-period fundings for an Associate Planner position and for a 0.50 FTE Administrative Analyst I/II position.  
 \*3 Includes limited-period fundings of \$175,000 for soft-story building study (rebudget), \$128,400 for sustainability outreach and engagement program (\$98,400 rebudget), \$100,000 for ESAP (rebudget), \$75,000 for Environmental Sustainability Task Forces, \$56,500 for the Housing Element (rebudget balance), \$50,000 for short-term residential rental regulations, \$20,000 for solar hot water heaters, and \$12,700 for 2015 GHG Inventory (rebudget balance).  
 \*4 Includes limited-period fundings of \$150,000 for Terra Bella visioning and development principles, \$60,000 for residential TDM guidelines, \$50,000 for Community Benefit Financial Study, \$50,000 for SB 743 - transit oriented infill projects (rebudget), \$46,500 for Precise Plan District Utilities Feasibility Study (rebudget balance), \$25,000 for district sustainability performance measurements, \$20,000 for legal retainer (rebudget balance), and \$12,000 for precise plan noticings (rebudget).  
 \*5 Includes limited-period fundings for an Associate Planner position and a 0.50 FTE Administrative Aide position.  
 \*6 Includes limited-period fundings of \$50,000 for an Environmental Sustainability Fellow.  
 \*7 Includes increased funding of \$15,000 for the Environmental Sustainability Program operating budget.  
 \*8 Includes increased fundings of \$50,000 for district sustainability performance monitoring, \$16,000 for legal retainer, and \$10,000 for arborist contract services. Also includes limited-period fundings of \$175,000 for soft-story building study (rebudget), \$150,000 for environmental sustainability contract services, \$100,000 for ESAP (rebudget), \$50,000 for short-term residential rental regulations, \$30,000 for 2017 GHG Inventory, \$28,300 for sustainability outreach and engagement (rebudget balance), \$20,000 for solar hot water heaters (rebudget balance), and \$10,000 for ESTF-2 (rebudget balance).  
 \*9 Includes limited-period fundings of \$100,000 for SB 743 - transit oriented infill projects (\$50,000 rebudget), \$40,000 for Community Benefit Financial Study for Gatekeeper Applications (rebudget), \$21,500 for Precise Plan District Utilities Feasibility Study (rebudget balance), \$12,600 for NBS residential TDM guidelines (rebudget balance), and \$12,000 for precise plan noticings.

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**COMMUNITY DEVELOPMENT - PLANNING  
DIVISION SUMMARY**

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REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 13,560	0	0
General Service Charges	1,150,113	1,343,950	1,118,700
Miscellaneous Revenue	600	0	0
Interfund Revenue Transfer	100,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,264,273</b>	<b>1,343,950</b>	<b>1,118,700</b>

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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:

El Camino Real Light Pole Banners (rebudget): \$40,000

Rebudgets funding to create and install new City banners on El Camino Real. The banners will create a consistent look that will identify the City's boundaries and promote the City.

Downtown Economic Vitality Program (limited-period): \$30,000

Provides funding for the Downtown Economic Vitality Program as directed by City Council on February 27, 2018. The goal of the program is to support existing businesses and attract new retailers. The downtown retail assessment (\$20,000) will provide strategic guidance on attracting new retailers. In addition, the downtown branding campaign (\$10,000) will provide an opportunity to create new marketing and promotional materials.

Secretary – Economic Development Division Position (0.15) (limited-period): \$22,700

Provides funding for a 0.15 FTE of a Secretary position to support the Economic Development division (the other 0.35 FTE is funded from the Downtown Benefit Assessment District Fund and the Shoreline Community Fund). For Fiscal Year 2017-18, a full-time Secretary position was shared by the Housing and Neighborhood Services and Economic Development Divisions and for Fiscal Year 2018-19, the full-time position is reallocated entirely to the Housing and Neighborhood Services Division.

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**COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT  
DIVISION SUMMARY**

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Technology Showcase (limited-period): \$20,000

Provides continued funding for consultant services and event operations for the fourth Technology Showcase. The Technology Showcase is becoming a premier Silicon Valley event for local technology products and service demonstrations drawing over 1,500 attendees.

Parking Coordinator Consultant (rebudget): \$20,000

Rebudgets funding for a Parking Coordinator Consultant to help manage a number of Citywide parking initiatives. The total funding of \$70,000 is allocated between the General Non-Operating and Downtown Benefit Assessment Districts Funds.

- Downtown Benefit Assessment Districts Fund:

Downtown Parking Long-Term Solutions (rebudget): \$200,000

Rebudgets funding to be used to develop the Downtown Parking Long-Term Solution—Shared and Paid Parking Study.

Parking Coordinator Consultant (rebudget): \$50,000

Rebudgets funding for consultation services on parking programs and policies associated with the Parking District. The consultant will assist with designing and implementing programs that increase parking availability and convenience by managing the different parking user groups more efficiently. In addition, consultant support is needed for the possible expansion of the Parking District and changes to the Parking in-lieu Fee.

Secretary – Economic Development Division Position (0.25) (limited-period): \$37,900

Provides funding for the allocation to the Downtown Benefit Assessment District Fund for the new half-time position as noted in the GOF section above.

Gas and Electricity Cost Increase: \$15,000

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 gas and electricity cost increase Citywide is \$101,500.

City Utility Cost Increase: \$3,000

Provides increased funding for City utility services used by City departments based on usage and the utility rate adjustments.

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**COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT  
DIVISION SUMMARY**

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- Shoreline Regional Park Community Fund:

Secretary – Economic Development Division Position (0.10) (limited-period): \$15,100

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

Redistribution of Funding for a Secretary Position: (\$52,700)

Redistributes funding for an existing full-time Secretary position. For Fiscal Year 2017-18, this position is being shared by the Housing and Neighborhood Services and Economic Development Divisions. This provides a half-time limited-period Secretary to support the Economic Development Division. There is an additional \$31,600 in the GOF, \$31,600 in the Housing Impact Fund, a reduction of \$10,500 in the BMR Fund, and no changes to CDBG’s allocation of \$10,600 for a net zero increase in cost.

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**COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	2.50	2.50	2 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.50</b>	<b>2.50</b>	<b>2 *2</b>

\*1 Transferred a 0.50 FTE Secretary position to the Housing and Neighborhood Services Division.

\*2 In addition, there is a limited-period 0.5 FTE Secretary position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 286,007	324,010	383,582 *5
Wages	23,727	32,000	32,000
Benefits	151,980	162,753	160,575
<b>TOTAL PERSONNEL</b>	<b>461,714</b>	<b>518,763</b>	<b>576,157</b>
Materials and Supplies	9,336	11,610	11,610
Maintenance and Operations	69,402	72,000	72,000
Utilities	105,589	112,000 *2	130,000 *6
Professional/Technical Svcs	68,734	204,500 *3	214,500 *7
Other Expenses	88,557 *1	644,227 *4	255,370 *8
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>341,618</b>	<b>1,044,337</b>	<b>683,480</b>
Capital Outlay	0	0	0
Interfund Expenditures	108,400	108,400	108,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 911,732</b>	<b>1,671,500</b>	<b>1,368,037</b>

\*1 Includes limited-period expenditures for downtown parking technology improvements.

\*2 Includes increased funding of \$20,000 for PG&E cost increases.

\*3 Includes limited-period fundings \$40,000 for El Camino Real light pole banners (rebudget), \$20,000 for technology showcase, and \$20,000 for parking coordinator consultant (rebudget).

\*4 Includes limited-period fundings of \$200,000 for downtown parking long-term solutions, \$100,000 for valet parking pilot program, \$75,000 for paid parking program, \$73,900 for parking technology enhancement (rebudget balance), \$50,000 for ride-sharing credit pilot program (rebudget), \$50,000 for parking coordinator consultant (rebudget), \$45,000 for consultant services, \$25,000 for parking structure-interior signage improvements, and \$20,000 for downtown parking loading zones.

\*5 Includes reduced funding of \$52,700 for the redistribution of a Secretary position. Also includes limited-period funding of \$75,700 for a 0.50 FTE Secretary position.

\*6 Includes increased fundings of \$15,000 for gas and electricity cost increases and \$3,000 for City utility cost increase.

\*7 Includes limited-period fundings \$40,000 for El Camino Real light pole banners (rebudget), \$30,000 for the downtown economic vitality program, \$20,000 for technology showcase, and \$20,000 for parking coordinator consultant (rebudget).

\*8 Includes limited-period fundings of \$200,000 for downtown parking long-term solutions and \$50,000 for parking coordinator consultant (rebudget).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 560,544	500,000 *1	550,000
General Service Charges	157,270	178,606 *2	178,606
Miscellaneous Revenue	815	0	0
<b>TOTAL REVENUES</b>	<b>\$ 718,629</b>	<b>678,606</b>	<b>728,606</b>

\*1 Includes increased revenue of \$183,900 for parking permits.

\*2 Includes increased revenue of \$20,000 for charging stations.

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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 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 that 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 Operating Fund:

Secretary Position Redistribution of Funding: \$31,600

Redistributes funding to the GOF for an existing full-time Secretary position. For Fiscal Year 2017-18, this position was shared by the Housing and Neighborhood Services and Economic Development Divisions. This provides a half-time limited-period Secretary to support the Economic Development Division. There is an additional \$31,600 in the Housing Impact Fund, a reduction of \$10,500 in the BMR Fund, a reduction of \$52,700 in the Shoreline Community Fund, and no changes to CDBG's allocation of \$10,600 for a net zero increase in cost.

Eliminate the Rental Housing Dispute Resolution Program (offset by reduction in revenue of \$110,000): (\$110,000)

Reduces funding for the Rental Housing Dispute Resolution Program. The program was repealed by City Council in June 2017.

- Below-Market-Rate (BMR) Fund:

Palo Alto Housing NOFA Proposal (limited-period): \$1,700,000

Provides funding for predevelopment costs to develop 71 units of affordable housing at 950 West El Camino Real, as directed by City Council on May 15, 2018.

Employee Homebuyers Program Loans (rebudget): \$1,000,000

Rebudgets funding for the Employee Homebuyers Program approved by City Council during Fiscal Year 2008-09. This funding will only be available to

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**COMMUNITY DEVELOPMENT – HOUSING AND NEIGHBORHOOD SERVICES  
DIVISION SUMMARY**

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employees that meet the median household income requirement. Staff is examining this program to explore ways to increase effectiveness.

Marketing and Request for Proposals (RFP) Process for Lot 12 (rebudget balance): \$125,000

Rebudgets the balance of funding to begin marketing and a RFP process for Lot 12.

BMR Affordable Housing Program (limited-period): \$100,000

Provides funding for consultant services required as a component of the City Council requested Phase II assessment and possible modification of the program.

Fair Housing Assessment (rebudget): \$60,000

Rebudgets funding for Fair Housing Assessment as required by HUD as a condition of CDBG and HOME funding.

Contract Services – BMR Administration: \$30,000

Provides increased funding for outside professional contract services for the administration of BMR ownership and rental housing programs.

Homeless Census Count (limited-period): \$10,000

Provides funding for a countywide homeless census count. Every other year, the City contributes funds towards the homeless census count performed by the County.

Redistribution of Funding for a Secretary Position: (\$10,500)

Redistributes funding from the BMR Fund for an existing Secretary position noted in the GOF section above.

- Housing Impact Fund:

Shorebreeze Apartments Project (limited-period) (\$7,320,000 rebudget): \$7,640,200

Provides \$320,200 new funding and rebudgets the funding approved by City Council on January 30, 2018 for Affordable Housing Expansion at 460 North Shoreline Boulevard.

Redistribution of Funding for a Secretary Position: \$31,600

Redistributes funding to the Housing Impact Fund for an existing Secretary position noted in the GOF section above.

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## COMMUNITY DEVELOPMENT – HOUSING AND NEIGHBORHOOD SERVICES DIVISION SUMMARY

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Notice of Funding Availability (NOFA) Administration: \$15,000

Provides increased funding for a variety of tasks associated with affordable housing projects, including facilitators at neighborhood meetings, consultants for financial analysis of NOFA proposals, and studies on unique site issues.

- Community Stabilization and Fair Rent Act (CSFRA)/Rental Housing Committee (RHC) Fund:

Net Miscellaneous Expenses: (\$15,300)

Provides savings for supplies and services as adopted by the RHC on June 18, 2018.

- Community Development Block Grant (CDBG) Fund:

Monitoring of Federally Funded Activities: \$35,000

Provides funding for consultant services to perform required monitoring of activities for services and projects that receive CDBG and/or HOME funding.

CDBG/HOME Website: \$20,000

Provides increased funding for the web-based system used to administer the City's CDBG/HOME programs.

BUD/LHP-820-06 FY2018-19

**COMMUNITY DEVELOPMENT - HOUSING AND NEIGHBORHOOD SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	4.25	8.50 *1	9 *2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>4.25</b>	<b>8.50</b>	<b>9</b>

\*1 The Rental Housing Committee (RHC) adopted their budget subsequent to the City's Fiscal Year 2017-18 Adopted Budget and added the following positions: a Project Manager position, two Administrative Analyst I/II positions and an Office Assistant I/II position.

\*2 Transferred a 0.50 FTE Secretary position from the Economic Development Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 469,877 *1	1,021,909	1,078,155
Wages	15,890	0	0
Benefits	249,579 *1	522,825	522,784
<b>TOTAL PERSONNEL</b>	<b>735,346</b>	<b>1,544,734</b>	<b>1,600,939</b>
Materials and Supplies	52,184 *1	227,637 *2	191,570
Maintenance and Operations	495	266,065	81,065
Utilities	0	0	0
Professional/Technical Svcs	286,411 *1	2,186,271 *3	2,154,086 *6
Other Expenses	80,938 *1	1,390,000 *4	10,808,855 *7
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>420,028</b>	<b>4,069,973</b>	<b>13,235,576</b>
Capital Outlay	0	175,000	175,000
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,155,374</b>	<b>5,789,707 *5</b>	<b>15,011,515</b>

\*1 Includes limited-period expenditures for monitoring of federally funded subsidized housing the, soft-story building study, 779 East Evelyn Avenue NOFA predevelopment, 1701 West El Camino Real NOFA project and predevelopment, and supplies and contracts for CSFRA.

\*2 Includes increased funding of \$18,500 for notices and advertisements. Also includes limited-period funding of \$22,600 for rent relief strategies (rebudget balance).

\*3 Includes increased fundings of \$30,000 for consultant services and \$25,000 for NOFA administration.

\*4 Includes increased funding of \$3,500 for memberships and dues. Also includes limited-period fundings of \$1.0 million for the employee homebuyer program (rebudget), \$200,000 for Rent Assistance Programs (rebudget), \$150,000 for marketing and RFP process for Lot 12, \$60,000 for fair housing assessment (\$30,000 rebudget), \$55,000 for NOFA administration (\$40,000 rebudget), \$30,000 for contract services, \$25,000 for the employee homebuyer program administration (rebudget), \$6,000 for homeless Census count and \$5,500 for soft-story building study (rebudget balance).

\*5 Reflects the budget as adopted by the RHC on October 23, 2017, subsequent to the City budget adoption on June 20, 2017.

\*6 Includes increased fundings of \$35,000 for monitoring of federally funded activities, \$30,000 for BMR administration contract services, \$20,000 for CDBG/HOME website, \$15,000 for NOFA administration, and \$110,000 in reduced funding for the elimination of the Rental Housing Dispute Resolution Program.

\*7 Includes increased fundings of \$7.6 million for Shorebreeze apartments project (\$7,320,000 rebudget), \$1.7 million for Palo Alto Housing NOFA proposal, \$1.0 million for the employee homebuyer program (rebudget), \$125,000 for marketing and RFP process for Lot 12(rebudget), \$100,000 for BMR Affordable Housing Program, \$60,000 for fair housing assessment (rebudget), \$10,000 for homeless Census count, and savings of \$15,300 for net miscellaneous expenses as approved by the RHC on June 18, 2018.

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**COMMUNITY DEVELOPMENT - HOUSING AND NEIGHBORHOOD SERVICES  
DIVISION SUMMARY**

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REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Federal Intergovernmental Revenue	\$ 750,264	700,000	818,354
General Service Charges	111,917	2,700,915	1,897,200 *1
Miscellaneous Revenue	0	100,000	0 *2
Interfund Revenue Transfer	362,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,224,181</b>	<b>3,500,915</b>	<b>2,715,554</b>

\*1 Includes proposed fee revenue of \$2.1 million from CSFRA and removes the revenue of \$110,000 for the repeal of the Rental Housing Dispute Resolution Program.

\*2 Includes decreased revenues of \$100,000 as loan repayments are not anticipated in Fiscal Year 2018-19.

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## NOTES

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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:

Soft-Story Building Study (limited-period) (\$87,500 rebudget balance): \$93,000

Provides \$5,500 new funding and rebudget of \$87,500 for the allocation to the Development Services Fund for a study on soft-story buildings in the City and to propose potential programs and incentives that could be adopted to retrofit these structures. The total funding of \$268,000 is allocated between the General Non-Operating and Development Services Funds.

Certified Access Specialist (CAsp) Training (offset by \$28,000 in revenues) (\$35,300 rebudget balance): \$63,300

Provides \$28,000 increased funding and rebudgets \$35,300 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.

Digital Imaging of Building and Fire Permits (offset by \$30,000 in revenues): \$30,000

Provides increased funding for the digital imaging of projects for both building and fire permits. The City is required to maintain a copy of approved permits.

Reclassification of a Permit Technician Position to Assistant Building Inspector: \$18,200

Provides funding for a reclassification based on an analysis showing a higher level of duties performed.

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**COMMUNITY DEVELOPMENT – BUILDING INSPECTION  
DIVISION SUMMARY**

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Training, Conference, and Travel: \$10,000

Provides increased funding for training, conference, and travel to allow the Building Division staff to attend the required training to maintain their mandatory certification.

Fire Protection Engineer and Building Inspector I/II Positions) (\$427,400 offset by a reduction to contract services): (\$22,600)

Provides funding for a Fire Protection Engineer and a Building Inspector I/II positions to support the high level of development activity. Converting contract services to regular positions will address the high turnover of consultants and will be more cost effective. The Fire Protection Engineer position is located in the Community Development Department but budgeted in the Fire Department.

BUD/LHP-820-07 FY2018-19

**COMMUNITY DEVELOPMENT - BUILDING INSPECTION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	17.25	17.25	18.25 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>17.25</b>	<b>17.25</b>	<b>18.25</b>

\*1 Added a Building Inspector I/II position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,183,521	1,715,333	1,918,632 *3
Wages	64,452	0	0
Benefits	591,651	870,776	1,038,976
<b>TOTAL PERSONNEL</b>	<b>1,839,624</b>	<b>2,586,109</b>	<b>2,957,608</b>
Materials and Supplies	69,606	35,515	35,515
Maintenance and Operations	1,214	42,000	42,000
Utilities	3,429	20,000	20,000
Professional/Technical Svcs	3,860,874	2,155,000 *1	1,735,000 *4
Other Expenses	10,522	373,355 *2	180,169 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>3,945,645</b>	<b>2,625,870</b>	<b>2,012,684</b>
Capital Outlay	868	35,000	29,509
Interfund Expenditures	19,601	23,200	25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,805,738</b>	<b>5,270,179</b>	<b>5,024,801</b>

\*1 Includes increased funding of \$50,000 for digital imaging of Building and Fire permits.

\*2 Includes limited-period fundings of \$110,000 for Web Enable Mountain View Permitting System (MPVS), \$87,500 for soft-story building study (rebudget), \$75,000 for a One Stop Permit Center architectural study (rebudget), \$60,000 for digital imaging of Building permits, \$17,000 for new code adoption materials (rebudget), and \$10,000 for training, conference, and travel.

\*3 Includes increased funding of \$18,200 for the reclassification of a Permit Technician position to Assistant Building Inspector.

\*4 Includes increased funding of \$30,000 for digital imaging of Building and Fire permits. Also converts \$450,000 of contract services to regular positions.

\*5 Includes increased fundings of \$28,000 for CASp training and \$10,000 for training, conference, and travel. Also includes limited-period fundings of \$93,000 for soft-story building study (\$87,500 rebudget balance) and \$35,300 for CASp training (rebudget balance).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Local Taxes	\$ 0	0	28,000 *2
General Licenses & Permits	6,297,670	5,096,750	6,981,500 *3
General Service Charges	4,831,192	3,443,700 *1	3,588,700
Miscellaneous Revenue	7,214	0	0
<b>TOTAL REVENUES</b>	<b>\$ 11,136,076</b>	<b>8,540,450</b>	<b>10,598,200</b>

\*1 Includes increased revenues of \$50,000 for fees related to the digital imaging of Building and Fire permits.

\*2 Includes increased revenues of \$28,000 for AB1379 CASp Training.

\*3 Includes increased revenues of \$30,000 for fees related to the digital imaging of building and Fire permits.

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## NOTES

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# PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DIRECTOR\*  
(Michael A. Fuller)

TRANSPORTATION AND BUSINESS SERVICES	
1	Assistant Public Works Director (Dawn Cameron)
<u>Administration</u>	
1	Senior Management Analyst
1	Secretary
0.5	Program Assistant
1.5	Office Assistant III
<u>Transportation Management</u>	
1	Transportation Manager
2	Transportation Planner
<u>Property Management</u>	
1	Real Property Program Administrator
<u>Solid Waste</u>	
1	Solid Waste Program Manager
1	Senior Management Analyst
1	Analyst I/II
1	Administrative Aide (Limited-Period)
<u>Facilities Maintenance</u>	
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	Program Assistant
<u>Fleet Services</u>	
0.5	Fleet and Facilities Manager
1	Equipment Maintenance Supervisor
2	Equipment Mechanic III
3	Equipment Mechanic I/II
1	Equipment Service Worker
1	Program Assistant

ENGINEERING	
1	Assistant Public Works Director (Jacqueline Andrews Solomon)
0.5	Program Assistant
0.5	Office Assistant III
<u>Construction Engineering</u>	
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 (Limited-Period)
<u>Capital Projects</u>	
1	Principal Civil Engineer
2.5	Senior Civil Engineer
3	Senior Project Manager
3	Junior/Assistant/Associate Engineer
1	Junior/Assistant/Associate Engineer (Limited-Period)
<u>Traffic Engineering</u>	
1	Traffic Engineer
1	Senior Civil Engineer
1	Junior/Assistant/Associate Engineer
1	Junior/Assistant/Associate Engineer (Limited-Period)
<u>Land Development</u>	
1	Principal Civil Engineer
3	Senior Civil Engineer
1	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)
<u>Safety/Administration</u>	
1	Safety & Training Administrator
1	Senior Management Analyst
0.5	Streets Technician
1	Secretary
3	Office Assistant III
<u>Engineering &amp; Envir. Compliance</u>	
1	Principal Civil Engineer
3	Senior Civil Engineer
1	Junior/Assistant/Associate Engineer (Limited-Period)
1	Facilities Contract Coordinator
1	Environ. Compliance Specialist
<u>Utilities Management</u>	
1	Utilities Services Manager
<u>Utility Systems</u>	
1	Utilities Systems Supervisor
1	Utilities Systems Specialist
1	Utilities Electrician
2	Sr. Utilities Systems Technician
<u>Water Operations</u>	
1	Water Quality Supervisor
1	Cross-Connection Ctrl. Specialist
1	Water Utility Worker III
3	Water Utility Worker I/II
<u>Water Distribution</u>	
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
<u>Wastewater</u>	
1	Wastewater Supervisor
2	Wastewater Utility Worker III
5	Wastewater Utility Worker I/II
<u>Streets Maintenance</u>	
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
<u>Landfill Maintenance</u>	
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 2018-19 POSITION TOTALS: 126.0 Full-Time  
1.0 Regular Part-Time  
8.0 Limited-Period  
1.0 Overhire

\* This position also acts in the capacity of City Engineer.

\*\* One limited-period Senior Civil Engineer position has 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 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 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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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Implement the Transit Center Master Plan, in conjunction with the City Attorney's Office, the Finance and Administrative Services Department, and the Community Development Department.**
- **Develop a comprehensive modal plan that would involve the Santa Clara Valley Transit Authority (VTA), Caltrain, major employers, etc., and include a funding mechanism, in conjunction with the Finance and Administrative Services Department.**
- **Adopt and implement a Vision Zero Policy/Program, in conjunction with the Police Department.**
- **Participate in South Bay Salt Ponds project in conjunction with California State Coastal Commission.**
- **Support implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the City Manager's Office, the Community Development Department, the Community Services Department, the Fire Department, and the Police Department.**
- **Continue to solicit input and collaborate with neighbors to develop a regional bike route from Redwood City to the City of Mountain View, in conjunction with the City Manager's Office.**
- **Continue the North Bayshore Precise Plan Multimodal Improvements and Improvement Fee, in conjunction with the Finance and Administrative Services Department and the Community Development Department.**
- **Continue the Citywide SB 743 Implementation (California Environmental Quality Act (CEQA) Level of Services (LOS) Vehicle Miles Traveled (VMT) Change), in conjunction with the Community Development Department.**
- **Continue the Multimodal Improvement Plan, in conjunction with the Community Development Department.**
- **Continue El Camino Real Streetscape Guidelines, in conjunction with the Community Development Department.**
- **Support the Environmental Sustainability Action Plan (ESAP-3) Implementation, in conjunction with the Community Development Department.**
- **Continue to administer an Office of Traffic Safety grant to enhance comprehensive traffic safety and education programs, in conjunction with the Police Department.**
- **Continue East Whisman Area Transportation-Oriented Development Improvements.**
- **Begin alignment and service strategy feasibility study of Automated Guideway Transportation System.**
- **Construction of Castro Street/Moffett Boulevard/Central Expressway near-term improvements.**



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## PUBLIC WORKS DEPARTMENT SUMMARY

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- **Construction of Shoreline Boulevard interim bus lane and utility improvements.**
- **Continue the preliminary design of Shoreline Boulevard bicycle/pedestrian bridge over Highway 101.**
- **Continue to develop the Castro Street Bicycle Lane Study.**
- **Implement and evaluate bike share one-year pilot permit program.**
- **Construct Community Garden at Shoreline Boulevard and Latham Street, in conjunction with the Community Services Department.**
- **Work with the Santa Clara Valley Water District (SCVWD) and the City of Palo Alto to improve the quality of the City's recycled water, including the potential implementation of advanced treatment technologies.**
- Continue to coordinate with the Santa Clara Valley Water District (SCVWD) and cities in Santa Clara County to analyze the feasibility of regional recycled water and/or purified water distribution systems.
- Continue to update the utility system base maps (701 maps) to support a water, sewer, and storm drainage operations modeling system and a Computerized Work Order Management System, in conjunction with the Information Technology Department.
- Support the development of a cost of services study for development related fees in conjunction with the Finance and Administrative Services Department and the Community Development Department.
- Complete the construction of the Community Center renovation and expansion, in conjunction with the Community Services Department.
- Continue to monitor and participate in the Santa Clara Valley Water District's Permanente Creek flood protection project (including the construction of McKelvey Park/Ball Field and Schaefer Park), in conjunction with the Community Services Department.
- Develop a program for permitting on-site stormwater, rainwater and black-water treatment and reuse systems.
- Continue to implement action items related to the employee engagement survey results.

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**PUBLIC WORKS  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Transportation and Business Services:</b>					
1. Pounds of disposed waste per person per day	3.8	3.6	<7.8	3.5	<7.8
2. Percentage of Facilities Division work orders completed in 30 days or less	92%	87% <sup>(A)</sup>	>95%	92% <sup>(B)</sup>	>90% <sup>(B)</sup>
3. Percent of Fleet Division work orders completed in 30 days or less.	99%	97%	>95%	96%	>95%
4. Percent 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	92%	93%	>85%	100%	>85%
6. For capital improvement projects, the percentage of times the low bid is within 25.0 percent of the Engineer's Estimate	58% <sup>(C)</sup>	87%	>75%	82%	>75%
7. Percentage of time all tentative maps and private development applications are reviewed within the departmental standard review time	74% <sup>(D)</sup>	54% <sup>(E)</sup>	>85%	64% <sup>(F)</sup>	>70% <sup>(G)</sup>
8. Percentage of time building plans are reviewed within the departmental standard review time	90% <sup>(H)</sup>	94%	>90%	97%	>90%
9. Pavement condition index (PCI) for asphalt (Metropolitan Transportation Commission rating scale of 0-100, 70-100 being very good)	68 <sup>(I)</sup>	74 <sup>(J)</sup>	>75	72 <sup>(K)</sup>	>75
<b>Public Services:</b>					
10. Number of feet of sewer mains cleaned	766,426	612,137	>500,000	643,902	>500,000
11. Total number of sanitary sewer overflows	1	3	<6	4	<6
12. Total number of water main breaks	4	10 <sup>(L)</sup>	<6	2	<6
13. Total number of water quality reportable events	1	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> There was a position vacancy during the reporting period.

<sup>(B)</sup> A lower target for Fiscal Year 2018-19 is proposed to reflect the age of our facilities, the increase in the employee population and, therefore, use of our infrastructure, the effects that the healthy economy is having on contractors' response time to our needs, and the improved accuracy of reporting due to the changes in how and when requests are entered into our tracking system.

<sup>(C)</sup> In Fiscal Year 2015-16, 7 out of 12 projects were within 25 percent of Engineer's Estimate. For the remaining 5 projects, the low bid was more than 25 percent lower than Engineer's Estimate.

<sup>(D)</sup> Two hundred nineteen (219) out of 324 excavation permits, and 272 out of 343 planning commentaries were reviewed within the standard time. The increase in review time was due to an increase in the

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## PUBLIC WORKS DEPARTMENT SUMMARY

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amount and complexity of the workload performed by existing staff resources. The additional staffing resources added for Fiscal Year 2015-16 have not been fully filled.

- (E) One hundred sixty-seven (167) out of 383 excavation permits and 236 out of 358 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 had not been fully filled until the end of the Fiscal Year 2016-17.
- (F) 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 complexity of the workload performed by existing staff resources. The additional staffing resources added for Fiscal Year 2017-18 were fully filled at the end of Q2.
- (G) A lower performance measurement is proposed to reflect the additional time needed to provide for the more intensive coordination of complex development projects, inclusive of the large quantity of those projects. The actual performance over the past three fiscal years has shown that the target measurement has not been attained and continues with that trend with the current reporting period.
- (H) Four hundred fifty-five (455) out of 505 building plan sets were reviewed within the standard time.
- (I) Staff is evaluating the PCI report and will likely request additional street maintenance funding in future Capital Improvement Programs. For Fiscal Year 2015-16, additional funds of approximately \$500,000 per year have been added to the Annual Resurfacing and Slurry Seal capital improvement project over the next five years to address the recent drop in PCI.
- (J) The Metropolitan Transportation Commission updated the street rating system in 2015. The new system gives higher ratings for streets that are wearing due to weathering on the surface as opposed to raveling (when large base rocks start to appear on streets). The streets in Mountain View have more weathering and, as such, the City's PCI has risen due to the new rating system and due to recent street reconstruction projects.
- (K) The condition of asphalt is only reassessed every two years. Until it is reassessed, our projected PCI will continue to decrease due to aging/weathering.
- (L) The water main breaks occurred on aging pipes. All breaks are documented and prioritized on a break history spreadsheet for future CIP Water Main Replacement.

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**PUBLIC WORKS  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Public Works Director	1	1	1
Assistant Public Works Director	3	3	3
Transportation Manager	0	1 *2	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	8.50	9.50 *2	10.50 *7
Senior Project Manager	3	3	3
Transportation Planner	2	2	2
Traffic Engineer	1	1	1
Facilities Project Manager	1	1	0 *8
Water Resources Manager	0	1 *3	1
Water Conservation Coordinator	1	0 *3	0
Real Property Program Administrator	1	1	1
Safety and Training Administrator	1	1	1
Senior Management Analyst	2	2	3 *9
Postclosure Supervisor	1	1	1
Utilities Systems Supervisor	1	1	1
Water Quality Supervisor	1	1	1
Water Superintendent	0	1 *4	1
Water Supervisor	1	0 *4	0
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	1	1	2 *8
Jr/ Asst/ Associate Engineer (Civil)	8	11 *2	11
Analyst I/II	2	2	1 *9
Environmental Compliance Specialist	1	1	1
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	0	1 *5	1
Senior Water System Operator	4	3 *5	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	69.50	74.50	75.50

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

POSITIONS CONTINUED	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Balance Forward	69.50	74.50	75.50
Water Resource Technician	1	1	1
Cross-Connection Cntrl Specialist	1	1	1
Public Works Inspector I/II	1	1	1
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	3
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
Streets Technician	0.50	0.50	0.50
Program Assistant	2	2	3 *7
Secretary	2	2	2
Office Assistant III	4	4	5 *10
Office Assistant I/II	0.50	0.50	0 *10
TOTAL REGULAR	<u>119.50</u>	<u>124.50</u>	<u>127</u>
TOTAL PART-TIME HOURLY	<u>1.24</u>	<u>1.24</u>	<u>1.12</u>
<b>TOTAL POSITIONS</b>	<b><u>120.74</u> *1</b>	<b><u>125.74</u> *6</b>	<b><u>128.12</u> *11</b>

\*1 In addition there are the following limited-period positions: Senior Civil Engineer (for the duration of the Google Reimbursement Agreement), seven Jr/Asst/Associate Civil Engineers, and a 0.50 FTE Program Assistant.

\*2 Added a Transportation Manager position, a Senior Civil Engineer position, and three Jr/Asst/Associate Civil Engineer positions.

\*3 Reclassified a Water Conservation Coordinator position to a Water Resources Manager.

\*4 Reclassified a Water Supervisor position to a Water Superintendent.

\*5 Reclassified a Senior Water Systems Operator position to a Water Operations Specialist.

\*6 In addition there is a limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement, six limited-period Jr/Asst/Associate Civil Engineer positions, and a limited-period Program Assistant position.

\*7 Added a Senior Civil Engineer position and a Program Assistant position.

\*8 Reclassified a Facilities Project Manager position to Facilities Contract Coordinator.

\*9 Title change from Administrative Analyst I/II to Analyst I/II. Reclassified an Analyst I/II position to Senior Management Analyst.

\*10 Reclassified an Office Assistant I/II position to Office Assistant III and increased from half to full-time.

\*11 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.

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Public Works Administration	\$ 957,620	1,012,304	1,159,100
Transportation and Business	14,743,993	16,333,921	17,638,664
Engineering	4,792,180	6,624,610	7,039,619
Public Services	39,964,113	46,847,877	48,400,547
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,457,906</b>	<b>70,818,712</b>	<b>74,237,930</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 17,479,961	21,995,416	23,639,926
Supplies and Other Services	42,201,982	47,531,783	49,576,191
Capital Outlay	71,944	437,813	120,313
Interfund Expenditures	704,019	853,700	901,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,457,906</b>	<b>70,818,712</b>	<b>74,237,930</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 8,221,588	9,890,957	10,495,754
General Non-Operating	269,608	618,427	801,000
Building/Development Services	2,567,804	3,299,778	3,567,842
Shoreline Regional Park Community	823,925	1,089,237	1,230,419
Water	23,106,424	27,815,861	28,735,678
Wastewater	13,238,063	14,270,721	14,643,622
Solid Waste	10,147,985	11,478,111	12,191,267
Equipment Maintenance and Replacement	2,082,509	2,355,620	2,572,348
<b>TOTAL FUNDING</b>	<b>\$ 60,457,906</b>	<b>70,818,712</b>	<b>74,237,930</b>

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 769,057	524,250	773,500
Rents & Leases	140,387	136,850	0 *7
State Intergovernmental Revenue	186,012	135,000	135,000
General Service Charges	2,157,481	1,615,350	1,015,600 *8
Water Service Charges	28,515,983 *1	30,454,186 *4	34,001,697 *9
Wastewater Service Charges	19,145,152 *2	20,518,783 *5	23,095,252 *10
Recycled Water Charges	481,231 *1	600,000 *4	660,000 *9
Refuse Service Charges	13,840,235 *3	13,874,248 *6	13,676,132 *11
Miscellaneous Revenue	911,470	446,000	488,547
Equipment Maintenance Charges	2,234,753	2,580,100	2,690,500
Interfund Revenue Transfers	211,900	53,400	53,400
<b>TOTAL REVENUE</b>	<b>\$ 68,593,661</b>	<b>70,938,167</b>	<b>76,589,628</b>

\*1 Includes rate increase of 10% for average cost of water and meter rates and 3% increase for recycled water.

\*2 Includes rate increase of 19%.

\*3 Includes rate increase of 10% for carts only (year 2 of 3 year implementation of cost of service study results).

\*4 Includes rate increase of 7% for average cost of water and meter rates and 3% increase for recycled water.

\*5 Includes rate increase of 10%.

\*6 Includes rate increase of 10% for carts (year 3 of 3 year implementation of cost of service study results) and 2% all other services.

\*7 This revenue has been moved to the General Fund non-department to be consistent with other lease payments.

\*8 Lower revenue based on trend.

\*9 Includes rate increase of 1% for average cost of water and meter rates and 22% increase for recycled water.

\*10 Includes rate increase of 8%.

\*11 Includes rate increase if 5% for cart rates only for the Residential Food Scraps Program.

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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.

MAJOR DIVISION CHANGES

- General Operating Fund:

Program Assistant – Engineering Division Position (0.50): \$73,300

Converts a limited-term Program Assistant position to ongoing (the other 0.50 FTE is funded from the Development Services Fund) to support the Engineering Division with the organization of paper and electronic files, plans and specifications, AutoCAD files, reports, and other work products from capital improvement and land development projects, and report on various program activities.

- General Non-Operating Fund:

Friends of Stevens Creek Trail Fish Passage (limited-period): \$9,900

Provides funding, per City Council direction on March 20, 2018, for a portion of the local matching funds required for the Friends of Stevens Creek Trail's grant application to the Santa Clara Valley Water District for fish passage improvements on Stevens Creek at Deep Cliff Golf Course.

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**PUBLIC WORKS - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	3	3	3.50 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3.50</b>

\*1 Added 0.50 FTE of a Program Assistant position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 648,510	706,664	783,034
Wages	13,271	0	0
Benefits	261,739	273,020	333,546
TOTAL PERSONNEL	923,520	979,684	1,116,580
Materials and Supplies	27,575	23,590	23,590
Maintenance and Operations	65	850	850
Utilities	0	345	345
Professional/Technical Srvcs	6,460	2,500	2,500
Other Expenses	0	5,335	15,235 *1
TOTAL SUPPLIES AND SERVICES	34,100	32,620	42,520
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 957,620</b>	<b>1,012,304</b>	<b>1,159,100</b>

\*1 Includes limited-period funding of \$9,900 for the Friends of Stevens Creek Trail Fish Passage.

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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<sup>®</sup> 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:

Gas and Electricity Cost Increase: \$73,000

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 gas and electricity cost increase Citywide is \$101,500.

Janitorial Cost Increases for City Facilities: \$32,400

Provides additional funding for contractual increases to janitorial services.

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**PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES  
DIVISION SUMMARY**

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Contract Services – HVAC Systems:	\$28,000
Provides funding for contract services to establish a maintenance service agreement with a vendor to monitor and service the equipment that is installed in City facilities to control the HVAC systems.	
Reclassification of a half-time Office Assistant I/II Position to full-time Office Assistant III:	\$17,700
Provides funding for a reclassification based on an analysis showing a higher level of duties performed. There is an additional \$65,800 in the Development Services Fund for this position to be converted from 0.5 FTE to full-time.	
Reclassification of an Analyst I/II Position to a Senior Management Analyst:	\$8,900
Provides funding for a reclassification based on an analysis showing a higher level of duties performed. There is an additional \$6,000 in the Water Fund.	
• General Non-Operating Fund:	
Manager’s Mobility Partnership (MMP) Regional Bike Route (limited-period):	\$75,000
Provides funding to develop a multi-city implementation plan that is focused on developing a consistent, legible bikeway across multiple jurisdictions. On January 31, 2017, the City Council adopted a resolution to support the MMP effort to kick-off a multi-city visioning process to create a north-south bicycle route, from Redwood City to Mountain View.	
Safe Routes to Schools (SRTS) Education Program (limited-period):	\$46,000
Provides funding for the operations of a SRTS Education Program which promotes students walking/biking to school. The City has previously provided matching funds for this program through Federal grants awarded to the City. Those funds were expended in Fiscal Year 2017-18. The ongoing funding for this program will come from Measure B; this funding is for a temporary gap while the Measure B funding is in escrow until a court case is resolved.	
Bay Area Bike Share Program (rebudget balance):	\$35,000
Rebudgets a portion of the funding approved by City Council on May 24, 2016 to participate in the Bay Area Bike Share Program and for costs related to implementation and evaluation.	
Plaza Conference Room Tables (limited-period):	\$5,000
Provides funding for new tables for the Plaza Conference Room.	

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES DIVISION SUMMARY

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- Water Fund:

Reclassification of an Analyst I/II Positions to a Senior Management Analyst: \$6,000

Provides funding for the allocation to the Water Fund for this position as noted in the GOF section above.

- Solid Waste Fund:

Administrative Aide – Solid Waste Section Position (limited-period): \$154,500

Provides 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.

Commercial Composting Multi-Family Food Scraps Program: \$22,000

Provides increased funding to cover the increase in cost and volume of the program.

Commercial Composting Processing Fee: \$15,000

Provides increased funding for the City's Commercial Composting Processing Program. Additional funds are needed for the increase in cost due to CPI.

- Equipment Maintenance and Replacement Fund:

Hourly Staff to Support the Fleet Section (limited-period): \$50,000

Provides funding for hourly staff to continue supporting the Fleet Section. The additional resources will allow for an on-site fabricator and Police fleet liaison. The fabricator performs on-site metal work to create and repair vehicle and equipment components. The Police fleet liaison will assist with the specialized work involved in preparing specifications for and the upfitting of new police vehicles.

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**PUBLIC WORKS - TRANSPORTATION AND BUSINESS  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	26.50	27.50 *2	27.50
Total Part-Time Hourly	0.62	0.62	0.62
<b>TOTAL POSITIONS</b>	<b>27.12</b> *1	<b>28.12</b> *1	<b>28.12</b> *1/*3

\*1 Includes the consolidation of the Fleet and Facilities Division to the Transportation and Business Division.

\*2 Added a Transportation Manager position.

\*3 In addition there is a limited-period Administrative Aide position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 2,364,798	3,007,417	3,369,337 *7
Wages	118,983	44,731	95,077 *8
Benefits	1,301,224	1,610,033	1,794,516
<b>TOTAL PERSONNEL</b>	<b>3,785,005</b>	<b>4,662,181</b>	<b>5,258,930</b>
Materials and Supplies	188,148	92,025	96,825 *9
Maintenance and Operations	1,583,288	1,980,074 *3	2,012,474 *10
Utilities	8,234,686	8,829,314 *4	9,309,835 *11
Professional/Technical Svcs	725,462	615,527 *5	746,900 *12
Other Expenses	140,203 *1	64,200 *6	64,200
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>10,871,787</b>	<b>11,581,140</b>	<b>12,230,234</b>
Capital Outlay	30,553	1,500	70,000
Interfund Expenditures	56,648	89,100	79,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,743,993</b> *2	<b>16,333,921</b> *2	<b>17,638,664</b> *2

\*1 Includes limited-period expenditures for the Bay Area Bike Share Program.

\*2 Consolidated the Fleet and Facilities Division to the Transportation and Business Services Division.

\*3 Includes increased funding of \$91,200 for janitorial cost increases.

\*4 Includes increased fundings of \$80,000 for SVCE renewable energy, \$66,200 for PG&E cost increases, \$35,000 for commercial composting processing, and \$10,000 for city utility increases.

\*5 Includes limited-period funding of \$72,600 for the Bay Area Bike Share Program (rebudget balance).

\*6 Includes increased funding of \$5,000 for training, conference, and travel.

\*7 Includes increased fundings of \$14,900 for the reclassification of an Analyst I/II position to Senior Management Analyst and \$17,700 for the reclassification of an Office Assistant I/II position to Office Assistant III. Also includes limited-period funding for an Administrative Aide position.

\*8 Includes limited-period funding of \$50,000 for Fleet hourly staff support.

\*9 Includes limited-period funding of \$5,000 for Plaza Conference Room tables. Also includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*10 Includes increased funding of \$32,400 for janitorial cost increases.

\*11 Includes increased fundings of \$73,000 for gas and electricity cost increase, \$22,000 for commercial composting multi-family food scraps program, and \$15,000 for commercial composting processing fee.

\*12 Includes increased funding of \$28,000 for HVAC systems contract services. Also includes limited-period fundings of \$46,000 for Safe Routes to Schools Education Program, and \$35,000 for the Bay Area Bike Share Program (rebudget balance).

**PUBLIC WORKS - TRANSPORTATION AND BUSINESS  
DIVISION SUMMARY**

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Rents & Leases	\$ 140,387	136,850	0 *4
State Intergovernmental Revenue	186,012	135,000	135,000
Refuse Service Charges	13,840,235 *1	13,874,248 *3	13,676,132 *5
Miscellaneous Revenue	14,469	6,000	6,000
Equipment Maintenance Charges	2,234,753	2,580,100	2,690,500
Interfund Revenue Transfers	41,000	21,000	21,000
<b>TOTAL REVENUES</b>	<b>\$ 16,456,856 *2</b>	<b>16,753,198 *2</b>	<b>16,528,632 *2</b>

\*1 Includes rate increase of 10% for carts only (year 2 of 3 year implementation of cost of service study results).

\*2 Consolidated the Fleet and Facilities Division to the Transportation and Business Services Division.

\*3 Includes rate increase of 10% for carts (year 3 of 3 year implementation of cost of service study results) and 2% all other services.

\*4 This revenue has been moved to the General Fund non-department to be consistent with other lease payments.

\*5 Includes rate increase if 5% for cart rates only for the Residential Food Scraps Program.

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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 Non-Operating Fund:

Associate Civil Engineer – Land Development Section Position (limited-period): \$191,200

Provides continuation funding for an Associate Civil Engineer position. This position will support the increased workload in the Land Development Section due to the high levels of development activity and higher complexity of projects.

Associate Civil Engineer-Traffic Section Position (0.45) (limited-period): \$86,000

Provides continuation funding for an Associate Civil Engineer position (the other 0.55 FTE is funded from the Development Services and Shoreline Community Funds) in the Traffic Section to assist with the heavy workload.

Hourly Staff to Support the Traffic Section (limited-period): \$60,000

Provides continuation funding for hourly staff to support the Traffic 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 Capital Projects Section (limited-period): \$60,000

Provides continuation funding for hourly staff to support the Capital Projects Section. The increase in workload is mainly attributable to the large number of capital projects.

Associate Civil Engineer – Capital Projects Section Position (\$191,200 offset by charges to CIPs) (limited-period): \$19,100

Provides continuation funding for an Associate Civil Engineer position. The position will support the heavy workload in the Capital Improvement Program. The increase in workload is related to new projects generated from high levels of development activity and the Council's focus on pedestrian and bicycle transportation.

Public Works Inspector I/II Overhire – Construction Section Position (\$188,000 offset by charges to CIPs) (limited-period): \$18,800

Provides 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 continuation 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): \$200,000

Provides continuation 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): \$191,200

Provides continuation funding for an Associate Civil Engineer position. The position will support the increased workload in the Construction Section due to the high level of private development and related excavation permits activity.

Consultants to Support Traffic Engineering Section (limited-period): \$100,000

Provides continuation 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.

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## PUBLIC WORKS – ENGINEERING DIVISION SUMMARY

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Program Assistant – Engineering Division Position (0.50):	\$73,300
Converts a limited-term Program Assistant position to ongoing (the other 0.50 FTE is funded from the GOF) to support the Engineering Division with the organization of paper and electronic files, plans and specifications, AutoCAD files, reports, and other work products from capital improvement and land development projects, and report on various program activities.	
Office Assistant III Position (0.50):	\$65,800
Converts a regular 0.50 FTE Office Assistant III position to full-time. The additional resources will provide essential clerical support to the department.	
Hourly Staff to Support the Land Development Section (limited-period):	\$60,000
Provides continuation 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 (limited-period):	\$60,000
Provides continuation 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-Traffic Section Position (0.30) (limited-period):	\$57,400
Provides continuation funding for the allocation to the Development Services Fund for this position as noted in the GOF section above.	
Associate Civil Engineer-Land Development Section Position (0.20) (limited-period):	\$38,200
Provides continuation funding for 0.20 FTE of an Associate Civil Engineer position (the other 0.80 FTE is funded from the Shoreline Community, Water, Wastewater, and Solid Waste 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.	
Developer Contribution (rebudget balance):	\$12,700
Rebudgets the balance of funding received from a developer to work on a project as approved by City Council on April 17, 2018.	

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**PUBLIC WORKS – ENGINEERING  
DIVISION SUMMARY**

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- Shoreline Regional Park Community Fund:
  - Consultants to Support Traffic Engineering Section (limited-period): \$50,000
  - Provides continuation funding for the allocation to the Shoreline Community Fund for consultants to support the Traffic Engineering Section as noted in the Development Services Fund section above.
  - Associate Civil Engineer – Traffic Section Position (0.25) (limited-period): \$47,800
  - Provides continuation funding for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.
  - Associate Civil Engineer – Land Development Section Position (0.20) (limited-period): \$38,200
  - Provides continuation funding for the allocation to the Shoreline Community Fund for this position as noted in the Development Services Fund section above.
- Water Fund:
  - Associate Civil Engineer-Land Development Section Position (0.20) (limited-period): \$38,200
  - Provides funding for the allocation to the Water Fund for this position as noted in the Development Services Fund section above.
- Wastewater Fund:
  - Associate Civil Engineer-Land Development Section Position (0.20) (limited-period): \$38,200
  - Provides funding for the allocation to the Wastewater Fund for this position as noted in the Development Services Fund section above.
- Solid Waste Fund:
  - Associate Civil Engineer-Land Development Section Positions (0.20) (limited-period): \$38,200
  - Provides funding for the allocation to the Solid Waste Fund for this position as noted in the Development Services Fund section above.

BUD/LHP-905-05 FY2018-19

**PUBLIC WORKS - ENGINEERING  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	24.50	28.50 *2	29.50 *4
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>24.50 *1</b>	<b>28.50 *3</b>	<b>29.50 *5</b>

\*1 In addition there are the following limited-period positions: Senior Civil Engineer, six Jr/Asst/Associate Civil Engineers, and a 0.50 FTE Program Assistant.

\*2 Added a Senior Civil Engineer position and three Jr/Asst/Associate Civil Engineer positions.

\*3 In addition there are the following limited-period positions: Senior Civil Engineer, five Jr/Asst/Associate Civil Engineers, and a 0.50 FTE Program Assistant.

\*4 Added 0.50 FTE of a Program Assistant position and 0.50 FTE of an Office Assistant III position (reclassified from an Office Assistant I/II).

\*5 In addition there are the following limited-period positions: Senior Civil Engineer and five Jr/Asst/Associate Civil Engineers.

\*6 In addition there is a Public Works Inspector I/II overhire position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Labor Chargeback	\$ 0 *1	(2,000,850)	(2,000,850)
Salaries	2,533,219 *2	5,255,585 *3	5,260,495 *7
Wages	246,307	240,800 *4	300,800 *8
Benefits	1,120,550 *2	1,969,812	2,212,201
<b>TOTAL PERSONNEL</b>	<b>3,900,076</b>	<b>5,465,347</b>	<b>5,772,646</b>
Materials and Supplies	16,407	21,270 *5	20,270
Maintenance and Operations	52,120	79,265	79,265
Utilities	61,457	76,000	76,000
Professional/Technical Srvcs	637,788	235,000	235,000
Other Expenses	100,756 *2	662,728 *6	826,438 *9
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>868,528</b>	<b>1,074,263</b>	<b>1,236,973</b>
Capital Outlay	7,003	68,000	0
Interfund Expenditures	16,573	17,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,792,180</b>	<b>6,624,610</b>	<b>7,039,619</b>

\*1 Actual Labor Chargeback is accounted for net of salaries.

\*2 Includes limited-period expenditures for an Associate Civil Engineer position and consulting/hourly staff.

\*3 Includes limited-period fundings of \$918,600 for five Jr/Asst/Associate Civil Engineer positions and \$129,800 for a Program Assistant position.

\*4 Includes limited-period fundings for hourly staff support of \$60,000 for the Traffic Engineering section, \$40,000 for the Capital Projects section, \$40,000 for the Construction section, and \$40,000 for the Land Development section.

\*5 Includes limited-period funding of \$1,000 for the Residential Parking Permit Program (rebudget balance).

\*6 Includes limited-period fundings for consultant support of \$300,000 for the Land Development section, \$200,000 for the Construction Engineering section, \$100,000 for Traffic Engineering section and \$49,000 for developer contribution (rebudget balance).

\*7 Includes increased funding of \$17,700 for the reclassification of an Offices Assistant I/II position to Office Assistant III. Also includes limited-period fundings of \$783,700 for five Jr/Asst/Associate Civil Engineer positions and \$18,800 for a Public Works Inspector I/II overhire position.

\*8 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.

\*9 Includes limited-period fundings for consultant support of \$450,000 for the Land Development section, \$200,000 for the Construction section, \$150,000 for Traffic Engineering section and \$12,700 for developer contribution (rebudget balance).

**PUBLIC WORKS - ENGINEERING  
DIVISION SUMMARY**

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 769,057	524,250	773,500
General Service Charges	2,157,481	1,615,350	1,015,600 *1
Miscellaneous Revenue	69,690	20,000	6,000
Interfund Revenue Transfers	71,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 3,067,228</b>	<b>2,159,600</b>	<b>1,795,100</b>

\*1 Lower revenue based on trend.

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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 Operating Fund:

Reclassification of a Facilities Project Manager Position to a Facilities Contract Coordinator: (\$29,000)

Provides savings for a reclassification based on an analysis showing lower level of duties required. There is an additional savings of (\$1,500) in the Shoreline Community Fund.

- General Non-Operating Fund:

Contract Services – Utility Locating (limited-period): \$95,000

Provides funding for contract services to provide utilities locating services. Due to the significant number of planned commercial and residential projects throughout the City, staff is unable to provide timely services with current staffing.

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**PUBLIC WORKS – PUBLIC SERVICES  
DIVISION SUMMARY**

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<p>Program for Sidewalk Ramping and Grinding (limited-period):</p> <p>Provides continuation funding to hire two hourly seasonal workers to perform sidewalk ramping and grinding operations. Since the start of this program in November 2016, the crew has grounded an additional 1,420 locations.</p>	\$50,000
<p>Residential Parking Permit Program (rebudget balance):</p> <p>Rebudgets a portion of the funding approved by City Council on October 4, 2016 for implementation costs of the Residential Parking Permit Program.</p>	\$50,000
<ul style="list-style-type: none"> <li>• Shoreline Regional Park Community Fund:</li> </ul> <p>Reclassification of a Facilities Project Manager Position to a Facilities Contract Coordinator:</p> <p>Provides savings for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.</p>	(\$1,500)
<ul style="list-style-type: none"> <li>• Water Fund:</li> </ul> <p>Associate Civil Engineer-Engineering and Environmental Compliance Section Position (limited-period):</p> <p>Provides continuation funding for an Associate Civil Engineer position. Additional staff resources are necessary to comply with recycled water regulations.</p>	\$191,200
<p>Contract Services – Recycled Water Program (limited-period):</p> <p>Provides funding for contract services to establish a gray/black water program for the City. A permitting and monitoring strategy will be developed in addition to identifying the appropriate agency to oversee the process. Once this program is established, fees will be created, and this will be a cost recovery program.</p>	\$50,000
<p>Senior Civil Engineer – Environmental Compliance Section Position (\$224,900 offset by charges to CIPs):</p> <p>Provides funding for a Senior Civil Engineer position to manage utility projects. This position will manage the engineering operations at the MOC and support the high volume of capital improvement projects.</p>	\$22,500
<p>Bay Area Water Supply and Conservation Agency (BAWSCA) Dues:</p> <p>Provides funding for the increase in dues to the City’s membership in BAWSCA, which represents the interest of 24 agencies and 2 private water companies that purchase wholesale water from the San Francisco regional (Hetch Hetchy) water system operated by the San Francisco Public Utilities Commission (SFPUC).</p>	\$7,200

**PUBLIC WORKS - PUBLIC SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	65.50	65.50	66.50 *2
Total Part-Time Hourly	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>66</b> *1	<b>66</b> *1	<b>67</b> *1

\*1 In addition there is a limited-period Jr/ Asst/ Associate Civil Engineer position.

\*2 Added a Senior Civil Engineer position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 5,549,628	7,055,568 *2	7,328,269 *7
Wages	182,073 *1	89,735 *3	94,651 *8
Benefits	3,139,659	3,742,901	4,068,850
TOTAL PERSONNEL	8,871,360	10,888,204	11,491,770
Materials and Supplies	680,125	720,060 *4	702,560 *9
Maintenance and Operations	18,816	58,890	58,890
Utilities	28,317,297	32,562,332	33,670,336
Professional/Technical Svcs	948,851	1,103,550 *5	1,178,550 *10
Other Expenses	462,478 *1	398,928 *6	456,128 *11
TOTAL SUPPLIES AND SERVICES	30,427,567	34,843,760	36,066,464
Capital Outlay	34,388	368,313	50,313
Interfund Expenditures	630,798	747,600	792,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,964,113</b>	<b>46,847,877</b>	<b>48,400,547</b>

\*1 Includes limited-period expenditures for a pilot program for sidewalk ramping and grinding and utility rate study.

\*2 Includes increased fundings for the following reclassifications: \$15,800 for a Water Supervisor position to a Water Superintendent, \$14,100 for a Water Conservation Coordinator position to a Water Resources Manger, and \$2,200 for a Senior Water Systems Operator position to a Water Operations Specialist. Also includes limited-period funding of \$169,600 for a Jr/ Asst/ Associate Civil Engineer position.

\*3 Includes limited-period funding of \$46,000 for pilot program for sidewalk ramping and grinding.

\*4 Includes increased funding of \$2,300 for jackets. Also includes limited-period funding of \$67,500 for Residential Parking Permit Program (rebudget balance).

\*5 Includes increased funding of \$24,300 for contract services.

\*6 Includes increased funding of \$18,000 for BAWSCA dues.

\*7 Includes reduced funding of \$30,500 for the reclassification of the Facilities Project Manager position to Facilities Contract Coordinator. Also includes limited-period funding of \$191,200 for a Jr/ Asst/ Associate Civil Engineer position.

\*8 Includes limited-period funding of \$50,000 for sidewalk ramping and grinding program.

\*9 Includes limited-period funding of \$50,000 for Residential Parking Permit Program (rebudget balance).

\*10 Includes limited-period funding of \$95,000 for utility locating contract services.

\*11 Includes increased funding of \$7,200 for BAWSCA dues. Also includes limited-period funding of \$50,000 for recycled water program contract services.



**PUBLIC WORKS - PUBLIC SERVICES  
DIVISION SUMMARY**

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Water Service Charges	\$ 28,515,983 *1	30,454,186 *3	34,001,697 *5
Wastewater Service Charges	19,145,152 *2	20,518,783 *4	23,095,252 *6
Recycled Water Charges	481,231 *1	600,000 *3	660,000 *5
Miscellaneous Revenue	827,311	420,000	476,547
Interfund Revenue Transfers	99,900	32,400	32,400
<b>TOTAL REVENUES</b>	<b>\$ 49,069,577</b>	<b>52,025,369</b>	<b>58,265,896</b>

\*1 Includes rate increase of 10% for average cost of water and meter rates and 3% increase for recycled water.

\*2 Includes rate increase of 19%.

\*3 Includes rate increase of 7% for average cost of water and meter rates and 3% increase for recycled water.

\*4 Includes rate increase of 10%.

\*5 Includes rate increase of 1% for average cost of water and meter rates and 22% increase for recycled water.

\*6 Includes rate increase of 8%.

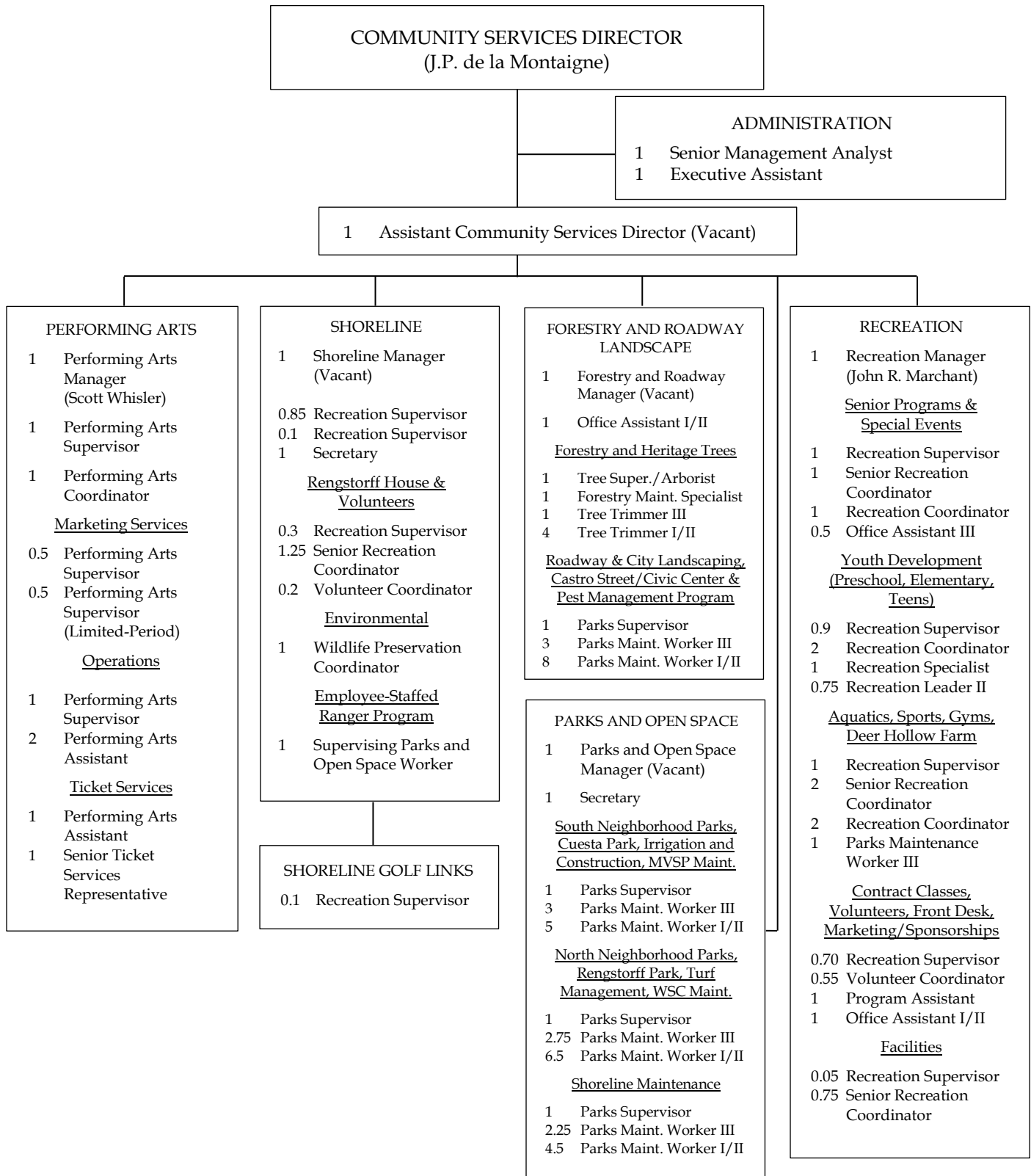
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## NOTES

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# COMMUNITY SERVICES DEPARTMENT



FISCAL YEAR 2018-19 POSITION TOTALS: 84.0 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 City-wide 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.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Continue to collaborate with regional partners to fund and/or improve awareness of and access to information and referral resources for immigrants, particularly for mixed-status families, in conjunction with the City Manager's Office and the Library Services Department.**
- **Support implementation of initiatives that come with being a designated Age-Friendly City by the World Health Organization.**
- **Support implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the City Manager's Office, the Community Development Department, the Public Works Department, the Fire Department, and the Police Department.**
- **Support the construction of the Community Garden at Shoreline Boulevard and Latham Street, in conjunction with the Public Works Department.**
- Continue to support the park irrigation improvement projects, including replacements at Shoreline Park, in conjunction with the Public Works Department.

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- Continue to support the park restroom projects including new restrooms at Huff, Landels, and Castro, and renovations at Whisman, Stevenson, Crittenden, and Monta Loma, in conjunction with the Mountain View Whisman School District and the Public Works Department.
- Continue to support the construction of the Community Center renovation and expansion, in conjunction with the Public Works Department.
- Support and continue to monitor and participate in the Santa Clara Valley Water District's Permanente Creek flood protection project (including the construction of McKelvey Park/Ball Field and Schaefer Park), in conjunction with the Public Works Department.
- Continue to collaborate with Sunnyvale, Cupertino, and Los Altos to build upon the 4 Cities Feasibility Study to share costs, leverage support for grants, and continue to support the extension of the Stevens Creek Trail.
- Continue to support the park improvements, including the Graham Athletic Field Synthetic Turf Replacement project through summer 2018, in conjunction with the Public Works Department.
- Continue outreach program to residents in order to reduce the number of vacant street tree openings and educate residents how to best maintain their tree.
- Continue to implement plans to maintain operations and programming during Community Center renovations by reallocating space, program usage, and rentals at other facilities.
- Implement new Employee-Staffed Ranger services program.
- Support the completion of improvements to facilities, including at Deer Hollow Farm, in conjunction with the Public Works Department.
- Perform safety and efficiency improvements at the Center for the Performing Arts.
- Work collaboratively with Youth Sports Organizations (YSOs) to provide adequate field space during construction at school district sites affecting field availability.
- Support design and construction of Fayette Park, Evandale Park, Mora-Ortega Park, and Wyandotte Park, in conjunction with the Public Works Department.
- Support fundraising, design, and construction of an all-inclusive playground, in conjunction with the Magical Bridge Foundation and the Public Works Department.
- Support the design of the Rengstorff Aquatics Complex Renovation, in conjunction with the Public Works Department.
- Implement strategies to market the renovated and expanded Community Center as a community asset offering new classes, camps, activities, and rental opportunities.
- Support design and construction of the Center for the Performing Arts SecondStage seating and support space upgrade, in conjunction with the Public Works Department.

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**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

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- Resurface the entire landing area of the Driving Range at Shoreline Golf Links (pending CIP approval).
- Complete turf and bunker improvement projects on four holes at Shoreline Golf Links.
- Continue to implement action items related to the employee engagement survey results.

PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 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>	472	492	>430	573	>450
3. Number of performances	399	437	>365	555	>390
4. Percentage of clients surveyed who rate the theatre experience as “very good” or “outstanding”	94%	91%	>90%	85% <sup>(C)</sup>	>90%
5. Percentage of patrons surveyed who say they enjoyed their experience at the MVCPA	98%	98%	>90%	96%	>90%
<b>Shoreline:</b>					
6. Number of Rengstorff House rentals	47 <sup>(D)</sup>	461 <sup>(D)</sup>	>500	520	>500
<b>Shoreline Golf Links:</b>					
7. Number of paid rounds of golf	70,951	69,132 <sup>(E)</sup>	74,000	65,749 <sup>(F)</sup>	74,000
8. Number of tournament rounds	5,043	4,295 <sup>(E)</sup>	>5,000	5,562	>5,000
9. Number of memberships	731	795	>775	756 <sup>(F)</sup>	>775
<b>Forestry:</b>					
10. Average maintenance cost per landscaped median acre	\$8,625	\$9,185	<\$10,000	\$8,096	<\$10,000
11. Number of trees planted	272	251	>256	256	>256
12. Number of trees trimmed	3,213	2,863	>2,700	2,726	>2,700
<b>Parks and Open Space:</b>					
13. Average maintenance cost per park acre (not including Shoreline park)	\$15,441	\$16,984	<\$22,000	\$16,361	<\$22,000
14. Average water consumption per park acre	539 units	380 units <sup>(G)</sup>	<820 units	370 units <sup>(H)</sup>	<820 units
<b>Recreation:</b>					
15. Percentage of class registrations completed online (net, not including golf, tennis, drop-in or lap swim)	56%	68%	>60%	77%	>65%
16. Number of participants registered in Recreation classes	8,697	8,412	>8,000	8,501	>8,000

**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
17. Number of facility rental bookings/hours:					
Community Center	1,945 <sup>(D)</sup>	5,367 <sup>(D)</sup>	N/A <sup>(I)</sup>	N/A <sup>(I)</sup>	>1,000 <sup>(I)</sup>
Senior Center	63 <sup>(D)</sup>	700 <sup>(D)</sup>	>500	1,055	>550
Adobe Building	192 <sup>(D)</sup>	815 <sup>(D)</sup>	>600	817	>650
Gyms	4,310 <sup>(D)</sup>	5,923	>5,940	6,352	>5,940
Athletic Fields	23,446 <sup>(D)</sup>	32,153	>18,700	27,662 <sup>(H)</sup>	>30,000
18. Barbecue Rentals	1,230	1,021	>1,000	7,178 <sup>(D)</sup>	>5,000 <sup>(D)</sup>
19. Annual Citywide volunteer hours	46,876	46,413	>40,000	42,235 <sup>(I)</sup>	>45,000
20. Number of Lap Swim participants	26,294	25,648 <sup>(K)</sup>	>26,000	25,803 <sup>(L)</sup>	>26,000
21. Number of swim lesson participants	2,133	2,355	>2,100	2,418	>2,200
22. Number of meals served through the Senior Center Nutrition Program	30,461	30,734	>30,000	32,597	>30,000
23. Number of summer camp participants	1,800	1,835	>1,500	2,029	>1,800
24. Number of preschool participants	87	92	>75	79 <sup>(I)</sup>	>80
25. Number of participants in contract classes	3,337	3,368	>2,600	4,481	>3,300
26. Number of attendees participating at teen programs and events	8,940	9,752	>8,000	10,584	>9,000
27. Number of permits issued for special events and activities	129	131	>125	166	>125

(A) 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.

(B) Total includes rental of the rehearsal studio.

(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) Due to a software upgrade by the Recreation Division and to better track the use of facilities, the reservation metric for gyms and athletic fields changed to private rental hours instead of number of bookings in Q2 of Fiscal Year 2015-16. For Fiscal Year 2016-17, the Performance Measures for the Community Center, Senior Center, Adobe Building, and Rengstorff House also changed from number of bookings to number of private rental hours. For Fiscal Year 2017-18, the Performance Measure for Barbecue Rentals was changed to number of private rental hours as well. Future targets may need to be adjusted to better reflect goals for facility usage using the new metric.

(E) An unusually wet winter reduced the amount of rounds played on the golf course. A marketing position was also vacant for part of the fiscal year.

(F) 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.

(G) Water usage was low due to drought restrictions at the beginning of the fiscal year followed by an unusually wet winter.

(H) Due to renovation of multiple athletic fields, rental hours and water use is down compared to prior years.

(I) The Community Center will be closed for renovation and expansion with plans to reopen in 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.



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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- (0) Due to the Library renovation, the Library needed approximately 1,100 less volunteer hours. The Office of Emergency Services also had approximately 2,000 less 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.
- (K) A wet winter reduced the number of lap swimmers. Mechanical issues with the chlorination system also caused some closures.
- (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 swims participants so they will be reflected in the Fiscal Year 2018-19 Actuals.

BUD/LHP-209-01 FY2018-19

**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Community Services Director	1	1	1
Assistant Community Services Director	0	0	1 *5
Shoreline Manager	0	0	1 *5
Performing Arts Manager	1	1	1
Parks Manager	1	1	0 *6
Forestry and Roadway Manager	0	0	1 *6
Parks and Open Space Manager	0	0	1 *6
Recreation Manager	1	1	1
Performing Arts Supervisor	2.50	2.50	2.50
Parks Section Manager	1	1	0 *6
Tree Supervisor/Arborist	1	1	1
Parks Supervisor	3	3	4 *6
Performing Arts Coordinator	0.75	1 *2	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 Maintenance Specialist	0	0	1 *7
Tree Trimmer III	1	2 *3	1 *7
Tree Trimmer I/II	4	4	4
Parks Maintenance Worker III	13	13	12 *6
Parks Maintenance Worker I/II	24	24	24
Supervising Parks and Open Space Worker	0	0	1 *5
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	1	1	2 *5
Performing Arts Assistant	3	3	3
Recreation Specialist	1	1	1
Shoreline Preservation Coordinator	1	1	1
Senior Stagehand	1	0 *2	0
Senior Ticket Service Representative	1	1	1
Recreation Leader II	0.75	0.75	0.75
<b>TOTAL REGULAR</b>	<u>84.25</u>	<u>84.50</u>	<u>88.50</u>
<b>TOTAL PART-TIME HOURLY</b>	<u>44.40</u>	<u>45.80 *2/*4</u>	<u>47.42 *8</u>
<b>TOTAL POSITIONS</b>	<u><b>128.65</b> *1</u>	<u><b>130.30</b> *1</u>	<u><b>135.92</b> *1</u>

\*1 In addition there is a limited-period 0.50 FTE Performing Arts Supervisor position.

\*2 Eliminated a Sr. Stagehand position, added 0.25 FTE to an existing 0.75 FTE Performing Arts Coord., and added hours for Stagehand I/II.

\*3 Added a Tree Trimmer III position.

\*4 Increased hours to cover the front desk at the Community Center.

\*5 Added an Assistant Community Services Director position, a Shoreline Manager position, a Supervising Parks and Open Space Worker position, and an Office Assistant I/II position.

\*6 Reclassifications of: the Parks Manager position to Parks and Open Space Manager; the Parks Section Manager position to Forestry and Roadway Manager; and a Parks Maintenance Worker III position to Parks Supervisor.

\*7 Midyear reclassification of a Tree Trimmer III position to Forestry Maintenance Specialist.

\*8 Net increased hours for Ranger Program and City Trails.

**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Community Services Administration	\$ 506,484	564,068	887,074
Performing Arts	1,486,754	1,759,956	1,802,901
Shoreline	1,512,829	1,771,568	1,924,024
Shoreline Golf Links	1,803,809	2,121,404	2,133,017
Forestry and Roadway Landscape	3,121,918	4,011,222	4,286,156
Parks and Open Space	5,497,466	6,557,573	6,586,099
Recreation	4,534,923	5,121,571	5,940,635
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,464,183</b>	<b>21,907,362</b>	<b>23,559,906</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 12,099,415	14,195,342	15,865,760
Supplies and Other Services	5,965,810	7,053,976	6,903,546
Capital Outlay	23,779	160,944	246,600
Interfund Expenditures	375,179	497,100	544,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,464,183</b>	<b>21,907,362</b>	<b>23,559,906</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 13,582,139	15,969,839	17,013,510
General Non-Operating	75,582	161,444	279,900
Shoreline Golf Links	1,803,809	2,121,404	2,133,017
Shoreline Regional Park Community	3,002,653	3,654,675	4,133,479
<b>TOTAL FUNDING</b>	<b>\$ 18,464,183</b>	<b>21,907,362</b>	<b>23,559,906</b>

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines & Forfeitures	\$ 2,250	1,300	1,000
Rents & Leases	1,131,057	946,590	1,089,420
Local Intergovernmental Revenue	115,914	111,000	130,000
Recreation Service Charges	1,774,353	1,633,510	1,833,340
Golf Course Service Charges	2,244,311	2,514,000	2,506,500
General Service Charges	460,001	383,460	381,280
Miscellaneous Revenue	778,618	549,940	595,130
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 6,561,504</b>	<b>6,194,800</b>	<b>6,591,670</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.

MAJOR DIVISION CHANGES

- General Operating Fund:

Assistant Community Services Director Position (0.50): \$133,000

Provides funding for 0.50 FTE of an Assistant Community Services Director position (the other 0.50 FTE is funded from the Shoreline Community Fund). This position will oversee the department's division managers.

- Shoreline Regional Park Community Fund:

Assistant Community Services Director Position (0.50): \$133,000

Provides funding for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.

BUD/LHP-209-02 FY2018-19

**COMMUNITY SERVICES - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	2.30	2.30	3.60 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.30</b>	<b>2.30</b>	<b>3.60</b>

\*1 Added an Assistant Community Services Director position. Transferred 0.15 FTE of a Senior Management Analyst position and 0.15 FTE of an Executive Assistant position from the Shoreline Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 282,921	310,716	532,578
Wages	0	0	0
Benefits	157,161	148,099	250,343
<b>TOTAL PERSONNEL</b>	<b>440,082</b>	<b>458,815</b>	<b>782,921</b>
Materials and Supplies	6,668	8,283	7,183 *2
Maintenance and Operations	0	0	0
Utilities	0	250	250
Professional/Technical Srvcs	54,714	81,735	81,735
Other Expenses	5,020	14,985 *1	14,985
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>66,402</b>	<b>105,253</b>	<b>104,153</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 506,484</b>	<b>564,068</b>	<b>887,074</b>

\*1 Includes increased fundings of \$700 for training, conference, and travel and \$500 for membership and dues.

\*2 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

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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 Operating Fund:

Wage Range for House Manager (offset by \$3,800 in revenue from fees): \$3,200

Provides increased funding to increase the wage range for the Center for the Performing Arts House Manager hourly rate. The rate change will better align with this position's responsibilities and facilitate the staffing of this position.

- General Non-Operating Fund:

Performing Arts Supervisor Position (0.50) (limited-period): \$92,300

Provides continuation funding for a half-time Performing Arts Supervisor position to add to an existing half-time position. The additional resources help to maximize ticket sales and revenue at the Center for the Performing Arts.

BUD/LHP-209-03 FY2018-19

**COMMUNITY SERVICES - PERFORMING ARTS  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	9.25	8.50 *2	8.50
Total Part-Time Hourly	0.95	1.67 *2	1.67
<b>TOTAL POSITIONS</b>	<b>10.20 *1</b>	<b>10.17 *1</b>	<b>10.17 *1</b>

\*1 In addition there is a limited-period 0.50 FTE Performing Arts Supervisor position.

\*2 Eliminated a Senior Stagehand position, added 0.25 FTE to an existing 0.75 FTE Performing Arts Coordinator, and added hours for Stagehand I/II.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 722,132 *1	926,518 *2	948,352 *2
Wages	219,706	146,365	150,881 *4
Benefits	407,388 *1	505,782	493,121
<b>TOTAL PERSONNEL</b>	<b>1,349,226</b>	<b>1,578,665</b>	<b>1,592,354</b>
Materials and Supplies	30,632 *1	35,217	34,617 *5
Maintenance and Operations	45,143	38,350	38,350
Utilities	237	650	650
Professional/Technical Svcs	50,449	48,300 *3	38,300
Other Expenses	9,054	11,330	11,330
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>135,515</b>	<b>133,847</b>	<b>123,247</b>
Capital Outlay	2,013	47,444	87,300
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,486,754</b>	<b>1,759,956</b>	<b>1,802,901</b>

\*1 Includes limited-period expenditures for Performing Arts Supervisor position and costs for the CPA's 25th anniversary.

\*2 Includes limited-period funding for a 0.50 FTE Performing Arts Supervisor position.

\*3 Includes limited-period funding of \$10,000 for audio and visual consultant.

\*4 Includes increased funding of \$3,200 for increased wage range for House Manager.

\*5 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Rents & Leases	\$ 561,787	523,420	524,080
General Service Charges	363,443	329,300	329,300
Miscellaneous Revenue	284,910	211,040	216,330
<b>TOTAL REVENUES</b>	<b>\$ 1,210,140</b>	<b>1,063,760</b>	<b>1,069,710</b>

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## NOTES

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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:

Employee-Staffed Ranger Program – Wages and Janitorial Services (\$58,400 more than offset from the current budget for ranger services): (\$53,800)

Provides savings for the GOF portion of the contract with California Land Management (CLM) to provide ranger services. The City is bringing the ranger services in-house starting November 1, 2018. The current funding for this contract will be used for hourly Parks and Open Space Workers and janitorial services. There is an additional \$215,500 in the Shoreline Community Fund associated with this request.

- Shoreline Regional Park Community Fund:

Shoreline Manger Position, Supervising Parks and Open Space Worker Position, Parks and Open Space Worker Wages, and Contract Services for CLM (\$447,800 offset from the budget for ranger services): \$185,800

Provides funding for a Shoreline Manager position to oversee the employee-staffed ranger services and all of the Community Services Department’s activities and operations in the North Bayshore Area. Funding is also provided for a Supervising Parks and Open Space Worker position to direct and manage the ranger services and wages for Parks and Open Space Workers to bring the ranger services in-house. There is continuation funding for contract services for CLM to continue to provide ranger services from July 2018 to October 2018. These funds will be used for additional staffing in Fiscal Year 2019-20.

Laborer I/II Wages: \$19,500

Provides funding for the maintenance of the City’s trails previously provided through the CLM contract.

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**COMMUNITY SERVICES – SHORELINE  
DIVISION SUMMARY**

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Minimum Wage Impact One-Half Year: \$14,000

Provides additional funding to cover the impact of the City’s Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

Janitorial Services: \$10,200

Provides increased funding for janitorial services for restrooms at parks in the North Bayshore Area.

ActiveNet Cost Increase: \$2,000

Provides additional funding for increases to ActiveNet’s transaction and processing fees. The increase is fully cost recovered by fees for contract classes (the total cost increase for all funds is \$13,500).

BUD/LHP-209-04 FY2018-19

**COMMUNITY SERVICES - SHORELINE  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	5.59	5.59	6.99 *1
Total Part-Time Hourly	2.53	2.53	4.76 *2
<b>TOTAL POSITIONS</b>	<b>8.12</b>	<b>8.12</b>	<b>11.75</b>

\*1 Added a Shoreline Manager position and a Supervising Parks and Open Space Worker position. Transferred 0.40 FTE of the Recreation Manager position to the Recreation Division and 0.10 FTE of a Senior Recreation Coordinator position from the Recreation Division. Also transferred 0.15 FTE of a Senior Management Analyst position and 0.15 FTE of an Executive Assistant position to the Administration Division.

\*2 Increased hours for employee-staffed ranger program and City Trails.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 491,742	534,338	702,434
Wages	66,542	115,042 *1	268,891 *1/*5
Benefits	261,060	299,779	421,275
<b>TOTAL PERSONNEL</b>	<b>819,344</b>	<b>949,159</b>	<b>1,392,600 *6</b>
Materials and Supplies	43,676	52,600	52,600
Maintenance and Operations	21,153	38,100 *2	50,300 *7
Utilities	52,484	67,300 *3	67,300
Professional/Technical Svcs	555,928	622,819 *4	292,734 *5/*6
Other Expenses	18,463	6,390	6,390
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>691,704</b>	<b>787,209</b>	<b>469,324</b>
Capital Outlay	0	30,600	57,100
Interfund Expenditures	1,781	4,600	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,512,829</b>	<b>1,771,568</b>	<b>1,924,024</b>

\*1 Includes increased funding of \$14,000 for minimum wage impact (1/2-year).

\*2 Includes increased funding of \$3,700 for janitorial cost increases.

\*3 Includes a transfer of \$26,500 from the Parks Division for utility expenses related to the Athletic Fields.

\*4 Includes increased funding of \$82,000 for ranger service contract.

\*5 Includes increased funding of \$44,300 for janitorial services, \$14,100 for hourly wages, and an offset with a decrease in funding of \$112,200.

\*6 Includes increased funding for a Shoreline Manger position, a Supervising Parks and Open Space Worker position, Parks and Open Space Worker wages, \$140,000 to continue the CLM contract through October 2018, and an offset with a decrease in funding of \$402,000.

\*7 Includes increased funding of \$10,200 for janitorial services and \$2,000 for ActiveNet cost increase.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Rents & Leases	\$ 321,459	300,000	311,000
Recreation Service Charges	0	10,000	5,000
General Service Charges	51,205	8,200	4,500
Miscellaneous Revenue	13,091	0	0
<b>TOTAL REVENUES</b>	<b>\$ 385,755</b>	<b>318,200</b>	<b>320,500</b>

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## COMMUNITY SERVICES – SHORELINE GOLF LINKS 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 Division is responsible for overseeing the management services contract for the operation and maintenance of the course.

#### MAJOR DIVISION CHANGES

- Shoreline Golf Links Fund:

Water Cost Increase: \$75,800

Provides increased funding for water usage to maintain the golf course.

Recycled Water Cost Increase: \$30,000

Provides additional funding for increases to recycled water costs due to the recycled water rate increase.

Gas and Electricity Cost Increase: \$13,500

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 gas and electricity cost increase Citywide is \$101,500.

Net Miscellaneous: (\$92,500)

Provides overall savings from increases of \$5,800 to maintenance and operations and \$1,000 to fleet service charges. The increases are offset by reductions to personnel-related costs (\$78,600), materials and supplies (\$19,100), and other net operating costs (\$1,600).

BUD/LHP-209-08 FY2018-19

**COMMUNITY SERVICES - SHORELINE GOLF LINKS  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
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	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 51,012	54,956	58,416
Wages	0	0	0
Benefits	22,500	24,933	27,931
TOTAL PERSONNEL	73,512	79,889	86,347
Materials and Supplies	149,584	198,024 *1	178,279 *2
Maintenance and Operations	137,081	125,737 *1	131,537 *2
Utilities	269,035	319,900 *1	439,200 *3
Professional/Technical Svcs	1,014,872	1,218,854 *1	1,140,254 *2
Other Expenses	159,228	158,000 *1	156,400 *2
TOTAL SUPPLIES AND SERVICES	1,729,800	2,020,515	2,045,670
Capital Outlay	0	21,000	0
Interfund Expenditures	497	0 *1	1,000 *2
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,803,809</b>	<b>2,121,404</b>	<b>2,133,017</b>

\*1 Includes increased funding of \$64,900 for minimum wage impact (1/2-year) and decreased funding of (\$185,600) for net miscellaneous.

\*2 Includes net decreased funding of \$92,500 for miscellaneous.

\*3 Includes increased funding of \$105,800 for water cost increase and \$13,500 for gas and electricity cost increase.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Golf Course Service Charges	\$ 2,244,311	2,514,000	2,506,500
Miscellaneous Revenue	10,705	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 2,255,016</b>	<b>2,534,000</b>	<b>2,526,500</b>

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## NOTES

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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 and maintains 12 acres in the downtown area consisting of Castro Street, Civic Center, Centennial Plaza, and Transit Center, and administers an Integrated Pest Management Program.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Reclassification of a Parks Maintenance Worker III Position to Parks Supervisor: \$40,600

Provides funding for a reclassification based on an analysis showing a higher level of duties performed.

Redistribution of Funding and Reclassification of a Parks Section Manager to Forestry and Roadway Manager Position: (\$7,400)

Redistributes funding from the GOF and reclassifies this position based on an analysis showing a higher level of duties performed. Ten percent (10%) of the position is allocated in the Shoreline Community based on changes to duties associated with operations in the North Bayshore Area. There is an additional \$22,500 in the Shoreline Community Fund.

City Utility Cost Reduction: (\$80,000)

Reduces budget for trash and recycling services in Community Services. The debris box rates were restructured in Fiscal Year 2015-16 as part of the Cost of Service Study, eliminating overtonnage charges. The actual cost of trash and recycling services since that change has been significantly lower than budget. This is to realign the budget to actual costs incurred.

- General Non-Operating Fund:

Pilot Power Washing of Downtown Sidewalks (limited-period): \$31,100

Provides funding for the Downtown Economic Vitality Program as directed by City Council on February 27, 2018. This pilot program will allow for additional power washing of the downtown sidewalks.

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**COMMUNITY SERVICES – FORESTRY AND ROADWAY LANDSCAPE  
DIVISION SUMMARY**

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- Shoreline Regional Park Community Fund:

Redistribution of Funding and Reclassification of a Parks Section Manager to  
Forestry and Roadway Manager Position: \$22,500

Redistributes funding to the Shoreline Community Fund and funding for this  
reclassification as noted in the GOF section above.

BUD/LHP-209-05 FY2018-19



**COMMUNITY SERVICES - FORESTRY AND ROADWAY LANDSCAPE  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	19	20 *1	21 *2
Total Part-Time Hourly	1.05	1.05	1.05
<b>TOTAL POSITIONS</b>	<b>20.05</b>	<b>21.05</b>	<b>22.05</b>

\*1 Added a Tree Trimmer III position.

\*2 Transferred a Park Maintenance Worker III from the Parks and Open Space Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,362,288	1,676,477	1,867,424 *4
Wages	58,729	49,982	51,898
Benefits	846,007	1,087,863	1,225,834
<b>TOTAL PERSONNEL</b>	<b>2,267,024</b>	<b>2,814,322</b>	<b>3,145,156</b>
Materials and Supplies	80,099 *1	80,761	80,461 *5
Maintenance and Operations	9,563	2,500	12,000
Utilities	527,191	757,700 *2	677,700 *6
Professional/Technical Svcs	89,341	147,914 *3	159,014 *7
Other Expenses	4,503	18,325	8,825
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>710,697</b>	<b>1,007,200</b>	<b>938,000</b>
Capital Outlay	2,400	0	0
Interfund Expenditures	141,797	189,700	203,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,121,918</b>	<b>4,011,222</b>	<b>4,286,156</b>

\*1 Includes limited-period expenditures for materials and supplies for the Weekend Furlough program.

\*2 Includes increased funding of \$40,000 for City utility cost increase.

\*3 Includes limited-period funding of \$20,000 for homeless encampment cleanups (rebudget).

\*4 Includes increased fundings of \$40,600 for the reclassification of a Parks Maintenance Worker III position to Parks Supervisor and \$15,100 for the reclassification of the Parks Section Manager position to Forestry and Roadway Manager.

\*5 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*6 Includes reduced funding of \$80,000 for trash and recycling services.

\*7 Includes limited-period funding of \$31,100 for pilot power washing of downtown sidewalks.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines and Forfeitures	\$ 2,250	1,300	1,000
Local Intergovernmental Revenue	40,914	36,000	55,000
General Service Charges	19,723	22,680	22,720
Miscellaneous Revenue	1,274	4,000	0
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 119,161</b>	<b>118,980</b>	<b>133,720</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; at 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:

Turf Cleaning: \$25,000

Provides increased funding for the biannual turf cleaning of Graham and Crittenden Fields. There is an additional \$12,400 in the Shoreline Community Fund.

Reclassification of a Parks Manager Position to Parks and Open Space Manager: (\$9,000)

Provides savings for a reclassification based on the department’s reorganization and succession planning efforts.

- Shoreline Regional Park Community Fund:

Turf Cleaning: \$12,400

Provides increased funding for the biannual turf cleaning of the Shoreline Athletic Field. There is an additional \$25,000 in the GOF.

Reclassification of a Parks Manager Position to Parks and Open Space Manager: (\$3,000)

Provides savings for the allocation to the Shoreline Community Fund for this reclassification as noted in the GOF section above.

BUD/LHP-209-06 FY2018-19

**COMMUNITY SERVICES - PARKS AND OPEN SPACE  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	30	30	29 *1
Total Part-Time Hourly	5.21	5.21	5.21
<b>TOTAL POSITIONS</b>	<b>35.21</b>	<b>35.21</b>	<b>34.21</b>

\*1 Transferred a Park Maintenance Worker III to the Forestry and Roadway Landscape Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 2,389,279	2,629,641	2,607,032 *3
Wages	151,291	249,315	258,871
Benefits	1,472,835	1,592,175	1,637,254
<b>TOTAL PERSONNEL</b>	<b>4,013,405</b>	<b>4,471,131</b>	<b>4,503,157</b>
Materials and Supplies	209,644	247,725 *1	219,025 *4
Maintenance and Operations	11,352	3,850	11,650
Utilities	991,846	1,406,332 *1	1,406,332
Professional/Technical Svcs	46,839	44,998	82,398 *5
Other Expenses	5,759	41,137 *2	33,337
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,265,440</b>	<b>1,744,042</b>	<b>1,752,742</b>
Capital Outlay	1,538	55,000	17,200
Interfund Expenditures	217,083	287,400	313,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,497,466</b>	<b>6,557,573</b>	<b>6,586,099</b>

\*1 Includes increased fundings of \$9,500 for Heritage Park maintenance, \$5,300 for jackets, \$5,000 for City utility increases, and a transfer of \$26,500 to the Shoreline Division for utility expenses related to the Athletic Fields. Also includes limited-period funding of \$28,000 for automatic locks and installation for park restrooms.

\*2 Includes increased fundings of \$2,500 for training, conference, and travel and \$1,600 for memberships and dues.

\*3 Includes decreased funding of \$12,000 for the reclassification of the Parks Manager position to Parks and Open Space Manager.

\*4 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*5 Includes increased funding of \$37,400 for turf cleaning.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 128,992	140,150	182,670
<b>TOTAL REVENUES</b>	<b>\$ 128,992</b>	<b>140,150</b>	<b>182,670</b>

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## NOTES

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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:

Minimum Wage Impact One-Half Year: \$170,000

Provides additional funding to cover the impact of the City's Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

Contract Services – Recreation Classes (offset by \$130,000 in revenue from fees): \$100,000

Provides increased funding for contract class services in youth sports and youth and adult classes. There has been an increase in demand and number of classes offered over the past several years.

Redistribution of Funding and Reclassification of a Recreation Manager Position: \$85,200

Redistributes funding to the GOF for the existing Recreation Manager position. This changes the allocation from 50 percent GOF and 50 percent Shoreline Community Fund to 90 percent GOF and 10 percent Shoreline Community Fund. It also reclassifies the position based on the reallocation of duties associated with the proposed for the Employee-Staffed Ranger Program and all Community Services Department responsibilities in the Shoreline Community consolidated in the proposed Shoreline Manager. There is a savings of \$94,700 in the Shoreline Community Fund.

Office Assistant I/II Position (\$122,700 offset by a reduction in wages): \$61,300

Provides funding for an Office Assistant I/II position. This position is for the front desk of the renovated and expanded Community Center and will provide a consistent presence for visitors and patrons.

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**COMMUNITY SERVICES – RECREATION  
DIVISION SUMMARY**

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<p>Plaza Activation:</p> <p>Provides funding to expand programming and activation for the Civic Center Plaza as directed by City Council on May 22, 2018. The first phase of additional programming will include additional Concerts on the Plaza and a kid’s musical festival. There is an additional \$33,500 in limited-period funding and \$39,000 in capital outlay.</p>	<p>\$32,700</p>
<p>New Contract Class Services (offset by \$23,700 in revenue from fees):</p> <p>Provides funding for new contract class services in youth sports and youth and adult classes in preparation for the opening of the renovated and expanded Community Center.</p>	<p>\$17,500</p>
<p>ActiveNet Cost Increase:</p> <p>Provides additional funding for increases to ActiveNet’s transaction and processing fees. The increase is fully cost recovered by fees for contract classes (the total cost increase for all funds is \$13,500).</p>	<p>\$11,500</p>
<p>Redistribution of Funding for a Recreation Supervisor Position:</p> <p>Redistributes funding from the GOF for an existing full-time Recreation Supervisor position. This reallocates 10 percent of the position from the GOF to the Shoreline Community based on changes to duties associated with operations in the North Bayshore Area. There is an additional \$17,000 in the Shoreline Community Fund for a net zero increase in cost.</p>	<p>(\$17,000)</p>
<ul style="list-style-type: none"> <li>• General Non-Operating Fund:</li> </ul>	
<p>Community Center – Pilot Program for Day Porter Services (limited-period):</p> <p>Provides funding for additional janitorial services, room setup/tear-down, and support for special events at Recreation facilities. These resources will provide a day porter when the renovated and expanded Community Center opens.</p>	<p>\$42,800</p>
<p>Plaza Activation (limited-period):</p> <p>Provides funding to expand programming and activation for the Civic Center Plaza as directed by City Council on May 22, 2018. The funding will be used to purchase the first phase of amenities. There is an additional \$32,700 in ongoing funding and \$39,000 in capital outlay.</p>	<p>\$33,500</p>
<p>Thursday Night Live Special Events (offset by \$10,000 in sponsorships) (limited-period):</p> <p>Provides funding to increase the Thursday Night Live special events to six consecutive Thursday nights over the summer. The additional events will start in the summer of 2019.</p>	<p>\$16,200</p>

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**COMMUNITY SERVICES – RECREATION  
DIVISION SUMMARY**

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- Shoreline Regional Park Community Fund:
  - Redistribution of Funding for a Recreation Supervisor Position: \$17,000
  - Redistributes funding to the Shoreline Community Fund as noted in the GOF section above.
  - Redistribution of Funding and Reclassification of a Recreation Manager Position: (\$94,700)
  - Redistribution of funding from the Shoreline Community Fund and funding for this reclassification as noted in the GOF section above.

BUD/LHP-209-07 FY2018-19

**COMMUNITY SERVICES - RECREATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	17.81	17.81	19.11 *2
Total Part-Time Hourly	34.66	35.34 *1	34.73 *3
<b>TOTAL POSITIONS</b>	<b>52.47</b>	<b>53.15</b>	<b>53.84</b>

\*1 Increased hours to cover the front desk at the Community Center.

\*2 Added an Office Assistant I/II position, transferred 0.40 FTE of the Recreation Manager position from the Shoreline Division and transferred 0.10 FTE Senior Recreation Coordinator position to the Shoreline Division.

\*3 Decreased hours to offset cost of new Office Assistant I/II position and added hours for Plaza Activation.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,310,412	1,560,921	1,750,011
Wages	1,060,384	1,374,640 *2	1,566,029 *6
Benefits	766,026	907,800	1,047,185
TOTAL PERSONNEL	3,136,822	3,843,361	4,363,225
Materials and Supplies	287,918 *1	276,857 *3	301,057 *7
Maintenance and Operations	168,599	152,839 *4	207,139 *8
Utilities	223,281	267,083	267,083
Professional/Technical Svcs	612,919	533,274	669,274 *9
Other Expenses	73,535	25,857 *5	25,857
TOTAL SUPPLIES AND SERVICES	1,366,252	1,255,910	1,470,410
Capital Outlay	17,828	6,900	85,000
Interfund Expenditures	14,021	15,400	22,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,534,923</b>	<b>5,121,571</b>	<b>5,940,635</b>

\*1 Includes limited-period expenditures for the milk room/goat barn remodel, tennis equipment and maintenance, and Senior Center ten year anniversary.

\*2 Includes increased fundings of \$170,000 for minimum wage impact (1/2-year) and \$36,800 for Office Assistant wages.

\*3 Includes limited-period funding of \$11,500 for special events and plaza activation.

\*4 Includes increased funding of \$14,100 for janitorial cost increases.

\*5 Includes increased fundings of \$4,100 for training, conference, and travel and \$200 for memberships and dues.

\*6 Includes increased funding of \$170,000 for minimum wage impact (1/2-year) and \$19,700 for wages for plaza activation. Also includes limited-period funding of \$5,200 for Thursday Night Live special events.

\*7 Includes increased funding of \$13,000 for materials and supplies for plaza activation and a transfer of funding to the Information Technology department for the consolidation of printer support services. Also includes limited-period funding of \$26,000 for amenities for plaza activation.

\*8 Includes increased funding of \$11,500 for ActiveNet fees. Also includes limited-period funding of \$42,800 for pilot program for day porter services for the renovated and expanded Community Center.

\*9 Includes increased fundings of \$100,000 for Recreation classes contract services, \$17,500 for new contract class services, and \$7,500 for professional services for plaza activation. Also includes limited-period funding of \$11,000 for Thursday Night Live special event.



**COMMUNITY SERVICES - RECREATION  
DIVISION SUMMARY**

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Rents & Leases	\$ 247,811	123,170	254,340 *2
Local Intergovernmental Revenue	75,000	75,000	75,000
Recreation Service Charges	1,774,353	1,623,510	1,828,340 *3
General Service Charges	25,630	23,280 *1	24,760
Miscellaneous Revenue	339,646	174,750	176,130
<b>TOTAL REVENUES</b>	<b>\$ 2,462,440</b>	<b>2,019,710</b>	<b>2,358,570</b>

\*1 Includes a \$14,100 increase in revenue for janitorial fees.

\*2 Includes increased rental revenues of \$73,600 for the Senior Center, \$29,400 for Adobe Building, and \$27,700 for the Community Center.

\*3 Includes increased revenue of \$130,000 for contract classes and \$23,700 for new programs.

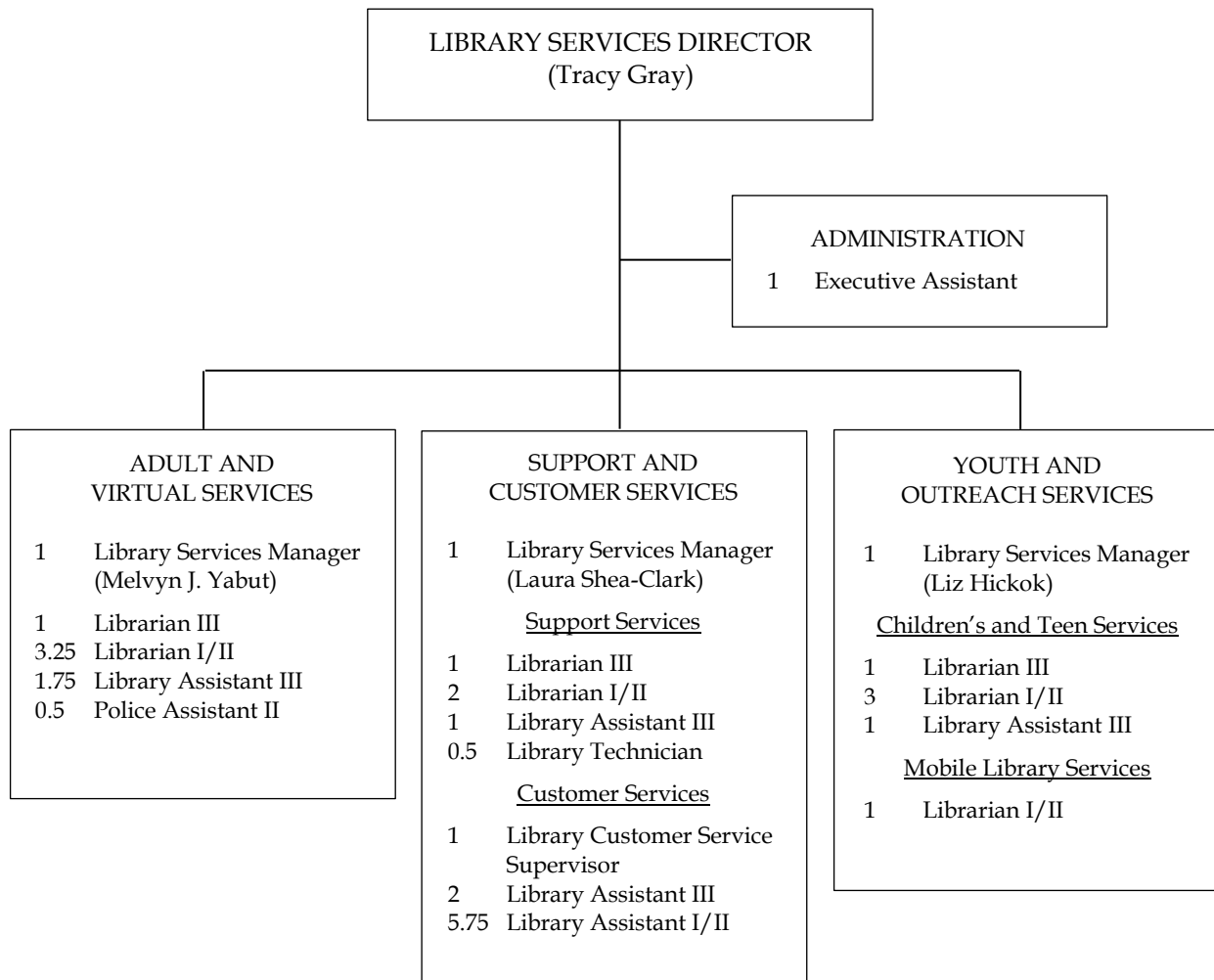
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## NOTES

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# LIBRARY SERVICES DEPARTMENT



FISCAL YEAR 2018-19 POSITION TOTALS: 23.0 Full-Time  
7.75 Regular Part-Time

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## NOTES

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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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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*((Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals))*

- **Continue to support regional partners to fund and/or improve awareness of and access to information and referral resources for immigrants; particularly for mixed status families, in conjunction with the City Manager's Office and the Community Services Department.**
- **Continue the weekly English as a Second Language (ESL) Conversation Club.**
- **Continue the weekly language swap meetings.**
- **Continue the 24 weeks of children's story times in Japanese, Spanish, and Chinese.**
- **Continue the drop-in bike clinics.**
- **Continue to partner with Bay Area Water Supply and Conservation Agency (BAWSCA), Master Gardeners, and other organizations to offer educational classes on environmentally friendly gardening and environmental sustainability.**
- Develop educational programs to support City Council goals.
- Expand library outreach to have more of a library presence in the community and to promote Library services.
- Upgrade self-check-out and self-check-in stations associated with the library automated materials handling system.
- Continue to implement action items related to the employee engagement survey results.

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**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Target</b>	<b>2017-18 Actual</b>	<b>2018-19 Target</b>
1. Number of visits to the Library	624,421	633,920	>600,000	560,956 <sup>(A)</sup>	>600,000
2. Total circulation	1,416,360	1,338,714	>1,300,000	1,176,679 <sup>(A)</sup>	>1,300,000
3. Number of items circulated per capita	18.2	16.9	>17	14.8 <sup>(A)</sup>	>17
4. Questions answered per capita	1 <sup>(B)</sup>	0.9	>1	0.7 <sup>(B)</sup>	>0.8
5. Total attendees at Library programs	53,709	57,342	>50,000	39,491 <sup>(A)</sup>	>50,000
6. Satisfaction rate for Library programs	New for FY16-17	91%	>80%	91%	>80%
7. Percentage of circulation that is customer self-check	96%	96%	>92%	93%	>92%
8. Percentage of materials returned at automated returns	91%	89%	>85%	87%	>85%
9. Average number of calendar days between receipt of new item and availability to check out	7	7	<12	8.3	<10
10. New book and media items processed	27,401	28,068	>24,000	30,934	>24,000
11. Number of public computer sessions in the Library	57,778	55,348	>50,000	48,275 <sup>(A)</sup>	>50,000

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<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 volume of reference questions has declined with more information available on the Internet. However, staff is spending more time on complex and technology-related questions. Neighboring Silicon Valley libraries are also reporting a decline in reference activity of up to 21.0 percent. The Fiscal Year 2018-19 Target has been updated.

BUD/LHP-026-01 FY2018-19

**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Library Services Director	1	1	1
Library Services Manager	3	3	3
Library Customer Service Supervisor	1	1	1
Librarian III	2	2	3 *2
Librarian I/II	8.75	8.75	9.25 *2/*3
Executive Assistant	1	1	1
Library Assistant III	6.75	6.75	5.75 *3
Library Assistant I/II	5.75	5.75	5.75
Library Technician	0.50	0.50	0.50
Police Assistant II	0	0	0.50 *2
<b>TOTAL REGULAR</b>	<b>29.75</b>	<b>29.75</b>	<b>30.75</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>11.13</b>	<b>12.27 *1</b>	<b>11.36 *2</b>
<b>TOTAL POSITIONS</b>	<b>40.88</b>	<b>42.02</b>	<b>42.11</b>

\*1 Added wages to the Police Assistant role.

\*2 Added a 0.50 FTE Librarian I/II position and 0.50 FTE Police Assistant II position. Reduced hours to offset the cost of added Police Assistant II position. Also includes the reclassification of a Librarian I/II position to Librarian III.

\*3 Midyear reclassification of a Library Assistant III position to Librarian I/II.

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Library Services Administration	\$ 628,718	736,609	699,201
Adult and Virtual Services	1,434,551	1,559,921	1,773,439
Support and Customer Services	2,103,104	2,408,251	2,548,263
Youth and Outreach Services	1,076,134	1,174,218	1,209,182
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,242,507</b>	<b>5,878,999</b>	<b>6,230,085</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 4,377,797	4,864,017	5,257,003
Supplies and Other Services	846,429	909,866	897,366
Capital Outlay	11,062	95,316	62,716
Interfund Expenditures	7,219	9,800	13,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,242,507</b>	<b>5,878,999</b>	<b>6,230,085</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 5,223,335	5,789,083	6,171,369
General Non-Operating	19,172	89,916	58,716
<b>TOTAL FUNDING</b>	<b>\$ 5,242,507</b>	<b>5,878,999</b>	<b>6,230,085</b>



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**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

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REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines and Forfeitures	\$ 123,758	125,000	112,000
Rents & Leases	2,270	0	0
General Service Charges	15,630	15,000	15,000
Miscellaneous Revenue	153,198	200	200
<b>TOTAL REVENUES</b>	<b>\$ 294,856</b>	<b>140,200</b>	<b>127,200</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.

#### MAJOR DIVISION CHANGES

- General Non-Operating Fund:

Water Bottle Filling Stations (2) (limited-period):	\$6,000
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Provides funding for the purchase and installation of two water bottle filling stations.

Library Logo (rebudget):	\$5,000
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Rebudgets funding for consultant services to develop a new library logo that is easily recognizable and quickly communicates the Library's value to the community.

BUD/LHP-026-02 FY2018-19

**LIBRARY SERVICES - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	2	2	2
Total Part-Time Hourly	0.85	1.14 *1	0.65 *2
<b>TOTAL POSITIONS</b>	<b>2.85</b>	<b>3.14</b>	<b>2.65</b>

\*1 Increased hours for expansion of Police Assistant role.

\*2 Increased hours to offset cost of added 0.50 FTE Police Assistant II position in the Adult and Virtual Services Division.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 286,824	309,458	327,162
Wages	30,651	61,750 *1	35,044
Benefits	111,979	122,077	137,471
TOTAL PERSONNEL	429,454	493,285	499,677
Materials and Supplies	9,490	30,030	32,830 *3
Maintenance and Operations	69,319	62,167	62,167
Utilities	3,318	7,000	7,000
Professional/Technical Srvcs	29,726	25,000	25,000
Other Expenses	76,349	34,211 *2	34,211 *4
TOTAL SUPPLIES AND SERVICES	188,202	158,408	161,208
Capital Outlay	11,062	83,916	36,316
Interfund Expenditures	0	1,000	2,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 628,718</b>	<b>736,609</b>	<b>699,201</b>

\*1 Includes increased funding of \$15,600 for Police Assistant wages.

\*2 Includes increased funding of \$3,000 for training, conference, and travel. Also includes limited-period funding of \$5,000 for a Library logo.

\*3 Includes limited-period funding of \$6,000 for two water bottle filling stations. Also includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*4 Includes limited-period funding of \$5,000 for a Library logo (rebudget).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines and Forfeitures	\$ 1,795	0	0
Rents & Leases	2,270	0 *1	0
General Service Charges	15,567	15,000	15,000
Miscellaneous Revenue	48,000	200	200
<b>TOTAL REVENUES</b>	<b>\$ 67,632</b>	<b>15,200</b>	<b>15,200</b>

\*1 Includes a reduction in revenue as a result of the elimination of the Monarch Room facility rental fee.

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## LIBRARY SERVICES – ADULT AND VIRTUAL SERVICES DIVISION SUMMARY

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### DIVISION MANAGER – LIBRARY SERVICES MANAGER

#### DIVISION OVERVIEW

Adult and Virtual Services includes all services for adults, including an extensive collection of print and electronic information as well as programs and workshops on a variety of topics. Activities include selecting Library materials and providing instruction and assistance in their use. Staff provides individual assistance as well as training to use Library resources and the Internet and coordinates programs on topics of interest to the community. The division cooperates with community education programs and maintains a local history collection in cooperation with the Mountain View Historical Association. It also provides literacy services through a contract with the Reading Program.

An important focus is on 24/7 virtual access to Library information and services. This division maintains the Library's website, manages the selection and deployment of electronic databases, and provides access to and training for eBooks.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Police Assistant II Position (0.50) (\$65,500 offset by a reduction in hourly wages): \$38,500

Provides funding for a 0.50 FTE Police Assistant II position. This position will provide a vital function in ensuring the building is safe for everyone. Converting hours to a regular position will address the high turnover and will additionally provide guidance to the hourly employees.

Librarian I/II Position (0.50) (\$81,200 offset by a reduction in hourly wages): \$38,400

Provides funding for a 0.50 FTE Librarian I/II position. This position will provide coverage during evenings, weekends, and staff absences. Converting hours to a regular position will address the high turnover and reduce the time and resources spent on new recruitments and training.

BUD/LHP-026-03 FY2018-19

**LIBRARY SERVICES - ADULT AND VIRTUAL SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	6.50	6.50	7.50 *1
Total Part-Time Hourly	1.36	1.36	1.15 *2
<b>TOTAL POSITIONS</b>	<b>7.86</b>	<b>7.86</b>	<b>8.65</b>

\*1 Added a 0.50 FTE Librarian I/II position and a 0.50 FTE Police Assistant II position.

\*2 Decreased hours to offset cost of added positions.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 542,532	580,341	687,788
Wages	71,991	76,422	63,644
Benefits	274,956	299,400	417,549
TOTAL PERSONNEL	<u>889,479</u>	<u>956,163</u>	<u>1,168,981</u>
Materials and Supplies	522,124	567,560 *2	567,260 *4
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Srvcs	19,948	36,198 *3	22,198
Other Expenses	3,000 *1	0	0
TOTAL SUPPLIES AND SERVICES	<u>545,072</u>	<u>603,758</u>	<u>589,458</u>
Capital Outlay	0	0	15,000
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>1,434,551</u></b>	<b><u>1,559,921</u></b>	<b><u>1,773,439</u></b>

\*1 Includes limited-period expenditures for ebooks.

\*2 Includes increased funding of \$40,000 for library materials.

\*3 Includes increased fundings of \$3,700 for contract services for Reading Program and \$15,500 for microfilming project (\$14,000 limited-period).

\*4 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 5,198	0	0
<b>TOTAL REVENUES</b>	<b>\$ <u>5,198</u></b>	<b><u>0</u></b>	<b><u>0</u></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. It also includes the purchasing, physical processing, and maintenance of all materials in the Library’s collection.

Customer Service is responsible for the lending and tracking of Library materials loaned to the public, registering customers, issuing Library cards, and collecting overdue fines and damage costs. Materials located outside the Library’s collection are made available to the public through the Link+ service, which is a consortium of academic and public libraries. This section also provides the timely return of Library materials to the shelves and maintains the orderliness of the Library’s materials collection.

MAJOR DIVISION CHANGES

- General Operating Fund:

Minimum Wage Impact One-Half Year: \$30,000

Provides additional funding to cover the impact of the City’s Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

Reclassification of a Librarian I/II Position to Librarian III: \$11,800

Provides funding for a reclassification based on an analysis showing a higher level of duties performed.

BUD/LHP-026-04 FY2018-19

**LIBRARY SERVICES - SUPPORT AND CUSTOMER SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	14.25	14.25 *1	14.25
Total Part-Time Hourly	7.61	8.46 *1	8.46
<b>TOTAL POSITIONS</b>	<b>21.86</b>	<b>22.71</b>	<b>22.71</b>

\*1 Added a 0.50 FTE Library Technician position (elimination of 0.50 FTE Library Assistant III position).

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,027,224	1,177,310	1,222,410 *2
Wages	341,890	365,149 *1	398,346 *1
Benefits	640,147	720,842	782,857
TOTAL PERSONNEL	<u>2,009,261</u>	<u>2,263,301</u>	<u>2,403,613</u>
Materials and Supplies	39,011	52,000	51,700 *3
Maintenance and Operations	595	0	0
Utilities	0	0	0
Professional/Technical Srvcs	52,063	90,950	90,950
Other Expenses	2,174	2,000	2,000
TOTAL SUPPLIES AND SERVICES	<u>93,843</u>	<u>144,950</u>	<u>144,650</u>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>2,103,104</u></b>	<b><u>2,408,251</u></b>	<b><u>2,548,263</u></b>

\*1 Includes increased funding of \$30,000 for minimum wage impact (1/2-year).

\*2 Includes increased funding of \$11,800 for the reclassification of a Librarian I/II position to Librarian III.

\*3 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines and Forfeitures	\$ 121,963	125,000 *1	112,000
General Service Charges	63	0 *1	0
<b>TOTAL REVENUES</b>	<b>\$ <u>122,026</u></b>	<b><u>125,000</u></b>	<b><u>112,000</u></b>

\*1 Reclassified revenue to Fines and Forfeitures.

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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 a full range of materials, services, and programs to children, teens, parents, adults working with youth, and agencies and organizations serving youth and educational institutions. Children's Services provides a carefully selected collection of materials; arranges for classes to visit the Library; promotes reading and communication skills through storytelling, book talks, musical, and other special programs; reading readiness programs; and prepares special reading lists. Teen Services provides materials and services to meet the special interests and needs of teens, including a group study area; textbook collection; a collection of popular books; music CDs; and after-school tutoring services.

Outreach Services provides access to Library services outside the Main Library via a Mobile Library (Bookmobile) and Special Outreach Services (SOS). Mobile Library Services provides materials and services to day-care centers, senior living facilities, schools, and local businesses. With the assistance of volunteers, SOS provides home delivery of materials to homebound residents.

BUD/LHP-026-05 FY2018-19



**LIBRARY SERVICES - YOUTH AND OUTREACH SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	7	7	7 *1
Total Part-Time Hourly	1.31	1.31	1.10 *2
<b>TOTAL POSITIONS</b>	<b>8.31</b>	<b>8.31</b>	<b>8.10</b>

\*1 Midyear reclassification of a Library Assistant III position to a Librarian I/II position.

\*2 Converted hours to a regular position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 629,374	680,028	689,913
Wages	104,903	102,987	85,355
Benefits	315,326	368,253	409,464
TOTAL PERSONNEL	1,049,603	1,151,268	1,184,732
Materials and Supplies	1,755	2,750	2,050 *1
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Srvcs	0	0	0
Other Expenses	17,557	0	0
TOTAL SUPPLIES AND SERVICES	19,312	2,750	2,050
Capital Outlay	0	11,400	11,400
Interfund Expenditures	7,219	8,800	11,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,076,134</b>	<b>1,174,218</b>	<b>1,209,182</b>

\*1 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 100,000	0	0
<b>TOTAL REVENUES</b>	<b>\$ 100,000</b>	<b>0</b>	<b>0</b>

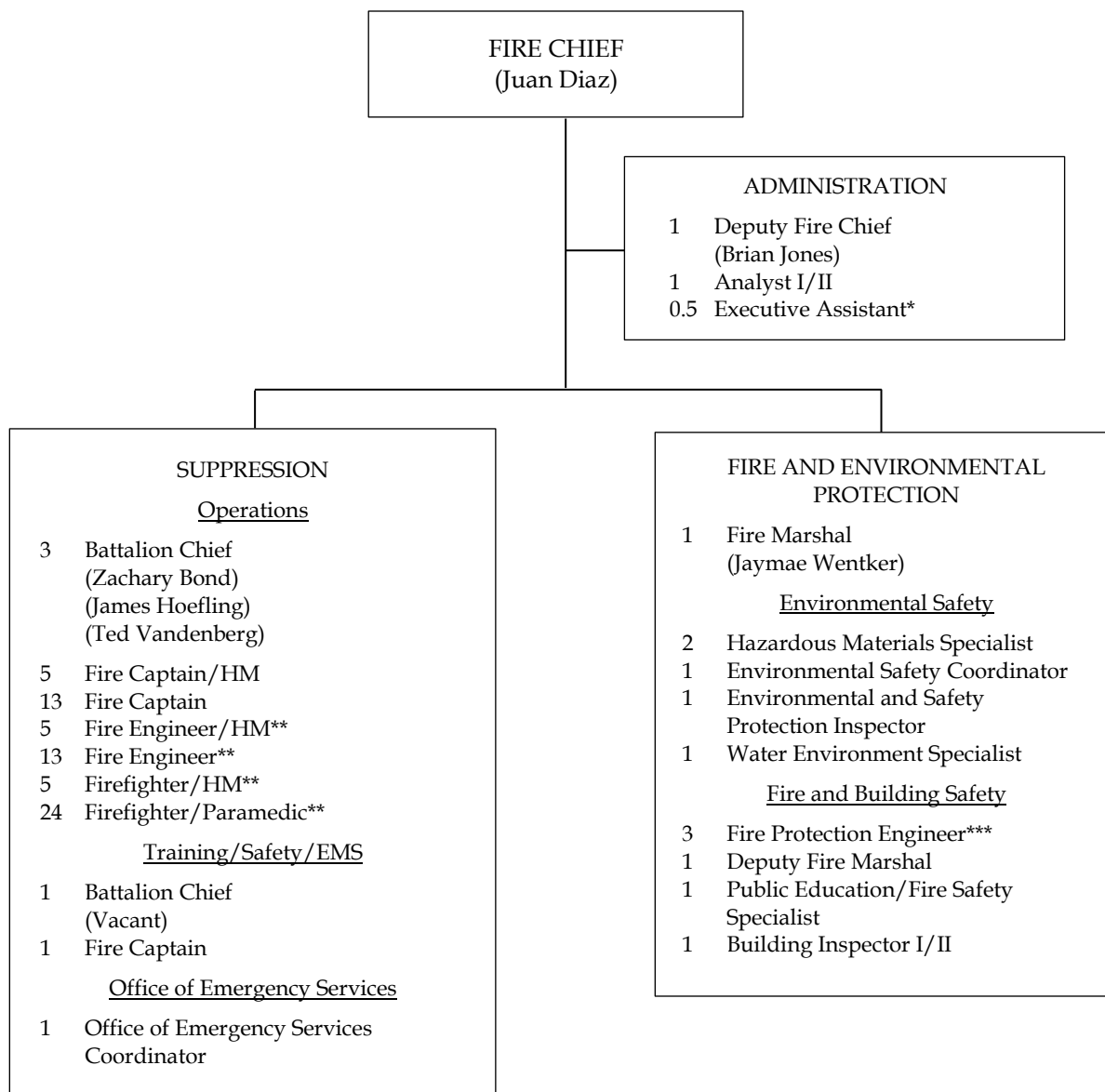
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## NOTES

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# FIRE DEPARTMENT



FISCAL YEAR 2018-19 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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## NOTES

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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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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Support implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the City Manager's Office, the Community Development Department, the Public Works Department, the Community Services Department, and the Police Department.**
- Work with stakeholders, including businesses, and County and State officials, to explore options to develop an on-site fueling ordinance that meets safety requirements, in conjunction with the City Attorney's Office.
- Continue to collaborate with the fire agencies within Santa Clara County to develop community-focused and sustainable initiatives that improve service quality, create operational efficiencies, eliminate redundancy, and leverage existing emergency response resources. This is inclusive of:
  - a. Explore a joint Fire Dispatch Center, based on the Feasibility Study on Consolidation of Dispatch Center for Fire/EMS between Mountain View and Santa Clara County Fire (SCCFD), and continue to work on the connectivity of Fire Stations with SCCFD and updating the Fire Stations' Ring Down System.
  - b. Full boundary drops implementation between Los Altos and Mountain View.
- Continue with the training and skills development in the "Special Operations" program disciplines.
- Finalize the Strategic Plan, which was drafted in Fiscal Year 2017-18 and will guide the department towards operational efficiency and effectiveness.
- Continue to implement action items related to the employee engagement survey results.

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**FIRE  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 Target
<b>Suppression:</b>					
1. For all structure fires, 60 seconds turn-out, 4 minutes for the first engine company to arrive and 8 minutes for the complete full first-alarm assignment.		New for FY17-18	>90%	100%	>90%
2. For all EMS calls, 60 seconds turn-out time and 6 minutes 59 seconds for the first ALS apparatus to arrive.		New for FY17-18	>95%	95%	>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 Environment Safety Section	1,641	1,572 <sup>(A)</sup>	1,600	1,418 <sup>(B)</sup>	1,600

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<sup>(A)</sup> Lower due to Hazardous Materials Specialist vacancy from February to May.

<sup>(B)</sup> Below target due to new hire (Hazardous Materials Specialist) training and the Environmental & Safety Protection vacancy between March and June 2018.

BUD/LHP-100-01 FY2018-19

**FIRE  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Fire Chief	1	1	1
Deputy Fire Chief	1	1	1
Battalion Chief	4	4	4
Fire Marshal	1	1	1
Office of Emergency Services Coordinator	1	1	1
Fire Protection Engineer	2	2	3 *3
Deputy Fire Marshal	1	1	1
Public Education/Fire Safety Specialist	1	1	1
Fire Captain/HM	0	5 *2	5
Fire Captain/HM II	3	0 *2	0
Fire Captain/HM I	2	0 *2	0
Fire Captain	14	14	14
Fire Engineer/HM	0	5 *2	5
Fire Engineer/HM II	3	0 *2	0
Fire Engineer/HM I	2	0 *2	0
Fire Engineer	13	13 *2	13
Firefighter/HM	0	5 *2	5
Firefighter/HM II	3	0 *2	0
Firefighter/HM I	2	0 *2	0
Firefighter/Paramedic	21 *1	24 *2	24 *4
Firefighter	3	0 *2	0
Haz Mat Specialist	2	2	2
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	0	0	1 *5
Executive Assistant	0.50	0.50	0.50
<b>TOTAL REGULAR</b>	<b>84.50</b>	<b>84.50</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>84.50</b>	<b>84.50</b>	<b>86.50</b>

\*1 Authorization of 21 Paramedics includes Engineer level and Firefighter/HM II level.

\*2 Reclassified the Fire Captain/HM I/II positions to Fire Captain/HM, the Fire Engineer/HM I/II to Fire Engineer/HM, the Firefighter/HM I/II to Firefighter/HM, three Firefighter positions to Firefighter/Paramedics and changes the authorization from 21 to 27 Paramedics including Engineer, Engineer/HM, and Firefighter/HM levels.

\*3 Added a Fire Protection Engineer position.

\*4 Authorization of 27 Paramedics includes Engineer, Engineer/HM, and Firefighter/HM levels.

\*5 Added an Analyst I/II position.

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fire Administration	\$ 946,148	969,151	1,248,519
Fire Suppression	20,391,345	23,170,628	23,299,637
Fire and Environmental Protection	2,649,170	2,879,047	3,277,621
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,986,663</b>	<b>27,018,826</b>	<b>27,825,777</b>



**FIRE  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 22,438,042	24,550,334	26,065,937
Supplies and Other Services	987,036	1,346,850	1,231,640
Capital Outlay	99,395	727,142	108,200
Interfund Expenditures	462,190	394,500	420,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,986,663</b>	<b>27,018,826</b>	<b>27,825,777</b>
FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 21,692,646	22,991,284	24,266,587
General Non-Operating	147,871	1,708,802	843,900
Building/Development Services	477,633	541,742	797,229
Shoreline Regional Park Community	118,439	135,078	193,178
Wastewater	1,550,074	1,641,920	1,724,883
<b>TOTAL FUNDING</b>	<b>\$ 23,986,663</b>	<b>27,018,826</b>	<b>27,825,777</b>
REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 542,952	465,000	465,000
Fines and Forfeitures	17,847	0	0
General Service Charges	236,303	226,120	233,710
Miscellaneous Revenue	1,178,979	337,000	342,090
<b>TOTAL REVENUES</b>	<b>\$ 2,011,183</b>	<b>1,028,120</b>	<b>1,040,800</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 supporting for Fire Department personnel and programs in the accomplishment of the department's mission.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Analyst I/II Position:

\$180,200

Provides funding for an Analyst I/II position to perform essential analytical responsibilities to improve operational efficiencies. There is an increasing need for data analysis related to Emergency Medical Services (EMS) and suppression records.

BUD/LHP-100-02 FY2018-19

**FIRE - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	2.50	2.50	3.50 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.50</b>	<b>2.50</b>	<b>3.50</b>

\*1 Added an Analyst I/II position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 542,624	579,283	720,654
Wages	11,053	0	0
Benefits	302,515	318,494	430,891
TOTAL PERSONNEL	856,192	897,777	1,151,545
Materials and Supplies	26,087	40,844	40,044 *1
Maintenance and Operations	629	1,000	1,000
Utilities	0	0	0
Professional/Technical Svcs	48,234	0	0
Other Expenses	6,881	8,930	8,930
TOTAL SUPPLIES AND SERVICES	81,831	50,774	49,974
Capital Outlay	2,158	0	25,000
Interfund Expenditures	5,967	20,600	22,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 946,148</b>	<b>969,151</b>	<b>1,248,519</b>

\*1 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

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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, equipment and facilities maintenance, as well as ongoing training activities. Paramedic Firefighters are assigned to every fire station.

The Training Safety Section plans, schedules, and provides training to Firefighters. The 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:

Personal Protective Equipment (PPE): \$37,200

Provides increased funding for Firefighter’s Personal Protective Equipment. The additional funds will ensure that national standards for PPEs are met.

Training, Conference, and Travel: \$20,000

Provides increased funding for training, conference, and travel budget for staff to meet the State and National Training Standards.

- General Non-Operating Fund:

Firefighter Recruit Academy (limited-period): \$450,000

Provides funding for Firefighter recruits to attend the Firefighter Academy for three months and for approximately one month of transition-to-shift schedules. The level of recruitments will continue to be high due to the number of current and expected vacancies.

Special Operations Program (rebudget balance): \$306,700

Rebudgets the balance of funding for the formalization of a Special Operations Program. The funding will provide training and equipment for Technical Rescue and Tactical Medic Programs over a three-year period.

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**FIRE – SUPPRESSION  
DIVISION SUMMARY**

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Entry-Level Recruitment Program (limited-period): \$30,000

Provides funding to establish a recruitment program. The funding will cover the personnel cost of attending career day and recruitment fairs in an effort to attract diversity and market the Mountain View Fire Department (MVFD) to entry-level candidates.

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.

Consolidated Dispatch Consultant (rebudget): \$20,000

Rebudgets funding for a regional consolidation of dispatch services feasibility study or implementation actions. Several fire departments within Santa Clara County have identified regional fire dispatch as an area of opportunity for regional collaboration to increase efficiencies and lessen the strains on our Dispatch Center.

BUD/LHP-100-03 FY2018-19

**FIRE - SUPPRESSION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	71	71	71
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>71</b>	<b>71</b>	<b>71</b>
EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 13,023,306 *1	13,810,419 *2	14,086,346 *7
Wages		0	0
Benefits	6,236,508 *1	7,321,399	7,927,533
TOTAL PERSONNEL	19,259,814	21,131,818	22,013,879
Materials and Supplies	264,917 *1	429,528 *2/*3	369,939 *8
Maintenance and Operations	66,724	61,186	61,186
Utilities	82,837	102,870 *4	102,870
Professional/Technical Svcs	174,009 *1	180,590 *5	168,330 *9
Other Expenses	63,521 *1	206,794 *2/*6	150,233 *10
TOTAL SUPPLIES AND SERVICES	652,008	980,968	852,558
Capital Outlay	97,237	727,142	83,200
Interfund Expenditures	382,286	330,700	350,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,391,345</b>	<b>23,170,628</b>	<b>23,299,637</b>

\*1 Includes limited-period expenditures for firefighter recruitment, overtime training, hard suction hose and strainer replacement, consolidated dispatch consultant, promotional exams, training and education.

\*2 Includes increased fundings of \$140,000 for overtime - hiring and retention, \$116,100 for the reclassification of six Firefighter positions to Paramedic level, and \$31,000 for the reclassification of six Hazmat I/II level positions to Hazmat. Also includes limited-period fundings of \$500,000 for the Special Operations Program, \$450,000 for Firefighter recruits (\$300,000 rebudget balance), and \$78,700 overtime training (rebudget balance).

\*3 Includes increased funding of \$6,000 for rowing machines (\$5,000 limited-period). Also includes limited-period fundings of \$10,000 for City's antique fire apparatus, \$8,100 for structure Firefighter hoods, \$7,200 for multi-purpose devises (rebudget), and \$5,800 for vetter air bags.

\*4 Includes increased funding of \$5,000 for City utility increases.

\*5 Includes increased fundings of \$36,000 for annual medical surveillance exams and \$20,000 for promotional recruitment exams. Also includes limited-period funding of \$20,000 for a consolidated dispatch consultant (rebudget).

\*6 Includes limited-period fundings of \$45,000 for HazMat program training (rebudget) and \$20,700 for training and education (rebudget balance).

\*7 Includes limited-period fundings of \$450,000 for Firefighter recruits, \$211,900 for the Special Operations Program (rebudget balance), and \$30,000 for entry-level recruitment program.

\*8 Includes increased funding of \$37,200 for personal protective equipment. Also includes limited-period fundings of \$30,000 for City's antique fire apparatus and \$20,000 for Special Operations Program (rebudget balance).

\*9 Includes limited-period funding of \$20,000 for a consolidated dispatch consultant (rebudget).

\*10 Includes increased funding of \$20,000 for training, conference, and travel. Also includes limited-period fundings of \$74,800 for Special Operations Program (rebudget balance).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Miscellaneous Revenue	\$ 1,149,548	318,000	323,090
Interfund Revenue Transfers	35,102	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,184,650</b>	<b>318,000</b>	<b>323,090</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) (rebudget balance): \$5,700

Rebudgets the balance of funding for SMIP funds to be used for a Community Emergency Response Team (CERT) grant program.

Fire Protection Engineer Position:

This position is located in the Community Development Department but budgeted in the Fire Department. The write-up is provided in the Building Inspection Division of the Community Development Department.

- 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: \$14,200

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 FY2018-19



**FIRE - FIRE AND ENVIRONMENTAL PROTECTION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	11	11	12 *1
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>12</b>

\*1 Added a Fire Protection Engineer position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 1,462,841	1,655,157	1,854,282
Wages	0	0	0
Benefits	859,195	865,582	1,046,231
TOTAL PERSONNEL	2,322,036	2,520,739	2,900,513
Materials and Supplies	15,249	25,515	23,515 *3
Maintenance and Operations	67	4,375	3,375
Utilities	4,883	800	4,800
Professional/Technical Svcs	206,976	243,400	257,600 *4
Other Expenses	26,022 *1	41,018 *2	39,818 *2
TOTAL SUPPLIES AND SERVICES	253,197	315,108	329,108
Capital Outlay	0	0	0
Interfund Expenditures	73,937	43,200	48,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,649,170</b>	<b>2,879,047</b>	<b>3,277,621</b>

\*1 Includes limited-period expenditures for Strong Motion Instrumentation Program (SMIP).

\*2 Includes limited-period fundings of \$20,000 for consultant services for web-based reporting (rebudget) and \$5,700 for Strong Motion Instrumentation Program (SMIP) (rebudget balance).

\*3 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*4 Includes increased funding of \$14,200 for SCVURPPP and NPDES Permit Fees.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 542,952	465,000	465,000
Fines and Forfeitures	17,847	0	0
General Service Charges	236,303	226,120	233,710
Miscellaneous Revenue	29,431	19,000	19,000
<b>TOTAL REVENUES</b>	<b>\$ 826,533</b>	<b>710,120</b>	<b>717,710</b>

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## NOTES

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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 makes safety a priority, focuses on effectively working with people, and obtains 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.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2018-19

*(Items in **bold** are tied to Fiscal Years 2017-18 and 2018-19 Major Council Goals)*

- **Continue implementing initiatives to address homelessness, including residents unstably housed in vehicles, with both short-term and long-term actions, in conjunction with the City Manager's Office, the Community Development Department, the Public Works Department, the Community Services Department, and the Fire Department.**
- **Enhance community policing services related to homelessness and mental health issues in conjunction with the City Manager's Office and the Community Development Department.**
- **Adopt and implement a Vision Zero Policy/Program, in conjunction with the Public Works Department.**
- **Continue to administer an Office of Traffic Safety grant to enhance comprehensive traffic safety and education programs, in conjunction with the Public Works Department.**
- **Continue to utilize multiple methods and platforms to build strong community partnerships, to include online communication and hosting events that promote in-person community/police engagement, that improves public trust and support.**
- **Continue implementation, training, and evaluation of officer-worn cameras while ensuring that camera use and procedures address both departmental and community interests.**
- Support Development Options for Cannabis Retail Regulations, in conjunction with the City Attorney's Office, City Manager's Office, the Finance and Administrative Services Department, and the Community Development Department.
- Continue to implement programs that enhance Police Department employee safety and wellness.
- Complete the implementation of the records management system.
- Complete migration of the public safety radio infrastructure to the Silicon Valley Regional Interoperability Authority's regional communications system.
- Continue to implement action items related to the employee engagement survey results.

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**POLICE  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	2015-16 Actual	2016-17 Actual	2017-18 Target	2017-18 Actual	2018-19 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.	New for FY16-17	164	<249	197	<306 <sup>(A)</sup>
2. Sustain a property crime rate below the rate most recently reported by the California Department of Justice for Santa Clara County.	New for FY16-17	1,403	<2,292	1,534	<2,297 <sup>(A)</sup>
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.	New for FY16-17	282	<375.6	232	<254.9 <sup>(A)</sup>
4. Maintain an average response time (dispatch to on-scene) of 5 minutes or less to emergency (Priority 0) calls for service.	New for FY16-17	2.2	<5	2.2	<5
<b>Special Operations:</b>					
5. Continue an opt-in growth of 20% per year across digital media platforms.	New for FY16-17	21%	>20%	48% <sup>(B)</sup>	>20%
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.	New for FY16-17	15.3% <sup>(C)</sup>	>14.4%	14.1%	>12.6% <sup>(A)</sup>
<b>Public Safety Support Services:</b>					
7. Answer incoming calls to 9-1-1 within 9 seconds.	New for FY16-17	98%	>95%	96%	>95%
8. Dispatch emergency (Priority 0) and urgent (Priority 1) calls in less than two minutes.	New for FY16-17	86% <sup>(D)</sup>	>95%	83% <sup>(D)</sup>	>95%

<sup>(A)</sup> The target was updated from the Fiscal Year 2018-19 Proposed Budget to reflect the most recent rates.

<sup>(B)</sup> The Police Department continues to see a large increase in our Nextdoor and Snapchat followers. Our core platforms, Facebook and Twitter, saw much slower growth than usual.

<sup>(C)</sup> The clearance rate for Fiscal Year 2016-17 was miscalculated; the actual was previously reported at 42%.

<sup>(D)</sup> The actual does not address outside factors that may have delayed a call being dispatched.

**POLICE  
DEPARTMENT SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED	
Police Chief	1	1	1	
Police Captain	2	2	2	
Public Safety Support Services Manager	1	1	1	
Police Lieutenant	5	5	5	
Police Sergeant	17	17	17	*4
Police Officer	67	67	67	
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	
Lead Public Safety Dispatcher	1.50	2 *2	1	*5
Public Safety Dispatcher III	3	3	4	*5
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	7	7	
Property & Evidence Specialist	1	1	1	
Police Assistant III	1	1	1	
Senior Management Analyst	1	1	0	*6
Analyst I/II	0	0	1	*6
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>141.50</b>	<b>142</b>	<b>142</b>	
<b>TOTAL PART-TIME HOURLY</b>	<b>3.05</b>	<b>3.05</b>	<b>3.05</b>	
<b>TOTAL POSITIONS</b>	<b>144.55 *1</b>	<b>145.05 *3</b>	<b>145.05 *7</b>	

\*1 In addition there are the following limited-period positions: Communications Training Supervisor, a Public Safety Dispatch overhire, and two Police Officer Trainees at 50 percent funding.

\*2 Added a 0.50 FTE to an existing 0.50 FTE Lead Public Safety Dispatcher position.

\*3 In addition there are the following limited-period positions: Communications Training Supervisor, a Public Safety Dispatch overhire, two Police Officer Trainees at 50 percent funding, and a Police Officer - Community Outreach.

\*4 One Police Sergeant position is being overfilled as a Police Lieutenant for Fiscal Year 2018-19.

\*5 Midyear reclassification of a Lead Public Safety Dispatcher position to Public Safety Dispatch III.

\*6 Reclassified a Senior Management Analyst position to Analyst I/II.

\*7 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).



**POLICE  
DEPARTMENT SUMMARY**

DEPARTMENT DIVISIONS	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Police Administration	\$ 1,200,270	1,223,769	1,281,775
Field Operations	17,934,270	20,111,510	21,064,443
Special Operations	8,724,773	9,547,648	10,224,793
Public Safety Support Services	6,323,939	7,902,166	8,369,279
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,183,252</b>	<b>38,785,093</b>	<b>40,940,290</b>

EXPENDITURE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries Wages and Benefits	\$ 31,138,538	35,213,064	37,261,054
Supplies and Other Services	2,246,442	2,450,162	2,549,640
Capital Outlay	147,542	355,967	376,596
Interfund Expenditures	650,730	765,900	753,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,183,252</b>	<b>38,785,093</b>	<b>40,940,290</b>

FUNDING SOURCES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Operating	\$ 33,877,641	37,283,718	39,239,658
General Non-Operating	53,178	1,176,467	1,320,674
Police Asset Forfeitures	2,937	0	0
Supplemental Law Enforcement Services	153,043	175,000	175,000
Shoreline Regional Park Community	40,000	40,000	77,000
Wastewater	56,453	109,908	127,958
<b>TOTAL FUNDING</b>	<b>\$ 34,183,252</b>	<b>38,785,093</b>	<b>40,940,290</b>

REVENUE SUMMARY	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 104,528	104,500	101,170
Fines & Forfeitures	672,104	621,400	653,900
Local Intergovernmental Revenue	216,511	175,000	182,000
State Intergovernmental Revenue	385,146	215,000	140,000
Federal Intergovernmental Revenue	38,296	0	0
General Service Charges	158,538	142,740	171,650
Miscellaneous Revenue	1,377,380	707,820	757,300
Interfund Revenue Transfers	193,600	0	0
<b>TOTAL REVENUES</b>	<b>\$ 3,146,103</b>	<b>1,966,460</b>	<b>2,006,020</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, for 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 FY2018-19

**POLICE - ADMINISTRATION  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	4	4	4
Total Part-Time Hourly	0.57	0.57	0.57
<b>TOTAL POSITIONS</b>	<b>4.57</b>	<b>4.57</b>	<b>4.57</b>

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 677,776	672,860	704,127
Wages	0	61,696 *1	42,259
Benefits	358,187	390,252	434,928
TOTAL PERSONNEL	1,035,963	1,124,808	1,181,314
Materials and Supplies	13,598	11,949	11,949
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	89,374	28,500	28,500
Other Expenses	44,251	43,012	43,012
TOTAL SUPPLIES AND SERVICES	147,223	83,461	83,461
Capital Outlay	1,860	0	0
Interfund Expenditures	15,224	15,500	17,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,200,270</b>	<b>1,223,769</b>	<b>1,281,775</b>

\*1 Includes increased funding of \$19,400 for the Chaplaincy Program. Also includes limited-period funding of \$19,400 for the Chaplaincy Program.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses and Permits	\$ 94,495	94,000	95,500
Fines & Forfeitures	126,457	121,100 *1	150,000
General Service Charges	53,423	56,870	56,870
Miscellaneous Revenue	593	500	500
<b>TOTAL REVENUES</b>	<b>\$ 274,968</b>	<b>272,470</b>	<b>302,870</b>

\*1 Includes reduced revenues as a result of lower incidents of false alarms.

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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:

Silicon Valley Animal Control Authority (SVACA): \$84,000

Provides additional funding for the increase in cost based on higher services provided to the City proportionate to other member agencies.

- General Non-Operating Fund:

Two Police Officer Trainee Positions (limited-period): \$164,000

Provides continued funding for two Police Officer Trainee positions at 50 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) Position (0.50) (limited-period): \$90,100

Provides funding for a half-time CSO 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. Includes \$6,000 for equipment and uniform costs.

Residential Parking Permit Program (rebudget): \$25,000

Rebudgets a portion of the funding approved by City Council on October 4, 2016 for implementation costs associated with a Residential Parking Permit Program.

BUD/LHP-312-03 FY2018-19

**POLICE - FIELD OPERATIONS  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	71	71	71
Total Part-Time Hourly	1.17	1.17	1.17
<b>TOTAL POSITIONS</b>	<b>72.17</b> *1	<b>72.17</b> *1	<b>72.17</b> *2

\*1 In addition there are two limited-period Police Officer Trainee positions at 50 percent funding.

\*2 In addition there are two limited-period Police Officer Trainee positions at 50 percent funding and a 0.50 FTE Community Services Officer (CSO).

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 10,140,894 *1	11,459,524 *2	11,755,966 *3
Wages	82,838	81,754	81,679
Benefits	6,261,188 *1	7,029,143	7,641,742
<b>TOTAL PERSONNEL</b>	<b>16,484,920</b>	<b>18,570,421</b>	<b>19,479,387</b>
Materials and Supplies	40,697	42,880	48,880 *4
Maintenance and Operations	35,489	26,047	26,047
Utilities	359	0	0
Professional/Technical Svcs	630,922	589,975	673,975 *5
Other Expenses	121,656	79,754	79,754
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>829,123</b>	<b>738,656</b>	<b>828,656</b>
Capital Outlay	87,622	183,433	161,400
Interfund Expenditures	532,605	619,000	595,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,934,270</b>	<b>20,111,510</b>	<b>21,064,443</b>

\*1 Includes limited-period funding expenditures for two Police Officer Trainee positions at 50 percent funding.

\*2 Includes limited-period fundings for two Police Officer Trainee positions at 50 percent funding and \$117,600 for Residential Parking Permit Program (rebudget).

\*3 Includes limited-period fundings for two Police Officer Trainee positions at 50 percent funding, a 0.50 FTE CSO position, and \$25,000 for Residential Parking Permit Program (rebudget).

\*4 Includes limited-period funding of \$6,000 for equipment and uniform costs for the CSO position.

\*5 Includes increased funding of \$84,000 for SVACA.

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Fines & Forfeitures	\$ 545,647	500,300	503,900
Local Intergovernmental Revenue	31,358	5,000	5,000
State Intergovernmental Revenue	292,363	205,000	130,000
Federal Intergovernmental Revenue	18,383	0	0
General Service Charges	75,931	60,320	89,000
Miscellaneous Revenue	73,466	30,000	30,000
Interfund Revenue Transfer	193,600	0	0
<b>TOTAL REVENUES</b>	<b>\$ 1,230,748</b>	<b>800,620</b>	<b>757,900</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; coordination of 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 (two-year) – Community Outreach (limited-period): \$259,800

Provides funding for the second year of a two-year Police Officer over-hire 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.

State-Allocated Assembly Bill 109 (AB 109) Funds (rebudget): \$76,200

Rebudgets funding received as part of the Public Safety Realignment Act. The department intends to use these funds for technology projects.

BUD/LHP-312-04 FY2018-19

**POLICE - SPECIAL OPERATIONS  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	31	31	31
Total Part-Time Hourly	0.45	0.45	0.45
<b>TOTAL POSITIONS</b>	<b>31.45</b>	<b>31.45</b> *1	<b>31.45</b> *1

\*1 In addition there is a limited-period Police Officer-Community Outreach Position.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 5,259,720	5,595,342 *1	5,771,896 *1
Wages	90,218	79,994	88,965
Benefits	2,740,153	3,119,012	3,468,505
<b>TOTAL PERSONNEL</b>	<b>8,090,091</b>	<b>8,794,348</b>	<b>9,329,366</b>
Materials and Supplies	133,040	162,298 *2	150,498
Maintenance and Operations	3,714	5,830	5,830
Utilities	1,374	0	0
Professional/Technical Svcs	190,241	170,523	170,523
Other Expenses	152,076	173,202	240,380 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>480,445</b>	<b>511,853</b>	<b>567,231</b>
Capital Outlay	52,273	113,647	190,196
Interfund Expenditures	101,964	127,800	138,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,724,773</b>	<b>9,547,648</b>	<b>10,224,793</b>

\*1 Includes limited-period funding for a Police Officer - Community Outreach position.

\*2 Includes limited-period funding of \$11,800 for uniform and equipment for new Police Officer.

\*3 Includes limited-period funding of \$76,200 for State-allocated Assembly Bill 109 (AB109) funds (rebudget).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Local Intergovernmental Revenue	\$ 185,153	170,000	177,000
State Intergovernmental Revenue	92,666	10,000	10,000
Federal Intergovernmental Revenue	8,456	0	0
Miscellaneous Revenue	987,596	505,000	505,000
<b>TOTAL REVENUES</b>	<b>\$ 1,273,871</b>	<b>685,000</b>	<b>692,000</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 resides 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 of records and statistical information, and processing of arrest warrants.

#### MAJOR DIVISION CHANGES

- General Operating Fund:

Reclassification of a Senior Management Analyst Position to Analyst I/II: (\$14,900)

Provides savings for a reclassification based on the addition of an Analyst I/II position in the Fire Department. This position provided support to both the Fire and Police Departments. With the approval of the Analyst I/II position in the Fire Department, each Analyst I/II position will be primarily dedicated to one department.

- General Non-Operating Fund:

Two Public Safety Dispatcher Overhire Positions (limited-period): \$386,200

Provides new and continued funding for two Public Safety Dispatcher Overhire positions. These positions are requested due to anticipated vacancies and the lengthy selection and training process.

Communications Training Supervisor Position (limited-period): \$211,200

Provides continuation funding for a Communications Training Supervisor position. The position will work in conjunction with the Communications Operations Supervisor to plan, coordinate, implement, and direct all training programs for Emergency Communications staff.

Public Safety Network Design (rebudget balance): \$20,000

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.



**POLICE - PUBLIC SAFETY SUPPORT SERVICES  
DIVISION SUMMARY**

POSITIONS	2016-17 ADJUSTED	2017-18 ADOPTED	2018-19 ADOPTED
Total Regular	35.50	36 *2	36
Total Part-Time Hourly	0.86	0.86	0.86
<b>TOTAL POSITIONS</b>	<b>36.36 *1</b>	<b>36.86 *1</b>	<b>36.86 *3/*4</b>

\*1 In addition there is a limited-period Communications Training Supervisor position and a Public Safety Dispatch overhire position.

\*2 Added a 0.50 FTE to an existing 0.50 FTE Lead Public Safety Dispatcher position.

\*3 In addition there is a limited-period Communications Training Supervisor position.

\*4 In addition there are two Public Safety Dispatch overhire positions.

EXPENDITURES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
Salaries	\$ 3,554,091	4,377,018 *2	4,773,729 *5
Wages	103,634	72,734	74,808
Benefits	1,869,839	2,273,735	2,422,450
<b>TOTAL PERSONNEL</b>	<b>5,527,564</b>	<b>6,723,487</b>	<b>7,270,987</b>
Materials and Supplies	97,124	91,301	87,401 *6
Maintenance and Operations	315,793	423,223	423,223
Utilities	195,888	226,448	226,448
Professional/Technical Svcs	89,538	247,205 *3	205,205 *7
Other Expenses	91,308 *1	128,015 *4	128,015
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>789,651</b>	<b>1,116,192</b>	<b>1,070,292</b>
Capital Outlay	5,787	58,887	25,000
Interfund Expenditures	937	3,600	3,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,323,939</b>	<b>7,902,166</b>	<b>8,369,279</b>

\*1 Includes limited-period expenditures for technology training.

\*2 Includes limited-period fundings for a Communications Training Supervisor position and a Public Safety Dispatch overhire position.

\*3 Includes limited-period fundings of \$60,000 for public safety network design (rebudget) and \$2,000 for hiring background checks for a Public Safety Dispatch position (rebudget).

\*4 Includes increased funding of \$35,000 for the lease of officer-worn cameras.

\*5 Includes savings of \$14,900 for the reclassification of a Senior Management Analyst position to Analyst I/II. Also includes limited-period fundings for two Public Safety Dispatch overhire positions and a Communications Training Supervisor position.

\*6 Includes a transfer of funding to the Information Technology department for the consolidation of printer support services.

\*7 Includes limited-period funding of \$20,000 for public safety network design (rebudget balance).

REVENUES	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
General Licenses & Permits	\$ 10,033	10,500	5,670
State Intergovernmental Revenue	117	0	0
Federal Intergovernmental Revenue	11,457	0	0
General Service Charges	29,184	25,550	25,780
Miscellaneous Revenue	315,725	172,320	221,800
<b>TOTAL REVENUES</b>	<b>\$ 366,516</b>	<b>208,370</b>	<b>253,250</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)	Operations of the City which are not recorded in other funds.
Development Services (101102)	City's operation of development services.
Shoreline Golf Links (213000)	City's operation of the municipal golf course.

GENERAL FUND RESERVES

Reserves (101103-101141)	Committed for specific purposes or to fund liabilities.
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SPECIAL REVENUE

Gas Tax (201000)/Road Maintenance & Rehabilitation Account (201001)	Expenditures restricted to specific purposes as prescribed by law, primarily road construction, maintenance and certain administrative costs.
Vehicle Registration Fee (VRF) (202000)	Voter approved fee to fund local road improvements and repairs.
Construction/Conveyance Tax (204000)	Revenues derived from fees authorized by Mountain View City Code restricted for implementation of the Capital Improvement Program.
Public Benefit In Lieu (206000, 206002)	Developer fees in-lieu of providing improvements necessitated by their development.
Transit-Oriented Development (206010)	Developer fees in-lieu of providing certain transit related improvements for an increased development intensity permit.
Housing - Below-Market-Rate Housing (207000)/Housing Impact (207002)/Rental Housing Impact (207003)/General Fund Housing (207005)	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.
Comm Stabilization & Fair Rent Act (CSFRA)/Rental Housing Committee (208000)	Community Stabilization and Fair Rent Act (CSFRA) funds related to stabilization of rents and provision of just cause eviction protections.
Successor Housing Agency (210001)	City designated as Housing Successor Agency to dissolved RDA.
Downtown Benefit Assessment Districts (214000, 214001, 214002)	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)	Fees paid for replacement trees and CASp Program.
Supplemental Law Enforcement Services (221000)	State Supplemental Law Enforcement Services (COPS) grant restricted to fund law enforcement services.
CDBG (222001, 222003)	Federal Community Development Block Grant and Home Investment Partnership Program funds.
Cable Television (231001)	Cable Public, Education and Government (PEG) funds restricted for related expenditures.
Shoreline Regional Park Community (258000, 258001, 258002, 258003, 258005)	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 (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)	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)	Centralized fleet maintenance services and certain equipment replacement.
Workers' Compensation (751000)	City's workers' compensation self insurance program.
Unemployment (752000)	City's unemployment self insurance program.
Liability (754000)	City's liability self insurance program.
Retirees' Health (756000)	City's retirees' health insurance program.
Employee Benefits (759000)	City's employee benefits self insurance program (vision and other misc benefits).

## ADOPTED FISCAL YEAR 2018-19 BUDGET - FUND GROUP SUMMARIES

		BEGINNING BALANCE	REVENUES	TOTAL AVAILABLE	EXPENDI- TURES
<u>GENERAL FUND</u>					
General Operating	\$	0	137,682,020	137,682,020	123,317,922
Development Services		22,544,042	14,753,000	37,297,042	15,314,579
Shoreline Golf Links		7,385	2,532,110	2,539,495	2,211,297
TOTAL	\$	22,551,427	154,967,130	177,518,557	140,843,798
<u>SPECIAL REVENUE</u>					
Gas Tax & RRAA	\$	1,424,094	3,380,120	4,804,214	0
Vehicle Registration Fee (VRF)		755,947	484,000	1,239,947	0
Construction/Conveyance Tax		12,257,158	4,381,700	16,638,858	0
Public Benefit In Lieu		10,604,490	340,100	10,944,590	3,188
Transit-Oriented Development		1,183,223	70,190	1,253,413	0
Housing		51,381,093	676,410	52,057,503	11,983,661
CSFRA/Rental Housing Committee		765,918	1,899,200	2,665,118	2,299,560
Successor Housing Agency		1,515,846	0	1,515,846	217,700
Downtown Benefit Assmt Districts		14,059,842	2,015,496	16,075,338	740,701
General Special Purpose		60,831	52,100	112,931	85,314
Supplemental Law Enforcement Serv		105,929	100,000	205,929	175,000
Community Dev Block Grant		11,424	818,354	829,778	861,807
Cable Television		773,129	241,000	1,014,129	195,000
Shoreline Community		37,680,168	43,512,500	81,192,668	24,389,577
TOTAL	\$	132,579,092	57,971,170	190,550,262	40,951,508
<u>CAPITAL PROJECTS</u>					
Storm Drain Construction	\$	468,046	34,980	503,026	0
Park Land Dedication		51,990,553	1,634,600	53,625,153	0
TOTAL	\$	52,458,599	1,669,580	54,128,179	0
<u>ENTERPRISE</u>					
Water	\$	32,177,809	36,405,771	68,583,580	36,079,458
Wastewater		23,066,340	23,825,602	46,891,942	20,125,201
Solid Waste Management		11,305,825	14,040,302	25,346,127	13,685,569
TOTAL	\$	66,549,974	74,271,675	140,821,649	69,890,228
<u>INTERNAL SERVICE</u>					
Equipment Maint & Replacmnt	\$	27,922,347	7,106,968	35,029,315	5,725,104
Workers' Compensation		11,774,708	2,603,490	14,378,198	2,372,500
Unemployment		567,021	59,860	626,881	127,250
Liability		5,381,513	1,455,500	6,837,013	1,575,300
Retirees' Health		426,594	6,305,780	6,732,374	6,265,790
Employee Benefits		381,469	86,940	468,409	114,500
TOTAL	\$	46,453,652	17,618,538	64,072,190	16,180,444
<u>GENERAL FUND RESERVES</u>					
TOTAL	\$	98,717,176	21,587,472	120,304,648	8,944,578
GRAND TOTAL	\$	419,309,920	328,085,565	747,395,485	276,810,556

<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>INTRFD TRANSFERS</u>	<u>TOTAL EXPENDITURES</u>	<u>OTHER</u>	<u>ENDING BALANCE</u>
0	0	10,620,627	133,938,549	0	3,743,471
0	295,000	399,544	16,009,123	(7,751,417)	13,536,502
0	0	322,422	2,533,719	0	5,776
0	295,000	11,342,593	152,481,391	(7,751,417)	17,285,749
0	1,508,000	1,307,100	2,815,100	0	1,989,114
0	402,000	0	402,000	0	837,947
0	8,612,000	0	8,612,000	0	8,026,858
0	2,700,000	0	2,703,188	0	8,241,402
0	0	0	0	0	1,253,413
0	0	5,508	11,989,169	0	40,068,334
0	0	9,677	2,309,237	(287,352)	68,529
0	0	0	217,700	0	1,298,146
0	0	108,790	849,491	(7,048,668)	8,177,179
0	0	0	85,314	0	27,617
0	0	0	175,000	0	30,929
0	0	0	861,807	32,029	0
0	0	0	195,000	0	819,129
6,566,122	13,518,000	356,268	44,829,967	(19,047,834)	17,314,867
6,566,122	26,740,000	1,787,343	76,044,973	(26,351,825)	88,153,464
0	406,000	0	406,000	0	97,026
0	1,861,000	0	1,861,000	(16,082,775)	35,681,378
0	2,267,000	0	2,267,000	(16,082,775)	35,778,404
629,250	6,678,000	655,808	44,042,516	(17,044,976)	7,496,088
0	8,909,000	296,722	29,330,923	(12,826,629)	4,734,390
0	594,000	171,887	14,451,456	(3,854,599)	7,040,072
629,250	16,181,000	1,124,417	87,824,895	(33,726,204)	19,270,550
0	0	66,705	5,791,809	(29,126,455)	111,051
0	0	0	2,372,500	(7,646,227)	4,359,471
0	0	0	127,250	0	499,631
0	0	0	1,575,300	(2,462,354)	2,799,359
0	0	0	6,265,790	0	466,584
0	0	0	114,500	0	353,909
0	0	66,705	16,247,149	(39,235,036)	8,590,005
0	7,289,263	8,100,000	24,333,841	(10,796,179)	85,174,628
7,195,372	52,772,263	22,421,058	359,199,249	(133,943,436)	254,252,800

GENERAL OPERATING FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 43,773,612	45,285,200	49,418,921	52,908,540
Sales Tax	21,828,516	21,194,100	20,713,381	20,026,480
Other Local Taxes	15,866,546	15,589,450	15,443,748	15,989,100
Use of Money & Property	16,895,582	19,832,860	19,659,406	21,613,100
Licenses, Permits & Franchise Fees/ Fines & Forfeitures	5,742,617	5,839,300	6,160,744	5,924,930
Intergovernmental	740,920	573,010	816,991	624,100
Charges for Services	2,840,079	2,632,080	3,208,006	2,772,040
Miscellaneous Revenue	3,610,559	1,602,660	4,616,082	1,748,860
Interfund Revenues & Transfers	15,390,436	15,473,400	16,339,720	16,074,870
	<hr/>	<hr/>	<hr/>	<hr/>
Total	126,688,867	128,022,060	136,376,999	137,682,020
Expenditures and Uses of Funds:				
Operations:				
Salaries and Benefits	83,155,695	94,104,744	89,624,279	100,816,724
Supplies and Services	14,925,846	17,109,979	16,088,981	17,501,179
Capital Outlay	331,180	500,000	456,478	507,900
Self Insurance	3,353,334	3,457,097	3,457,097	2,792,119
Transfer to Budget Contingency Res	0	755,400	35,000	1,400,000
Transfer to Capital Improvement Res	0	1,281,500	1,241,700	1,401,900
Transfer to Housing Fund	51,000	51,000	51,000	51,000
Transfer to Equip Replace Res	2,618,344	2,727,828	2,727,828	2,767,727
Projected Oper Budget Savings	0	(2,300,000)	0	(2,300,000)
	<hr/>	<hr/>	<hr/>	<hr/>
Total	104,435,399	117,687,548	113,682,363	124,938,549
Revenues and Sources Over (Under)				
Expenditures and Uses	22,253,468	10,334,512	22,694,636	12,743,471
Transfer to General Non-Oper Fund	(15,556,103)	0	(15,123,930)	0
Transfer to General Fund Reserve	0	0	0	(1,000,000) <sup>(1)</sup>
Transfer to Transportation Reserve	0	0	0	(2,000,000)
Transfer to Capital Improvement Res	0	0	0	(2,000,000)
Transfer to SPAR	(2,000,000)	(2,000,000)	(2,000,000)	0
CalPERS Contribution	(2,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
OPEB Contribution	(2,000,000)	(2,000,000)	(2,000,000)	0
Change in Assets, Liabilities and Reserve for Enc, Grants & Donations	(697,365)	0	429,294	0
Beginning Balance, July 1	<hr/>	<hr/>	<hr/>	<hr/>
Ending Balance, June 30 <sup>(2)</sup>	\$ 0	2,334,512	0	3,743,471

(1) Funding to bring the GOF Reserve to above the minimum 20% of policy level range of 20%-25% of net adopted expenditures.

(2) 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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 262,164	206,000	424,459	441,000
Licenses & Permits	7,080,287	5,621,000	11,304,730	7,755,000
Charges for Services	8,139,094	6,403,000	7,067,429	5,723,000
Land Use Documents	1,108,597	800,000	2,413,760	800,000
Other Revenues	77,503	20,000	61,111	34,000
Total	<u>16,667,645</u>	<u>13,050,000</u>	<u>21,271,489</u>	<u>14,753,000</u>
Expenditures and Uses of Funds:				
Operations	11,129,989	13,283,774	13,028,017	13,400,989
Capital Projects	780,900	40,000	40,000	295,000
General Fund Administration	1,576,460	1,592,200	1,592,200	1,811,600
Self Insurance	86,460	95,110	95,110	101,990
Retirees' Health Unfunded Liability	753,651	0	0	250,000
Transfer to Comp Absences Res	66,000	22,000	22,000	56,000
Transfer to Equip Replace Res	82,248	88,143	88,143	93,544
Total	<u>14,475,708</u>	<u>15,121,227</u>	<u>14,865,470</u>	<u>16,009,123</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,191,937	(2,071,227)	6,406,019	(1,256,123)
Beginning Balance, July 1	13,946,086	16,138,023	16,138,023	22,544,042
Reserve for Land Use Documents	<u>(4,722,657)</u>	<u>(5,522,657)</u>	<u>(6,951,417)</u>	<u>(7,751,417)</u>
Ending Balance, June 30	<u>\$ 11,415,366</u>	<u>8,544,139</u>	<u>15,592,625</u>	<u>13,536,502</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

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Green Fees	\$ 1,491,317	1,665,000	1,485,593	1,613,000
Golf Cart/Other Rentals	320,391	395,000	379,458	351,500
Range Revenue	240,052	249,000	247,692	326,500
Retail Sales	169,288	181,000	166,234	191,500
Golf Lessons/Club Repair	21,100	21,000	21,000	21,000
Concessions	2,163	3,000	2,578	3,000
Other Revenues	15,559	24,000	20,673	25,610
Total	<u>2,259,870</u>	<u>2,538,000</u>	<u>2,323,228</u>	<u>2,532,110</u>
Expenditures and Uses of Funds:				
Operations	1,704,809	2,019,404	1,849,878	2,025,017
Management Fee to Touchstone	102,000	102,000	107,000	108,000
General Fund Administration	76,000	76,800	76,800	77,600
Self Insurance	710	780	780	680
Transfer to Comp Absences Res	1,000	0	0	0
Transfer to Equip Replace Res	210,026	215,375	215,375	212,422
Total	<u>2,094,545</u>	<u>2,414,359</u>	<u>2,249,833</u>	<u>2,423,719</u>
Revenues and Sources Over (Under) Expenditures and Uses	165,325	123,641	73,395	108,391
Transfer to General Operating Fund	(150,000)	(125,000)	(88,512)	(110,000)
Beginning Balance, July 1	<u>7,177</u>	<u>22,502</u>	<u>22,502</u>	<u>7,385</u>
Ending Balance, June 30*	<u>\$ 22,502</u>	<u>21,143</u>	<u>7,385</u>	<u>5,776</u>

Shoreline Golf Links includes revenues and expenditures related to the operation of the golf course. Effective January 8, 2012 the City entered into an Operating Management Agreement with Touchstone Golf, LLC.

\* Balance remaining for cash and encumbrances set aside for Touchstone Golf operations.

GAS TAX FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
<b>Revenues and Sources of Funds:</b>				
Investment Earnings	\$ 36,418	53,130	28,780	45,720
2103 Funds	207,986	312,000	308,728	607,790
2105 Funds	437,854	452,920	430,216	456,430
2106 Funds	279,518	278,350	281,732	289,770
2107 Funds	555,128	585,110	559,899	566,290
2107.5 Funds	7,500	7,500	7,500	7,500
State Loan Repayment	0	89,160	90,125	90,130
Road Repair & Acct. Act 2017	0	449,370	433,444	1,316,490
Total	1,524,404	2,227,540	2,140,424	3,380,120
<b>Expenditures and Uses of Funds:</b>				
Capital Projects	585,000	596,000	1,045,300	1,508,000
General Fund Administration	27,295	0	0	0
Transfer to General Oper Fund	1,281,400	1,294,200	1,294,200	1,307,100
Total	1,893,695	1,890,200	2,339,500	2,815,100
<b>Revenues and Sources Over (Under)</b>				
Expenditures and Uses	(369,291)	337,340	(199,076)	565,020
<b>Beginning Balance, July 1</b>				
	1,992,461	1,623,170	1,623,170	1,424,094
<b>Ending Balance, June 30</b>				
	\$ 1,623,170	1,960,510	1,424,094	1,989,114

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.

VEHICLE REGISTRATION FEES (VRF) FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 17,326	22,000	34,341	34,000
Vehicle Registration Fees	471,750	450,000	486,896	450,000
Capital Projects Refunds	42,065	0	89,759	0
Total	<u>531,141</u>	<u>472,000</u>	<u>610,996</u>	<u>484,000</u>
Expenditures and Uses of Funds:				
Capital Projects	489,000	394,000	394,000	402,000
General Fund Administration	2,162	0	0	0
Total	<u>491,162</u>	<u>394,000</u>	<u>394,000</u>	<u>402,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	39,979	78,000	216,996	82,000
Beginning Balance, July 1	<u>498,972</u>	<u>538,951</u>	<u>538,951</u>	<u>755,947</u>
Ending Balance, June 30	<u>\$ 538,951</u>	<u>616,951</u>	<u>755,947</u>	<u>837,947</u>

In November 2010 the voters of Santa Clara County 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.

CONSTRUCTION TAX - REAL PROPERTY CONVEYANCE TAX FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Real Property Conveyance Tax	\$ 7,808,617	6,000,000	7,535,713	4,000,000
Construction Tax - Other	39,275	25,000	14,622	4,000
Investment Earnings	311,366	297,300	414,293	377,700
Capital Projects Refunds	488,492	0	123,693	0
Total	<u>8,647,750</u>	<u>6,322,300</u>	<u>8,088,321</u>	<u>4,381,700</u>
Expenditures and Uses of Funds:				
Capital Projects	5,840,000	6,762,000	10,102,000	8,612,000
General Fund Administration	106,697	0	0	0
Total	<u>5,946,697</u>	<u>6,762,000</u>	<u>10,102,000</u>	<u>8,612,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,701,053	(439,700)	(2,013,679)	(4,230,300)
Beginning Balance, July 1	<u>11,569,784</u>	<u>14,270,837</u>	<u>14,270,837</u>	<u>12,257,158</u>
Ending Balance, June 30	<u>\$ 14,270,837</u>	<u>13,831,137</u>	<u>12,257,158</u>	<u>8,026,858</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 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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 155,086	192,000	256,838	340,100
PB In Lieu Contributions*	<u>15,283,172</u>	<u>0</u>	<u>315,000</u>	<u>0</u>
Total	<u>15,438,258</u>	<u>192,000</u>	<u>571,838</u>	<u>340,100</u>
Expenditures and Uses of Funds:				
Expenditures	0	477,000	139,377	3,188
Capital Projects	<u>1,000,000</u>	<u>6,935,000</u>	<u>6,935,000</u>	<u>2,700,000</u>
Total	<u>1,000,000</u>	<u>7,412,000</u>	<u>7,074,377</u>	<u>2,703,188</u>
Revenues and Sources Over (Under) Expenditures and Uses	14,438,258	(7,220,000)	(6,502,539)	(2,363,088)
Beginning Balance, July 1	<u>2,668,771</u>	<u>17,107,029</u>	<u>17,107,029</u>	<u>10,604,490</u>
Ending Balance, June 30	<u>\$ 17,107,029</u>	<u>9,887,029</u>	<u>10,604,490</u>	<u>8,241,402</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.

TRANSIT-ORIENTED DEVELOPMENT FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 46,830	49,050	55,648	70,190
Transit-Oriented Development Fees*	<u>0</u>	<u>0</u>	<u>170,060</u>	<u>0</u>
Total	<u>46,830</u>	<u>49,050</u>	<u>225,708</u>	<u>70,190</u>
Expenditures and Uses of Funds:				
General Fund Administration	<u>3,847</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>3,847</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues and Sources Over (Under) Expenditures and Uses	42,983	49,050	225,708	70,190
Beginning Balance, July 1	<u>914,532</u>	<u>957,515</u>	<u>957,515</u>	<u>1,183,223</u>
Ending Balance, June 30	<u>\$ 957,515</u>	<u>1,006,565</u>	<u>1,183,223</u>	<u>1,253,413</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.

\* 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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 354,781	331,550	772,870	625,410
BMR Housing in Lieu Fees*	1,652,080	0	10,709,886	0
Housing Impact Fees*	7,607,132	0	20,699,942	0
Rental Housing Impact Fees*	148,371	0	4,401	0
Transfer from General Oper Fund	51,000	51,000	51,000	51,000
Transfer from General Non-Op Fund	210,300	0	0	0
Other Revenue	0	0	786,979	0
Total	<u>10,023,664</u>	<u>382,550</u>	<u>33,025,078</u>	<u>676,410</u>
Expenditures and Uses of Funds:				
Operations	630,114	2,739,316	991,935	11,976,831
Loan-1701 W El Camino Real	1,805,076	0	5,908,816	0
Loan-779 East Evelyn Ave	6,726,035	0	2,579,349	0
Self Insurance	6,550	7,210	7,210	6,830
Retirees' Health Unfunded Liability	190,830	0	0	0
Transfer to Comp Absences Res	5,000	0	0	2,000
Transfer to Equip Replace Res	3,304	3,449	3,449	3,508
Total	<u>9,366,909</u>	<u>2,749,975</u>	<u>9,490,759</u>	<u>11,989,169</u>
Revenues and Sources Over (Under) Expenditures and Uses	656,755	(2,367,425)	23,534,319	(11,312,759)
Beginning Balance, July 1	27,190,019	27,846,774	27,846,774	51,381,093
Reserved for Low-Mod Housing**	<u>(14,788,165)</u>	<u>(14,788,165)</u>	<u>(7,320,000)</u>	<u>0</u>
Ending Balance, June 30	<u>\$ 13,058,609</u>	<u>10,691,184</u>	<u>44,061,093</u>	<u>40,068,334</u>

As authorized by Mountain View City Code section 36.82 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 36.91, 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. Does not include reservation of \$22.8 million approved by City Council May 15, 2018, funded from BMR funds not yet received.

COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)/  
RENTAL HOUSING COMMITTEE (RHC) FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted <sup>(1)</sup> Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted <sup>(2)</sup> Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 0	0	12,621	2,000
Charges for Services	0	2,590,915	2,373,968	1,897,200
Transfer from General Fund Res	362,000	0	0	0
Total	<u>362,000</u>	<u>2,590,915</u>	<u>2,386,589</u>	<u>1,899,200</u>
Expenditures and Uses of Funds:				
Operations	185,023	1,872,900	906,123	2,006,280
General Fund Administration	56,295	272,160	268,694	284,170
Self Insurance	0	10,110	10,110	9,110
Transfer to General Operating Fund	0	431,595	431,595	0
Transfer to General Non Oper Fund	0	0	120,682	0
Transfer to Comp Absences Res	0	4,150	0	5,000
Transfer to Retirees' Health Res	0	0	4,149	0
Transfer to Equip Replace Res	0	0	0	4,677
Total	<u>241,318</u>	<u>2,590,915</u>	<u>1,741,353</u>	<u>2,309,237</u>
Revenues and Sources Over (Under) Expenditures and Uses	120,682	0	645,236	(410,037)
Beginning Balance, July 1	0	120,682	120,682	765,918
Reserve/Rebudget Items	0	0	(479,752)	(287,352)
Ending Balance, June 30	<u>\$ 120,682</u>	<u>120,682</u>	<u>286,166</u>	<u>68,529</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 October 23, 2017, subsequent to the City budget adoption on June 20, 2017.

(2) Reflects the budget as adopted by the RHC on June 18, 2018.



SUCCESSOR HOUSING AGENCY FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 33,844	0	22,161	0
Loan Payment	718,216	0	3,084	0
Total	<u>752,060</u>	<u>0</u>	<u>25,245</u>	<u>0</u>
Expenditures and Uses of Funds:				
Expenditures	<u>0</u>	<u>250,000</u>	<u>31,830</u>	<u>217,700</u>
Total	<u>0</u>	<u>250,000</u>	<u>31,830</u>	<u>217,700</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	752,060	(250,000)	(6,585)	(217,700)
Beginning Balance, July 1	<u>770,371</u>	<u>1,522,431</u>	<u>1,522,431</u>	<u>1,515,846</u>
Ending Balance, June 30	<u>\$ 1,522,431</u>	<u>1,272,431</u>	<u>1,515,846</u>	<u>1,298,146</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.

DOWNTOWN BENEFIT ASSESSMENT DISTRICTS FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 963,530	880,500	958,858	997,700
Permit Revenues	560,544	500,000	649,092	550,000
Investment Earnings	72,196	77,650	106,633	122,150
Invest Earn on Parking In Lieu Fees	73,704	86,380	96,568	119,440
Homeowner's Tax Exemption	3,824	3,830	3,612	3,600
Maintenance Assessment District	157,270	158,606	157,980	158,606
Parking In Lieu Fees	286,000	0	240,000	0
Business Improvement Districts	43,756	44,000	43,150	44,000
Other Revenues	20,777	20,000	21,342	20,000
Total	<u>2,181,749</u>	<u>1,770,966</u>	<u>2,277,235</u>	<u>2,015,496</u>
Expenditures and Uses of Funds:				
Operations	371,339	982,718	344,611	651,901
Business Improvement Districts	43,756	44,000	43,150	44,000
General Fund Administration	44,211	43,600	43,600	44,000
Self Insurance	840	920	920	800
Transfer to General Oper Fund	108,400	108,400	108,400	108,400
Transfer to Equip Replace Res	367	383	383	390
Total	<u>568,913</u>	<u>1,180,021</u>	<u>541,064</u>	<u>849,491</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	1,612,836	590,945	1,736,171	1,166,005
Beginning Balance, July 1	10,710,835	12,323,671	12,323,671	14,059,842
Reserve for Future Parking Maint	(337,500)	(375,000)	(375,000)	(412,500)
Reserve for Future Parking	<u>(6,180,159)</u>	<u>(6,266,539)</u>	<u>(6,516,728)</u>	<u>(6,636,168)</u>
Ending Balance, June 30	\$ <u>5,806,012</u>	<u>6,273,077</u>	<u>7,168,114</u>	<u>8,177,179</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 contributes \$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.).

GENERAL SPECIAL PURPOSE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 1,656	620	2,400	2,100
CASp Fee	0	0	18,799	0
Fines & Forfeitures	41,200	0	0	0
Charges for Services	0	50,000	250	50,000
Total	<u>42,856</u>	<u>50,620</u>	<u>21,449</u>	<u>52,100</u>
Expenditures and Uses of Funds:				
Expenditures	<u>0</u>	<u>50,000</u>	<u>3,474</u>	<u>85,314</u>
Total	<u>0</u>	<u>50,000</u>	<u>3,474</u>	<u>85,314</u>
Revenues and Sources Over (Under) Expenditures and Uses	42,856	620	17,975	(33,214)
Beginning Balance, July 1	<u>0</u>	<u>42,856</u>	<u>42,856</u>	<u>60,831</u>
Ending Balance, June 30	<u>\$ 42,856</u>	<u>43,476</u>	<u>60,831</u>	<u>27,617</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
COPs Grant	\$ 163,364	175,000	172,920	100,000
Total	<u>163,364</u>	<u>175,000</u>	<u>172,920</u>	<u>100,000</u>
Expenditures and Uses of Funds:				
Operations	153,043	175,000	175,000	175,000
Transfer to Comp Absences Res	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>154,043</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	9,321	0	(2,080)	(75,000)
Beginning Balance, July 1	<u>98,688</u>	<u>108,009</u>	<u>108,009</u>	<u>105,929</u>
Ending Balance, June 30	\$ <u><u>108,009</u></u>	<u><u>108,009</u></u>	<u><u>105,929</u></u>	<u><u>30,929</u></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

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 116,630	0	103,020	0
Federal Grant	516,706	500,000	77,515	536,360
Home Program	233,558	200,000	12,153	281,994
Loan Repayments	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>0</u>
Total	<u>866,894</u>	<u>800,000</u>	<u>192,688</u>	<u>818,354</u>
Expenditures and Uses of Funds:				
Operations	118,626	930,524	150,244	861,807
Loans	<u>859,135</u>	<u>0</u>	<u>30,153</u>	<u>0</u>
Total	<u>977,761</u>	<u>930,524</u>	<u>180,397</u>	<u>861,807</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(110,867)	(130,524)	12,291	(43,453)
Reprogrammed Revenue	0	131,391	0	32,029
Beginning Balance, July 1	<u>110,000</u>	<u>(867)</u>	<u>(867)</u>	<u>11,424</u>
Ending Balance, June 30	<u><u>\$ (867)</u></u>	<u><u>0</u></u>	<u><u>11,424</u></u>	<u><u>0</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
PEG Fees	\$ 250,828	257,500	236,172	241,000
Total	<u>250,828</u>	<u>257,500</u>	<u>236,172</u>	<u>241,000</u>
Expenditures and Uses of Funds:				
Expenditures	202,543	237,500	267,500	195,000
Capital Projects	85,000	0	0	0
Total	<u>287,543</u>	<u>237,500</u>	<u>267,500</u>	<u>195,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	(36,715)	20,000	(31,328)	46,000
Beginning Balance, July 1	<u>841,172</u>	<u>804,457</u>	<u>804,457</u>	<u>773,129</u>
Ending Balance, June 30	<u>\$ 804,457</u>	<u>824,457</u>	<u>773,129</u>	<u>819,129</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 41,635,453	39,305,500	42,099,597	41,808,400
Investment Earnings	822,171	859,100	1,225,124	1,338,600
Invest Earn on Dev Imp Fees	58,737	95,327	375,320	0
Rents & Leases	321,459	300,000	370,546	311,000
Development Impact Fees	5,051,430	0	16,759,781	0
Other Revenues	312,900	63,200	490,924	54,500
Capital Projects Refunds	547,250	0	18,908	0
Total	<u>48,749,400</u>	<u>40,623,127</u>	<u>61,340,200</u>	<u>43,512,500</u>
Expenditures and Uses of Funds:				
Operations	4,492,362	5,813,646	5,094,934	6,359,457
Intergovernmental Payments	8,212,731	9,994,000	10,293,359	10,272,000
Capital Projects	4,962,000	28,175,000	43,369,350	7,118,000
Capital Projects from Fees	100,000	0	13,369,650	6,400,000
General Fund Administration	7,783,282	7,571,600	7,571,600	7,647,300
Water Fund Administration	62,000	62,600	62,600	63,200
2011 Revenue Bonds	3,357,841	3,360,532	3,282,099	3,345,832
2014 Bank Loan	3,155,979	1,619,551	1,619,551	1,620,300
Transportation Debt Issue	0	0	0	1,599,990
Self Insurance	48,750	53,630	53,630	47,620
Retirees' Health Unfunded Liability	923,598	994,770	994,770	195,000
Transfer to Comp Absences Res	52,000	20,000	20,000	42,000
Transfer to Equip Replace Res	111,989	116,501	116,501	119,268
Total	<u>33,262,532</u>	<u>57,781,830</u>	<u>85,848,044</u>	<u>44,829,967</u>
Revenues and Sources Over (Under) Expenditures and Uses	15,486,868	(17,158,703)	(24,507,844)	(1,317,467)
Beginning Balance, July 1	46,701,144	62,188,012	62,188,012	37,680,168
Reserve	(4,900,000)	(4,600,000)	(4,600,000)	(5,200,000)
Reserve for Landfill	(5,000,000)	(6,000,000)	(6,000,000)	(7,000,000)
Reserve for Sea Level Rise	0	0	0	(3,000,000)
Reserve for Dev Impact Fees	<u>(6,482,383)</u>	<u>(6,577,710)</u>	<u>(10,247,834)</u>	<u>(3,847,834)</u>
Ending Balance, June 30	\$ <u>45,805,629</u>	<u>27,851,599</u>	<u>16,832,334</u>	<u>17,314,867</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	2014-15	\$3,263,434	\$33,888	3,229,546
Actual (Revised)	2015-16	\$3,379,348	\$33,888	3,345,460
Actual	2016-17	\$3,913,665	\$33,888	3,879,777
Actual	2017-18	\$4,012,187	\$33,888	3,978,299
Adopted	2018-19	\$4,050,626	\$33,888	4,016,738

STORM DRAIN CONSTRUCTION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 15,754	16,920	20,826	24,980
Existing Facilities & Front Footage	132,655	10,000	334,677	10,000
Capital Projects Refunds	<u>56,974</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>205,383</u>	<u>26,920</u>	<u>355,503</u>	<u>34,980</u>
Expenditures and Uses of Funds:				
Capital Projects	245,000	30,000	280,000	406,000
General Fund Administration	<u>3,025</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>248,025</u>	<u>30,000</u>	<u>280,000</u>	<u>406,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	(42,642)	(3,080)	75,503	(371,020)
Beginning Balance, July 1	<u>435,185</u>	<u>392,543</u>	<u>392,543</u>	<u>468,046</u>
Ending Balance, June 30	<u><u>\$ 392,543</u></u>	<u><u>389,463</u></u>	<u><u>468,046</u></u>	<u><u>97,026</u></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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 707,152	688,200	1,366,963	1,634,600
Construction Fees*	26,490,880	0	8,583,600	0
Capital Projects Refunds	17,098	0	18,148	0
Total	<u>27,215,130</u>	<u>688,200</u>	<u>9,968,711</u>	<u>1,634,600</u>
Expenditures and Uses of Funds:				
Expenditures	7,118	0	30,483	0
Capital Projects	24,781,000	7,130,000	7,370,000	1,861,000
General Fund Administration	30,884	0	0	0
Total	<u>24,819,002</u>	<u>7,130,000</u>	<u>7,400,483</u>	<u>1,861,000</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	2,396,128	(6,441,800)	2,568,228	(226,400)
Beginning Balance, July 1	47,026,197	49,422,325	49,422,325	51,990,553
Committed for Future CIP's**	<u>(17,552,143)</u>	<u>(16,123,275)</u>	<u>(16,092,792)</u>	<u>(16,082,775)</u>
Ending Balance, June 30	<u>\$ 31,870,182</u>	<u>26,857,250</u>	<u>35,897,761</u>	<u>35,681,378</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 Five-Year CIP identifies future projects which funds have not yet been committed.

WATER FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 344,067	397,571	562,894	501,727
Invest Earn on Cap/Dev Imp Fees	53,819	0	211,719	0
Water Sales	28,515,983	30,454,186	33,304,674	34,001,697
Recycled Water Sales	481,231	600,000	640,007	660,000
Capacity/Development Impact Fees	4,720,898	2,303,000	7,027,115	0
Water Transfer Agreement	0	0	5,000,000	0
Other Revenues	1,089,254	456,547	887,174	456,547
Interfund Revenues	732,000	739,300	739,300	785,800
Total	<u>35,937,252</u>	<u>34,950,604</u>	<u>48,372,883</u>	<u>36,405,771</u>
Expenditures and Uses of Funds:				
Operations	7,719,886	9,105,326	7,794,033	8,926,194
Water Purchased	17,087,513	20,768,084	20,973,031	21,289,654
Capital Projects	2,079,000	2,942,000	3,082,000	3,038,000
Capital Projects from Fees	1,079,000	2,287,000	2,287,000	3,640,000
General Fund Administration	1,439,517	1,419,070	1,419,070	1,427,870
Depreciation	4,048,440	4,009,749	4,057,182	4,048,440
2004 Water Revenue Bonds	630,144	634,450	630,493	629,250
Recycled Water System Loan Repymt	300,000	300,000	300,000	300,000
Self Insurance	91,100	100,210	100,210	87,300
Retirees' Health Unfunded Liability	635,209	294,466	294,466	200,000
Transfer to Graham School Site Maint Res	220,000	220,000	220,000	220,000
Transfer to Equip Replace Res	223,244	231,087	231,087	235,808
Total	<u>35,553,053</u>	<u>42,311,442</u>	<u>41,388,572</u>	<u>44,042,516</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	384,199	(7,360,838)	6,984,311	(7,636,745)
Net Change In Non Current Assets	4,039,570	4,009,749	3,873,213	4,048,440
Beginning Balance, July 1	16,896,516	21,320,285	21,320,285	32,177,809
Reserve for Capacity/Dev Impact Fees	(3,739,625)	(3,755,625)	(8,691,459)	(5,051,459)
Reserve for Minimum Water Purchase	0	0	(5,000,000)	(5,000,000)
Reserve	(9,946,294)	(10,830,444)	(10,830,444)	(11,041,957)
Ending Balance, June 30	<u>\$ 7,634,366</u>	<u>3,383,127</u>	<u>7,655,906</u>	<u>7,496,088</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Hazardous Materials Permits	\$ 502,004	425,000	556,775	425,000
Investment Earnings	179,063	290,165	297,482	271,350
Invest Earn on Cap/Dev Imp Fees	69,238	0	156,139	0
Wastewater Charges	19,145,152	20,518,783	21,699,987	23,095,252
Capacity/Development Impact Fees	3,439,159	4,050,000	5,503,630	0
Other Revenues	481,945	34,000	342,181	34,000
	<u>23,816,561</u>	<u>25,317,948</u>	<u>28,556,194</u>	<u>23,825,602</u>
Total				
Expenditures and Uses of Funds:				
Operations	4,601,171	5,723,671	4,669,306	5,484,151
Water Quality Control Plant	10,385,028	10,667,878	8,710,324	11,254,312
Capital Projects	1,759,000	2,103,000	2,103,000	2,409,000
Capital Projects from Fees	1,520,000	627,000	627,000	6,500,000
General Fund Administration	1,228,910	1,214,330	1,214,330	1,223,330
Water Fund Administration	351,000	354,500	354,500	352,700
Depreciation	1,761,308	1,615,363	1,951,145	1,761,308
Self Insurance	51,440	56,580	56,580	49,400
Retirees' Health Unfunded Liability	387,225	246,288	246,288	50,000
Transfer to Equip Replace Res	229,486	240,668	240,668	246,722
	<u>22,274,568</u>	<u>22,849,278</u>	<u>20,173,141</u>	<u>29,330,923</u>
Total				
Revenues and Sources Over (Under)				
Expenditures and Uses	1,541,993	2,468,670	8,383,053	(5,505,321)
Net Change In Non Current Assets	4,423,368	1,615,363	1,207,261	1,761,308
Beginning Balance, July 1	7,510,665	13,476,026	13,476,026	23,066,340
Reserve for Capacity/Dev Impact Fees	(2,936,298)	(6,359,298)	(7,969,067)	(1,469,067)
Reserve for Treatment Plant	(891,473)	(2,077,226)	(3,843,666)	(6,353,716)
Reserve	(5,596,806)	(5,646,725)	(6,542,157)	(6,765,154)
	<u>4,051,449</u>	<u>3,476,810</u>	<u>4,711,450</u>	<u>4,734,390</u>
Ending Balance, June 30	\$			

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 for Fiscal Year's 2017-18 and 2018-19 includes a Treatment Plant obligation 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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 96,176	102,135	151,621	169,170
Intergovernmental	186,013	135,000	193,955	135,000
Waste Disposal Charges	13,840,235	13,874,248	14,665,811	13,676,132
Other Revenues	27,064	60,000	10,323	60,000
City Revenues	<u>14,149,488</u>	<u>14,171,383</u>	<u>15,021,710</u>	<u>14,040,302</u>
Recology Revenues	<u>14,438,683</u>	<u>15,051,581</u>	<u>15,678,832</u>	<u>15,654,975</u>
Total	<u>28,588,171</u>	<u>29,222,964</u>	<u>30,700,542</u>	<u>29,695,277</u>
Expenditures and Uses of Funds:				
Operations	3,418,795	4,550,797	4,000,548	4,774,432
Disposal	7,240,093	7,245,314	7,058,838	7,652,835
Capital Projects	279,000	338,000	338,000	594,000
General Fund Administration	526,398	528,200	528,200	533,500
Water Fund Administration	281,000	283,800	283,800	331,100
Depreciation	360,012	329,724	382,075	360,012
Self Insurance	35,010	38,510	38,510	33,690
Retirees' Health Unfunded Liability	0	875,995	875,995	0
Transfer to Equip Replace Res	153,848	167,855	167,855	171,887
City Expenditures	<u>12,294,156</u>	<u>14,358,195</u>	<u>13,673,821</u>	<u>14,451,456</u>
Payments to Recology	<u>14,438,683</u>	<u>15,051,581</u>	<u>15,678,832</u>	<u>15,654,975</u>
Total	<u>26,732,839</u>	<u>29,409,776</u>	<u>29,352,653</u>	<u>30,106,431</u>
Revenues and Sources Over (Under) Expenditures and Uses	1,855,332	(186,812)	1,347,889	(411,154)
Net Change In Non Current Assets	439,417	329,724	361,955	360,012
Beginning Balance, July 1	7,301,232	9,595,981	9,595,981	11,305,825
Reserve for Future Facility Equipment Reserve	0 <u>(3,185,833)</u>	0 <u>(3,185,833)</u>	(440,000) <u>(3,185,833)</u>	(880,000) <u>(3,334,611)</u>
Ending Balance, June 30	\$ <u>6,410,148</u>	<u>6,553,060</u>	<u>7,679,992</u>	<u>7,040,072</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 341,629	399,340	424,147	518,810
Interfund Service Charges	2,234,753	2,580,100	2,487,435	2,690,500
Other Revenues	257,312	0	310,258	0
Transfer from General Oper Fund	2,618,344	2,727,828	2,727,828	2,767,727
Transfer from Other General Funds	292,274	303,518	303,518	305,966
Transfer from Other Funds	761,159	800,949	800,949	823,965
Total	<u>6,505,471</u>	<u>6,811,735</u>	<u>7,054,135</u>	<u>7,106,968</u>
Expenditures and Uses of Funds:				
Operations	2,126,509	2,474,620	2,407,745	2,649,348
Equipment Purchases	2,929,863	5,898,006	4,350,629	3,017,606
Water Fund Administration	41,048	38,400	38,400	38,800
Self Insurance	20,240	22,260	22,260	19,350
Retirees' Health Unfunded Liability	0	32,688	32,688	25,000
Transfer to Equip Replace Res	38,921	41,006	41,006	41,705
Total	<u>5,156,581</u>	<u>8,506,980</u>	<u>6,892,728</u>	<u>5,791,809</u>
Revenues and Sources Over (Under) Expenditures and Uses	1,348,890	(1,695,245)	161,407	1,315,159
Net Change In Non Current Assets	(263,229)	11,000	577,699	11,000
Beginning Balance, July 1	26,097,580	27,183,241	27,183,241	27,922,347
Reserve for Equipment Replacement	<u>(27,013,016)</u>	<u>(25,339,865)</u>	<u>(27,748,423)</u>	<u>(29,137,455)</u>
Ending Balance, June 30	<u>\$ 170,225</u>	<u>159,131</u>	<u>173,924</u>	<u>111,051</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 126,881	149,980	168,395	203,490
Interfund Service Charges	2,106,939	2,572,852	2,215,355	2,400,000
Other Revenues	<u>129,262</u>	<u>0</u>	<u>156,398</u>	<u>0</u>
Total	<u>2,363,082</u>	<u>2,722,832</u>	<u>2,540,148</u>	<u>2,603,490</u>
Expenditures and Uses of Funds:				
Expenditures	<u>1,822,335</u>	<u>2,372,500</u>	<u>1,514,332</u>	<u>2,372,500</u>
Total	<u>1,822,335</u>	<u>2,372,500</u>	<u>1,514,332</u>	<u>2,372,500</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	540,747	350,332	1,025,816	230,990
Beginning Balance, July 1	10,208,145	10,748,892	10,748,892	11,774,708
Reserve for Future Claims	<u>(7,646,227)</u>	<u>(7,646,227)</u>	<u>(7,646,227)</u>	<u>(7,646,227)</u>
Ending Balance, June 30	<u>\$ 3,102,665</u>	<u>3,452,997</u>	<u>4,128,481</u>	<u>4,359,471</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 5,987	6,360	8,207	9,860
Interfund Service Charges	86,487	105,911	92,315	50,000
Total	<u>92,474</u>	<u>112,271</u>	<u>100,522</u>	<u>59,860</u>
Expenditures and Uses of Funds:				
Expenditures	<u>50,318</u>	<u>127,250</u>	<u>31,015</u>	<u>127,250</u>
Total	<u>50,318</u>	<u>127,250</u>	<u>31,015</u>	<u>127,250</u>
Revenues and Sources Over (Under) Expenditures and Uses	42,156	(14,979)	69,507	(67,390)
Beginning Balance, July 1	<u>455,358</u>	<u>497,514</u>	<u>497,514</u>	<u>567,021</u>
Ending Balance, June 30	<u>\$ 497,514</u>	<u>482,535</u>	<u>567,021</u>	<u>499,631</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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 47,140	47,850	62,024	69,690
Other Revenues	73,569	25,610	69,028	18,200
Interfund Service Charges	1,377,190	1,515,210	1,525,320	1,367,610
Total	<u>1,497,899</u>	<u>1,588,670</u>	<u>1,656,372</u>	<u>1,455,500</u>
Expenditures and Uses of Funds:				
Expenditures	<u>1,989,638</u>	<u>1,455,500</u>	<u>1,300,817</u>	<u>1,575,300</u>
Total	<u>1,989,638</u>	<u>1,455,500</u>	<u>1,300,817</u>	<u>1,575,300</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(491,739)	133,170	355,555	(119,800)
Beginning Balance, July 1	5,517,697	5,025,958	5,025,958	5,381,513
Reserve for Future Claims	<u>(2,462,354)</u>	<u>(2,462,354)</u>	<u>(2,462,354)</u>	<u>(2,462,354)</u>
Ending Balance, June 30	<u>\$ 2,563,604</u>	<u>2,696,774</u>	<u>2,919,159</u>	<u>2,799,359</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 PROGRAM INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 44,745	46,490	53,856	39,990
Other Revenues	16,232	11,240	40,151	0
Interfund Service Charges	5,576,917	5,682,710	5,682,710	5,545,790
Transfer from General Oper Fund	2,000,000	2,000,000	2,000,000	0
Transfer from General Non-Op Fund	1,000,000	2,000,000	2,000,000	0
Transfer from Other Funds	2,890,513	2,444,207	2,448,356	720,000
Total	<u>11,528,407</u>	<u>12,184,647</u>	<u>12,225,073</u>	<u>6,305,780</u>
Expenditures and Uses of Funds:				
Expenditures	4,102,249	4,536,970	4,404,330	4,705,080
CERBT	7,380,006	7,601,187	7,774,355	1,560,710
Total	<u>11,482,255</u>	<u>12,138,157</u>	<u>12,178,685</u>	<u>6,265,790</u>
Revenues and Sources Over (Under) Expenditures and Uses	46,152	46,490	46,388	39,990
Beginning Balance, July 1	<u>334,054</u>	<u>380,206</u>	<u>380,206</u>	<u>426,594</u>
Ending Balance, June 30	\$ <u>380,206</u>	<u>426,696</u>	<u>426,594</u>	<u>466,584</u>
Balance in CERBT	\$ <u>110,669,266</u>	<u>118,270,453</u>	<u>125,237,505</u>	<u>126,798,215</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 \$137.4 million as of July 1, 2017. The reserve is supplemented as funds become available.

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>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 4,486	4,660	5,573	6,940
Interfund Service Charges	<u>55,976</u>	<u>68,000</u>	<u>62,035</u>	<u>80,000</u>
Total	<u>60,462</u>	<u>72,660</u>	<u>67,608</u>	<u>86,940</u>
Expenditures and Uses of Funds:				
Expenditures	<u>46,030</u>	<u>100,500</u>	<u>55,769</u>	<u>114,500</u>
Total	<u>46,030</u>	<u>100,500</u>	<u>55,769</u>	<u>114,500</u>
Revenues and Sources Over (Under) Expenditures and Uses	14,432	(27,840)	11,839	(27,560)
Beginning Balance, July 1	<u>355,198</u>	<u>369,630</u>	<u>369,630</u>	<u>381,469</u>
Ending Balance, June 30	<u>\$ 369,630</u>	<u>341,790</u>	<u>381,469</u>	<u>353,909</u>

The Employee Benefits Self-Insurance Fund accounts for the City's self-insured vision and other miscellaneous benefits.

ADOPTED 2018-19 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
<b>Revenues &amp; Sources of Funds:</b>						
GOF Carryover Revenue	\$ 3,743,471	0	0	0	0	0
Transfers	411,084	0	0	580,900	0	0
Investment Earnings	0	2,800,000	1,400,000	0	0	220,000
	0	0	0	566,450	0	0
<b>Total</b>	<b>4,154,555</b>	<b>2,800,000</b>	<b>1,400,000</b>	<b>1,147,350</b>	<b>0</b>	<b>220,000</b>
<b>Expenditures &amp; Uses of Funds:</b>						
Expenditures	8,484,391	0	0	0	0	220,000
CIP	0	0	0	0	0	0
Transfers	8,100,000	0	0	0	0	0
<b>Total</b>	<b>16,584,391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>
Revenues & Sources Over (Under) Expenditures & Uses	(12,429,836)	2,800,000	1,400,000	1,147,350	0	0
Beginning Balance, July 1	24,970,203	23,380,506	5,243,588	4,623,276	1,560,000	733,100
Reserves	(2,006,755)	0	0	0	0	0
Ending Balance, June 30	\$ <u>10,533,612</u>	<u>26,180,506</u> (6)	<u>6,643,588</u>	<u>5,770,626</u>	<u>1,560,000</u>	<u>733,100</u>

- (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) Comprised of a \$5.0 million reserve policy balance plus \$3.1 million prepaid lease for the Downtown Family Housing project.
- (4) Reserves \$277,280 for a property lease (\$125,000 for Fiscal Year's 2019-20 and 2020-21 including a 3.0% annual CPI adjustment from Fiscal Year 2015-16).
- (5) Minor Estate Trust reserve established at \$410,235 endowment plus 25.0 percent of interest earned annually.
- (6) Up to \$1.0 million to be used for the Mountain View Employee Homebuyer Program.

							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	0	0	0	0	
4,000,000	6,601,900	0	0	0	1,205,000	0	
<u>4,000,000</u>	<u>6,660,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,205,000</u>	<u>0</u>	
0	0	0	132,613	105,000	0	2,574	
0	7,289,263	0	0	0	0	0	
<u>0</u>	<u>7,289,263</u>	<u>0</u>	<u>132,613</u>	<u>105,000</u>	<u>0</u>	<u>2,574</u>	
4,000,000	(628,696)	0	(132,613)	(105,000)	1,205,000	(2,574)	
0	16,054,565	3,456,000	11,644,279	525,282	6,106,726	419,651	
<u>0</u>	<u>(8,099,555) (3)</u>	<u>0</u>	<u>(277,280) (4)</u>	<u>0</u>	<u>0</u>	<u>(412,589) (5)</u>	
<u>4,000,000</u>	<u>7,326,314</u>	<u>3,456,000</u>	<u>11,234,386</u>	<u>420,282</u>	<u>7,311,726</u>	<u>4,488</u>	

ADOPTED 2018-19 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	110,000	51,000		295,000		3,323,693	7,857,900	\$11,637,593
Special Revenue Funds	1,415,500		6,566,122	26,740,000		322,843	49,000	35,093,465
Capital Projects Funds				2,267,000				2,267,000
Enterprise Funds			629,250	16,181,000		904,417	220,000	17,934,667
Internal Service Funds						66,705		66,705
Reserve Funds				7,289,263			8,100,000	15,389,263
<b>TOTAL</b>	\$1,525,500	51,000	7,195,372	52,772,263	0	4,617,658	16,226,900	\$82,388,693

**CAPITAL  
IMPROVEMENT  
PROJECTS**

**ADOPTED FISCAL YEAR 2018-19  
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 2018-19 CIP is on the:

- Review, refinement and funding of Fiscal Year 2018-19 projects identified in the Five-Year CIP adopted by the City Council for Fiscal Year 2017-18.
- Identification and funding of additional new projects for Fiscal Year 2018-19 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 2018-19 CIP is balanced and maintains all fund reserves as required by Council policy.

Projects included in the Fiscal Year 2018-19 Adopted CIP are listed on the following pages in three separate categories: (1) Non-Discretionary, (2) Discretionary, and (3) Amendments to Existing Projects

These projects were adopted at the June 19, 2018 City Council Meeting.

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# Adopted FY 2018-19 Non-Discretionary Projects

(in thousands of dollars)

Project No.	Non-Discretionary Projects	Budget
19-01	Street Resurfacing and Slurry Seal Program	\$ 1,600
19-02	Traffic Infrastructure - Miscellaneous Replacements and Modifications	244
19-03	Street Light Pole Replacements	237
19-04	Water System Improvements and Recycled Water System Improvements	628
19-05	Wastewater System Improvements	161
19-06	Concrete Sidewalk/Curb Repairs	662
19-07	Parks Pathway Resurfacing	84
19-08	Shoreline Pathway, Roadway, Parking Improvements	199
19-09	Forestry Maintenance Program and Street Tree Replanting	458
19-10	Shoreline Landfill Cap Maintenance and Repairs	137
19-11	Developer Reimbursements	124
19-12	Street Lane Line and Legend Repainting	378
19-13	Landfill Gas/Leachate System Repairs & Improvements	137
19-14	Facilities Maintenance Plan	718
19-15	Annual Traffic Studies/NTMP Improvements/Bicycle Counts	157
19-16	Maintenance Agreement for JPB/VTA Transit Center	62
19-17	Shoreline Infrastructure Maintenance	249
19-18	Planned and Emergency Facilities Projects	1,500
19-19	Biennial Park Renovations/Improvements	112
19-20	Biennial Good Neighbor Fence Replacements	37
19-21	Miscellaneous Water Main/Service Line Replacement	2,584
19-22	Miscellaneous Storm/Sanitary Sewer Main Replacement	1,617
19-23	TDA Projects	60
19-24	Biennial ADA Improvements to City Facilities	94
19-25	Annual New Energy Conservation Measures	186
19-26	Biennial Tennis Court Resurfacing	87
19-27	Intersection Traffic Signal System - Major Replacements and Upgrades (Intersection TBD)	402
19-28	North Bayshore Semi-Annual Traffic Counts	159
19-29	Annual Regional Public Safety	150
19-30 thru 19-33	Information Technology Projects (1-5 Separate Projects Per Fiscal Year)	715
<b>Total: Non-Discretionary Projects</b>		<b>\$ 13,938</b>

## 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 Project? Yes					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-01</b>	<b>20-01</b>	<b>21-01</b>	<b>22-01</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 1,092	\$ 1,012	\$ 1,032	\$ 1,053	\$ -	\$ 4,189
Gas Tax	\$ 508	\$ 620	\$ 633	\$ 645	\$ -	\$ 2,406
<b>Total</b>	<b>\$ 1,600</b>	<b>\$ 1,632</b>	<b>\$ 1,665</b>	<b>\$ 1,698</b>	<b>\$ -</b>	<b>\$ 6,595</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 Project? Yes					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-02</b>	<b>20-02</b>	<b>21-02</b>	<b>22-02</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 223	\$ 228	\$ 232	\$ 237	\$ -	\$ 920
Shoreline Community	\$ 21	\$ 21	\$ 22	\$ 22	\$ -	\$ 86
<b>Total</b>	<b>\$ 244</b>	<b>\$ 249</b>	<b>\$ 254</b>	<b>\$ 259</b>	<b>\$ -</b>	<b>\$ 1,006</b>

<b>Project xx-03</b> <b>Street Light Pole Replacements</b> Replace end-of-life street light poles throughout the City.	Sponsor Department: Public Works Department					
	Category: Traffic, Parking and Transportation					
	Additional Annual O&M Costs: None      Prevailing Wage Project? Yes					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-03</b>	<b>20-03</b>	<b>21-03</b>	<b>22-03</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 217	\$ 221	\$ 225	\$ 230	\$ -	\$ 893
Shoreline Community	\$ 20	\$ 21	\$ 21	\$ 21	\$ -	\$ 83
<b>Total</b>	<b>\$ 237</b>	<b>\$ 242</b>	<b>\$ 246</b>	<b>\$ 251</b>	<b>\$ -</b>	<b>\$ 976</b>

# Non-Discretionary Projects

(in thousands of dollars)

<p><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.</p>	<p>Sponsor Department: Public Works Department                  Category: Utilities                  Additional Annual O&amp;M Costs: None                  Prevailing Wage Project? Yes</p>																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-04</th> <th>20-04</th> <th>21-04</th> <th>22-04</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 628</td> <td style="text-align: right;">\$ 641</td> <td style="text-align: right;">\$ 654</td> <td style="text-align: right;">\$ 667</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,590</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 628</b></td> <td style="text-align: right;"><b>\$ 641</b></td> <td style="text-align: right;"><b>\$ 654</b></td> <td style="text-align: right;"><b>\$ 667</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,590</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-04	20-04	21-04	22-04		2018-19	2019-20	2020-21	2021-22	2022-23		Water (Includes Water Capacity Fees)	\$ 628	\$ 641	\$ 654	\$ 667	\$ -	\$ 2,590	<b>Total</b>	<b>\$ 628</b>	<b>\$ 641</b>	<b>\$ 654</b>	<b>\$ 667</b>	<b>\$ -</b>	<b>\$ 2,590</b>
Project Number and Fiscal Year					Total																											
19-04	20-04	21-04	22-04																													
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<p><b>Project xx-05</b>  <b>Wastewater System Improvements</b>                  Unscheduled improvements/repairs to the City's wastewater collection and pumping system.</p>	<p>Sponsor Department: Public Works Department                  Category: Utilities                  Additional Annual O&amp;M Costs: None                  Prevailing Wage Project? Yes</p>																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-05</th> <th>20-05</th> <th>21-05</th> <th>22-05</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ 161</td> <td style="text-align: right;">\$ 164</td> <td style="text-align: right;">\$ 168</td> <td style="text-align: right;">\$ 171</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 664</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 161</b></td> <td style="text-align: right;"><b>\$ 164</b></td> <td style="text-align: right;"><b>\$ 168</b></td> <td style="text-align: right;"><b>\$ 171</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 664</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-05	20-05	21-05	22-05		2018-19	2019-20	2020-21	2021-22	2022-23		Wastewater (Includes Sewer Capacity Fees)	\$ 161	\$ 164	\$ 168	\$ 171	\$ -	\$ 664	<b>Total</b>	<b>\$ 161</b>	<b>\$ 164</b>	<b>\$ 168</b>	<b>\$ 171</b>	<b>\$ -</b>	<b>\$ 664</b>
Project Number and Fiscal Year					Total																											
19-05	20-05	21-05	22-05																													
2018-19	2019-20	2020-21	2021-22	2022-23																												
Wastewater (Includes Sewer Capacity Fees)	\$ 161	\$ 164	\$ 168	\$ 171	\$ -	\$ 664																										
<b>Total</b>	<b>\$ 161</b>	<b>\$ 164</b>	<b>\$ 168</b>	<b>\$ 171</b>	<b>\$ -</b>	<b>\$ 664</b>																										

<p><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.</p>	<p>Sponsor Department: Public Works Department                  Category: Streets and Sidewalks                  Additional Annual O&amp;M Costs: None                  Prevailing Wage Project? Yes</p>																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-06</th> <th>20-06</th> <th>21-06</th> <th>22-06</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>C/C Tax</td> <td style="text-align: right;">\$ 662</td> <td style="text-align: right;">\$ 675</td> <td style="text-align: right;">\$ 689</td> <td style="text-align: right;">\$ 702</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,728</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 662</b></td> <td style="text-align: right;"><b>\$ 675</b></td> <td style="text-align: right;"><b>\$ 689</b></td> <td style="text-align: right;"><b>\$ 702</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,728</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-06	20-06	21-06	22-06		2018-19	2019-20	2020-21	2021-22	2022-23		C/C Tax	\$ 662	\$ 675	\$ 689	\$ 702	\$ -	\$ 2,728	<b>Total</b>	<b>\$ 662</b>	<b>\$ 675</b>	<b>\$ 689</b>	<b>\$ 702</b>	<b>\$ -</b>	<b>\$ 2,728</b>
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<b>Total</b>	<b>\$ 662</b>	<b>\$ 675</b>	<b>\$ 689</b>	<b>\$ 702</b>	<b>\$ -</b>	<b>\$ 2,728</b>																										

# 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 Project? TBD					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-07</b>	<b>20-07</b>	<b>21-07</b>	<b>22-07</b>		
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 84	\$ 85	\$ 87	\$ 89	\$ -	\$ 345
<b>Total</b>	<b>\$ 84</b>	<b>\$ 85</b>	<b>\$ 87</b>	<b>\$ 89</b>	<b>\$ -</b>	<b>\$ 345</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 Project? TBD					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-08</b>	<b>20-08</b>	<b>21-08</b>	<b>22-08</b>	<b>23-08</b>	
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
Shoreline Community	\$ 199	\$ 203	\$ 207	\$ 211	\$ -	\$ 820
<b>Total</b>	<b>\$ 199</b>	<b>\$ 203</b>	<b>\$ 207</b>	<b>\$ 211</b>	<b>\$ -</b>	<b>\$ 820</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 Project? TBD					
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-09</b>	<b>20-09</b>	<b>21-09</b>	<b>22-09</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 376	\$ 384	\$ 392	\$ 399	\$ -	\$ 1,551
Shoreline Community	\$ 82	\$ 84	\$ 85	\$ -	\$ -	\$ 251
<b>Total</b>	<b>\$ 458</b>	<b>\$ 468</b>	<b>\$ 477</b>	<b>\$ 399</b>	<b>\$ -</b>	<b>\$ 1,802</b>

## 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, recompacting, and making other improvements.	Sponsor Department: Public Works Department					
	Category: Regulatory Requirements					
	Additional Annual O&M Costs: None	Prevailing Wage Project? TBD				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-10</b>	<b>20-10</b>	<b>21-10</b>	<b>22-10</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
Solid Waste	\$ 137	\$ 139	\$ 142	\$ 145	\$ -	\$ 563
<b>Total</b>	<b>\$ 137</b>	<b>\$ 139</b>	<b>\$ 142</b>	<b>\$ 145</b>	<b>\$ -</b>	<b>\$ 563</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 Project? No				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-11</b>	<b>20-11</b>	<b>21-11</b>	<b>22-11</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 31	\$ 31	\$ 32	\$ 32	\$ -	\$ 126
Water (Includes Water Capacity Fees)	\$ 31	\$ 31	\$ 32	\$ 32	\$ -	\$ 126
Wastewater (Includes Sewer Capacity Fees)	\$ 31	\$ 31	\$ 32	\$ 32	\$ -	\$ 126
Storm Water Fund	\$ 31	\$ 31	\$ 32	\$ 32	\$ -	\$ 126
<b>Total</b>	<b>\$ 124</b>	<b>\$ 124</b>	<b>\$ 128</b>	<b>\$ 128</b>	<b>\$ -</b>	<b>\$ 504</b>

<b>Project xx-12</b> <b>Street Lane Line and Legend Repainting</b> Annual repainting of City street lane lines and legends.	Sponsor Department: Public Works Department					
	Category: Streets and Sidewalks					
	Additional Annual O&M Costs: None	Prevailing Wage Project? Yes				
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-12</b>	<b>20-12</b>	<b>21-12</b>	<b>22-12</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 378	\$ 58	\$ 393	\$ 61	\$ -	\$ 890
<b>Total</b>	<b>\$ 378</b>	<b>\$ 58</b>	<b>\$ 393</b>	<b>\$ 61</b>	<b>\$ -</b>	<b>\$ 890</b>

## 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 Project?		TBD	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-13</b>	<b>20-13</b>	<b>21-13</b>	<b>22-13</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
Solid Waste	\$ 137	\$ 139	\$ 142	\$ 145	\$ -	\$ 563
<b>Total</b>	<b>\$ 137</b>	<b>\$ 139</b>	<b>\$ 142</b>	<b>\$ 145</b>	<b>\$ -</b>	<b>\$ 563</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 Project?		TBD	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>19-14</b>	<b>20-14</b>	<b>21-14</b>	<b>22-14</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 560	\$ 571	\$ 583	\$ 594	\$ -	\$ 2,308
Shoreline Community	\$ 158	\$ 161	\$ 164	\$ 168	\$ -	\$ 651
<b>Total</b>	<b>\$ 718</b>	<b>\$ 732</b>	<b>\$ 747</b>	<b>\$ 762</b>	<b>\$ -</b>	<b>\$ 2,959</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 Project?		Yes	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Total</b>
C/C Tax	\$ 157	\$ 160	\$ 163	\$ 167	\$ -	\$ 647
<b>Total</b>	<b>\$ 157</b>	<b>\$ 160</b>	<b>\$ 163</b>	<b>\$ 167</b>	<b>\$ -</b>	<b>\$ 647</b>

## Non-Discretionary Projects

(in thousands of dollars)

<p><b>Project xx-16</b>  <b>Maintenance Agreement for JPB/VTA Transit Center</b>                  Reimbursement of City expenses by JPB/VTA.</p>	Sponsor Department: Public Works Department Category: Facilities Additional Annual O&M Costs: None Prevailing Wage Project? No																															
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-16</th> <th>20-16</th> <th>21-16</th> <th>22-16</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Other (Reimbursement)</td> <td style="text-align: right;">\$ 62</td> <td style="text-align: right;">\$ 63</td> <td style="text-align: right;">\$ 65</td> <td style="text-align: right;">\$ 66</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 256</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 62</b></td> <td style="text-align: right;"><b>\$ 63</b></td> <td style="text-align: right;"><b>\$ 65</b></td> <td style="text-align: right;"><b>\$ 66</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 256</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-16	20-16	21-16	22-16		2018-19	2019-20	2020-21	2021-22	2022-23		Other (Reimbursement)	\$ 62	\$ 63	\$ 65	\$ 66	\$ -	\$ 256	<b>Total</b>	<b>\$ 62</b>	<b>\$ 63</b>	<b>\$ 65</b>	<b>\$ 66</b>	<b>\$ -</b>	<b>\$ 256</b>
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<p><b>Project xx-17</b>  <b>Shoreline Infrastructure Maintenance</b>                  Maintenance of water lines, sewer lines, storm drainage system, and water system supplying the sailing lake.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? TBD																															
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-17</th> <th>20-17</th> <th>21-17</th> <th>22-17</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 249</td> <td style="text-align: right;">\$ 254</td> <td style="text-align: right;">\$ 259</td> <td style="text-align: right;">\$ 264</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,026</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 249</b></td> <td style="text-align: right;"><b>\$ 254</b></td> <td style="text-align: right;"><b>\$ 259</b></td> <td style="text-align: right;"><b>\$ 264</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,026</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-17	20-17	21-17	22-17		2018-19	2019-20	2020-21	2021-22	2022-23		Shoreline Community	\$ 249	\$ 254	\$ 259	\$ 264	\$ -	\$ 1,026	<b>Total</b>	<b>\$ 249</b>	<b>\$ 254</b>	<b>\$ 259</b>	<b>\$ 264</b>	<b>\$ -</b>	<b>\$ 1,026</b>
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<p><b>Project xx-18</b>  <b>Planned and Emergency Facilities Projects</b>                  Emergency and Planned Facilities Projects that are currently not covered by xx-14, but are vital to the City's infrastructure (19-18 includes funding for Health and Safety Improvements at all Fire Stations, Shoreline Boathouse Maintenance and Contract Project Management).</p>	Sponsor Department: Public Works Department Category: Facilities Additional Annual O&M Costs: None Prevailing Wage Project? TBD																																													
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## Non-Discretionary Projects

(in thousands of dollars)

<p><b>Projects 19-19 &amp; 21-19</b>  <b>Biennial Park Renovations/Improvements</b>                  Biennial repairs and improvements to City parks.</p>	Sponsor Department: Community Services Department  Category: Parks and Recreation																															
<p><b>Projects 20-19 &amp; 22-19</b>  <b>Biennial Median Renovations and Roadway Landscape Renovations</b>                  Biennial repairs and improvements to City landscaped medians and roadway landscaping.</p>	Additional Annual O&M Costs: None Prevailing Wage Project? TBD																															
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<p><b>Projects 19-20 &amp; 21-20</b>  <b>Biennial Good Neighbor Fence (GNF) Replacements</b>                  Funding to replace fencing between City parks and private property.</p>	Sponsor Department: Community Services Department  Category: Parks and Recreation  Additional Annual O&M Costs: None Prevailing Wage Project? No																															
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<p><b>Projects 20-20 &amp; 22-20</b>  <b>Biennial Real Estate Technical and Legal Services</b>                  Funding for appraisals, environmental reports, surveys, and lease preparation/review services for City Real Estate activity.</p>	Sponsor Department: Public Works Department  Category: Miscellaneous  Additional Annual O&M Costs: None Prevailing Wage Project? No																																													
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## Non-Discretionary Projects

(in thousands of dollars)

<p><b>Project xx-21</b>  <b>Miscellaneous Water Main/Service Line Replacement</b>                  Replace corroded and/or undersized water main pipes on various streets. The replacements include water services, fire hydrants and saddle replacements.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-21</th> <th>20-21</th> <th>21-21</th> <th>22-21</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 2,584</td> <td style="text-align: right;">\$ 2,636</td> <td style="text-align: right;">\$ 2,688</td> <td style="text-align: right;">\$ 2,742</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 10,650</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 2,584</b></td> <td style="text-align: right;"><b>\$ 2,636</b></td> <td style="text-align: right;"><b>\$ 2,688</b></td> <td style="text-align: right;"><b>\$ 2,742</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 10,650</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-21	20-21	21-21	22-21		2018-19	2019-20	2020-21	2021-22	2022-23		Water (Includes Water Capacity Fees)	\$ 2,584	\$ 2,636	\$ 2,688	\$ 2,742	\$ -	\$ 10,650	<b>Total</b>	<b>\$ 2,584</b>	<b>\$ 2,636</b>	<b>\$ 2,688</b>	<b>\$ 2,742</b>	<b>\$ -</b>	<b>\$ 10,650</b>
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<p><b>Project xx-22</b>  <b>Miscellaneous Storm/Sanitary Sewer Main Replacement</b>                  Repair and replace storm and sanitary sewer pipes, manholes and systems identified by the City's annual line televising program.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-22</th> <th>20-22</th> <th>21-22</th> <th>22-22</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ 1,617</td> <td style="text-align: right;">\$ 1,649</td> <td style="text-align: right;">\$ 1,682</td> <td style="text-align: right;">\$ 1,716</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 6,664</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 1,617</b></td> <td style="text-align: right;"><b>\$ 1,649</b></td> <td style="text-align: right;"><b>\$ 1,682</b></td> <td style="text-align: right;"><b>\$ 1,716</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 6,664</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-22	20-22	21-22	22-22		2018-19	2019-20	2020-21	2021-22	2022-23		Wastewater (Includes Sewer Capacity Fees)	\$ 1,617	\$ 1,649	\$ 1,682	\$ 1,716	\$ -	\$ 6,664	<b>Total</b>	<b>\$ 1,617</b>	<b>\$ 1,649</b>	<b>\$ 1,682</b>	<b>\$ 1,716</b>	<b>\$ -</b>	<b>\$ 6,664</b>
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<p><b>Projects xx-23</b>  <b>TDA Projects</b>                  Various bike and pedestrian related projects.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																						
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-23</th> <th>20-23</th> <th>21-23</th> <th>22-23</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>C/C Tax</td> <td style="text-align: right;">\$ 10</td> <td style="text-align: right;">\$ 10</td> <td style="text-align: right;">\$ 10</td> <td style="text-align: right;">\$ 10</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 40</td> </tr> <tr> <td>Transportation Development Act (TDA) Funding</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 200</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 60</b></td> <td style="text-align: right;"><b>\$ 60</b></td> <td style="text-align: right;"><b>\$ 60</b></td> <td style="text-align: right;"><b>\$ 60</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 240</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-23	20-23	21-23	22-23		2018-19	2019-20	2020-21	2021-22	2022-23		C/C Tax	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 40	Transportation Development Act (TDA) Funding	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	\$ 200	<b>Total</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ 240</b>
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## Non-Discretionary Projects

(in thousands of dollars)

<p><b>Projects 19-24 &amp; 21-24</b>  <b>Biennial ADA Improvements to City Facilities</b>                  Continuation of efforts to implement ADA improvements at City facilities.</p>	Sponsor Department: Public Works Department/City Manager's Office  Category: Regulatory Requirements  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes/TBD																															
<p><b>Projects 20-24 &amp; 22-24</b>  <b>Biennial Installation of ADA Curb Ramps</b>                  Install approximately 10 ADA-compliant curb ramps throughout the City.</p>																																
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<p><b>Project xx-25</b>  <b>Annual New Energy Conservation Measures</b>                  Fund energy conservation efforts in City facilities.</p>	Sponsor Department: Public Works Department  Category: Facilities  Additional Annual O&M Costs: None      Prevailing Wage Project? TBD																															
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<p><b>Projects 19-26 &amp; 21-26</b>  <b>Biennial Tennis Court Resurfacing</b>                  Periodic routine resurfacing of tennis courts at the following parks: Cuesta, Rengstorff, Cooper, Stevenson, Sylvan and Whisman.</p>	Sponsor Department: Community Services Department  Category: Parks and Recreation  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																															
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## Non-Discretionary Projects

(in thousands of dollars)

<p><b>Projects 20-26 &amp; 22-26 Biennial PMP Recertification</b> Field inspection of all arterial and collector streets as required by the Metropolitan Transportation Commission (MTC).</p>	<p>Sponsor Department: Public Works Department  Category: Streets and Sidewalks  Additional Annual O&amp;M Costs: None      Prevailing Wage Project? No</p>																									
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<p><b>Project xx-27 Intersection Traffic Signal System - Major Replacements and Upgrades (Intersection TBD)</b> Annual project to replace/upgrade one existing traffic signal and controller that are at the end of their useful lives.</p>	<p>Sponsor Department: Public Works Department  Category: Traffic, Parking and Transportation  Additional Annual O&amp;M Costs: None      Prevailing Wage Project? Yes</p>																															
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<p><b>Project xx-28 North Bayshore Semi-Annual Traffic Counts</b> Perform traffic counts in the North Bayshore area to support the Transportation Demand Management (TDM) goals.</p>	<p>Sponsor Department: Community Development Department  Category: Traffic, Parking and Transportation  Additional Annual O&amp;M Costs: None      Prevailing Wage Project? No</p>																															
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## Non-Discretionary Projects

(in thousands of dollars)

<p><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.</p>	Sponsor Department: Police Department Category: Information Technology and Communication Additional Annual O&M Costs: None Prevailing Wage Project? No																															
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>19-29</th> <th>20-29</th> <th>21-29</th> <th>22-29</th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th></th> </tr> </thead> <tbody> <tr> <td>C/C Tax</td> <td style="text-align: right;">\$ 150</td> <td style="text-align: right;">\$ 150</td> <td style="text-align: right;">\$ 150</td> <td style="text-align: right;">\$ 150</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 600</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 150</b></td> <td style="text-align: right;"><b>\$ 150</b></td> <td style="text-align: right;"><b>\$ 150</b></td> <td style="text-align: right;"><b>\$ 150</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 600</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	19-29	20-29	21-29	22-29		2018-19	2019-20	2020-21	2021-22	2022-23		C/C Tax	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 600	<b>Total</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ 600</b>
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<p><b>Project xx-30</b>  <b>Information Technology Projects</b>                  (1-5 Separate Projects Per Fiscal Year)</p>	Sponsor Department: Information Technology Category: Information Technology and Communication Additional Annual O&M Costs: None Prevailing Wage Project? No																																																																		
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# Adopted FY 2018-19 Discretionary Projects

(in thousands of dollars)

Project No.	Discretionary Projects	Budget
19-34	Charleston Road Improvements, Design	\$ 2,365
19-35	Middlefield Road Improvements, between Rengstorff Avenue to Shoreline Boulevard	1,660
19-36	Mayfield/San Antonio Ped/Bike Tunnel, Preliminary Design	4,110
19-37	City Hall Remodel - 2nd Floor	650
19-38	Shorebird Way & Charleston Road Recycled Water Extension & Water System Improvements, Construction	1,580
19-39	Well Abandonment (10 and 17) and Well Siting Study	650
19-40	2018/19 City Bridges and Culverts Structural Inspection and Repairs	230
19-41	Leong Drive Water and Sewer Main Replacement, Construction	8,500
19-42	Solid Waste Agreement, Phase II	310
19-43	Upgrades to Irrigation Pump Station, Phase I	240
19-44	Amphitheatre Pump Station, Evaluation and Repair	290
19-45	San Antonio Area Sewer Improvements, Construction (Phase I)	530
19-46	Water System Operations Study and Transmission Main Condition Assessment	330
19-47	Police Parking Lot Expansion	725
19-48	Street Reconstruction Project (Street TBD)	1,000
19-49	Cross Culvert Removal and Storm Drain Extensions	500
19-50	Crosswalk Improvements	300
19-51	Traffic Operations Center Feasibility Study	160
19-52	Mountain View Center for the Performing Arts Second Stage Addition and Seating Improvements, Construction	3,560
19-53	Deer Hollow Farm Barn Renovation	50
19-54	Circulation Feasibility Study from NBSPP II (Charleston Rd Underpass & SC Transit Bridge)	1,100
19-55	Slater School Field, Restroom and Traffic Signal	1,725
19-56	Shoreline Golf Links Turf and Bunker Improvements	150
19-57	Shoreline Golf Links Driving Range Landing Area Renovation	175
19-58	Metal Beam Guardrail Installation	585
19-59	NB Shoreline Blvd/101 Off-Ramp Realignment, Design	6,400
19-60	Police/Fire Administration Building Expansion, Study	500
19-61	El Monte Corridor Study	100
<b>Total: Discretionary Projects</b>		<b>38,475</b>

## Planned FY 2019-20 Discretionary Projects

(in thousands of dollars)

Project No.	Discretionary Projects	Budget
20-31	Fire/Police Training and Classroom Facility at Fire Station 5, Construction	\$ 2,510
20-32	Ellis Street to Light Rail Trail	304
20-33	Calderon Avenue Bike Lane - Phase II (from Mercy Street to El Camino Real)	500
20-34	NB Shoreline Blvd/101 Off-Ramp Realignment, Construction	14,100
20-35	Shoreline Blvd at 101 Ped/Bike Overcrossing, Construction	20,000
20-36	Project Management Database	245
20-37	Middlefield Road Sewer Replacement	5,750
20-38	Sewer Master Plan Update	235
20-39	Upgrades to Irrigation Pump Station, Phase II	1,065
20-40	Potable Water Well Construction (New Well at Rengstorff)	2,000
20-41	Water Master Plan Update	300
20-42	Charleston Pump Station Realignment	1,000
20-43	Rengstorff Park - Maintenance and Tennis Buildings Replacement, Design	1,300
20-44	Signage Program for Shoreline at Mountain View - Implementation of Shoreline Master Plan	100
20-45	Street Reconstruction Project (Street TBD)	1,000
20-46	Cross Culvert Removal and Storm Drain Extensions	510
20-47	Citywide Trash Capture, Phase II	1,860
20-48	Bike Lane Improvement Project (Location TBD)	300
20-49	Stevens Creek Trail Extension from Dale/Heatherstone Way to West Remington Drive, Design	2,000
20-50	Latham/Church Bike Blvd, Castro St/Highway 237 and Showers Dr/Escuela Ave, Design and Construction (Phase I)	710
20-51	Stierlin Road Bicycle and Pedestrian Improvements, Construction	2,850
20-52	400 San Antonio Road - New Mini Park	1,750
20-53	Interceptor Force Trunk Main Rehabilitation, Construction (Phase II - PS to MH)	1,500
20-54	San Antonio Area Sewer Improvements, Construction (Phase II)	1,500
20-55	Long Term Sewage Pump Station Repairs	1,500
20-56	Water & Sewer Main Replacement Crossing Hwy 101 at Two Locations (South of Shoreline), Construction	8,000
20-57	South Whisman Area Park, Construction	4,860
20-58	Police/Fire Administration Building Expansion, Design	2,000
<b>Total: Discretionary Projects</b>		<b>\$ 79,749</b>

# Planned FY 2020-21 and 2021-22 Discretionary Projects

(in thousands of dollars)

Project No.	Discretionary Projects	Budget
21-31	Zone 3 Well Replacement	\$ 2,400
21-32	Coast Casey Pump Station, Evaluation and Repair	1,000
21-33	Moffett Blvd - Sewer Main Flow Reversal	5,410
21-34	Central Sewage Trunk Main Rehabilitation	3,600
21-35	Shoreline Blvd Pathway (Villa St to Wright Ave), Construction	3,200
21-36	Pedestrian Master Plan Update	320
21-37	Charleston Road Improvements, Construction	16,110
21-38	2020/21 City Bridges and Culverts Structural Inspection and Repairs	350
21-39	Rengstorff Park - Aquatics Center Replacement, Construction	15,300
21-40	Street Reconstruction Project (Street TBD)	1,000
21-41	Cross Culvert Removal and Storm Drain Extensions	520
21-42	Crosswalk Improvements	400
21-43	Citywide Trash Capture, Phase III	4,000
22-31	Rengstorff Park - Maintenance and Tennis Buildings Replacement, Construction	5,000
22-32	Ada and Sylvan Avenue Sewer Main Replacement	1,000
22-33	High Level Ditch, Evaluation and Repair	230
22-34	Street Reconstruction Project (Street TBD)	1,000
22-35	Cross Culvert Removal and Storm Drain Extensions	531
22-36	Bike Lane Improvement Project (Location TBD)	300
<b>Total: Discretionary Projects</b>		<b>\$ 61,671</b>

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-34</b>  <b>Charleston Road Improvements, Design</b>                  Design road and surface improvements along Charleston Rd from Shoreline Blvd to Amphitheatre Pkwy as described in the North Bayshore Precise Plan and analyzed in the Charleston Road Improvements Feasibility Study.</p>	Sponsor Department: Public Works Department																											
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<p><b>Project 19-35</b>  <b>Middlefield Road Improvements, between Rengstorff Avenue to Shoreline Boulevard</b>                  The Middlefield Road Improvements project would resurface the road and reconstruct the median island curbs on Middlefield Road from Rengstorff Avenue to Shoreline Boulevard. This roadway segment has a Pavement Condition Index (PCI) rating of 43 out of 100.</p>	Sponsor Department: Public Works Department																																		
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<p><b>Project 19-36</b>  <b>Mayfield/San Antonio Ped/Bike Tunnel, Preliminary Design</b>                  Prepare preliminary design and perform environmental studies for a pedestrian and bicycle tunnel under Central Expressway at Mayfield Ave to align with existing tunnel under the Caltrain Tracks at San Antonio Station per the Feasibility Study completed by CIP 07-25.</p>	Sponsor Department: Public Works Department																																									
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-37</b>  <b>City Hall Remodel - 2nd Floor</b>                  This project will remodel the Document Processing and Purchasing Manager work areas.</p>	Sponsor Department: Public Works Department Category: Facilities Additional Annual O&M Costs: None Prevailing Wage Project? TBD																														
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<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650</b>																										

<p><b>Project 19-38</b>  <b>Shorebird Way &amp; Charleston Road Recycled Water Extension &amp; Water System Improvements, Construction</b>                  Per the Recycled Water System Expansion Feasibility Study, extend recycled water on Shorebird and Charleston Road. Construct a new water main between Shorebird Way &amp; Charleston Rd to provide looping of the water system.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: TBD Prevailing Wage Project? Yes																														
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-38</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ 1,580</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,580</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,580</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-38						2018-19	2019-20	2020-21	2021-22	2022-23	Total	\$ 1,580	\$ -	\$ -	\$ -	\$ -	\$ 1,580	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,580</b>
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<p><b>Project 19-39</b>  <b>Well Abandonment (10 and 17) and Well Siting Study</b>                  Well 10 (Central Expwy and Rengstorff, constructed in 1956) is out of service due to water quality and mechanical issues. Well 17 (Rengstorff Park, constructed in 1960) is out of service due to mechanical issues and low production. Staff is recommending abandoning both wells. Well siting study for placement of new well at Rengstorff Park and additional Zone 3 Area Well.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? TBD																														
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-39</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ 650</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 650</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 650</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-39						2018-19	2019-20	2020-21	2021-22	2022-23	Total	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ 650	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650</b>
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<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650</b>																										

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-40</b>  <b>2018/19 City Bridges and Culverts Structural Inspection and Repairs</b>                  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. These facilities were last inspected in 2013. National Bridge Inspection Standards allow inspections at intervals not to exceed 48 months.</p>	Sponsor Department: Public Works Department Category: Regulatory Requirements Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-40</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 230</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 230</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 230</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 230</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-40						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 230	<b>Total</b>	<b>\$ 230</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230</b>
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<p><b>Project 19-41</b>  <b>Leong Drive Water and Sewer Main Replacement, Construction</b>                  Replace water and sewer main, water services, sewer laterals, meters and cleanouts, and associated appurtenances on Leong Drive from Walker Drive to Fairchild Drive.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-41</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 2,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ 6,500</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 6,500</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 8,500</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 8,500</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-41						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	Wastewater (Includes Sewer Capacity Fees)	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 6,500	<b>Total</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,500</b>
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<p><b>Project 19-42</b>  <b>Solid Waste Agreement, Phase II</b>                  Develop new hauling, processing and landfill agreements for all solid waste and recycling activities. All current agreements expire at the end of 2021. Consultant assistance will be needed to develop new agreements.</p>	Sponsor Department: Public Works Department Category: Miscellaneous Additional Annual O&M Costs: None Prevailing Wage Project? No																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-42</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Solid Waste</td> <td style="text-align: right;">\$ 310</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 310</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 310</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 310</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-42						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Solid Waste	\$ 310	\$ -	\$ -	\$ -	\$ -	\$ 310	<b>Total</b>	<b>\$ 310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-43</b>  <b>Upgrades to Irrigation Pump Station, Phase I</b>                  The Recycled Water Feasibility Study identified Phase I and Phase II improvements. Phase I: Replace pump 2 and 3 with VFD.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-43</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 120</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 120</td> </tr> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 120</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 120</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 240</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 240</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-43						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 120	Shoreline Community	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 120	<b>Total</b>	<b>\$ 240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240</b>
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Shoreline Community	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 120																																		
<b>Total</b>	<b>\$ 240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240</b>																																		

<p><b>Project 19-44</b>  <b>Amphitheatre Pump Station, Evaluation and Repair</b>                  The 2008 Storm Drain Pump Station Evaluation indicated deficiencies beginning 2018. New evaluation and repairs are needed to update the Amphitheatre Pump Station.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? TBD																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-44</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 290</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 290</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 290</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 290</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-44						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ 290	<b>Total</b>	<b>\$ 290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290</b>
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<p><b>Project 19-45</b>  <b>San Antonio Area Sewer Improvements, Construction (Phase I)</b>                  Project will address capacity deficiency in the existing sewer pipeline at the Alma Recorder adjacent to San Antonio Road and Showers Drive. The project includes increasing the capacity of the existing pipeline and sewer flow routing at Sondgroth Way, improvements to the Alma Recorder and the adjacent pipelines to improve data recording accuracy, and eliminating sewer back up from the downstream system.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-45</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ 530</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 530</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 530</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 530</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-45						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Wastewater (Includes Sewer Capacity Fees)	\$ 530	\$ -	\$ -	\$ -	\$ -	\$ 530	<b>Total</b>	<b>\$ 530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 530</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-46</b>  <b>Water System Operations Study and Transmission Main Condition Assessment</b>                  Study to respond/evaluate new demands on the water system due to NBS Precise Plan development including engineer's report to implement recommended installation of the Whisman Inter-zonal Improvements. Perform condition assessment of 21-inch CCP and Steel transmission water mains. Requires specialized equipment and consultant assistance. Inceptions involve taking mains out of service so there is operational risk planning that is required.</p>	Sponsor Department: Public Works Department  Category: Utilities  Additional Annual O&M Costs: None      Prevailing Wage Project? No																																							
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-46</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 245</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 245</td> </tr> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 85</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 85</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 330</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 330</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-46						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ 245	\$ -	\$ -	\$ -	\$ -	\$ 245	Shoreline Community	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ 85	<b>Total</b>	<b>\$ 330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330</b>
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<b>Total</b>	<b>\$ 330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330</b>																																		

<p><b>Project 19-47</b>  <b>Police Parking Lot Expansion</b>                  Excavate and create additional paved surface in the southwest corner of the Police Department's parking lot adjacent to Oak Court and provide additional parking and storage capacity for property and equipment.</p>	Sponsor Department: Public Works Department  Category: Facilities  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-47</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 725</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 725</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 725</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 725</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-47						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 725	\$ -	\$ -	\$ -	\$ -	\$ 725	<b>Total</b>	<b>\$ 725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 725</b>
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<p><b>Project 19-48</b>  <b>Street Reconstruction Project (Street TBD)</b>                  Scope of the project includes removal of existing roadway pavement and construction of new sidewalk, curb, gutter, roadway pavement, and storm drainage system.</p>	Sponsor Department: Public Works Department  Category: Streets and Sidewalks  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-48</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gas Tax</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-48						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Gas Tax	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	<b>Total</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-49</b>  <b>Cross Culvert Removal and Storm Drain Extensions</b>                  Project scope includes removal of cross culverts, construction of new curb ramps, curb, gutter, roadway pavement and storm drainage.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-49</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>C/C Tax</td> <td style="text-align: right;">\$ 125</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 125</td> </tr> <tr> <td>Storm Drain Fund</td> <td style="text-align: right;">\$ 375</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 375</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 500</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 500</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-49						2018-19	2019-20	2020-21	2021-22	2022-23	Total	C/C Tax	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ 125	Storm Drain Fund	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ 375	<b>Total</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>
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<p><b>Project 19-50</b>  <b>Crosswalk Improvements</b>                  This project will enhance intersections to improve pedestrian and/or bicycle safety.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-50</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 300</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 300</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 300</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 300</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-50						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 300	<b>Total</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>
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<p><b>Project 19-51</b>  <b>Traffic Operations Center Feasibility Study</b>                  The City's existing traffic signals, traffic signal infrastructure and traffic signal communications will be evaluated to determine what would be necessary to build a Traffic Operations Center (TOC) that would satisfy the need to communicate from a central location with all traffic signals within the City and to create a system that operates efficiently and is well managed.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? No																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-51</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 160</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 160</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 160</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 160</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-51						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ 160	<b>Total</b>	<b>\$ 160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-52</b>  <b>Mountain View Center for the Performing Arts SecondStage Addition and Seating Improvements, Construction</b>                  Redesign and Construction of a 1,800 square foot addition to allow concurrent use of the Main Stage and SecondStage and increase marketability and use of the CPA. Design and construct moveable risers to improve capacity and use of space.</p>	Sponsor Department: Public Works Department  Category: Facilities  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-52</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 3,560</td> <td></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 3,560</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 3,560</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 3,560</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-52						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 3,560		\$ -	\$ -	\$ -	\$ 3,560	<b>Total</b>	<b>\$ 3,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,560</b>
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<b>Total</b>	<b>\$ 3,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,560</b>																											

<p><b>Project 19-53</b>  <b>Deer Hollow Farm Barn Renovation</b>                  City portion of the cost to study the historic white barn located at Deer Hollow Farm by Midpeninsula Regional Open Space District to determine necessary improvements that will ensure long-term structural integrity and safety.</p>	Sponsor Department: Community Services Department  Category: Parks and Recreation  Additional Annual O&M Costs: None      Prevailing Wage Project? TBD																																
<b>Funding Sources</b>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-53</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 50</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 50</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 50</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-53						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50	<b>Total</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>
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<p><b>Project 19-54</b>  <b>Circulation Feasibility Study from NBSPP II (Charleston Rd Underpass &amp; SC Transit Bridge)</b>                  The study will include an evaluation of the traffic and transportation impacts of these two facilities both inside and outside of the North Bayshore.</p>	Sponsor Department: Public Works Department  Category: Traffic, Parking and Transportation  Additional Annual O&M Costs: None      Prevailing Wage Project? No																																
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-55</b>  <b>Slater School Field, Restroom and Traffic Signal</b></p> <p>This project would allow the City to partner with the School District on construction of the field and restrooms, which will be available for public use outside of school hours. The City desires a new traffic signal at Pacific Drive for pedestrian safety and the School District will split the cost with the City.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Parks and Recreation</p> <p>Additional Annual O&amp;M Costs: TBD</p> <p>Prevailing Wage Project? Yes</p>																																							
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<b>Total</b>	<b>\$ 1,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,725</b>																																		

<p><b>Project 19-56</b>  <b>Shoreline Golf Links Turf and Bunker Improvements</b></p> <p>Turf and Bunker improvements are needed to repair various areas of the golf course where land-fill settlement has occurred, the soil has become fouled, or the area is no longer reasonably maintainable.</p>	<p>Sponsor Department: Community Services Department</p> <p>Category: Parks and Recreation</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? TBD</p>																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-56</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 150</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 150</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 150</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 150</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-56						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 150	<b>Total</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150</b>
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<p><b>Project 19-57</b>  <b>Shoreline Golf Links Driving Range Landing Area Renovation</b></p> <p>This project will provide new turf to increase the aesthetic appeal, which in turn attracts new golfers and encourages current golfers to return.</p>	<p>Sponsor Department: Community Services Department</p> <p>Category: Parks and Recreation</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? TBD</p>																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-57</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ 175</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 175</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 175</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 175</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-57						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ 175	<b>Total</b>	<b>\$ 175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175</b>
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<b>Total</b>	<b>\$ 175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175</b>																											

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-58</b>  <b>Metal Beam Guardrail Installation</b>                  Project will include the installation of guardrail system, including metal beam guardrails, wooden guard blocks, wooden guard posts, concrete foundation, end anchor assemblies and in-line terminal systems.</p>	Sponsor Department: Public Works Department Category: Streets and Sidewalks Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-58</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">C/C Tax</td> <td style="text-align: right;">\$ 585</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 585</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 585</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 585</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-58						2018-19	2019-20	2020-21	2021-22	2022-23	Total	C/C Tax	\$ 585	\$ -	\$ -	\$ -	\$ -	\$ 585	<b>Total</b>	<b>\$ 585</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 585</b>
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<p><b>Project 19-59</b>  <b>NB Shoreline Blvd/101 Off-Ramp Realignment, Design</b>                  Realignment of NB Shoreline Blvd off-ramp from intersecting with Shoreline Blvd instead to La Avenida to provide for more efficient operations and increased capacity to support North Bayshore Precise Plan development.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? No																																
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<p><b>Project 19-60</b>  <b>Police/Fire Administration Building Expansion, Study</b>                  Study of the expansion/renovations of the City's Police/Fire Administration Building.</p>	Sponsor Department: Public Works Department Category: Facilities Additional Annual O&M Costs: None Prevailing Wage Project? No																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-60</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Capital Improvement Reserve</td> <td style="text-align: right;">\$ 500</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 500</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 500</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 500</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-60						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500	<b>Total</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 19-61</b>  <b>El Monte Corridor Study</b>                  Study would evaluate all options with the goal to increase safety in the area.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? No																														
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th>19-61</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ 100</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 100</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 100</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year						19-61						2018-19	2019-20	2020-21	2021-22	2022-23	Total	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>
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<p><b>Project 20-31</b>  <b>Fire/Police Training and Classroom Facility at Fire Station 5, Construction</b>                  Construct a new stand-alone modular training and classroom facility at the back of FS #5 in Shoreline.</p>	Sponsor Department: Public Works Department Category: Facilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																														
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-31</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,510</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,510</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ 2,510</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,510</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-31					2018-19	2019-20	2020-21	2021-22	2022-23	Total	\$ -	\$ 2,510	\$ -	\$ -	\$ -	\$ 2,510	<b>Total</b>	<b>\$ 2,510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,510</b>
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<p><b>Project 20-32</b>  <b>Ellis Street to Light Rail Trail</b>                  Design and construct a Caltrans Class 1 trail (approximately 400 LF) along the San Francisco Public Utilities Commission Hetch Hetchy right-of-way connecting Ellis Street to the light rail tracks.</p>	Sponsor Department: Public Works Department Category: Parks and Recreation Additional Annual O&M Costs: TBD Prevailing Wage Project? Yes																														
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-33</b>  <b>Calderon Avenue Bike Lane - Phase II</b>  <b>(from Mercy Street to El Camino Real)</b>                  Provide a designated bicycle path on Calderon Avenue that will conform to the Calderon Street Master Plan from Mercy Street to El Camino.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
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<p><b>Project 20-34</b>  <b>NB Shoreline Blvd/101 Off-Ramp</b>  <b>Realignment, Construction</b>                  Realignment of NB Shoreline Blvd off-ramp from intersecting with Shoreline Blvd instead to La Avenida to provide for more efficient operations and increased capacity to support North Bayshore Precise Plan development.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
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<b>Total</b>	<b>\$ -</b>	<b>\$ 14,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,100</b>																											

<p><b>Project 20-35</b>  <b>Shoreline Blvd at 101 Ped/Bike Overcrossing, Construction</b>                  Construction of a bicycle and pedestrian bridge parallel and adjacent to Shoreline Boulevard over Highway 101 as described in the Shoreline Corridor Study.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: TBD Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-35</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community (Debt will be issued)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 20,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 20,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 20,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 20,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-35					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community (Debt will be issued)	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	<b>Total</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-36</b>  <b>Project Management Database</b>                  Purchase a shelf-ready software program to assist Public Works Department in managing CIP projects. The software would include capabilities to assist in the planning, design and construction of projects.</p>	Sponsor Department: Public Works Department Category: Information Technology and Communication Additional Annual O&M Costs: TBD Prevailing Wage Project? No																									
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 245</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 245</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 245</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 245</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	2018-19	2019-20	2020-21	2021-22	2022-23	Capital Improvement Reserve	\$ -	\$ 245	\$ -	\$ -	\$ -	\$ 245	<b>Total</b>	<b>\$ -</b>	<b>\$ 245</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 245</b>
Project Number and Fiscal Year					Total																					
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Capital Improvement Reserve	\$ -	\$ 245	\$ -	\$ -	\$ -	\$ 245																				
<b>Total</b>	<b>\$ -</b>	<b>\$ 245</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 245</b>																				

<p><b>Project 20-37</b>  <b>Middlefield Road Sewer Replacement</b>                  As part of the sewer system plan to eliminate the sewer crossing of Stevens Creek and Highway 85, sewage flow is being reversed to flow south on Moffett Blvd and then connecting to Middlefield Rd. This project follows the Moffett Blvd Sewer Main Flow Reversal Project and enlarges the sewer main on Middlefield Rd between south of San Veron Dr to Shoreline Blvd from an 8 to 15 inch sewer.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																									
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> </thead> <tbody> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 5,750</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 5,750</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 5,750</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 5,750</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	2018-19	2019-20	2020-21	2021-22	2022-23	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 5,750	\$ -	\$ -	\$ -	\$ 5,750	<b>Total</b>	<b>\$ -</b>	<b>\$ 5,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,750</b>
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<p><b>Project 20-38</b>  <b>Sewer Master Plan Update</b>                  Update the 2010 Sewer Master Plan following the adoption of precise plan amendments.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? No																									
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> </thead> <tbody> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 235</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 235</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 235</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 235</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	2018-19	2019-20	2020-21	2021-22	2022-23	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 235	\$ -	\$ -	\$ -	\$ 235	<b>Total</b>	<b>\$ -</b>	<b>\$ 235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-39</b>  <b>Upgrades to Irrigation Pump Station, Phase II</b>                  The Recycled Water Feasibility Study identified Phase I and Phase II improvements. Phase II: 325 HP upgrade to the IPS.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-39</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 532</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 532</td> </tr> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 533</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 533</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,065</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,065</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-39					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ -	\$ 532	\$ -	\$ -	\$ -	\$ 532	Shoreline Community	\$ -	\$ 533	\$ -	\$ -	\$ -	\$ 533	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,065</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,065</b>
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Water (Includes Water Capacity Fees)	\$ -	\$ 532	\$ -	\$ -	\$ -	\$ 532																																		
Shoreline Community	\$ -	\$ 533	\$ -	\$ -	\$ -	\$ 533																																		
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<p><b>Project 20-40</b>  <b>Potable Water Well Construction</b>  <b>(New Well at Rengstorff)</b>                  Drilling new potable water well at Rengstorff Park to provide groundwater for ongoing and emergency needs.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: TBD Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-40</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-40					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>
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<p><b>Project 20-41</b>  <b>Water Master Plan Update</b>                  Update the 2010 Water Master Plan following the adoption of precise plan amendments.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? No																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-41</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 300</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 300</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 300</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 300</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-41					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300	<b>Total</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-42</b>  <b>Charleston Pump Station Realignment</b>                  The 2008 Storm Drain Pump Station Evaluation indicated deficiencies beginning 2018. New evaluation and repairs are needed to update the Charleston Pump Station.</p>	Sponsor Department: Public Works Department																																				
	Category: Utilities																																				
	Additional Annual O&M Costs: None	Prevailing Wage Project?		Yes																																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-42</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th style="text-align: center;">Funding Sources</th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> </tr> </tbody> </table>					Project Number and Fiscal Year							20-42					Funding Sources	2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Shoreline Community	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000																															
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<p><b>Project 20-43 and 22-31</b>  <b>Rengstorff Park - Maintenance and Tennis Buildings Replacement, Design and Construction</b>                  Design for the replacement of two existing buildings on the Rengstorff Park site. 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.</p>	Sponsor Department: Public Works Department																																				
	Category: Parks and Recreation																																				
	Additional Annual O&M Costs: TBD	Prevailing Wage Project?		No/Yes																																	
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-44</b>  <b>Signage Program for Shoreline at Mountain View - Implementation of Shoreline Master Plan</b>                  This project will update the signage at Shoreline Regional Park based on the recommendations in the new Shoreline Master Plan.</p>	Sponsor Department: Community Services Department Category: Parks and Recreation Additional Annual O&M Costs: None Prevailing Wage Project? No																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-44</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 100</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 100</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 100</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 100</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-44					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	<b>Total</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>
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2018-19	2019-20	2020-21	2021-22	2022-23	Total																												
Shoreline Community	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100																											
<b>Total</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>																											

<p><b>Project 20-45, 21-40 and 22-34</b>  <b>Street Reconstruction Project (Street TBD)</b>                  Scope of the project includes removal of existing roadway pavement and construction of new sidewalk, curb, gutter, roadway pavement, and storm drainage system.</p>	Sponsor Department: Public Works Department Category: Streets and Sidewalks Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-45</th> <th>21-40</th> <th>22-34</th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gas Tax</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 3,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 3,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-45	21-40	22-34			2018-19	2019-20	2020-21	2021-22	2022-23	Total	Gas Tax	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 3,000	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>
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<b>Total</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>																											

<p><b>Project 20-46, 21-41 and 22-35</b>  <b>Cross Culvert Removal and Storm Drain Extensions</b>                  Project scope includes removal of cross culverts, construction of new curb ramps, curb, gutter, roadway pavement and storm drainage.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-46</th> <th>21-41</th> <th>22-35</th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Storm Drain Fund</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 510</td> <td style="text-align: right;">\$ 520</td> <td style="text-align: right;">\$ 531</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,561</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 510</b></td> <td style="text-align: right;"><b>\$ 520</b></td> <td style="text-align: right;"><b>\$ 531</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,561</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-46	21-41	22-35			2018-19	2019-20	2020-21	2021-22	2022-23	Total	Storm Drain Fund	\$ -	\$ 510	\$ 520	\$ 531	\$ -	\$ 1,561	<b>Total</b>	<b>\$ -</b>	<b>\$ 510</b>	<b>\$ 520</b>	<b>\$ 531</b>	<b>\$ -</b>	<b>\$ 1,561</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-47 and 21-43 Citywide Trash Capture, Phase II and III</b> Provision C.10 of the NPDES permit requires the City of Mountain View to implement control measures and actions to reduce trash load from municipal separate storm sewer systems by 40% by 2014, 70% by 2017, 80% by 2019, and the equivalent of 100% by 2022. The installation of approved trash capturing devices in the City's storm drain system at Villa St. and Latham St. would help towards meeting these goals. Trash capture unit options include CDS, NSBB, or inlet filters.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Regulatory Requirements</p> <p>Additional Annual O&amp;M Costs: TBD</p> <p>Prevailing Wage Project? Yes</p>																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-47</th> <th>21-43</th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Storm Drain Fund</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,860</td> <td style="text-align: right;">\$ 4,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 5,860</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,860</b></td> <td style="text-align: right;"><b>\$ 4,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 5,860</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-47	21-43				2018-19	2019-20	2020-21	2021-22	2022-23	Total	Storm Drain Fund	\$ -	\$ 1,860	\$ 4,000	\$ -	\$ -	\$ 5,860	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,860</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,860</b>
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<p><b>Project 20-48 and 22-36 Bike Lane Improvement Project (Location TBD)</b> Review, design and construction of bicycle improvements in various locations highlighted in the Bicycle Transportation Plan.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Traffic, Parking and Transportation</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? Yes</p>																																
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<p><b>Project 20-49 Stevens Creek Trail Extension from Dale/Heatherstone Way to West Remington Drive, Design</b> This project will design the alignment determined feasible by the Four Cities Coordinated Stevens Creek Trail Feasibility Study from Dale/Heatherstone Way to West Remington Drive. This will be Mountain View's portion of the design.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Parks and Recreation</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? No</p>																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-49</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Park Land</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-49					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Park Land	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-50</b>  <b>Latham/Church Bike Boulevard, Castro St/Highway 237 AND Showers Dr/Escuela Ave, Design and Construction (Phase I)</b>                  Design and construct bike boulevard on Latham Street between Showers Drive and Escuela Ave. and between Castro and Highway 237. Design will be based on concept for entire length of Latham Street and Church Street, approved by Council.</p>	Sponsor Department: Public Works Department  Category: Traffic, Parking and Transportation  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-50</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 710</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 710</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 710</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 710</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-50					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ -	\$ 710	\$ -	\$ -	\$ -	\$ 710	<b>Total</b>	<b>\$ -</b>	<b>\$ 710</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710</b>
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<p><b>Project 20-51</b>  <b>Stierlin Road Bicycle and Pedestrian Improvements, Construction</b>                  Construction of bicycle and pedestrian improvements along Stierlin Road between the Transit Center and Montecito Avenue, including improvements to the Castro/Moffett/Central intersection. Construction of the improvements should coincide with the completion of the 100 Moffett Boulevard private development project.</p>	Sponsor Department: Public Works Department  Category: Traffic, Parking and Transportation  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-51</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,850</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,850</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,850</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,850</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-51					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ -	\$ 2,850	\$ -	\$ -	\$ -	\$ 2,850	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,850</b>
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<p><b>Project 20-52</b>  <b>400 San Antonio Road - New Mini Park</b>                  The project at 400 San Antonio Road is dedicating a park to the City. The park will be a mini-park located along the north side Fayette Drive immediately west of the SFPUC Hetch-Hetchy parcel, which is not included in the project.</p>	Sponsor Department: Public Works Department  Category: Parks and Recreation  Additional Annual O&M Costs: TBD      Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-52</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Park Land</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,750</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,750</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,750</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,750</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-52					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Park Land	\$ -	\$ 1,750	\$ -	\$ -	\$ -	\$ 1,750	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,750</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-53</b>  <b>Interceptor Force Trunk Main Rehabilitation, Construction (Phase II - PS to MH)</b>                      Funding for Phase II to rehabilitate 4,000 feet of the Interceptor Force Trunk Main between the Sewage Pump Station and the Palo Alto Interceptor Line.</p>	Sponsor Department: Public Works Department						
	Category: Utilities						
	Additional Annual O&M Costs: None						Prevailing Wage Project? Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>		20-53					
	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	

<p><b>Project 20-54</b>  <b>San Antonio Area Sewer Improvements, Construction (Phase II)</b>                      Project will address capacity deficiency in the existing sewer pipeline in the San Antonio area. The project includes increasing the capacity of the existing pipeline and sewer flow routing at Sondgroth Way, improvements to the Alma Recorder and the adjacent pipelines to improve data recording accuracy, and eliminating sewer back up from the downstream system.</p>	Sponsor Department: Public Works Department						
	Category: Utilities						
	Additional Annual O&M Costs: None						Prevailing Wage Project? Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>		20-54					
	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	

<p><b>Project 20-55</b>  <b>Long Term Sewage Pump Station Repairs</b>                      Shoreline Sewer Pump Station Condition Assessment Project 14-32 recommended immediate and long term repairs for compliance and operational continuity. The immediate repairs were handled in CIP 17-48.</p>	Sponsor Department: Public Works Department						
	Category: Utilities						
	Additional Annual O&M Costs: None						Prevailing Wage Project? Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>		20-55					
	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 20-56</b>  <b>Water &amp; Sewer Main Replacement Crossing Hwy 101 at Two Locations (South of Shoreline), Construction</b>                  Construct the replacement of a new water and sewer main to cross under US 101 via bore and jack south of Shoreline Boulevard. The construction of a new 12 inch water main is also proposed to cross under US 101 via bore and jack from Macon Street to San Rafael Ave to improve reliability of providing water to the North Bayshore since all water sources are located south of US 101.</p>	Sponsor Department: Public Works Department  Category: Utilities  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes																																															
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-56</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water - Shoreline Comm Development Impact Fees</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 5,472</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 5,472</td> </tr> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,521</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,521</td> </tr> <tr> <td>Sewer - Shoreline Comm Development Impact Fees</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,007</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,007</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 8,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 8,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-56						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water - Shoreline Comm Development Impact Fees	\$ -	\$ 5,472	\$ -	\$ -	\$ -	\$ 5,472	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 1,521	\$ -	\$ -	\$ -	\$ 1,521	Sewer - Shoreline Comm Development Impact Fees	\$ -	\$ 1,007	\$ -	\$ -	\$ -	\$ 1,007	<b>Total</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>
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<p><b>Project 20-57</b>  <b>South Whisman Area Park, Construction</b>                  Construction of a new park in the South Whisman Precise Plan Area.</p>	Sponsor Department: Public Works Department  Category: Parks and Recreation  Additional Annual O&M Costs: TBD      Prevailing Wage Project? Yes																																								
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th>20-57</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Park Land</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,456</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,456</td> </tr> <tr> <td>Unidentified Funding</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,404</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,404</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 4,860</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 4,860</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year							20-57						2018-19	2019-20	2020-21	2021-22	2022-23	Total	Park Land	\$ -	\$ 2,456	\$ -	\$ -	\$ -	\$ 2,456	Unidentified Funding	\$ -	\$ 2,404	\$ -	\$ -	\$ -	\$ 2,404	<b>Total</b>	<b>\$ -</b>	<b>\$ 4,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,860</b>
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<p><b>Project 20-58</b>  <b>Police/Fire Administration Building Expansion, Design</b>                  Placeholder funding for design of the expansion/renovations of the City's Police/Fire Administration Building based on results of study (CIP 19-60).</p>	Sponsor Department: Public Works Department  Category: Facilities  Additional Annual O&M Costs: None      Prevailing Wage Project? No																																	
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 21-31</b>  <b>Zone 3 Well Replacement</b>                  Work with SCVWD to install a well at the Miramonte Reservoir site that could provide an alternative source to the West Pipeline.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: TBD Prevailing Wage Project? Yes																																
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-31</th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,400</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,400</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,400</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 2,400</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-31				2018-19	2019-20	2020-21	2021-22	2022-23	Total	Water (Includes Water Capacity Fees)	\$ -	\$ -	\$ 2,400	\$ -	\$ -	\$ 2,400	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,400</b>
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<p><b>Project 21-32</b>  <b>Coast Casey Pump Station, Evaluation and Repair</b>                  The 2008 Storm Drain Pump Station Evaluation indicated deficiencies beginning 2018. New evaluation and repairs are needed to update the Coast Casey Pump Station.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-32</th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Storm Drain</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 500</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 500</td> </tr> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 500</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 500</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-32				2018-19	2019-20	2020-21	2021-22	2022-23	Total	Storm Drain	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	Shoreline Community	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
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<p><b>Project 21-33</b>  <b>Moffett Blvd - Sewer Main Flow Reversal</b>                  As part of the sewer system plan to eliminate the crossing of Stevens Creek and Highway 85, the existing sewer main on Moffett Blvd (south of Highway 85 to Middlefield Rd) is proposed to reverse flow going south and be replaced. A new connection is proposed to run through the Shenandoah property and connect to the sewer main on Middlefield Rd.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 21-34</b>  <b>Central Sewage Trunk Main Rehabilitation</b>                  Rehabilitate 2,500 feet of the Central Sewage Trunk Main between the Sewage Pump Station and Highway 101.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																
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<p><b>Project 21-35</b>  <b>Shoreline Blvd Pathway (Villa St to Wright Ave), Construction</b>                  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 the newly constructed sidewalk on Central Expressway.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																							
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-35</th> <th></th> <th></th> <th></th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>C/C Tax</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 750</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 750</td> </tr> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,450</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,450</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 3,200</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 3,200</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-35				2018-19	2019-20	2020-21	2021-22	2022-23	Total	C/C Tax	\$ -	\$ -	\$ 750	\$ -	\$ -	\$ 750	Capital Improvement Reserve	\$ -	\$ -	\$ 2,450	\$ -	\$ -	\$ 2,450	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200</b>
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<p><b>Project 21-36</b>  <b>Pedestrian Master Plan Update</b>                  Update the 2014 Pedestrian Master Plan.</p>	Sponsor Department: Public Works Department Category: Traffic, Parking and Transportation Additional Annual O&M Costs: None Prevailing Wage Project? No																																
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2018-19	2019-20	2020-21	2021-22	2022-23	Total																												
Capital Improvement Reserve	\$ -	\$ -	\$ 320	\$ -	\$ -	\$ 320																											
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320</b>																											

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 21-37</b>  <b>Charleston Road Improvements, Construction</b>                  Construct road and surface improvements along Charleston Rd from Shoreline Blvd to Amphitheatre Pkwy as described in the North Bayshore Precise Plan and analyzed in the Charleston Road Improvements Feasibility Study.</p>	Sponsor Department: Public Works Department Category: Streets and Sidewalks Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																								
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-37</th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 14,110</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 14,110</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 16,110</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 16,110</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-37					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Shoreline Community	\$ -	\$ -	\$ 14,110	\$ -	\$ -	\$ 14,110	Other	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,110</b>
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Other	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000																																			
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,110</b>																																			

<p><b>Project 21-38</b>  <b>2020/21 City Bridges and Culverts Structural Inspection and Repairs</b>                  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. These facilities were last inspected in 2013. National Bridge Inspection Standards allow inspections at intervals not to exceed 48 months.</p>	Sponsor Department: Public Works Department Category: Regulatory Requirements Additional Annual O&M Costs: None Prevailing Wage Project? Yes																																	
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-38</th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 350</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 350</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 350</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 350</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-38					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Capital Improvement Reserve	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ 350	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350</b>
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## Discretionary Projects

(in thousands of dollars)

<p><b>Project 21-39</b>  <b>Rengstorff Park - Aquatics Center Replacement, Construction</b>                  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. As well as 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.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Facilities</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? Yes</p>																																	
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Project Number and Fiscal Year</th> </tr> <tr> <th></th> <th></th> <th>21-39</th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Park Land</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 15,300</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 15,300</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 15,300</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 15,300</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year								21-39					2018-19	2019-20	2020-21	2021-22	2022-23	Total	Park Land	\$ -	\$ -	\$ 15,300	\$ -	\$ -	\$ 15,300	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,300</b>
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<p><b>Project 21-42</b>  <b>Crosswalk Improvements</b>                  This project will enhance intersections to improve pedestrian and/or bicycle safety.</p>	<p>Sponsor Department: Public Works Department</p> <p>Category: Traffic, Parking and Transportation</p> <p>Additional Annual O&amp;M Costs: None</p> <p>Prevailing Wage Project? Yes</p>																																								
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C/C Tax	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300																																			
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>																																			

## Discretionary Projects

(in thousands of dollars)

<p><b>Project 22-32</b>  <b>Ada and Sylvan Avenue Sewer Main Replacement</b>                  Replace Ada and Sylvan Avenue sewer mains that is currently under capacity.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																									
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 1,000</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	2018-19	2019-20	2020-21	2021-22	2022-23	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>
Project Number and Fiscal Year					Total																					
2018-19	2019-20	2020-21	2021-22	2022-23																						
Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000																				
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>																				

<p><b>Project 22-33</b>  <b>High Level Ditch, Evaluation and Repair</b>                  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.</p>	Sponsor Department: Public Works Department Category: Utilities Additional Annual O&M Costs: None Prevailing Wage Project? Yes																									
<b>Funding Sources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Project Number and Fiscal Year</th> <th rowspan="2">Total</th> </tr> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 230</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 230</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 230</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 230</b></td> </tr> </tbody> </table>	Project Number and Fiscal Year					Total	2018-19	2019-20	2020-21	2021-22	2022-23	Shoreline Community	\$ -	\$ -	\$ -	\$ 230	\$ -	\$ 230	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230</b>	<b>\$ -</b>	<b>\$ 230</b>
Project Number and Fiscal Year					Total																					
2018-19	2019-20	2020-21	2021-22	2022-23																						
Shoreline Community	\$ -	\$ -	\$ -	\$ 230	\$ -	\$ 230																				
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# Adopted FY 2018-19 Amendments to Existing Projects

(in thousands of dollars)

<b>Project No.</b>	<b>Amendments to Existing Projects</b>	<b>Budget</b>
15-32	Shoreline Boulevard Pathway Villa-Wright	55
16-18	IT Computer Projects	55
16-34	Regional Public Safety Communications System - Infrastructure Replacement	215
16-45	Park Irrigation Pump Installation	667
18-43	Shoreline Boulevard Interim Bus Lane, Phase I	1,540
18-36	All-Inclusive Playground	75
18-50	Fire Station #4 Fire Training Tower Rehabilitation	75
<b>Total: Amendments to Existing Projects</b>		<b>\$ 2,682</b>



## Amendments to Existing Projects

(in thousands of dollars)

<p><b>Project 15-32</b>  <b>Shoreline Boulevard Pathway Villa-Wright</b>                  Additional funding is needed for engineering services to complete the design of pathway and connection improvements for bicycles and pedestrians along Shoreline Boulevard between Villa and Wright.</p>	Sponsor	Public Works Department	
	Department:	Traffic, Parking and Transportation	
	Category:	None      Prevailing Wage Project?      Yes	
	Additional Annual O&M Costs:	None      Prevailing Wage Project?      Yes	
<b>Funding Sources</b>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>
C/C Tax	\$ 180	\$ 55	\$ 235
Prometheus Real Estate Group Funding	\$ 100	\$ -	\$ 100
<b>Total</b>	<b>\$ 280</b>	<b>\$ 55</b>	<b>\$ 335</b>

<p><b>Project 16-18</b>  <b>IT Computer Projects</b>                  Additional 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. Add funds to 4161802.</p>	Sponsor	Information Technology	
	Department:	Information Technology and Communication	
	Category:	None      Prevailing Wage Project?      No	
	Additional Annual O&M Costs:	None      Prevailing Wage Project?      No	
<b>Funding Sources</b>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>
Development Services	\$ 17	\$ 5	\$ 22
C/C Tax	\$ 286	\$ 35	\$ 321
Shoreline Regional Park Community	\$ 32	\$ 5	\$ 37
Water (Includes Water Capacity Fees)	\$ 79	\$ 5	\$ 84
Wastewater (Includes Sewer Capacity Fees)	\$ 72	\$ 5	\$ 77
Solid Waste Management	\$ 19	\$ -	\$ 19
<b>Total</b>	<b>\$ 505</b>	<b>\$ 55</b>	<b>\$ 560</b>

## Amendments to Existing Projects

(in thousands of dollars)

<p><b>Project 16-34</b>  <b>Regional Public Safety Communications System-Infrastructure Replacement</b>                  Additional Funding needed as final vendor pricing was 50% higher than estimated in the original quote from 2015. Dispatch center audio recording system cost also exceeded original estimates.</p>	Sponsor	Police Department		
	Department:	Information Technology and Communications		
	Category:	Information Technology and Communications		
	Additional Annual O&M Costs:	\$90,000	Prevailing Wage Project?	No
<b>Funding Sources</b>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>	
Capital Improvement Reserve	\$ 1,800	\$ 215	\$ 2,015	
Equipment Maintenance	\$ 700	\$ -	\$ 700	
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 215</b>	<b>\$ 2,715</b>	

<p><b>Project 16-45</b>  <b>Park Irrigation Pump Installation</b>                  Additional funding needed for project as the original estimate only funded one of the four parks (Cooper) and Bubb, Stevenson and Whisman were left undone.</p>	Sponsor	Community Services Department		
	Department:	Parks and Recreation		
	Category:	Parks and Recreation		
	Additional Annual O&M Costs:	None	Prevailing Wage Project?	Yes
<b>Funding Sources</b>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>	
Park Land	\$ 253	\$ 667	\$ 920	
<b>Total</b>	<b>\$ 253</b>	<b>\$ 667</b>	<b>\$ 920</b>	

## Amendments to Existing Projects

(in thousands of dollars)

<p><b>Project 18-43</b>  <b>Shoreline Blvd Interim Bus Lane</b>                  Additional funding needed and contributed to complete the reversible bus lane project that was proposed in the North Bayshore Precise Plan to reduce single occupancy vehicles commuting to work in the North Bayshore area.</p>	<p style="text-align: right;">Sponsor: Public Works Department                  Department: Public Works Department                  Category: Traffic, Parking and Transportation                  Additional Annual O&amp;M Costs: None                  Prevailing Wage Project? Yes</p>																											
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"><i>FY 2017-18 Total Project Funding</i></th> <th style="width: 33%;"><b>Increased Funding for FY 2018-19</b></th> <th style="width: 33%;"><i>FY 2018-19 Total Project Funding</i></th> </tr> </thead> <tbody> <tr> <td>Capital Improvement Reserve</td> <td style="text-align: right;">\$ 145</td> <td style="text-align: right;">\$ 145</td> </tr> <tr> <td>Water (Includes Water Capacity Fees)</td> <td style="text-align: right;">\$ 350</td> <td style="text-align: right;">\$ 436</td> </tr> <tr> <td>Water (NBS Development Impact Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 1,414</td> </tr> <tr> <td>Wastewater (Includes Sewer Capacity Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 358</td> </tr> <tr> <td>Wastewater (NBS Development Impact Fees)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 269</td> </tr> <tr> <td>Shoreline Community</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 10,037</td> </tr> <tr> <td>Developer Contribution</td> <td style="text-align: right;">\$ 1,045</td> <td style="text-align: right;">\$ 1,045</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 1,540</b></td> <td style="text-align: right;"><b>\$ 13,704</b></td> </tr> </tbody> </table>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>	Capital Improvement Reserve	\$ 145	\$ 145	Water (Includes Water Capacity Fees)	\$ 350	\$ 436	Water (NBS Development Impact Fees)	\$ -	\$ 1,414	Wastewater (Includes Sewer Capacity Fees)	\$ -	\$ 358	Wastewater (NBS Development Impact Fees)	\$ -	\$ 269	Shoreline Community	\$ -	\$ 10,037	Developer Contribution	\$ 1,045	\$ 1,045	<b>Total</b>	<b>\$ 1,540</b>	<b>\$ 13,704</b>
<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>																										
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Shoreline Community	\$ -	\$ 10,037																										
Developer Contribution	\$ 1,045	\$ 1,045																										
<b>Total</b>	<b>\$ 1,540</b>	<b>\$ 13,704</b>																										

<p><b>Project 18-36</b>  <b>All-Inclusive Playground</b>                  Additional funding needed for City administration and staffing costs.</p>	<p style="text-align: right;">Sponsor: Community Services Department                  Department: Community Services Department                  Category: Parks and Recreation                  Additional Annual O&amp;M Costs: TBD                  Prevailing Wage Project? Yes</p>									
<b>Funding Sources</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"><i>FY 2017-18 Total Project Funding</i></th> <th style="width: 33%;"><b>Increased Funding for FY 2018-19</b></th> <th style="width: 33%;"><i>FY 2018-19 Total Project Funding</i></th> </tr> </thead> <tbody> <tr> <td>Park Land</td> <td style="text-align: right;">\$ 75</td> <td style="text-align: right;">\$ 1,075</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 75</b></td> <td style="text-align: right;"><b>\$ 1,075</b></td> </tr> </tbody> </table>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>	Park Land	\$ 75	\$ 1,075	<b>Total</b>	<b>\$ 75</b>	<b>\$ 1,075</b>
<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>								
Park Land	\$ 75	\$ 1,075								
<b>Total</b>	<b>\$ 75</b>	<b>\$ 1,075</b>								

## Amendments to Existing Projects

(in thousands of dollars)

<p><b>Project 18-50</b>  <b>Fire Station #4 Fire Training Tower</b>  <b>Rehabilitation</b>                  Add funding to include replacing railings on the roof top for propelling, replacement of roof hatch, and other miscellaneous items due to wear and tear.</p>	Sponsor Department: Category: Additional Annual O&M Costs:	Public Works Department Facilities None	Prevailing Wage Project?	Yes
<b>Funding Sources</b>	<i>FY 2017-18 Total Project Funding</i>	<b>Increased Funding for FY 2018-19</b>	<i>FY 2018-19 Total Project Funding</i>	
Capital Improvement Reserve	\$ 365	\$ 75	\$ 440	
<b>Total</b>	\$ 365	\$ 75	\$ 440	

# **MISCELLANEOUS INFORMATION**

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Regular Full-Time and Part-Time Position Allocation

	2016-17 <u>ADJUSTED</u>	2017-18 <u>ADOPTED</u>	2018-19 <u>ADOPTED</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	8.00	8.00	
CITY MANAGER	13.50	14.00	14.00	
INFORMATION TECHNOLOGY	14.40	15.40	17.40	+2.00 (a)
FINANCE AND ADMIN SRVCS	31.75	32.25	33.25	+1.00 (b)
COMMUNITY DEVELOPMENT	6.65	6.65	8.10	+1.45 (c)(i)
PUBLIC WORKS	37.42	39.17	39.67	+0.50 (d)
COMMUNITY SERVICES	69.26	69.51	71.21	+1.70 (e)(l)
LIBRARY SERVICES	29.75	29.75	30.75	+1.00 (f)
FIRE	76.60	76.60	77.60	+1.00 (g)
POLICE	140.50	141.00	141.00	
	<u>438.83</u>	<u>443.33</u>	<u>451.98</u>	<u>8.65</u>
<u>OTHER FUNDS</u>				
INFORMATION TECHNOLOGY				
WATER	3.60	3.60	1.60	-2.00 (a)
FINANCE AND ADMIN SRVCS				
WATER	2.25	2.25	2.25	
COMMUNITY DEVELOPMENT				
DEVELOPMENT SERVICES	29.70	32.70	33.70	+1.00 (h)
BELOW-MARKET-RATE HOUSING	2.11	2.26	2.20	-0.06 (i)
HOUSING IMPACT FEE	0.68	0.74	1.10	+0.36 (i)
CSFRA/RENTAL HOUSING COMMITTEE	0.00	4.00	4.00	
PARKING DISTRICT	0.35	0.35	0.35	
COMMUNITY DEVELOPMENT BLOCK GRANT	0.66	0.70	0.45	-0.25 (i)
SHORELINE REGIONAL PARK COMMUNITY	1.60	1.60	1.10	-0.50 (i)
PUBLIC WORKS				
DEVELOPMENT SERVICES	7.60	10.10	11.10	+1.00 (j)
SHORELINE REGIONAL PARK COMMUNITY	4.18	4.63	4.63	
WATER	32.40	32.50	33.50	+1.00 (k)
WASTEWATER	14.70	14.80	14.80	
SOLID WASTE MANAGEMENT	14.70	14.80	14.80	
EQUIPMENT MAINTENANCE	8.50	8.50	8.50	
COMMUNITY SERVICES				
SHORELINE GOLF LINKS	0.30	0.30	0.30	
SHORELINE REGIONAL PARK COMMUNITY	14.69	14.69	16.99	+2.30 (l)
FIRE				
DEVELOPMENT SERVICES	2.00	2.00	3.00	+1.00 (m)
WASTEWATER	5.90	5.90	5.90	
POLICE				
WASTEWATER	1.00	1.00	1.00	
	<u>146.92</u>	<u>157.42</u>	<u>161.27</u>	<u>3.85</u>
TOTAL REGULAR POSITIONS	<u>585.75</u>	<u>600.75</u>	<u>613.25</u>	<u>12.50</u>
Total Limited-Period Positions	<u>17.50</u>	<u>19.00</u>	<u>22.50</u>	<u>+3.50 (n)</u>
NET FUNDED POSITIONS	<u>603.25</u>	<u>619.75</u>	<u>635.75</u>	
CHANGE FROM PRIOR FISCAL YEAR	13.25	16.50	16.00	

Regular Full-Time and Part-Time Position Allocation  
(Continued)

Notes:

- a. Includes the transfer of 2.0 FTEs from the Water Fund to the General Operating Fund. Positions are being reallocated and are also adjusted through the cost allocation plan.
- b. Includes the addition of a Senior Management Analyst position.
- c. Includes the addition of an Analyst I/II position.
- d. Includes the addition of 0.50 FTE Program Assistant position.
- e. Includes the additions of an Office Assistant I/II position and 0.50 FTE Assistant Community Services Director position.
- f. Includes the additions of a 0.50 FTE Librarian I/II position and 0.50 FTE Police Assistant II position.
- g. Includes the addition of an Analyst I/II position.
- h. Includes the addition of a Building Inspector I/II position.
- i. Includes the transfers of a Senior Planner position from CDBG (-0.25) to the GOF (+0.15), BMR (+0.04), and Housing Impact (+0.06). Also includes the transfer of a Secretary from BMR (-0.10), SRPC (-0.50), Housing Impact (+0.30) to the GOF (+0.30).
- j. Includes the additions of a 0.50 FTE Program Assistant position and 0.50 FTE Office Assistant III position.
- k. Includes the addition of a Senior Civil Engineer position.
- l. Includes the additions of a Shoreline Manager position, a Supervising Parks and Open Space Worker, and 0.50 FTE Assistant Community Services Director position. Also includes the transfers of 0.40 FTE Recreation Manger position to the GOF, and 0.10 FTE each of Forestry and Roadway Manager and a Recreation Supervisor to the Shoreline Community Fund.
- m. Includes the addition of a Fire Protection Engineer position.
- n. Includes the following limited-period positions:
  - City Attorney's Office: Continuation of a Senior Deputy City Attorney.
  - City Manager's Office: Continuation of a Human Resources Analyst I/II and a Management Fellow.
  - Information Technology Department: Continuation of 0.50 FTE Secretary.
  - Community Development Department: Continuation of a Senior Planner (for the duration of the Google Agreement) and an Associate Planner. Also includes new 0.5 FTE Administrative Aide and 0.50 FTE Secretary.
  - Public Works Department: Continuation of a Sr. Civil Engineer (for the duration of the Google Agreement) and 6.0 FTE Jr/Asst/Associate Civil Engineers. Also includes a new Public Works Inspector I/II Overhire and an Analyst I/II.
  - Community Services Department: Continuation of 0.50 FTE Performing Arts Supervisor.
  - Police Department: Continuation of a Police Officer, a Communications Training Supervisor, a Public Safety Dispatcher II Overhire, and 2.0 FTE Police Officer Trainees. Also includes a new Public Safety Dispatcher II Overhire and 0.50 FTE Community Services Officer.



FISCAL YEAR 2018-19  
Funding of Nonprofit Agencies

<u>AGENCY</u>	<u>2017-18 Adopted</u>	<u>2018-19 Requested</u>	<u>2018-19 Adopted</u>
<u>General Fund Funded</u>			
Catholic Charities- Long-Term Care Ombudsman Program	\$ 8,000	(a)	8,000
Community School of Music & Arts- Art & Music Programs for Youth	15,490	(a)	15,490
CSA- Homelessness Prevention/Homeless Services	5,000 (b)	(a)	5,000 (b)
CSA- Senior Nutrition Program	33,054	(a)	33,054
Day Worker Center- Services for Day Workers	20,000 (c)	(a)	20,000 (c)
Healthier Kids Foundation- Community Outreach Program	12,180	(a)	12,180
Junior Achievement- Vision Screenings for Low-Income Children	5,000	(a)	5,000
LifeMoves- Shelter & Outreach Services for Homeless	5,000 (b)	(a)	5,000 (b)
MayView Community Health Center- Healthcare for Low-Income Households	50,000 (c)	(a)	50,000 (c)
Parents Helping Parents, Inc.- Services for Families with Special Needs Children	5,000	(a)	5,000
The Health Trust- Meals on Wheels Program	25,000 (c)	(a)	25,000 (c)
YWCA/Maitri- Housing and Services for Domestic Violence Victims	37,000 (c)	(a)	37,000 (c)
General Fund Total	<u>\$ 220,724</u>	<u>(a)</u>	<u>220,724</u>
<u>CDBG Funded:</u>			(d)
Child Advocates of Silicon Valley	\$ 14,832	(a)	15,000
CSA- Homelessness Prevention/Homeless Services	27,798	(a)	28,112
CSA- Senior Services Program	20,672	(a)	20,906
LifeMoves- Shelter & Outreach Services for Homeless	9,776	(a)	12,711
Senior Adults Legal Assistance	6,922	(a)	7,000
Silicon Valley Independent Living Center (SVILC)- Housing-Related Assistance for the Disabled	5,000	(a)	5,028
Vista- Support Services for Blind & Visually Impaired Persons	5,000	(a)	7,150
CDBG Total	<u>\$ 90,000</u>	<u>(a)</u>	<u>95,907</u>

(a) FY18-19 is the second year of a 2-year funding cycle.

(b) Funded from General Housing (Boomerang) Fund.

(c) Includes partial limited-period funding.

(d) Funding adjusted from FY17-18 Adopted Budget based on FY18-19 HUD Award.

FISCAL YEAR 2018-19  
Funding of Nonprofit Agencies  
(Continued)

<u>AGENCY</u>	<u>2017-18</u> <u>Adopted</u>	<u>2018-19</u> <u>Adopted</u>
<u>Other Non-Profit Agencies - not requested by an agency during CDBG Public Hearing</u>		
211 United Way Bay Area	\$ 2,500	2,500
Community Health Awareness Council	104,273	104,273
Community School of Music & Arts		
Art4Schools	52,259	52,259
Music4Schools	24,800	24,800
Friends of Caltrain- Education Services Only	5,000	5,000
Housing Trust	150,000 (e)	150,000 (e)
Joint Venture: Silicon Valley	20,000 (f)	20,000 (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
Youth Sports Fee Waiver	<u>2,000</u>	<u>2,000</u>
Total Other Non-Profit Funding	<u>\$ 482,776</u>	<u>482,776</u>

(e) Funded by the Below Market Rate Housing Fund.

(f) Funded by the Shoreline Regional Park Community Fund FY17-18 and prior.

Beginning FY18-19, funding split 25% Shoreline Regional Park Community and 75% General Fund.

FISCAL YEAR 2018-19

Adopted **Non-Discretionary** On-Going Changes

General Operating Fund

CITYWIDE

**CalPERS Replacement Benefit:** \$ 31,500

Provides increased funding for replacement benefits processed by CalPERS for certain retirees' payments.

**Citywide Total** **\$ 31,500**

INFORMATION TECHNOLOGY DEPARTMENT

**Information Technology Licenses and Maintenance:** \$ 66,400

Provides new and increased funding for the annual maintenance charges for Image Trend, ExecuTime, G2 Fire Station Alerting System, Helpdesk, and Citrix management software systems.

**Information Technology Department Total** **\$ 66,400**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

**Historic Property Tax Rebate Program:** \$ 4,000

Provides increased funding for the City's Historic Preservation Program which provides a rebate to property owners for the City's share of their property tax payment. For properties on the list of historic properties in Mountain View, the property owner(s) may enter into an agreement with the City to abide by certain rules, and in exchange the City rebates a portion of their property taxes.

**Finance and Administrative Services Department Total** **\$ 4,000**

PUBLIC WORKS DEPARTMENT

**Gas and Electricity Cost Increase:** \$ 73,000

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 gas and electricity cost increase Citywide is \$101,500.

**Janitorial Cost Increases for City Facilities:** \$ 32,400

Provides additional funding for contractual increases to janitorial services.

**Public Works Department Total** **\$ 105,400**

FISCAL YEAR 2018-19

Adopted **Non-Discretionary** On-Going Changes

General Operating Fund  
(Continued)

COMMUNITY SERVICES DEPARTMENT

**Minimum Wage Impact One-Half Year:** \$ 170,000

Provides additional funding to cover the impact of the City's Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

**ActiveNet Cost Increase:** \$ 11,500

Provides additional funding for increases to ActiveNet's transaction and processing fees. The increase is fully cost recovered by fees for contract classes (the total cost increase for all funds is \$13,500).

**City Utility Cost Reduction:** \$ (80,000)

Reduces budget for trash and recycling services in Community Services. The debris box rates were restructured in Fiscal Year 2015-16 as part of the Cost of Service Study, eliminating overtonnage charges. The actual cost of trash and recycling services since that change has been significantly lower than budget. This is to realign the budget to actual costs incurred.

**Community Services Department Total** **\$ 101,500**

LIBRARY SERVICES DEPARTMENT

**Minimum Wage Impact One-Half Year:** \$ 30,000

Provides additional funding to cover the impact of the City's Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

**Library Services Department Total** **\$ 30,000**

POLICE DEPARTMENT

**Silicon Valley Animal Control Authority (SVACA):** \$ 84,000

Provides additional funding for the increase in cost based on higher services provided to the City proportionate to other member agencies.

**Police Department Total** **\$ 84,000**

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**Total Non-Discretionary On-Going for General Fund** **\$ 422,800**

FISCAL YEAR 2018-19

Adopted **Non-Discretionary** On-Going Changes

Other Funds

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Liability Fund

**Excess Liability Insurance:** \$ 99,800

Provides additional funding for the premium increase in Fiscal Year 2018-19 resulting from the ACCEL pool losses over the past four years.

**Property Insurance:** \$ 20,000

Provides additional funding for the increase in the property insurance premium. The significant increase is the result of the City's recent loss history and California-specific losses (wildfires, floods, and mudslides).

**Finance and Administrative Services Department Total** **\$ 119,800**

COMMUNITY DEVELOPMENT DEPARTMENT

Downtown Benefit Assessments District Fund

**Gas and Electricity Cost Increase:** \$ 15,000

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 gas and electricity cost increase Citywide is \$101,500.

**City Utility Cost Increase:** \$ 3,000

Provides increased funding for City utility services used by City departments based on usage and the utility rate adjustments.

**Community Development Department Total** **\$ 18,000**

PUBLIC WORKS DEPARTMENT

Water Fund

**Bay Area Water Supply and Conservation Agency (BAWSCA) Dues:** \$ 7,200

Provides funding for the increase in dues to the City's membership in BAWSCA, which represents the interest of 24 agencies and 2 private water companies that purchase wholesale water from the San Francisco regional (Hetch Hetchy) water system operated by the San Francisco Public Utilities Commission (SFPUC).

Solid Waste Fund

**Commercial Composting Processing Fee:** \$ 15,000

Provides increased funding for the City's Commercial Composting Processing Program. Additional funds are needed for the increase in CPI cost.

**Public Works Department Total** **\$ 22,200**

FISCAL YEAR 2018-19

Adopted **Non-Discretionary** On-Going Changes

Other Funds  
(Continued)

COMMUNITY SERVICES DEPARTMENT

Shoreline Golf Links

**Water Cost Increase:** \$ 75,800

Provides increased funding for water usage to maintain the golf course.

**Recycled Water Cost Increase:** \$ 30,000

Provides additional funding for increases to recycled water costs due to the recycled water rate increase.

**Gas and Electricity Cost Increase:** \$ 13,500

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 gas and electricity cost increase Citywide is \$101,500.

Shoreline Community Fund

**Minimum Wage Impact One-Half Year:** \$ 14,000

Provides additional funding to cover the impact of the City's Minimum Wage Ordinance for the second half of calendar year 2018 (the total cost increase for all funds Citywide for a full year is \$492,900).

**ActiveNet Cost Increase:** \$ 2,000

Provides additional funding for increases to ActiveNet's transaction and processing fees. The increase is fully cost recovered by fees for contract classes (the total cost increase for all funds is \$13,500).

**Community Services Department Total**

**\$ 135,300**

FIRE DEPARTMENT

Wastewater Fund

**SCVURPPP and NPDES Permit Fees:** \$ 14,200

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**

**\$ 14,200**

**Total Non-Discretionary On-Going for Other Funds**

**\$ 309,500**

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund

CITY CLERK'S OFFICE

**Training, Conference, and Travel:** \$ 2,700

Provides increased funding for training, conference, and travel budget to allow staff to attend additional conferences, educational seminars, and training classes.

**City Clerk's Office Total** **\$ 2,700**

CITY ATTORNEY'S OFFICE

**Training, Conference, and Travel:** \$ 2,500

Provides increased funding for training, conference, and travel budget to allow staff to attend additional conferences, educational seminars, and training classes.

**City Attorney's Office Total** **\$ 2,500**

CITY MANAGER'S OFFICE

**Employee Commute Benefit Program:** \$ 60,000

Converts limited-period funding to ongoing for transit and bike stipends to City employees. This funding will be used to expand the program and will allow for the development of new programs to address the commute impact on employees.

**Contract Services - Personnel Related:** \$ 30,000

Converts limited-period funding to ongoing for increased contract services for workplace investigations, employee relations, and personnel studies. The use of these services has increased over the past couple of years and using budget savings from other departments is no longer sufficient.

**Employee Engagement and Appreciation Program:** \$ 25,000

Converts a portion of limited-period funding to ongoing for Employee Engagement and Appreciation Program. The funding will allow staff to continue to develop programs and activities that fulfills the initiatives identified in the 2015 and 2018 Employee Engagement surveys. There is an additional \$50,000 in limited-period funding.

**City Manager's Office Total** **\$ 115,000**

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

INFORMATION TECHNOLOGY DEPARTMENT

**Printer Support Services:** No Net Cost (\$24,000 offset by reduction to other department's budgets)

Transfers funding from other departments to outsource printer support services that will include all supply and maintenance print cost. Toner budget from departments are consolidated and transferred to the Information Technology Department.

**Information Technology Department Total** **No Net Cost**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

**Senior Management Analyst (Contracts Coordinator) Position:** \$ 195,100

Provides funding for a Senior Management Analyst (Contracts Coordinator) position to centralize and administer contracts Citywide. This position will provide consistency and efficiency when processing contracts and will also reduce staff time spent on reviewing contracts, allowing additional staff attention to safety programs.

**Transportation Management Association:** \$ 10,000

Provides increased funding for the City's membership to the Transportation Management Association.

**Finance and Administrative Services Department Total** **\$ 205,100**

COMMUNITY DEVELOPMENT DEPARTMENT

**Analyst I/II – Environmental Sustainability Position:** \$ 180,200

Converts a limited-term Analyst I/II position to ongoing to support the Environmental Sustainability Program. Sustainability continues to be a top priority for the community and the City Council. The additional resources will support the implementation of the Environmental Sustainability Action Plan 3 (ESAP-3), respond to grant opportunities, requests from the community, and the City Council for additional priorities in the future.

**Secretary Position Redistribution of Funding:** \$ 31,600

Redistributes funding to the GOF for an existing full-time Secretary position. For Fiscal Year 2017-18, this position was shared by the Housing and Neighborhood Services and Economic Development Divisions. This provides a half-time limited-period Secretary to support the Economic Development Division. There is an additional \$31,600 in the Housing Impact Fund, a reduction of \$10,500 in the BMR Fund, a reduction of \$52,700 in the Shoreline Community Fund, and no changes to CDBG's allocation of \$10,600 for a net zero increase in cost.



FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

**Environmental Sustainability Program:** \$ 15,000

Provides annual funding for the Environmental Sustainability Program. Previously, the program was funded by limited-period funds.

**Eliminate the Rental Housing Dispute Resolution Program:** \$ (110,000) (offset by reduction in revenue of \$110,000)

Reduces funding for the Rental Housing Dispute Resolution Program. The program was repealed by City Council in June 2017.

**Community Development Department Total** **\$ 116,800**

PUBLIC WORKS DEPARTMENT

**Program Assistant – Engineering Division Position (0.50):** \$ 73,300

Converts a limited-term Program Assistant position to ongoing (the other 0.50 FTE is funded from the Development Services Fund) to support the Engineering Division with the organization of paper and electronic files, plans and specifications, AutoCAD files, reports, and other work products from capital improvement and land development projects, and report on various program activities.

**Contract Services – HVAC Systems:** \$ 28,000

Provides funding for contract services to establish a maintenance service agreement with a vendor to monitor and service the equipment that is installed in City facilities to control the HVAC systems.

**Reclassification of a half-time Office Assistant I/II Position to full-time Office Assistant III:** \$ 17,700

Provides funding for a reclassification based on an analysis showing a higher level of duties performed. There is an additional \$65,800 in the Development Services Fund for this position to be converted from 0.5 FTE to full-time.

**Reclassification of an Analyst I/II Position to a Senior Management Analyst:** \$ 8,900

Provides funding for a reclassification based on an analysis showing a higher level of duties performed. There is an additional \$6,000 in the Water Fund.

**Reclassification of a Facilities Project Manager Position to a Facilities Contract Coordinator:** \$ (29,000)

Provides savings for a reclassification based on an analysis showing a lower level of duties required. There is an additional savings of (\$1,500) in the Shoreline Community Fund.

**Public Works Department Total** **\$ 98,900**

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

COMMUNITY SERVICES DEPARTMENT

**Succession Plan: \$ 242,400**

The following personnel changes are part of a reorganization and to support succession planning:

- **Assistant Community Services Director Position (0.50): \$ 133,000**  
Provides funding for 0.50 FTE of an Assistant Community Services Director position (the other 0.50 FTE is funded from the Shoreline Community Fund). This position will oversee the department's division managers.
- **Redistribution of Funding and Reclassification of a Recreation Manager Position: \$ 85,200**  
Redistributes funding to the GOF for the existing Recreation Manger position. This changes the allocation from 50 percent GOF and 50 percent Shoreline Community Fund to 90 percent GOF and 10 percent Shoreline Community Fund. It also reclassifies the position based on the reallocation of duties associated with the Employee-Staffed Ranger Program and all Community Services Department responsibilities in the Shoreline Community consolidated to the Shoreline Manager. There is a savings of \$94,700 in the Shoreline Community Fund.
- **Reclassification of a Parks Maintenance Worker III Position to Parks Supervisor: \$ 40,600**  
Provides funding for a reclassification based on an analysis showing a higher level of duties performed.
- **Redistribution of Funding and Reclassification of a Parks Section Manager to Forestry and Roadway Manager Position: \$ (7,400)**  
Redistributes funding from the GOF and reclassifies this position based on an analysis showing a higher level of duties performed. Ten percent (10%) of the position is allocated in the Shoreline Community based on changes to duties associated with operations in the North Bayshore Area. There is an additional \$22,500 in the Shoreline Community Fund.
- **Reclassification of a Parks Manager Position to Parks and Open Space Manager: \$ (9,000)**  
Provides savings for a reclassification based on the department's reorganization and succession planning efforts.

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

**Contract Services - Recreation Classes:** \$ 100,000 (offset by \$130,000 in revenue from fees)

Provides increased funding for contract class services in youth sports and youth and adult classes. There has been an increase in demand and number of classes offered over the past several years.

**Office Assistant I/II Position:** \$ 61,300 (\$122,700 offset by a reduction in wages)

Provides funding for an Office Assistant I/II position. This position is for the front desk of the renovated and expanded Community Center and will provide a consistent presence for visitors and patrons.

**Plaza Activation:** \$ 32,700

Provides funding to expand programming and activation for the Civic Center Plaza as directed by City Council on May 22, 2018. The first-phase of additional programming will include additional Concerts on the Plaza and a kid's musical festival. There is an additional \$33,500 in limited-period funding and \$39,000 in capital outlay.

**Turf Cleaning:** \$ 25,000

Provides increased funding for the biannual turf cleaning of Graham and Crittenden Fields. There is an additional \$12,400 in the Shoreline Community Fund.

**New Contract Class Services:** \$ 17,500 (offset by \$23,700 in revenue from fees)

Provides funding for new contract class services in youth sports and youth and adult classes in preparation for the opening of the renovated and expanded Community Center.

**Wage Range for House Manager:** \$ 3,200 (offset by \$3,800 in revenue from fees)

Provides increased funding to increase the wage range for the Center for the Performing Arts House Manager hourly rate. The rate change will better align with this position's responsibilities and facilitate the staffing of this position.

**Redistribution of Funding for a Recreation Supervisor Position:** \$ (17,000)

Redistributes funding from the GOF for an existing full-time Recreation Supervisor position. This reallocates 10 percent of the position from the GOF to the Shoreline Community based on changes to duties associated with operations in the North Bayshore Area. There is an additional \$17,000 in the Shoreline Community Fund for a net zero increase in cost.

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

**Employee-Staffed Ranger Program - Wages and Janitorial Services:** \$ (53,800)  
(\$58,400 more than offset from the current budget for ranger services)

Provides savings for the GOF portion of the contract with California Land Management (CLM) to provide ranger services. The City is bringing the ranger services in-house starting November 1, 2018. The current funding for this contract will be used for hourly Parks and Open Space Workers and janitorial services. There is an additional \$215,500 in the Shoreline Community Fund associated with this request.

**Community Services Department Total** **\$ 411,300**

LIBRARY SERVICES DEPARTMENT

**Police Assistant II Position (0.50):** \$38,500 (\$65,500 offset by a reduction in hourly wages)

Provides funding for a 0.50 FTE Police Assistant II position. This position will provide a vital function in ensuring the building is safe for everyone. Converting hours to a regular position will address the high turnover and will additionally provide guidance to the hourly employees.

**Librarian I/II Position (0.50):** \$38,400 (\$81,200 offset by a reduction in hourly wages)

Provides funding for a 0.50 FTE Librarian I/II position. This position will provide coverage during evenings, weekends, and staff absences. Converting hours to a regular position will address the high turnover and reduce the time and resources spent on new recruitments and training.

**Reclassification of a Librarian I/II Position to Librarian III:** \$ 11,800

Provides funding for a reclassification based on an analysis showing a higher level of duties performed.

**Library Services Department Total** **\$ 88,700**

FIRE DEPARTMENT

**Analyst I/II Position:** \$ 180,200

Provides funding for an Analyst I/II position to perform essential analytical responsibilities to improve operational efficiencies. There is an increasing need for data analysis related to Emergency Medical Services (EMS) and suppression records.

**Personal Protective Equipment (PPE):** \$ 37,200

Provides increased funding for Firefighter's Personal Protective Equipment. The additional funds will ensure that national standards for PPEs are met.

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

General Operating Fund  
(Continued)

**Training, Conference, and Travel:** \$ 20,000

Provides increased funding for training, conference, and travel budget for staff to meet the State and National Training Standards.

**Fire Department Total** **\$ 237,400**

POLICE DEPARTMENT

**Reclassification of a Senior Management Analyst Position to Analyst I/II:** \$ (14,900)

Provides savings for a reclassification based on the addition of an Analyst I/II position in the Fire Department. This position provided support to both the Fire and Police Departments. With the approval of the Analyst I/II position in the Fire Department, each Analyst I/II position will be primarily dedicated to one department.

**Police Department Total** **\$ (14,900)**

**Total Discretionary On-Going for General Fund** **\$ 1,263,500**

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

Other Funds

INFORMATION TECHNOLOGY DEPARTMENT

Water Fund

**Digital Imaging:** \$ (7,500)

Provides savings from the elimination of the digital imaging budget, funding for these services are budgeted in the Community Development Department.

**Information Technology Department Total** **\$ (7,500)**

COMMUNITY DEVELOPMENT DEPARTMENT

Development Services Fund

**Digital Imaging of Building and Fire Permits:** \$ 30,000 (offset by \$30,000 in revenues)

Provides increased funding for the digital imaging of projects for both building and fire permits. The City is required to maintain a copy of approved permits.

**Certified Access Specialist (CASp) Training:** \$ 28,000 (offset by \$28,000 in revenues)

Provides increased funding 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. There is an additional \$35,300 limited-period funding associated with this request.

**Reclassification of a Permit Technician Position to Assistant Building Inspector:** \$ 18,200

Provides funding for a reclassification based on an analysis showing a higher level of duties performed.

**Legal Retainer:** \$ 11,000

Provides increased funding for legal consultation on land use law, California Environmental Quality Act (CEQA), and general legal issues related to both long-range and current planning projects.

**Training, Conference, and Travel:** \$ 10,000

Provides increased funding for training, conference, and travel to allow the Building Division staff to attend the required training to maintain their mandatory certification.

**Fire Protection Engineer and Building Inspector I/II Positions:** \$ (22,600) (\$427,400 offset by a reduction to contract services)

Provides funding for a Fire Protection Engineer and a Building Inspector I/II positions to support the high level of development activity. Converting contract

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

Other Funds  
(Continued)

services to regular positions will address the high turnover of consultants and will be more cost effective.

Below-Market-Rate (BMR) Housing Fund

**Contract Services – BMR Administration:** \$ 30,000

Provides increased funding for outside professional contract services for the administration of BMR ownership and rental housing programs.

**Redistribution of Funding for a Secretary Position:** \$ (10,500)

Redistributes funding from the BMR Fund for an existing Secretary position noted in the GOF section above.

Housing Impact Fund

**Redistribution of Funding for a Secretary Position:** \$ 31,600

Redistributes funding to the Housing Impact Fund for an existing Secretary position noted in the GOF section above.

**Notice of Funding Availability (NOFA) Administration:** \$ 15,000

Provides increased funding for a variety of tasks associated with affordable housing projects, including facilitators at neighborhood meetings, consultants for financial analysis of NOFA proposals, and studies on unique site issues.

Community Stabilization and Fair Rent Act (CSFRA)/Rental Housing Committee (RHC) Fund

**Net Miscellaneous Expenses:** \$ (15,300)

Provides savings for supplies and services as adopted by the RHC on June 18, 2018.

Community Development Block Grant (CDBG) Fund

**Monitoring of Federally Funded Activities:** \$ 35,000

Provides funding for consultant services to perform required monitoring of activities for services and projects that receive CDBG and/or HOME funding.

**CDBG/HOME Website:** \$ 20,000

Provides increased funding for the web-based system used to administer the City's CDBG/HOME programs.

Shoreline Community

**District Sustainability Performance Monitoring:** \$ 50,000

Provides funding for the continuous monitoring of the sustainability performance of North Bayshore. This includes establishing baseline data measurements across a number of categories such as demographics, housing, built environment, economy, ecology, and climate change/resource management.

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

Other Funds  
(Continued)

**Contract Services – Arborist:** \$ 10,000

Provides increased funding for outside professional contract services for the new street tree plan in North Bayshore.

**Legal Retainer:** \$ 5,000

Provides increased funding for legal consultation on matters involving North Bayshore district planning.

**Redistribution of Funding for a Secretary Position:** \$ (52,700)

Redistributes funding from the Shoreline Community Fund for the existing Secretary position noted in the GOF section above.

**Community Development Department Total**

**\$ 192,700**

PUBLIC WORKS DEPARTMENT

Development Services Fund

**Program Assistant – Engineering Division Position (0.50):** \$ 73,300

Provides funding for the allocation to the Development Services Fund for this position as noted in the GOF section above.

**Office Assistant III Position (0.50):** \$ 65,800

Converts a regular 0.50 FTE Office Assistant III position to full-time. The additional resources will provide essential clerical support to the department.

Shoreline Community

**Reclassification of a Facilities Project Manager Position to a Facilities Contract Coordinator:** \$ (1,500)

Provides savings for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.

Water Fund

**Senior Civil Engineer – Environmental Compliance Section Position:** \$ 22,500  
(\$224,900 offset by charges to CIPs)

Provides funding for a Senior Civil Engineer position to manage utility projects. This position will manage the engineering operations at the MOC and support the high volume of capital improvement projects.

**Reclassification of an Analyst I/II Positions to a Senior Management Analyst:** \$ 6,000

Provides funding for the allocation to the Water Fund for this position as noted in the GOF section above.



FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

Other Funds  
(Continued)

Solid Waste Fund

**Commercial Composting Multi-Family Food Scraps Program:** \$ 22,000

Provides increased funding to cover the increase in cost and volume of the program.

**Public Works Department Total**

**\$ 188,100**

COMMUNITY SERVICES DEPARTMENT

Shoreline Golf Links

**Net Miscellaneous:** \$ (92,500)

Provides overall savings from increases of \$5,800 to maintenance and operations and \$1,000 to fleet service charges. The increases are offset by reductions to personnel-related costs (\$78,600), materials and supplies (\$19,100), other net operating costs (\$1,600).

Shoreline Community

**Employee-Staffed Ranger Program:** \$ 215,500

The following changes are associated with the change to in-house ranger services:

- **Shoreline Manger Position, Supervising Parks and Open Space Worker Position, Parks and Open Space Worker Wages, and Contract Services for CLM:** \$ 185,800 (\$447,800 offset from the budget for ranger services)  
Provides funding for a Shoreline Manager position to oversee the employee staffed ranger services and all of the Community Services Department's activities and operations in the North Bayshore Area. Funding is also provided for a Supervising Parks and Open Space Worker position to direct and manage the ranger services and wages for Parks and Open Space Workers to bring the ranger services in-house. There is continuation funding for contract services for CLM to continue to provide ranger services from July to October of 2018. These funds will be used for additional staffing in Fiscal Year 2019-20.
- **Laborer I/II Wages:** \$ 19,500  
Provides funding for the maintenance of the City's trails previously provided through the CLM contract.
- **Janitorial Services:** \$ 10,200  
Provides increased funding for janitorial services for restrooms at parks in the North Bayshore.

FISCAL YEAR 2018-19

Adopted **Discretionary** On-Going Changes

Other Funds  
(Continued)

**Succession Plan: \$ 57,800**

The following personnel changes are part of a reorganization and to support succession planning:

- **Assistant Community Services Director Position (0.50): \$ 133,000**  
Provides funding for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.
- **Redistribution of Funding and Reclassification of a Parks Section Manager to Forestry and Roadway Manager Position: \$ 22,500**  
Redistributes funding to the Shoreline Community Fund and funding for this reclassification as noted in the GOF section above.
- **Reclassification of a Parks Manager Position to Parks and Open Space Manager: \$ (3,000)**  
Provides savings for the allocation to the Shoreline Community Fund for this reclassification as noted in the GOF section above.
- **Redistribution of Funding and Reclassification of a Recreation Manager Position: \$ (94,700)**  
Redistribution of funding from the Shoreline Community Fund and funding for this reclassification as noted in the GOF section above.

**Redistribution of Funding for a Recreation Supervisor Position: \$ 17,000**

Redistributes funding to the Shoreline Community Fund as noted in the GOF section above.

**Turf Cleaning: \$ 12,400**

Provides increased funding for the biannual turf cleaning of the Shoreline Athletic Field. There is an additional \$25,000 in the GOF.

**Community Services Department Total** **\$ 210,200**

**Total Discretionary On-Going for Other Fund** **\$ 583,500**

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Funded From Fiscal Year 2017-18 Carryover)

General Fund

NON-DEPARTMENT

**One-Time Employee Bonus:** \$ 280,000

Provides funding for a one-time bonus to employees in recognition of the work performed.

**Non-Department Total**

**\$ 280,000**

CITY COUNCIL

**Newly Elected Councilmember Per-Term Allowance:** \$ 11,400

Provides funding per Council Policy A-2, whereby each Councilmember is to receive an allowance per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff. The Council Procedures Committee (CPC) made no recommendations or changes. The budget includes \$3,800 for each Councilmember.

**Council Team Building:** \$ 5,000

Provides funding for Council team building. With the 2018 election and new member(s) joining the Council, the CPC recommends additional funding for a Council team building facilitator for 2019, as was done in early 2015 and 2017.

**Furniture for Committee Room:** \$ 5,000

Provides funding to replace furniture for the Committee Room.

**City Council Total**

**\$ 21,400**

CITY CLERK'S OFFICE

**November 2018 General Municipal Election:** \$ 350,000

Provides funding for the November 6, 2018 General Municipal Election.

- **Ballot Measures:** \$ 250,000  
Provides funding for up to three ballot measures and related expenditures approved by City Council on June 26, 2018.
- **Councilmember Candidates:** \$ 100,000  
Provides funding for three Councilmember seats, the nomination process, candidate statements and ballot title reviews.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**Microfilm Digitizing Service:** \$ 15,000 (*\$11,600 rebudget balance*)

Provides \$3,400 new funding and 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. Additional funding is needed to cover the increased cost from a new vendor.

**City Clerk's Office Total** **\$ 365,000**

CITY ATTORNEY'S OFFICE

**Senior Deputy City Attorney Position:** \$ 234,400

Provides continuation and increased funding for the conversion of a 0.50 FTE to a full-time Senior Deputy City Attorney position. This position will assist with the increase in workload.

**City Attorney's Office Total** **\$ 234,400**

CITY MANAGER'S OFFICE

**Human Resources Analyst I/II Position:** \$ 180,200

Provides continuation funding for Human Resources Analyst I/II position. This position will be fully dedicated to assist with the high volume of recruitments.

**Citywide Succession Planning:** \$ 160,000

Provides funding for Citywide Succession Planning efforts. The funds will be used to continue the City's Leadership Development Program and provide other resources to develop staff and prepare the organization for potential retirements.

**Management Fellow Position:** \$ 140,200

Provides continuation 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.

**Human Resources Analyst Wages:** \$ 100,000

Provides continuation funding for a Human Resources Analyst hourly wages. The funding will provide dedicated resources for recruitments and support special projects.

***New City Council Goal Related to Vulnerable Populations (rebudget balance):*** \$ 73,300

*Rebudgets the balance of funding for the City Council Major Goal of addressing the need to protect vulnerable populations and preserve the socioeconomic and cultural diversity of the community. This funding will be used to provide grants and collaborate with regional partners to improve access to information and referral resources for immigrants.*

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

***Frontline Employee Development Pilot Program (rebudget balance):*** \$ 51,500

*Rebudgets the balance of funding approved by City Council on October 3, 2017 for a Frontline Employee Development Pilot Program.*

**Labor Negotiations:** \$ 50,000

Provides funding for a Labor Negotiations Attorney to assist with the reopener negotiation process. All four represented employee groups have a reopener for Fiscal Year 2019-20.

***Employee Engagement and Appreciation Program (rebudget balance):*** \$ 50,000

*Rebudgets a portion of the funding for Employee Engagement and Appreciation Programs. The funding will allow staff to continue to develop programs and activities that fulfill the initiatives identified in the 2015 and 2018 Employee Engagement surveys. There is an additional \$25,000 in ongoing funding.*

**Employee Wellness Program:** \$ 35,000

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

**Deferred Compensation Plan:** \$ 35,000

Provides funding to contract with a firm to assist the City in analyzing the current deferred compensation plans and providers, conducting a negotiation and/or request for proposal (RFP), and updating the plan document.

**Hourly Support Staff:** \$ 25,500

Provides continued funding for clerical hourly support to the City Manager's Office. The additional funds are needed to help support five managers and assist with the increasing workload of the department.

**Regional Airplane Noise Round Table:** \$ 25,000

Provides placeholder funding for the regional airplane noise round table being discussed by the Cities Association.

***Tax Regulations Study (rebudget):*** \$ 25,000

*Rebudgets funding approved by City Council on October 24, 2017 for a study regarding tax regulations related to potential constructive receipt issues for compensatory time.*

**Multilingual Community Outreach Program (MCOP) Support:** \$ 10,000

Provides continued funding for additional resources to the MCOP due to increased demand for translation, interpretation, outreach, and referral assistance. The funding will also be used for staff time and supplies to continue the foreign language speakers Civic Leadership Academy. The intent of the Academy is to

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

improve non-native English-speaking residents' understanding of government and City services, increase civic engagement, leadership, and volunteerism in the City.

**Multicultural Festival:** \$ 9,000

Provides funding for a Multicultural Festival to celebrate diversity and promote respect and inclusion of diverse cultures in Mountain View.

**Civica Software Training:** \$ 5,000

Provides funding for continued web software training.

**City Manager's Office Total**

**\$ 974,700**

INFORMATION TECHNOLOGY DEPARTMENT

**Secretary Position (0.50):** \$ 75,700

Provides continuation funding for a half-time Secretary position to provide administrative support to the IT Department.

**Office 365 Migration Consultant:** \$ 60,000

Provides funding for consultant services to assist with the Office 365 rollout.

**Agency Cyber-Attack Training:** \$ 30,000

Provides funding for training materials and webinars for cyber awareness and anti-phishing training.

**Open City Hall Subscription:** \$ 12,000

Provides continued funding for the Open City Hall Subscription. This software allows the City to post questions and collect feedback from the community.

**Plan Management Software:** \$ 10,000

Provides funding for new software to improve tracking of City Council goals.

**Training, Conference, and Travel:** \$ 3,000

Provides funding for training, conference, and travel to allow two additional IT staff to attend the Municipal Information Systems Association of California (MISAC) conference.

**Information Technology Department Total**

**\$ 190,700**

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

**Nonprofit Agency Funding:** \$ 208,900 (*\$159,300 rebudget balance*)

Provides \$49,600 new funding for the second year of funding for nonprofit agencies as identified by City Council at the CDBG hearing on May 2, 2017 and rebudgets the balance of funding for the first year of funding.

**Safety Training Study Implementation (rebudget):** \$ 25,000

*Rebudgets a portion of funding to implement components recommended from a Citywide Safety Training Study.*

**Purchase Card Transaction Review (rebudget):** \$ 20,000

*Rebudgets funding for an outside consultant to review departments' compliance with purchasing card policies.*

**N.O.I.S.E Membership:** \$ 1,600

Provides funding for membership to N.O.I.S.E, a nationwide community-based association composed of local elected officials committed to reducing the impact of aviation noise in local communities.

**Finance and Administrative Services Department Total**

**\$ 255,500**

COMMUNITY DEVELOPMENT DEPARTMENT

**Soft-Story Building Study (rebudget):** \$ 175,000

*Rebudgets funding for a study on soft-story buildings in the City and to propose potential programs and incentives that could be adopted to retrofit these structures. The total funding of \$268,000 is allocated between the General Non-Operating and Development Services Funds.*

**Contract Services – Environmental Sustainability Program:** \$ 150,000

Provides funding for contract services to assess the current staffing and operations of the Environmental Sustainability Program in order to provide options of structures and staffing levels going forward, and to develop a strategic plan for the program.

**Environmental Sustainability Action Plan (rebudget):** \$ 100,000

*Rebudgets funding approved by City Council on September 13, 2016 for the Environmental Sustainability Action Plan.*

**Administrative Aide – Environmental Sustainability Position (0.50):** \$ 75,000

Provides funding for a half-time Administrative Aide position to support the implementation of the City's Climate Protection Roadmap (CPR), the Municipal

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

Operations Climate Action Plan (MOCAP), Environmental Sustainability Action Plan 3 (ESAP-3), as well as provide assistance with ongoing projects and grant opportunities. The additional resources will help to implement the work of the Environmental Sustainability Program.

**Environmental Sustainability Fellow: \$ 50,000**

Provides funding for hourly wages for a Fellow to support the implementation of the City's Climate Protection Roadmap (CPR), the Municipal Operations Climate Action Plan (MOCAP), Environmental Sustainability Action Plan 3 (ESAP-3), as well as provide assistance with ongoing projects and grant opportunities. The additional resources will help to implement the work of the Environmental Sustainability Program.

***Short-Term Residential Rental Regulations (rebudget): \$50,000***

*Rebudgets funding to be used to finalize recommendations on short-term residential rental regulations and possible implementation/compliance costs.*

***El Camino Real Light Pole Banners (rebudget): \$ 40,000***

*Rebudgets funding to create and install new City banners on El Camino Real. The banners will create a consistent look that will identify the City's boundaries and promote the City.*

**2017 Community Greenhouse Gas (GHG) Inventory: \$ 30,000**

Provides funding for consultant services to conduct the community-wide GHG emissions inventory (based on 2017 data). The results will allow the City to evaluate the progress against its stated GHG emission reduction goals.

**Downtown Economic Vitality Program: \$ 30,000**

Provides funding for the Downtown Economic Vitality Program as directed by City Council on February 27, 2018. The goal of the program is to support existing businesses and attract new retailers. The downtown retail assessment (\$20,000) will provide strategic guidance on attracting new retailers. In addition, the downtown branding campaign (\$10,000) will provide an opportunity to create new marketing and promotional materials.

***Sustainability Outreach and Engagement Program (rebudget balance): \$ 28,300***

*Rebudgets the balance to expand the implementation of the Sustainability Outreach and Engagement Program. These resources will fund a community-wide "green challenge" program and continue to provide outreach for the Silicon Valley Clean Energy (SVCE) program.*

**Secretary – Economic Development Division Position (0.15): \$ 22,700**

Provides funding for a 0.15 FTE of a Secretary position to support the Economic Development Division (the other 0.35 FTE is funded from the Downtown Benefit Assessment District Fund and the Shoreline Community Fund). For Fiscal Year



FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

2017-18, a full-time Secretary position was shared by the Housing and Neighborhood Services and Economic Development Divisions and for Fiscal Year 2018-19 the full-time position is reallocated entirely to the Housing and Neighborhood Services Division.

**Technology Showcase:** \$ 20,000

Provides continued funding for consultant services and event operations for the fourth Technology Showcase. The Technology Showcase is becoming a premier Silicon Valley event for local technology products and service demonstrations drawing over 1,500 attendees.

**Explore Solar Hot Water Heaters (rebudget):** \$ 20,000

*Rebudgets funding for consultant services to explore the installation of solar hot water heaters on City properties.*

**Parking Coordinator Consultant (rebudget):** \$ 20,000

*Rebudgets funding for a Parking Coordinator Consultant to help manage a number of Citywide parking initiatives. The total funding of \$70,000 is allocated between the General Non-Operating and Downtown Benefit Assessment Districts Funds.*

**Visual Arts Committee:** \$ 15,100 (\$4,100 rebudget balance)

Provides \$11,000 new funding and rebudgets the balance for two Visual Arts Committee Work Plan items. The funding will be used to continue the Public Arts Strategy and the Sidewalk Studios Pilot Program.

**Establish the Environmental Sustainability Task Force-2 (rebudget balance):** \$10,000

*Rebudgets the balance for funding to establish the Environmental Sustainability Task Force-2 to provide volunteer resources to support sustainability initiatives.*

**Community Development Department Total**

**\$ 836,100**

PUBLIC WORKS DEPARTMENT

**Associate Civil Engineer – Land Development Section Position:** \$ 191,200

Provides continuation funding for an Associate Civil Engineer position. This position will support the increased workload in the Land Development Section due to the high levels of development activity and higher complexity of projects.

**Contract Services – Utility Locating:** \$ 95,000

Provides funding for contract services to provide utilities locating services. Due to the significant number of planned commercial and residential projects throughout the City, staff is unable to provide timely services with current staffing.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**Associate Civil Engineer – Traffic Section Position (0.45):** \$ 86,000

Provides continuation funding for an Associate Civil Engineer position (the other 0.55 FTE is funded from the Development Services and Shoreline Community Funds) in the Traffic Section to assist with the heavy workload.

**Manager’s Mobility Partnership (MMP) Regional Bike Route:** \$ 75,000

Provides funding to develop a multi-city implementation plan that is focused on developing a consistent, legible bikeway across multiple jurisdictions. On January 31, 2017, City Council adopted a resolution to support the MMP effort to kick-off a multi-city visioning process to create a north-south bicycle route, from Redwood City to Mountain View.

**Hourly Staff to Support the Traffic Section:** \$ 60,000

Provides continuation 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 continuation funding for hourly staff to support the Capital Projects Section. The increase in workload is mainly attributable to the large number of capital projects.

**Program for Sidewalk Ramping and Grinding:** \$ 50,000

Provides continuation funding to hire two hourly seasonal workers to perform sidewalk ramping and grinding operations. Since the start of this program in November 2016, the crew has grounded an additional 1,420 locations.

***Residential Parking Permit Program (rebudget balance):*** \$ 50,000

*Rebudgets a portion of the funding approved by City Council on October 4, 2016 for implementation costs of the Residential Parking Permit Program.*

**Safe Routes to Schools (SRTS) Education Program:** \$ 46,000

Provides funding for the operations of a SRTS Education Program which promotes students walking/biking to school. The City has previously provided matching funds for this program through Federal grants awarded to the City. Those funds were expended in Fiscal Year 2017-18. The ongoing funding for this program will come from Measure B; this funding is for a temporary gap while the Measure B funding is in escrow until a court case is resolved.

***Bay Area Bike Share Program (rebudget balance):*** \$ 35,000

*Rebudgets a portion of the funding approved by City Council on May 24, 2016 to participate in the Bay Area Bike Share Program and for costs related to implementation and evaluation.*

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**Associate Civil Engineer – Capital Projects Section Position:** \$ 19,100 (\$191,200 offset by charges to CIPs)

Provides continuation funding for an Associate Civil Engineer position. The position will support the heavy workload in the Capital Improvement Program. The increase in workload is related to new projects generated from high levels of development activity and the Council's focus on pedestrian and bicycle transportation.

**Public Works Inspector I/II Overhire – Construction Section Position:** \$ 18,800 (\$188,000 offset by charges to CIPs)

Provides 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.

**Friends of Stevens Creek Trail Fish Passage:** \$ 9,900

Provides funding, per City Council direction on March 20, 2018, for a portion of the local matching funds required for the Friends of Stevens Creek Trail's grant application to the Santa Clara Valley Water District for fish passage improvements on Stevens Creek at Deep Cliff Golf Course.

**Plaza Conference Room Tables:** \$ 5,000

Provides funding for new tables for the Plaza Conference Room.

**Public Works Department Total**

**\$ 801,000**

COMMUNITY SERVICES DEPARTMENT

**Performing Arts Supervisor Position (0.50):** \$ 92,300

Provides continuation funding for a half-time Performing Arts Supervisor position to add to an existing half-time position. The additional resources help to maximize ticket sales and revenue at the Center for the Performing Arts.

**Community Center – Pilot Program for Day Porter Services:** \$ 42,800

Provides funding for additional janitorial services, room setup/teardown, and support for special events at Recreation facilities. These resources will provide a day porter when the renovated and expanded Community Center opens.

**Plaza Activation:** \$ 33,500

Provides funding to expand programming and activation for the Civic Center Plaza as directed by City Council on May 22, 2018. The funding will be used to purchase the first-phase of amenities. There is an additional \$32,700 in ongoing funding and \$39,000 in capital outlay.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**Pilot Power Washing of Downtown Sidewalks:** \$ 31,100

Provides funding for the Downtown Economic Vitality Program as directed by City Council on February 27, 2018. This pilot program will allow for additional power washing of the downtown sidewalks.

**Thursday Night Live Special Events:** \$ 16,200 (offset by \$10,000 in sponsorships)

Provides funding to increase the Thursday Nights Live downtown special events to six consecutive Thursday nights over the summer. The additional events will start in the Sumer of 2019.

**Community Services Department Total**

**\$ 215,900**

LIBRARY SERVICES DEPARTMENT

**Water Bottle Filling Stations (2):** \$ 6,000

Provides funding for the purchase and installation of two water bottle filling stations.

**Library Logo (rebudget):** \$ 5,000

*Rebudgets funding for consultant services to develop a new library logo that is easily recognizable and quickly communicates the Library's value to the community.*

**Library Services Department Total**

**\$ 11,000**

FIRE DEPARTMENT

**Firefighter Recruit Academy:** \$ 450,000

Provides 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.

**Special Operations Program (rebudget balance):** \$ 306,700

*Rebudgets the balance of funding for the formalization of a Special Operations Program. The funding will provide training and equipment for Technical Rescue and Tactical Medic Programs over a three-year period.*

**Entry-Level Recruitment Program:** \$ 30,000

Provides funding to establish a recruitment program. The funding will cover the personnel cost of attending career day and recruitment fairs in an effort to attract diversity and market the Mountain View Fire Department (MVFD) to entry-level candidates.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**City's Antique Fire Apparatus:** \$ 30,000

Provides new and continued funding to support the maintenance and restoration of the City's Antique Fire Apparatus and other historical MVFD memorabilia.

**Consolidated Dispatch Consultant (rebudget):** \$ 20,000

*Rebudgets funding for a regional consolidation of dispatch services feasibility study or implementation actions. Several fire departments within Santa Clara County have identified regional fire dispatch as an area of opportunity for regional collaboration to increase efficiencies and lessen the strains on our Dispatch Center.*

**Fire Department Total**

**\$ 836,700**

POLICE DEPARTMENT

**Two Public Safety Dispatcher Overhire Positions:** \$ 386,200

Provides new and continued funding for two Public Safety Dispatcher Overhire positions. These positions are requested due to anticipated vacancies and the lengthy selection and training process.

**Police Officer Position (two-year) – Community Outreach:** \$ 259,800

Provides funding for the second year of a two-year Police Officer over-hire 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.

**Communications Training Supervisor Position:** \$ 211,200

Provides continuation funding for a Communications Training Supervisor position. The position will work in conjunction with the Communications Operations Supervisor to plan, coordinate, implement, and direct all training programs for Emergency Communications staff.

**Two Police Officer Trainee Positions:** \$ 164,000

Provides continued funding for two Police Officer Trainee positions at 50 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) Position (0.50):** \$ 90,100

Provides funding for a half-time CSO 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. Includes \$6,000 for equipment and uniform costs.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

***State-Allocated Assembly Bill 109 (AB109) Funds (rebudget):*** \$ 76,200

*Rebudgets funding received as part of the Public Safety Realignment Act. The department intends to use these funds for technology projects.*

***Residential Parking Permit Program (rebudget):*** \$ 25,000

*Rebudgets a portion of the funding approved by City Council on October 4, 2016 for implementation costs associated with a Residential Parking Permit Program.*

***Public Safety Network Design (rebudget balance):*** \$ 20,000

*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.*

**Police Department Total**

**\$ 1,232,500**

**Total General Fund Limited-Period Expenditures**

**\$ 6,254,900**

(New \$4,853,900; Rebudget \$1,401,000)

Rebudgets are italicized and are Fiscal Year 2017-18 non-operating appropriations that are unspent and recommended to be carried over to Fiscal Year 2018-19.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

Other Funds

NON-DEPARTMENT

Child-Care Commitment Reserve

**Low-Income Child-Care Subsidies:** \$ 100,000

Provides funding from the revenue generated by the provider for low-income Child-Care Center enrollment subsidies through the contract term.

Public Benefit Fund

**Homelessness Initiatives (rebudget balance):** \$ 3,200

Rebudgets the balance of funding approved by City Council on March 7, 2017 for various Homelessness Initiatives.

General Housing Fund

**Boomerang Funds (rebudget balance):** \$ 166,400

Rebudgets the balance of Boomerang funds for affordable housing.

Successor Agency Fund

**Housing and Services for Low-Income Residents (rebudget):** \$ 217,700

Rebudgets the funding approved by City Council on March 7, 2017 for Housing and Services for Low-Income and Homeless Residents.

**Non-Department Total**

**\$ 487,300**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Development Services Fund

**Cost of Service Study (rebudget):** \$ 40,000

Rebudgets 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 has been postponed due to other Council-directed priorities.

**Finance and Administrative Services Department Total**

**\$ 40,000**

COMMUNITY DEVELOPMENT DEPARTMENT

Development Services Fund

**Associate Planner Position:** \$ 183,800

Provides continuation funding for an Associate Planner position to support the continued high level of development activity and provide additional support at the Development Services Counter.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**SB 743 – Transit-Oriented Infill Projects:** \$ 100,000 *(rebudget \$50,000)*

Provides \$50,000 new funding and rebudget of \$50,000 for consultant services to assist the City with developing thresholds of significance related to the implementation of California Environmental Quality Act (CEQA)'s new vehicle miles travelled (VMT) standards. SB 743 requires CEQA analysis of transportation impacts to move from LOS to VMT standards.

**Soft-Story Building Study:** \$ 93,000 *(rebudget \$87,500)*

Provides \$5,500 new funding and rebudget of \$87,500 for the allocation to the Development Services Fund as noted in the General Fund section above.

**Community Benefit Financial Study for Gatekeeper Applications (rebudget):** \$40,000

*Rebudgets a portion of funding to be used to conduct a Community Benefit Financial Study for Gatekeeper Applications.*

**Certified Access Specialist (CAsp) Training (rebudget balance):** \$ 35,300

*Rebudgets the balance of funding previously received 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. There is an additional \$28,000 in ongoing funding associated with this request.*

**Precise Plan Noticings:** \$ 12,000

Provides continued funding for noticing the East Whisman Precise Plan and other planning projects. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.

Below-Market-Rate (BMR) Housing Fund

**Palo Alto Housing NOFA Proposal:** \$ 1,700,000

Provides funding for predevelopment costs to develop 71 units of affordable housing at 950 West El Camino Real, as directed by City Council on May 15, 2018.

**Employee Homebuyers Program Loans (rebudget):** \$ 1,000,000

*Rebudgets funding for the Employee Homebuyers Program approved by City Council during Fiscal Year 2008-09. This funding will only be available to employees that meet the median household income requirement. Staff is examining this program to explore ways to increase effectiveness.*

**Marketing and Request for Proposals (RFP) Process for Lot 12 (rebudget balance):** \$125,000

*Rebudgets the balance of funding to begin marketing and a RFP process for Lot 12.*

**BMR Affordable Housing Program:** \$ 100,000

Provides funding for consultant services required as a component of the City Council requested Phase II assessment and possible modification of the program.



FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

***Fair Housing Assessment (rebudget): \$ 60,000***

*Rebudgets funding for Fair Housing Assessment as required by HUD as a condition of CDBG and HOME funding.*

**Homeless Census Count: \$ 10,000**

Provides funding for a countywide homeless census count. Every other year, the City contributes funds towards the homeless census count performed by the County.

Housing Impact Fund

**Shorebreeze Apartments Project: \$ 7,640,200 (\$7,320,000 rebudget)**

Provides \$320,200 new funding and rebudgets the funding approved by City Council on January 30, 2018 for Affordable Housing Expansion at 460 North Shoreline Boulevard.

Downtown Benefit Assessments Districts Fund

***Downtown Parking Long-Term Solutions (rebudget): \$200,000***

*Rebudgets funding to be used to develop the Downtown Parking Long-Term Solution—Shared and Paid Parking Study.*

***Parking Coordinator Consultant (rebudget): \$ 50,000***

*Rebudgets funding for consultation services on parking programs and policies associated with the Parking District. The consultant will assist with designing and implementing programs that increase parking availability and convenience by managing the different parking user groups more efficiently. In addition, consultant support is needed for the possible expansion of the Parking District and changes to the Parking in-lieu Fee.*

**Secretary—Economic Development Division Position (0.25): \$ 37,900**

Provides funding for the allocation to the Downtown Benefit Assessment Districts Fund for the new half-time position as noted in the GOF section above.

Shoreline Community Fund

***Precise Plan Implementation - District Utilities Feasibility Study (rebudget balance): \$21,500***

*Rebudgets the balance to conduct a study involving cost/benefit analysis for a district-scale utility system. This item is part of the North Bayshore Precise Plan Implementation.*

**Secretary—Economic Development Division Position (0.10): \$ 15,100**

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

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

*North Bayshore—Residential Transportation Demand Management (TDM) Guidelines (rebudget balance): \$12,600*

*Rebudgets the balance of funding to develop the North Bayshore – Residential TDM Guidelines.*

**Community Development Department Total**

**\$ 11,436,400**

PUBLIC WORKS DEPARTMENT

Development Services Fund

**Consultants to Support Land Development Section: \$ 450,000**

Provides continuation 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: \$ 200,000**

Provides continuation 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: \$ 191,200**

Provides continuation funding for an Associate Civil Engineer position. The position will support the increased workload in the Construction Section due to the high level of private development and related excavation permits activity.

**Consultants to Support Traffic Engineering Section: \$ 100,000**

Provides continuation 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: \$ 60,000**

Provides continuation 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 continuation 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 – Traffic Section Position (0.30): \$ 57,400**

Provides continuation funding for the allocation to the Development Services Fund for this position as noted in the GOF section above.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

**Associate Civil Engineer – Land Development Section Position (0.20):** \$ 38,200

Provides continuation funding for 0.20 FTE of an Associate Civil Engineer position (the other 0.80 FTE is funded from the Shoreline Community, Water, Wastewater, and Solid Waste 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.

**Developer Contribution (rebudget balance):** \$ 12,700

*Rebudgets the balance of funding received from a developer to work on a project as approved by City Council on April 17, 2018.*

Shoreline Community Fund

**Consultants to Support Traffic Engineering Section:** \$ 50,000

Provides continuation funding for the allocation to the Shoreline Community Fund for consultants to support the Traffic Engineering Section as noted in the Development Services Fund section above.

**Associate Civil Engineer – Traffic Section Position (0.25):** \$ 47,800

Provides continuation funding for the allocation to the Shoreline Community Fund for this position as noted in the GOF section above.

**Associate Civil Engineer – Land Development Section Position (0.20):** \$ 38,200

Provides continuation funding for the allocation to the Shoreline Community Fund for this position as noted in the Development Services Fund section above.

Water Fund

**Associate Civil Engineer – Engineering and Environmental Compliance Section Position:** \$ 191,200

Provides continuation funding for an Associate Civil Engineer position. Additional staff resources are necessary to comply with recycled water regulations.

**Contract Services – Recycled Water Program:** \$ 50,000

Provides funding for contract services to establish a gray/black water program for the City. A permitting and monitoring strategy will be developed in addition to identifying the appropriate agency to oversee the process. Once this program is established, fees will be created and this will be a cost recovery program.

**Associate Civil Engineer – Land Development Section Position (0.20):** \$ 38,200

Provides funding for the allocation to the Water Fund for this position as noted in the Development Services Fund section above.

FISCAL YEAR 2018-19

Adopted **Limited-Period Expenditures**

(Continued)

Wastewater Fund

**Associate Civil Engineer – Land Development Section Position (0.20):** \$ 38,200

Provides funding for the allocation to the Wastewater Fund for this position as noted in the Development Services Fund section above.

Solid Waste Fund

**Administrative Aide – Solid Waste Section Position:** \$ 154,500

Provides 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.

**Associate Civil Engineer – Land Development Section Position (0.20):** \$ 38,200

Provides funding for the allocation to the Solid Waste Fund for this position as noted in the Development Services Fund section above.

Equipment Maintenance and Replacement Fund

**Hourly Staff to Support the Fleet Section:** \$ 50,000

Provides funding for hourly staff to continue supporting the Fleet Section. The additional resources will allow for an on-site fabricator and Police fleet liaison. The fabricator performs on-site metal work to create and repair vehicle and equipment components. The Police fleet liaison will assist with the specialized work involved in preparing specifications for and the upfitting of new police vehicles.

**Public Works Department Total** **\$ 1,865,800**

FIRE DEPARTMENT:

Development Services Fund

**Strong Motion Instrumentation Program (SMIP) (rebudget balance):** \$ 5,700

*Rebudgets the balance of funding 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.*

**Fire Department Total** **\$ 25,700**

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**Total Other Funds Limited-Period Expenditures** **\$ 13,855,200**

FISCAL YEAR 2018-19  
 Adopted **Capital Outlay**  
General Operating Fund

Finance and Administrative Services Department:		\$ <u>70,000</u>
Desk Replacements (26 shared with the Water Fund)	50,000	
City Hall Gym Equipment	20,000	
Community Services Department:		<u>125,500</u>
Outdoor Marquee in the Plaza	41,300	
Banquet Chairs for the Adobe and Senior Center (350)	32,900	
MainStage Lighting Upgrade (Phase I)	21,000	
Tow-Behind Blowers (2)	17,200	
Tables for the Adobe and Senior Center (46)	13,100	
Library Services Department:		<u>15,000</u>
Folding Tables (12) and Chairs (60)	15,000	
Fire Department:		<u>46,000</u>
Upgrade Vehicle #1129 from a Hybrid SUV to ½-ton 4x4 Truck with Crew Cab and Shell (plus \$35,000 in Equipment Replacement Fund)	25,000	
Vetter Air Bag System Replacement for Truck 51	14,700	
Manikin for CPR Simulation Training System	6,300	
Police Department:		<u>251,400</u>
Report Writing Workstations (4)	60,000	
Undercover Vehicle	45,000	
Detective Vehicle	45,000	
SWAT Rifles (12)	43,200	
Vehicle First Aid Bags (75) and Critical Event Bags (6)	32,000	
Automated External Defibrillators (AED) (12)	26,200	
General Operating Fund Total		\$ <u>507,900</u>

FISCAL YEAR 2018-19  
 Adopted **Capital Outlay**  
 (Continued)

Other Funds

Finance and Administrative Services Department:

<u>General Non-Operating Fund:</u>	\$ <u>22,400</u>
Fixed Asset Bar Code Scanner	15,000
Front Counter Remodel (rebudget balance)	7,400
<u>Water Fund:</u>	<u>9,500</u>
Front Counter Remodel (rebudget balance)	7,400
Desk Replacements (26 shared with the General Fund)	2,100

Community Development Department:

<u>Development Services Fund:</u>	<u>29,500</u>
Building Inspection Office Remodel (rebudget balance)	29,500
<u>Community Stabilization &amp; Fair Rent Act Fund:</u>	<u>175,000</u>
Start-up Software for Rental Housing Committee (rebudget)	175,000

Public Works Department:

<u>Shoreline Regional Park Community Fund:</u>	<u>12,000</u>
Gas Detectors for Landfill (1 of 3)	12,000
<u>Water Fund:</u>	<u>14,300</u>
Upgrade to Gate Valve Truck (rebudget balance)	14,300
<u>Solid Waste Fund:</u>	<u>24,000</u>
Gas Detectors for Landfill (2 of 3)	24,000
<u>Equipment Maintenance and Replacement Fund:</u>	<u>70,000</u>
Portable Heavy Vehicle Lift System	70,000

Community Services Department:

<u>General Non-Operating Fund:</u>	<u>64,000</u>
Fall Prevention Upgrades to the CPA (rebudget)	25,000
Sound System (Plaza Activation)	20,000
Synthetic Turf (Plaza Activation)	19,000

FISCAL YEAR 2018-19  
 Adopted **Capital Outlay**  
 (Continued)

<u>Shoreline Regional Park Community Fund:</u>	<u>\$ 57,100</u>
Mid-Size Truck (Ranger Program)	35,000
Carryall Vehicle (Ranger Program)	19,000
Police Radios (Ranger Program) (5)	3,100
Library Services Department:	
<u>General Non-Operating Fund:</u>	<u>47,700</u>
Chairs for 2 <sup>nd</sup> floor (rebudget balance)	23,400
Bookmobile Vinyl Wrap (rebudget)	11,400
Technology Upgrade - Community Room (rebudget balance)	9,300
Technology Upgrade - Training Room (rebudget balance)	3,600
Fire Department:	
<u>General Non-Operating Fund:</u>	<u>7,200</u>
Lifepak 15 Monitor (rebudget)	7,200
<u>Shoreline Regional Park Community Fund:</u>	<u>55,000</u>
Utility Task Vehicle (includes trailer and other equipment)	55,000
Police Department:	
<u>General Non-Operating Fund:</u>	<u>88,200</u>
Mobile Responder Software (rebudget balance)	55,600
Interview Room Recording System (rebudget)	25,000
Utility Task Vehicle (rebudget balance)	7,600
<u>Shoreline Regional Park Community Fund:</u>	<u>37,000</u>
Utility Task Vehicle	37,000
Total Other Funds	<u>\$ 712,900</u>
Total Capital Outlay	<u>\$ 1,220,800</u>

FISCAL YEAR 2018-19

Adopted **Equipment Replacement**

COMPUTERS: \$ 942,200

188 Computer	231,500
29 Switches (Rebudget)	205,400
1 PD Link Server	100,000
12 Server (2 Rebudget)	82,800
5 UPS for Switches (Rebudget)	75,000
23 Printer	50,500
4 Plotter (1 Rebudget)	47,000
1 UPS CH Server Room	35,000
1 Atrium Conference Room AV System	25,000
2 Library Self Check-in Station (Rebudget)	20,000
2 Library Self Check-out Station (Rebudget)	20,000
1 CommVault Backup SAN	20,000
2 Blades for Switches (Rebudget)	12,000
7 Portable Projector (4 Rebudget)	10,500
3 Printer-Performing Arts Tickets	7,500

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM: 761,200

9 Servers	326,000
28 Mobile Data Computers (Rebudget)	196,000
1 Software (Rebudget)	147,700
55 Data Modems	82,500
2 Firewall (Rebudget)	6,000
1 Router	3,000

COMMUNICATIONS CENTER: 312,200

11 Base (Rebudget)	99,200
7 T-1 Transmitter and Receiver (Rebudget)	50,000
2 Voter/Comparator (Rebudget)	32,000
4 Voting Receiver (Rebudget)	24,000
7 T-1 Router (Rebudget)	22,000
1 Antenna FD St 4 (Rebudget)	20,000
12 Monitor Receiver (Rebudget)	18,000
1 Digital Access and Cross-Connect System (Rebudget)	15,000
1 UPS (Rebudget)	15,000
2 UPS Batteries	14,000
1 Encoder (Rebudget)	3,000



FISCAL YEAR 2018-19

Adopted **Equipment Replacement**

(Continued)

FLEET:		\$ <u>788,500</u>
8 Hybrid SUV		286,000
4 Patrol Vehicle		200,000
2 Forklift		120,000
1 Turf Sweeper (Medium) (Rebudget)		75,000
1 Riding Mower (Medium)		30,000
6 Undesignated Equipment		25,000
1 Trailer (Radar & Signal)		24,500
1 Trailer (Heavy Duty) (Rebudget)		20,000
1 Trailer (Medium) (Rebudget)		8,000
GOLF EQUIPMENT:		<u>213,500</u>
2 Mower - Fairway		128,000
2 Mower - Rotary Rough		58,000
1 Sand Raking Machine		17,000
1 Handicap Access Golf Cart		10,500
TOTAL EQUIPMENT REPLACEMENT		\$ <u>3,017,600</u>



## CITY OF MOUNTAIN VIEW

**MEMORANDUM**

Finance and Administrative Services Department

**DATE:** July 1, 2018

**TO:** City Council

**FROM:** Ann Trinh, Financial Analyst  
Helen Ansted, Principal Financial Analyst  
Suzanne Niederhofer, Assistant Finance and Administrative  
Services Director  
Patty J. Kong, Finance and Administrative Services Director

**VIA:** Daniel H. Rich, City Manager

**SUBJECT:** Fiscal Year 2018-19 Adopted 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 19, 2018, pertaining to fees, and then published for Fiscal Year 2018-19.

**BACKGROUND AND ANALYSIS**

Each fee recommended to be modified, added, or eliminated is listed on the attached Exhibits A through K detailing the Fiscal Year 2018-19 adopted fees, amounts, fee basis, and effective dates, and the fee amounts in effect for Fiscal Year 2017-18. 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, Cost-of-Living Adjustment, or Engineering News Record Construction Cost Index (ENR-CCI)) or resulting from a new contract such as the janitorial fee. 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 2018-19 Master Fee Schedule](#), a complete listing of all current City fees, can be found on the City website.

## **Community Development Department (Exhibit D)**

### **Development Services Fund**

#### **Building and Planning Divisions:**

As part of the City's sustainability effort, the City Council adopted the Environmental Sustainability Action Plan 3 (ESAP-3), which included incentivizing Zero Net Energy (ZNE) building. Council adopted the staff recommendation to reduce Building Plan Check fees by 50 percent and exempt administrative review fees for both Development Review and Planned Community Permits for ZNE remodels, retrofits, and tenant improvements (TI) where no new building area is proposed, until such time as these actions are required by the California Building Code (CBC) or International Code Council (ICC). In order to eliminate the reduction and waiver of these fees to coincide with the State requirements, the City Manager is authorized to approve any modifications to these exemptions and waivers as necessary based on the CBC or ICC. Both the revenue loss to the Development Services Fund and the Greenhouse Gas reduction resulting from these recommendations are unknown.

#### **Planning Division:**

Many of the adopted changes to Planning fees are intended to bring some fees more in line with both the division's procedures and the Mountain View City Code (MVCC).

All sidewalk café fees were last increased 3.0 percent effective August 2015. The existing Sidewalk Café Permit is currently assessed for the initial and annual renewal permits. For Fiscal Year 2018-19, the fee is adopted with a name change to Sidewalk Café New License for the initial license at the existing amount of \$769. The annual renewal is adopted with a name change to License Renewal—Annual and as the renewal process is more streamlined than the initial permit process the fee is recommended with a \$564 decrease to \$205. However, if the renewal application is submitted after termination of the existing annual license, the application will be treated as an initial application and the New License fee will be assessed. Many sidewalk café permit holders do not comply with the annual due date, resulting in an increased staff workload related to follow-up and enforcement. Consistent with the Sidewalk Café

Guidelines, the license holders pay an annual rent based on square footage for a sidewalk café on the public sidewalk and an annual rent for a café in a downtown parking space calculated using the cost per square foot for a sidewalk café. These rental fees are adopted with name changes to better reflect the purpose, and an increase to \$1,200 per space annually, resulting in a net annual increase of \$18 for annual renewal and rent. A verbal presentation regarding these café fees was provided to the Downtown Committee at the April 2018 meeting. In addition, a letter was sent to all current sidewalk café license holders informing them of the recommended changes.

CC&R Amendment Review is a new fee established to recover the cost of the Planning staff performing this service.

Development Review Permits (DRP)—Three of the DRPs are adopted with a name change to reflect current language in the Zoning Ordinance; one of these, the <2,000 SF Permit, is combined with the Use Changes and Fences Exceptions and reduced to the current lower amount, and one DRP is adopted to be eliminated as this action no longer requires a permit.

Gatekeeper is a new fee adopted at \$3,000 that is required as part of the Gatekeeper process recently approved by the City Council.

As a result of the *Palmer Sixth Street Properties v. City of Los Angeles* case, the City's inclusionary housing ordinance could not be applied to rental development projects. In response to this case, the City adopted a Rental Housing Impact Fee ("RHIF"). Last year, the California Legislature enacted a new State law which reversed the *Palmer* decision. As provided in the resolution adopting the RHIF, the Council reconsidered the RHIF once the State law reversed the *Palmer* decision and chose to apply the inclusionary zoning ordinance to rental developments and rescinded the RHIF. Certain development projects were entitled with a condition of paying the RHIF and the Below-Market-Rate Fee would not apply to these projects because they were approved or deemed complete prior to April 28, 2018. For this reason, the RHIF has been restored 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 Council, the fee is adopted with an annual CPI adjustment. When all such developments have paid the fee, which is due at occupancy, the fee will be brought back to Council with a recommendation to be eliminated and then removed from the Master Fee Schedule.

## Community Services Department (Exhibit E)

### General Operating Fund

#### Recreation:

Free Recreation Swim was adopted by City Council for residents, with the approval of the Community Services Director, when the National Weather Service issues a heat advisory and the County of Santa Clara calls for cooling centers to open. This would provide residents an alternative way to stay cool.

Security deposits for facility rentals are adopted at two levels (doubled for events with alcohol):

- \$500 (\$1,000 with alcohol) for Social Halls/Multipurpose Room (Adobe Building, Community Center, Senior Center, and Teen Center); and
- \$250 (\$500 with alcohol) for smaller rooms.

Peak rentals are adopted with an extension from the current time of 10:00 p.m. to 11:00 p.m. Renters may end their event at 10:00 p.m. and allow for an hour of cleanup until 11:00 p.m. Staff believes this will encourage more rentals and provides a better schedule for events.

The Adobe Building nonresident rates are adopted with an increase 25.0 percent higher than resident rates. This provides preferential opportunities for residents and nonresident rates in the same relationship as other City facilities.

Staff compared rental rates of other cities with the existing Community Center, Adobe Building, and Senior Center rental rates. Rental rates are adopted for the rooms in the renovated Community Center which will provide greater consistency with other City facilities, is easier to explain to customers, and reflects amenities of the upgraded Community Center. The resident peak-hour rental rates were developed for the Community Center Social Hall, Basement, Breakout Room, and Room Nos. 1 through 4. The following guidelines were developed for calculation of other Community Center rental rates:

- Resident Off Peak – 50.0 percent less than Resident Peak
- Nonresident Peak – 50.0 percent higher than Resident Peak

- Nonresident Off-Peak – 35.0 percent less than Nonresident Peak
- Nonprofit/Community Group Peak – 25.0 percent less than Resident Peak
- Nonprofit/Community Group Off-Peak – \$50/hour Social Hall; \$10/hour for Basement, and Room Nos. 1 and 4

#### Shoreline Golf Links Fund

Frequent Player fees for single player annual are adopted with an increase of 2.5 percent to 4.3 percent and the related annual family fees maintain the previous relationship. Loyalty Program fees and all other Green fees are adopted with a \$2 to \$3 per player increase and \$1 per player increase, respectively. Club rentals are adopted with a 50.0 percent increase and a basis change from Fixed to Day. The amount of range balls provided is increasing, along with a \$1 to \$2 price increase.

#### **Fire Department (Exhibit G)**

##### Environmental Safety:

##### Wastewater Fund

The services provided as part of a Hazardous Materials Facility Closure are currently free for the first hour and assessed at \$105 per hour for subsequent hours. The fee is adopted to be assessed for a minimum of two hours. The activities related to a hazardous materials facility closure take at least two hours and should be paid for by the facility. This is adopted with an increase to \$113 per hour for the reasons stated above and to be at the same level as the Plan Check or Plan Review Inspection fee which is performed by the same staff.

The title of one of the On-Demand Mobile Fueling Operation Permits is changed to include Documentation Review to more clearly indicate the scope of the activity.

The Fire Inspections (Temporary Installation/Events) are adopted with a two-hour minimum.

## **Library Services Department (Exhibit H)**

### **General Operating Fund**

The following fees are eliminated:

Training Center Support facility rent as the room is being repurposed as part of the Library remodel. It will now be a second program room to respond to public demand for more adult education programs.

The interlibrary loan service was eliminated two years ago and is no longer needed in addition to Link+.

The laptop/tablet pilot service was eliminated last year.

## **Public Works Department (Exhibit K)**

### **Utility Services:**

#### **Water, Wastewater, and Solid Waste Management Funds**

Utility rates are detailed in the attached Exhibit K and include the following adjustments:

- Water – 1.0 percent for the average cost of water and meter rates, 22.0 percent for Recycled Water.
- Wastewater – 8.0 percent.
- Solid Waste Management – 5.0 percent for carts only for the cost of the food scraps program. The program was implemented in Fiscal Year 2017-18, but the rate impact was deferred until Fiscal Year 2018-19.

## CONCLUSION

Departments reviewed their fees and recommended the new, modified, or eliminated fees discussed in this memo and detailed in Exhibits A through K. As part of the budget noticing process, the City complied with all noticing requirements which apply to fees.

AT-HA-SN-PJK/7/FIN

530-07-01-18M

- Exhibits:
- A. Fee Schedule – Citywide
  - 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 – Library Services Department
  - I. Fee Schedule – Police Department
  - J. Fee Schedule – Public Works Department
  - K. Fee Schedule – Utility Services



**FEE SCHEDULE – CITYWIDE**

**Exhibit A**

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	38.3.g; CP H-5	Building Attendant (as required for utilization of City facilities)	\$20.00	\$22.00	Hour	7/1/18
	38.101; CP H-5	Janitorial: Adobe Building, City Hall, Community Center, Library, Rengstorff House, Senior Center, Teen Center	\$31.58	\$32.84	Hour	7/1/18

FEE SCHEDULE – CITY ATTORNEY’S OFFICE

Exhibit B

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Code Compliance Inspection	\$101.00	\$105.00	Hour (4-hour min.)	7/1/18
		Development Agreement	\$181.00	\$195.00	Hour	7/1/18
		Document Review for CC&Rs, Easements, and Other Documents Related to Permits, Licenses, etc.:				
	36.54.30	Additional Review	\$154.00	\$170.00	Hour	7/1/18
	36.56.15					
	36.54.30	Mixed Product/Use	\$768.00	\$849.00	Initial 5	7/1/18
	36.56.15				Hours	
	36.54.30	Uniform Product/Use	\$384.00	\$425.00	Initial 2.5	7/1/18
	36.56.15				Hours	

FEE SCHEDULE – CITY CLERK’S OFFICE

Exhibit C

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	38.101; CP H-5	Facility Reservation/Rental: Council Chambers Nonprofits Off Peak	\$120.00	\$124.00	Hour (1-hour min.)	7/1/18
		Peak	\$120.00	\$124.00	Hour (2-hour min.)	7/1/18
	38.101	Courtyard Lunchroom <sup>1</sup> Off Peak	N/A	Building Attendant	Hour (1-hour min.)	7/1/18
		Peak	N/A	Building Attendant and Janitorial Service	Hour (2-hour min.)	7/1/18
Family Code 400 <i>et seq.</i>		Marriage Officiant: On-Site	\$50.00	\$66.00	Fixed	7/1/18
		Off-Site	\$192.00	\$199.00	1.5 Hours	7/1/18

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1. New fee.

FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit D

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>BUILDING SERVICES</u>				
	8.10.12	Digital Imaging/ <del>Microfilm</del> <sup>1</sup>	\$2.00	\$2.00	Sheet	7/1/18
		Guide to Remodeling	\$5.00	Eliminate		7/1/18
Sec 109, 2016 CBC	ESAP-3	Plan Checks (for Zero Net Energy building remodels/retrofits/tenant improvements):				
Sec 109, 2016 CBC	8.10.12	Building Plan Check	65% of permit fee	50% Reduction <sup>2</sup>	Plan Check Fee	7/1/18
Sec 109, 2016 CBC	8.10.12	Electrical Plan Check	65% of permit fee	50% Reduction <sup>2</sup>	Plan Check Fee	7/1/18
Sec 109, 2016 CBC	8.10.12	Mechanical Plan Check	65% of permit fee	50% Reduction <sup>2</sup>	Plan Check Fee	7/1/18
Sec 109, 2016 CBC	8.10.12	Plumbing Plan Check	65% of permit fee	50% Reduction <sup>2</sup>	Plan Check Fee	7/1/18
		<u>PARKING</u>				
		Parking In-Lieu:				
	Reso 14763; 18082 Downtown Precise Plan Table II-2	New Construction <sup>3</sup>	\$49,963.00	\$51,707.00	Space	7/1/18
		Change of Use <sup>3</sup>	\$24,981.00	\$25,853.00	Space	7/1/18
	19.92.1; Reso 17820	Parking Permits: <sup>4</sup>				
		Downtown Parking Annual <sup>5</sup>	\$336.00	\$346.00	Space	1/1/19
		Daily <sup>5</sup>	\$4.00	\$5.00	Day	1/1/19
			\$112.00	\$115.00	25 Daily Permits	1/1/19
		Monthly <sup>5</sup>	\$56.00	\$58.00	Space	1/1/19
		Quarterly <sup>5</sup>	\$112.00	\$115.00	Space	1/1/19

FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit D

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>PLANNING</u>				
		Cafés:				
	36.42.20	Sidewalk Café <b>New License</b> <sup>1</sup>	\$769.00	\$769.00	<del>Fixed</del> Initial	7/1/18
	36.42.20	<del>Renewal-Rent</del> -Annual (downtown parking space) <sup>1</sup>	\$618.00	\$1,200.00	Annual	7/1/18
	36.42.20	<del>Renewal-Rent</del> -Annual (downtown public ROWsidewalk) <sup>1</sup>	\$3.10	\$6.00	Square Foot Annual	7/1/18
	36.42.20	<del>Sidewalk Café Permit</del> <b>License Renewal</b> -Annual <sup>1,6</sup>	\$769.00	\$205.00	<del>Fixed</del> Annual	7/1/18
	36.56.15	CC&R Amendment Review <sup>7</sup>	NA	\$181.00	Fixed	7/1/18
		Conditional Use Permit (CUP):				
	36.56.15	Family <del>Day</del> Child-Care <del>Home</del> Center <sup>1</sup>	\$200.00	\$200.00	Fixed	7/1/18
	36.56.15	Modifications	\$1,929.00	Eliminate		7/1/18
		Development Review Permit (DRP):				
	ESAP-3	All Administrative Review permits for Zero Net Energy building remodels/retrofits/tenant improvements <sup>2</sup>	Various	Waived		7/1/18
	36.56.15	<b>Modifications, Including Additions &lt;1,000 Sq Ft, Code Compliance Review, Fence Exceptions w/ Neighbor Authorization, and Use Changes and Fences Exceptions &amp; &lt;2,000 Sq Ft (Admin Review)</b> <sup>1</sup>	\$526.00/ \$1,158.00	\$526.00	Fixed	7/1/18
	36.56.15	<del>&lt;2,000 Sq Ft</del> <b>Modifications, Including Additions &lt;1,000 Sq Ft, Design Review (Admin Review)</b> <sup>1</sup>	\$1,158.00	\$1,158.00	Fixed	7/1/18
	36.56.15	<del>&gt;2,000 Sq Ft</del> <b>New Buildings and Modifications, Including Additions &gt;1,000 Sq Ft, and others as identified in MVCC 36.44.65 (b) (ZA Review)</b> <sup>1</sup>	\$2,315.00	\$2,315.00	Fixed	7/1/18
	36.56.15	<del>Structures on New Standard Subdivisions of &gt;/=5 Lots</del> <b>New Buildings and Modifications (CC Review)</b> <sup>1</sup>	\$5,926.00	\$5,926.00	Fixed	7/1/18

FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit D

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	A36.80.030	New Construction/ Additions on R1 Lots <5,000 Sq Ft or <40' Wide	\$1,088.00	Eliminate		7/1/18
	36.56.15	Gatekeeper <sup>7</sup>	NA	\$3,000	Fixed	7/1/18
	36.40.55.b Reso 16666	Housing: Housing Impact <sup>4</sup> Commercial/Entertainment /Hotel/Retail First 25,000 square feet	\$1.41	\$1.46	Net New Square Foot	8/19/18
		25,000+ square feet	\$2.81	\$2.91	Net New Square Foot	8/19/18
	36.40.55.b Reso 16666, 17938	High-Tech/Industrial/ Office  First 10,000 square feet	\$13.14	\$13.60	Net Square Foot	8/19/18
		10,000+ square feet	\$26.27	\$27.19	Net Square Foot	8/19/18
	Reso 17748, 17937	Rental Housing Impact <sup>4,8</sup>	\$17.86	\$18.49	Net New Habitable Square Foot	8/19/18
	28.10	Maps: <b>Preliminary</b> Parcel Map <sup>1</sup>	\$1,947.00	\$1,947.00	Fixed	7/1/18
GC 66000	Reso 18029	North Bayshore Development Impact: Hotel <sup>9</sup> Transportation	\$2,071.00	\$2,102.00	Per Guest Room	8/19/18
GC 66000	Reso 18029	Water	\$4,068.00	\$4,129.00	Per Guest Room	8/19/18
GC 66000	Reso 18029	Sewer	\$732.00	\$743.00	Per Guest Room	8/19/18
GC 66000	Reso 18029	Office/R&D <sup>9</sup> Transportation	\$23.26	\$23.61	Per Square Foot Net New Gross Floor Area	8/19/18

FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit D

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
GC 66000	Reso 18029	Water	\$6.57	\$6.67	Per Square Foot Net New Gross Floor Area	8/19/18
GC 66000	Reso 18029	Sewer	\$1.22	\$1.24	Per Square Foot Net New Gross Floor Area	8/19/18
GC 66000	Reso 18029	Retail <sup>9</sup> Transportation	\$2.43	\$2.47	Per Square Foot Net New Gross Floor Area	8/19/18
GC 66000	Reso 18029	Sewer	\$0.82	\$0.83	Per Square Foot Net New Gross Floor Area	8/19/18
	ESAP-3	Planned Community Permit (PCP): All Administrative Review permits for Zero Net Energy building remodels/ retrofits/tenant improvements <sup>2</sup>	Various	Waived		7/1/18
	36.56.15	Architectural Minor Modification, Design Review (DRC Admin. Review) <sup>1</sup>	\$2,245.00	\$2,245.00	Fixed	7/1/18
	36.56.15	Minor Modification, Code Compliance Review (Admin. Review) <sup>1</sup>	\$771.00	\$771.00	Fixed	7/1/18
	36.56.15	Major Modification (ZA Review)	\$3,508.00	Eliminate		7/1/18
	36.56.15	New Construction (ZA Review)	\$3,578.00	Eliminate		7/1/18
	36.56.15	Major Modification, New Construction (ZA Review) <sup>7</sup>	NA	\$3,543.00	Fixed	7/1/18
	36.56.15	Provisional Uses (ZA Review) <sup>1</sup>	\$3,016.00	\$3,016.00	Fixed	7/1/18
	36.56.15	Use Changes (ZA Review)	\$1,474.00	Eliminate		7/1/18
		Planning Hourly Rates:				
	36.56.15	Administrative Aide	\$86.00	\$89.00	Hour	7/1/18
	36.56.15	Associate Planner	\$133.00	\$138.00	Hour	7/1/18
	36.56.15	Clerical	\$81.00	\$84.00	Hour	7/1/18
	36.56.15	Principal Planner	\$181.00	\$188.00	Hour	7/1/18
	36.56.15	Senior Planner	\$138.00	\$144.00	Hour	7/1/18

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	CP B-3	Publications: CEQA Guidelines	\$28.00	Eliminate		7/1/18
	CP B-3	Data Book	\$6.00	Eliminate		7/1/18
	36.56.15	Sign Permit: Copy Change Only	\$176.00	Eliminate		7/1/18
	36.56.15	Temporary Use Permit (TUP): <b>Nonprofit Housing Needs, Meals and Similar Programs Operated by Nonprofit Agencies</b>	\$71.00	\$71.00	Fixed	7/1/18
	36.56.15	Planning/Building Review	\$368.00	Eliminate		7/1/18
	36.56.15	Planning/Building/Police/ Fire Review	\$368.00	Eliminate		7/1/18
	36.56.15	Planning/Building/Police/ Fire/Code Enforcement Review	\$368.00	Eliminate		7/1/18
	36.56.15	Transit-Oriented Development (TOD): Minor Modification (DRC Review)	\$999.00	Eliminate		7/1/18
	36.56.15	New Construction (ZA,CC review)	\$7,647.00	\$7,647.00	Fixed	7/1/18
		Housing<2/ Acres	\$7,647.00	Eliminate		7/1/18
		Housing>=2 / Acres	\$7,647.00	Eliminate		7/1/18

Note: Bold font indicates language added and strikeout indicates language deleted.

1. Name change.
2. Building Plan Check fees reduced 50 percent and administrative review fees for both Development Review and Planned Community Permits exempted for Zero Net Energy (ZNE) remodels, retrofits, and tenant improvements (TI), where no new building area is proposed, until such time as these actions are required by the California Building Code (CBC) or International Code Council (ICC). In order to eliminate the reduction and waiver of these fees to coincide with updates to the State requirements, the City Manager is authorized to approve any modifications to these exemptions and waivers as necessary based on the CBC or ICC.
3. Previously authorized by City Council to be modified annually by the December 31 Engineering New Record Construction Cost Index (ENR-CCI).
4. Previously authorized by City Council to be modified annually by the prior year Consumer Price Increase as part of the annual budget process.
5. For Fiscal Year 2018-19 permit cycles beginning on or after January 1, 2019 regardless of payment date.
6. This annual renewal fee will apply if the renewal is submitted prior to termination of the existing annual license. If not, the fee will be in the amount of the new license fee. In addition, failure to maintain a Sidewalk Café license is a violation of the MVCC and subject to Administrative Penalties.
7. New fee.



8. The Rental Housing Impact Fee (RHIF) was rescinded and removed from the Master Fee Schedule with Resolution 18196. The RHIF is restored 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, the fee is adjusted with an annual CPI. When all such developments have paid the RHIF, which is due at occupancy, it will be brought back to Council with a recommendation to be eliminated and then removed from the Master Fee Schedule. For more information, see the Fiscal Year 2018-19 Adopted Fee Modifications memo.
9. Previously authorized by City Council to be modified annually by the June 30 ENR-CCI as part of the annual budget process.

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>CENTER FOR THE PERFORMING ARTS</u>				
		<u>Home Company/ All Nonprofits/ All Commercial Rehearsal Studio<sup>1</sup></u>	\$25.00-\$75.00	\$25.00-\$75.00	Hour	7/1/18
		<u>Meeting (M-F 8 a.m. - 5 p.m.; 1-hour increments, no minimum; no Tech or Front of House Services)</u>				
		Standard	\$25.00-\$75.00	Eliminate		7/1/18
		<u>RECREATION</u>				
	38.8	Recreation Swim Day Pass	NA	Free	Day	7/1/18
		National Weather Service Issues Heat Advisory, Santa Clara County Cooling Centers Open & Discretion of CSD <sup>2</sup>				
	38.3.g; CP H-5	Facility Rentals: Adobe Building MV Resident/Business, Nonprofit/Community Group, MV NP Nonpolitical Fundraising Group, and Nonresident				
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
		Nonresident				
		Off Peak	\$121.00	\$151.00	Fixed	7/1/18
		Peak	\$182.00	\$228.00	Fixed	7/1/18
		Peak-8-Hour Special	\$1,212.00	\$1,515.00	Fixed	7/1/18
	38.3.g; CP H-5	<del>Community Center - Lower Social Hall</del> <b>Basement<sup>3</sup></b> MV Resident/Business				
		Off Peak	\$73.00	\$75.00	Hour	7/1/18
		Peak	\$92.00	\$150.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		MV NP Nonpolitical Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Nonprofit/Community Group				
		Off Peak	\$5.00	\$10.00	Hour	7/1/18
		Peak	\$50.00	\$113.00	Hour	7/1/18

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Security Deposit-Peak (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit-Peak (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Nonresident				
		Off Peak	\$152.00	\$171.00	Hour	7/1/18
		Peak	\$152.00	\$225.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Community Center-Breakout Room				
		MV Resident/Business				
		Off Peak <sup>2</sup>	NA	\$38.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$75.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		MV NP Nonpolitical				
		Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonprofit/Community Group				
		Off Peak <sup>2</sup>	NA	\$5.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$56.00	Hour	7/1/18
		Security Deposit-Peak (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit-Peak (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonresident				
		Off Peak <sup>2</sup>	NA	\$85.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$113.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Community Center-Room 1				
		MV Resident/Business				
		Off Peak <sup>2</sup>	NA	\$38.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$75.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		MV NP Nonpolitical				
		Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonprofit/Community Group				
		Off Peak <sup>2</sup>	NA	\$10.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$56.00	Hour	7/1/18

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Security Deposit-Peak (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit-Peak (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonresident				
		Off Peak <sup>2</sup>	NA	\$85.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$113.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Community Center-Room 2 & 3 MV Resident/Business				
		Off Peak	\$39.00	\$38.00	Hour	7/1/18
		Peak	\$50.00	\$75.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		MV NP Nonpolitical Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Nonprofit/Community Group				
		Peak	\$39.00	\$56.00	Hour	7/1/18
		Security Deposit-Peak (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit-Peak (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Nonresident				
		Off Peak	\$187.00	\$85.00	Hour	7/1/18
		Peak	\$203.00	\$113.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Community Center-Room 4 MV Resident/Business				
		Off Peak <sup>2</sup>	NA	\$75.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$150.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		MV NP Nonpolitical Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonprofit/Community Group				
		Off Peak <sup>2</sup>	NA	\$10.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$113.00	Hour	7/1/18
		Security Deposit-Peak (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Security Deposit-Peak (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
		Nonresident Off Peak <sup>2</sup>	NA	\$171.00	Hour	7/1/18
		Peak <sup>2</sup>	NA	\$225.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>2</sup>	NA	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>2</sup>	NA	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Community Center-Auditorium Social Hall <sup>3</sup>				
		MV Resident/Business Off Peak	\$117.00	\$125.00	Hour	7/1/18
		Peak	\$124.00	\$250.00	Hour	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
		MV NP Nonpolitical Fundraising Group (1 x/year)				
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
		Nonprofit/Community Group Off Peak	\$5.00	\$50.00	Hour	7/1/18
		Peak	\$71.00	\$188.00	Hour	7/1/18
		Security Deposit-Peak (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit-Peak (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
		Nonresident Off Peak	\$187.00	\$244.00	Fixed	7/1/18
		Peak	\$203.00	\$375.00	Fixed	7/1/18
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
	38.3.g; CP H-5	Senior Center-Game Room, Social Hall/ All Renters				
		Security Deposit (no alcohol) <sup>3</sup>	\$896.00- \$1,344.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$896.00- \$1,344.00	\$1,000.00	Fixed	7/1/18
	38.3.g; CP H-5	Senior Center-All Other Rooms/ All Renters				
		Security Deposit (no alcohol) <sup>3</sup>	\$336.00- \$896.00	\$250.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$336.00- \$896.00	\$500.00	Fixed	7/1/18
	38.3.g; CP H-5	Teen Center-Multipurpose Room All Renters				

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Security Deposit (no alcohol) <sup>3</sup>	\$560.00	\$500.00	Fixed	7/1/18
		Security Deposit (w/alcohol) <sup>3</sup>	\$560.00	\$1,000.00	Fixed	7/1/18
		<u>SHORELINE GOLF LINKS</u>				
		Frequent Player:				
	38.8	Junior (≤17) (Annual)	\$390.00	\$400.00	Fixed	7/1/18
	38.8	Regular Play (Annual)	\$2,635.00	\$2,700.00	Fixed	7/1/18
	38.8	Regular Play (Annual Family)	\$3,960.00	\$4,000.00	Fixed	7/1/18
	38.8	Regular (M-Th/ Annual)	\$1,725.00	\$1,800.00	Fixed	7/1/18
	38.8	Regular (M-Th/ Annual Family)	\$2,255.00	\$2,350.00	Fixed	7/1/18
	38.8	Senior (M-Th/ Annual)	\$1,325.00	\$1,375.00	Fixed	7/1/18
	38.8	Senior (M-Th/ Annual Family)	\$1,915.00	\$1,975.00	Fixed	7/1/18
	38.8	Twilight (Annual)	\$1,045.00	\$1,075.00	Fixed	7/1/18
	38.8	Twilight (Annual Family)	\$1,725.00	\$1,775.00	Fixed	7/1/18
		Green Fees (18 holes):				
		Super Twilight				
	38.11	Regular	Up to \$20.00	Up to \$21.00	Fixed	7/1/18
	38.11	Resident	Up to \$13.00	Up to \$14.00	Fixed	7/1/18
		Weekday M-F:				
	38.11	Afternoon (March-October, 2 hours prior to twilight)	Up to \$28.00	Up to \$29.00	Fixed	7/1/18
	38.11	Junior (≤17)	Up to \$17.00	Up to \$18.00	Fixed	7/1/18
	38.11	Regular	Up to \$41.00	Up to \$42.00	Fixed	7/1/18
	38.11	Resident	Up to \$34.00	Up to \$35.00	Fixed	7/1/18
	38.11	Senior (≥60)	Up to \$31.00	Up to \$32.00	Fixed	7/1/18
	38.11	Senior Resident (≥60)	Up to \$24.00	Up to \$25.00	Fixed	7/1/18
	38.11	Twilight (Back 9 Regular)	Up to \$28.00	Up to \$29.00	Fixed	7/1/18
	38.11	Twilight (Back 9 Resident)	Up to \$21.00	Up to \$22.00	Fixed	7/1/18
	38.11	All Others	Up to \$35.00	Up to \$36.00	Fixed	7/1/18
		Weekends/Holidays:				
	38.11	Junior (≤17)	Up to \$17.00	Up to \$18.00	Fixed	7/1/18
	38.11	Regular	Up to \$57.00	Up to \$58.00	Fixed	7/1/18
	38.11	Resident	Up to \$50.00	Up to \$51.00	Fixed	7/1/18
	38.11	Twilight (Back 9 Regular)	Up to \$31.00	Up to \$32.00	Fixed	7/1/18
	38.11	Twilight (Back 9 Resident)	Up to \$24.00	Up to \$25.00	Fixed	7/1/18
		Loyalty Program:				
		Super Twilight				
	38.8	Regular <sup>2</sup>	NA	\$17.00	Fixed	7/1/18
	38.8	Resident <sup>2</sup>	NA	\$10.00	Fixed	7/1/18
		Weekday Green Fees				
	38.8	Regular	\$35.00	\$38.00	Fixed	7/1/18

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	38.8	Resident <sup>2</sup>	NA	\$31.00	Fixed	7/1/18
	38.8	Senior (≥60)	\$25.00	\$28.00	Fixed	7/1/18
	38.8	Senior Resident (≥60) <sup>2</sup>	NA	\$21.00	Fixed	7/1/18
	38.8	Twilight ( <b>Back 9 Regular</b> ) <sup>3</sup>	\$23.00	\$25.00	Fixed	7/1/18
	38.8	Twilight (Back 9 Resident) <sup>2</sup>	NA	\$18.00	Fixed	7/1/18
		Weekend Green Fees				
	38.8	Regular	\$51.00	\$54.00	Fixed	7/1/18
	38.8	Resident <sup>2</sup>	NA	\$47.00	Fixed	7/1/18
	38.8	Twilight ( <b>Back 9 Regular</b> ) <sup>3</sup>	\$26.00	\$28.00	Fixed	7/1/18
	38.8	Twilight (Back 9 Resident) <sup>2</sup>	NA	\$21.00	Fixed	7/1/18
		Rentals:				
		Clubs				
	38.8	Top-of-Line <sup>4</sup>	\$30.00	\$45.00	<del>Fixed</del> Day	7/1/18
	38.8	Pro-Line <sup>4</sup>	\$20.00	\$30.00	<del>Fixed</del> Day	7/1/18
		Range Balls:				
	38.8	Jumbo Bucket	\$13.00	\$15.00	Fixed/Player	7/1/18
	38.8	Large Bucket	\$10.00	\$12.00	Fixed/Player	7/1/18
	38.8	Medium Bucket	\$7.00	\$8.00	Fixed/Player	7/1/18
	38.8	Small Bucket & Practice Area Tube	\$4.00	\$5.00	Fixed/Player	7/1/18

Note: Bold font indicates language added and strikeout indicates language deleted.

1. Minimum four hours required for use of any café, dressing or green rooms, lobby, ~~rehearsal studio~~ scene shop, or storage.
2. New fee.
3. Name change.
4. Fee basis change.

State Code § (if any)	MVCC§§ /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
GC 6253.9(b)	CP B-3	Business License Report: Electronic	\$17.00	\$18.00	Fixed	7/1/18
GC 6253.9(b)		Hard Copy	\$17.00	\$18.00	Fixed	7/1/18
	15.31.b.4	Vendor Permits: Merchant Vendor <sup>1</sup> (downtown)	\$767.00	\$790.00	Annual (rolling)	1/1/19
	15.17.b	Mobile Vendor <sup>1</sup>	\$122.00	\$126.00	Annual (calendar)	1/1/19

1. For Fiscal Year 2018-19 permit cycles with an effective date beginning on or after January 1, 2019 regardless of the payment date.



FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCCSS /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>ENVIRONMENTAL SAFETY</u>				
	24	Electronic/Computer Entry of Hazardous Materials Management Plan Data	\$95.00	\$99.00	Hour (1-hour min.)	7/1/18
		Fire Safety Facility Inspection:				
	24	0-5,000	\$33.00	\$34.00	Square Foot	7/1/18
	24	5,001-25,000	\$194.00	\$201.00	Square Foot	7/1/18
	24	25,001-100,000	\$806.00	\$834.00	Square Foot	7/1/18
	24	100,001-250,000	\$2,256.00	\$2,335.00	Square Foot	7/1/18
	24	250,001-500,000	\$4,835.00	\$5,004.00	Square Foot	7/1/18
	24	500,001+	\$6,446.00	\$6,672.00	Square Foot	7/1/18
		Fire Safety Operational Permits:				
IFC 105	14	Hazardous Materials Permitted Occupancy	\$209.00	\$216.00	Annual	7/1/18
	24	Hazardous Materials: Emergency Response (Hazardous Materials Specialist)	\$107.00 Plus equip- ment costs	\$111.00 Plus equip- ment costs	Hour	7/1/18
	24	Hazardous Materials Facility Closure Review/Inspection <sup>2</sup> <del>&gt;1 Hour</del>	\$105.00	\$113.00	Hour <b>(2-hour min.)<sup>2</sup></b>	7/1/18
	24	Hazardous Materials Third and Subsequent Reinspection(s)	\$356.00	\$370.00	Hour	7/1/18
	24	Plan Check or Plan Review/Inspection	\$109.00	\$113.00	Hour (2-hour min.)	7/1/18
		Hazardous Materials Permit for the following hazard classes:				
		Miscellaneous Hazardous Materials – Liquids, Solids				
	24	QR1	\$132.00	\$137.00	Annual	7/1/18
	24	QR2	\$161.00	\$167.00	Annual	7/1/18
	24	QR3	\$197.00	\$204.00	Annual	7/1/18
	24	QR4	\$229.00	\$237.00	Annual	7/1/18
	24	QR5	\$262.00	\$271.00	Annual	7/1/18

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCC§§ /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Combustible Liquids, Flammable (Liquids, Solids), and Nonflammable (Gas)				
	24	QR1	\$132.00	\$137.00	Annual	7/1/18
	24	QR2	\$197.00	\$204.00	Annual	7/1/18
	24	QR3	\$262.00	\$271.00	Annual	7/1/18
	24	QR4	\$329.00	\$341.00	Annual	7/1/18
	24	QR5	\$393.00	\$407.00	Annual	7/1/18
		Corrosive (Gas, Liquids, Solids), Cryogen, Flammable (Gas), Explosives, Infectious Substances, and Oxidizers (Gas, Liquids, Solids)				
	24	QR1	\$132.00	\$137.00	Annual	7/1/18
	24	QR2	\$262.00	\$271.00	Annual	7/1/18
	24	QR3	\$393.00	\$407.00	Annual	7/1/18
	24	QR4	\$459.00	\$475.00	Annual	7/1/18
	24	QR5	\$524.00	\$542.00	Annual	7/1/18
		Poisonous Materials (Gas, Liquids, Solids), Spontaneous Combustible Materials, Dangerous When Wet Materials (Liquids, Solids), and Organic Peroxides				
	24	QR1	\$132.00	\$137.00	Annual	7/1/18
	24	QR2	\$262.00	\$271.00	Annual	7/1/18
	24	QR3	\$393.00	\$407.00	Annual	7/1/18
	24	QR4	\$524.00	\$542.00	Annual	7/1/18
	24	QR5	\$656.00	\$679.00	Annual	7/1/18
	24	Radioactive QR1-QR5	\$162.00	\$168.00	Annual	7/1/18
	14.10.12	On-Demand Mobile Fueling: Operating Permit				
	14.10.12	Demonstration and Equipment Inspection/ <b>Documentation Review</b> (Initial and/or Change in Conditions) <sup>1</sup>	\$170.00	\$178.00	Hour (2-hour min.)	7/1/18
	14.10.12	Operator Permit	\$170.00	\$182.00	Annual Renewal	7/1/18
	14.10.12	Site Permit				
	14.10.12	Plan Review and Site Inspection (Initial and/or Change in Conditions)	\$170.00	\$178.00	Hour (2-hour min.)	7/1/18
	14.10.12	Site Permit	\$170.00	\$182.00	Annual Renewal	7/1/18

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCCSS /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<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)	\$115.00	\$119.00	System	7/1/18
IFC Chapter 9	14	Required to be Tested on a Frequency of ≥ 1 Year and < 5 Years (waived if test completed within 30 days)	\$233.00	\$241.00	System	7/1/18
IFC Chapter 9	14	Required to be Tested on a Frequency of ≥ 5 Years (waived if test completed within 30 days)	\$349.00	\$361.00	System	7/1/18
IFC Chapter 9	14	Deficiencies Failed to be Corrected Within 30 Days	\$178.00	\$184.00	System	7/1/18
		<u>FIRE AND BUILDING SAFETY</u>				
	14	Alarm (Preventable False)	\$148.00	\$153.00	3rd and Subsequent Alarm/180 Days	7/1/18
	14	Extended Consultation/ Preconstruction Conference	\$163.00	\$170.00	Hour	7/1/18

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCCSS /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
IFC 105	14	Fire Inspections (Temporary Installation/Events) <sup>2</sup>	\$171.00	\$178.00	Hour (2-hour min.) <sup>2</sup>	7/1/18
	Reso 17968 Reso 17968 Reso 17968 Reso 17968	All Others Carnivals Christmas Tree Lot Fairs Fireworks Display Haunted Houses Live Audiences Production Facility Pumpkin Patch Pyrotechnical Special Effects Special Inspection of Temporary Installation Temporary Membrane Structures, Tents, Canopies				
	14	After Hours or Weekend Duty ( <del>only DFM</del> ) M-F 5:00 p.m.-6:59 a.m., Sat, Sun, Holidays <sup>1</sup>	\$171.00	\$178.00	Hour (2-hour min.)	7/1/18
IFC 105	14	Fire Safety Operational Permits:				
		Fire Prevention Bureau (Nonhazardous Materials Permitted Occupancy) Reinspections (third and subsequent)	\$175.00	\$182.00	Annual	7/1/18
			\$173.00	\$180.00	Hour	7/1/18

FEE SCHEDULE – FIRE DEPARTMENT

Exhibit G

State Code § (if any)	MVCC§§ /CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	25.77	Multi-Housing Inspection: Hotels and Motels	\$82.00	\$85.00	Hour (2-hour min.)	7/1/18
	25.77	Serious Violations	\$18.00	\$19.00	Unit	7/1/18
	25.78	Reinspections: Hotels and Motels	\$104.00	\$108.00	Hour (2-hour min.)	7/1/18
	25.79	Multi-Housing	\$104.00	\$108.00	Hour (2-hour min.)	7/1/18
	25.81	Valid Service Request	\$103.00	\$107.00	Hour (2-hour min.)	7/1/18
		<u>SUPPRESSION</u>				
GC 53150, HSC 13009.6		Emergency Response Reimbursement: Battalion Chief	\$123.00	\$128.00	Hour (1/2 hour increments)	7/1/18
GC 53150, HSC 13009.6		Deputy Fire Marshal	\$152.00	\$158.00	Hour (1/2 hour increments)	7/1/18
GC 53150, HSC 13009.6		Engine/Truck	\$268.00	\$279.00	Hour (1/2 hour increments)	7/1/18
GC 53150, HSC 13009.6		Public Safety Social Media/Community Coordinator	\$132.00	\$137.00	Hour (1/2 hour increments)	7/1/18
GC 53150, HSC 13009.6		Rescue Company	\$166.00	\$173.00	Hour (1/2 hour increments)	7/1/18

- 
- 1. Name change.
  - 2. Fee basis change.

FEE SCHEDULE – LIBRARY SERVICES DEPARTMENT

Exhibit H

State Code § (if any)	MVCC§ §/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	CP H-5	Facility Rental:				
	CP H-5	Training Center Support <sup>11</sup> :				
		</=4 Hours	\$80.00	Eliminate		7/1/18
		Additional Hours	\$20.00	Eliminate		7/1/18
	Library Policy	Interlibrary Loan <sup>2</sup> :				
	Library Policy	MV Library Customers	\$25.00	Eliminate		7/1/18
	Library Policy	Libraries Outside California	\$20.00	Eliminate		7/1/18
	Library Policy	Library Fines:				
		Laptop/Tablet Late Fee <sup>3</sup>	\$5.00/Hour	Eliminate		7/1/18
			\$25.00/Day	Eliminate		7/1/18

- 
1. Training Center Support: This room is being repurposed as part of the Library remodel. It will now be a second program room to respond to public demand for more adult educational programs.
  2. Interlibrary Loan: This service was eliminated two years ago. It is no longer needed in addition to Link+.
  3. Laptop/Tablet Late Fee: This was a pilot service that was eliminated last year.

FEE SCHEDULE – POLICE DEPARTMENT

Exhibit I

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date	
§12053	26.54	Adult Entertainment: Application	\$801.00	\$829.00	Initial	7/1/18	
	26.54	Renewal	\$384.00	\$397.00	Annual	7/1/18	
		Card Rooms:					
	9.14	Dealer Application	\$276.00	\$286.00	Biennial	7/1/18	
	9.14	Dealer Renewal	\$137.00	\$142.00	Biennial	7/1/18	
	9.4	Permit Application	\$1,109.00	\$1,148.00	Initial	7/1/18	
		Citation Sign-Off:					
		Nonresident	\$25.00	\$26.00	Fixed	7/1/18	
		Clearance Letters:					
		Letter	\$19.00	\$20.00	Fixed	7/1/18	
		Name Check	\$9.00	\$10.00	Fixed	7/1/18	
		Concealed Weapon Permit:					
		City of Mountain View	\$25.00	\$26.00	Fixed	7/1/18	
		26.29	Dance Permit (public and private)	\$35.00	\$36.00	Fixed	7/1/18
		Going Out of Business:					
		6.7	Permit	\$68.00	\$70.00	In Business < 2 years	7/1/18
		6.7	Permit	\$32.00	\$33.00	In Business > 2 years	7/1/18
		6.3	Permit Extension	\$32.00	\$33.00	30-Day Extension	7/1/18
		Hot Tub:					
		9.53	Business Permit Application	\$1,539.00	\$1,593.00	Initial	7/1/18
	9.53	Business Renewal	\$770.00	\$797.00	Annual	7/1/18	
	9.57	Manager	\$542.00	\$561.00	Initial	7/1/18	
	Live Entertainment:						
	26.29	Permit	\$399.00	\$413.00	Initial	7/1/18	
	26.29	Renewal	\$131.00	\$136.00	Annual	7/1/18	
	26.29	Permit (w/dance)	\$399.00	\$413.00	Initial	7/1/18	
	26.29	Renewal (w/dance)	\$131.00	\$136.00	Annual	7/1/18	
	Massage Business:						
BPC §4600 et seq.	9.24	Massage Establishment Permit	\$163.00	\$169.00	Initial	7/1/18	
BPC §4600 et seq.	9.32	Massage Establishment Renewal	\$163.00	\$169.00	Annual	7/1/18	

FEE SCHEDULE – POLICE DEPARTMENT

Exhibit I

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	22	Parade Permit	\$200.00	\$207.00	Parade	7/1/18
	26.12-.13	Pool/Billiard Room	\$135.00	\$140.00	Fixed	7/1/18
	Contract	Rotation Tow Service Contract Application	\$180.00	\$186.00	Fixed	7/1/18
	30.2	Taxi: Driver Permit	\$185.00	\$191.00	Initial (Biennial-from approval date)	7/1/18
	30.2	Driver Renewal	\$130.00	\$135.00	Renewal (Biennial-from approval date)	7/1/18
		Vehicle Abatement (AVASA)	\$20.00	\$21.00	Fixed	7/1/18
VEH 22850.5		Vehicle Release: Impound/Storage	\$150.00	\$155.00	Fixed	7/1/18
GC 41612		Vehicle Repossession	\$15.00	\$16.00	Fixed	7/1/18



FEE SCHEDULE – PUBLIC WORKS DEPARTMENT

Exhibit J

State Code § (if any)	MVCC§ §/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Encroachment Permit:				
	27.17	Debris Box	\$125.00	\$130.00	Fixed	7/1/18
	27.17	Nonresidential	\$2,157.00	\$2,243.00	Fixed	7/1/18
	27.17	Residential	\$1,179.00	\$1,226.00	Fixed	7/1/18
	27.17	Temporary	\$927.00	\$964.00	Fixed	7/1/18
		Excavation Permit:				
	27.43	Associated with Inspection Rate	\$233.00 or 15% of construction cost	\$242.00 or 15% of construction cost	Hour (3-hour minimum) or Percentage	7/1/18
	27.43	Full Cost Recovery	\$233.00	\$242.00	Hour	7/1/18
	27.43	Hourly Labor Rate (Research, Plan Check, Inspection)	\$233.00	\$242.00	Hour (2-hour minimum)	7/1/18
66412	28.106	Lot Line Adjustment	\$2,493.00	\$2,593.00	Fixed	7/1/18
		Map Check:				
66451.2.i	28.27(b)	Final Map	\$5,205.00 +\$62.00	\$5,413.00 +\$64.00	Fixed Each Lot	7/1/18 7/1/18
66451.2.i	28.19(b)	Parcel Map	\$3,084.00	\$3,207.00	Fixed	7/1/18
8300, <i>et seq.</i>	27.18	Right-of-Way Vacation	\$1,693.00	\$1,761.00	Fixed	8/19/18
8740.1	28.6.1	Segregation of Assessment Dist.	\$2,474.00 +\$233.00	\$2,573.00 +\$242.00	First 2 Lots Each Add'l Lot	7/1/18 7/1/18
		Sidewalk Permit <sup>1</sup>				
	27.23	Nonresidential	\$355.00 +5% of construction cost	\$367.00 +5% of construction cost	Fixed + Percentage	8/19/18
	27.23	Residential	\$4.09 (\$237.00 minimum)	\$4.23 (\$242.00 minimum)	Linear Foot (or 1-hour minimum)	8/19/18
		Storm Drainage Connection <sup>1</sup>				
	28.51(b)	First-Class Rate	\$0.295	\$0.305	Net Square Foot	8/19/18
		Second-Class Rate	\$0.142	\$0.147	Gross Square Foot	8/19/18

FEE SCHEDULE – PUBLIC WORKS DEPARTMENT

Exhibit J

State Code § (if any)	MVCC§ §/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Street Improvement Reimbursement <sup>1</sup>				
	27.65(c)	Major Structural Street Section	\$11.22	\$11.61	Square Foot	8/19/18
	27.65(c)	R1 and R2 Structural Street Section	\$9.00	\$9.31	Square Foot	8/19/18
	27.65(c)	R3 Structural Street Section	\$10.22	\$10.58	Square Foot	8/19/18
	27.65(c)	Standard and Ornamental Street Lighting	\$28.27	\$29.26	Linear Foot	8/19/18
	27.65(c)	Standard PCC Curb and Gutter	\$32.91	\$34.06	Linear Foot	8/19/18
	27.65(c)	Standard PCC Driveway Approach	\$11.22	\$11.61	Square Foot	8/19/18
	27.65(c)	Standard PCC Sidewalk	\$10.22	\$10.58	Square Foot	8/19/18
	27.65(c)	Street Trees (15-gallon)	\$12.58	\$13.02	Linear Foot	8/19/18

1. Modified annually by the December 31 Engineering News Record Construction Cost Index (ENR-CCI).

FEE SCHEDULE – UTILITY SERVICES

Exhibit K

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>ENTERPRISE FUNDS</u>				
		Labor Rates:				
		Frontline				
		Regular	\$81.00	\$84.00	Hour	7/1/18
		Overtime	\$118.00	\$123.00	Hour	7/1/18
		Manager				
		Regular	\$123.00	\$128.00	Hour	7/1/18
		Supervisor				
		Regular	\$101.00	\$105.00	Hour	7/1/18
		Overtime	\$152.00	\$158.00	Hour	7/1/18
		Sewer Capacity Charges: <sup>1</sup>				
	35.41	Residential Class 1	\$3,113.00	\$3,160.00	Unit	7/1/18
	35.41	Residential Class 2	\$2,820.00	\$2,862.00	Unit	7/1/18
	35.41	Residential Class 3	\$2,193.00	\$2,226.00	Unit	7/1/18
	35.41	Commercial/Retail	\$1,525.00	\$1,548.00	1,000 Sq Ft	7/1/18
	35.41	Office/R&D	\$2,232.00	\$2,266.00	1,000 Sq Ft	7/1/18
	35.41	Restaurant	\$12,847.00	\$13,040.00	1,000 Sq Ft	7/1/18
	35.41	Hotels and Motels	\$1,410.00	\$1,431.00	charge/room/ dwelling unit	7/1/18
	35.41	Industrial/Other (charges based on estimated loadings)	\$14.010	\$14.221	flow/gpd	7/1/18
	35.41		\$1.361	\$1.381	BOD/lb/year	7/1/18
	35.41		\$1.361	\$1.381	SS/lb/year	7/1/18
		Water Capacity Charges: <sup>1</sup>				
	35.41	Residential Class 1	\$3,770.00	\$3,827.00	Unit	7/1/18
	35.41	Residential Class 2	\$3,204.00	\$3,252.00	Unit	7/1/18
	35.41	Residential Class 3	\$2,450.00	\$2,487.00	Unit	7/1/18
	35.41	3/4" meter	\$6,282.00	\$6,377.00	Meter	7/1/18
	35.41	1" meter	\$10,471.00	\$10,629.00	Meter	7/1/18
	35.41	1-1/2" meter	\$20,941.00	\$21,256.00	Meter	7/1/18
	35.41	2" meter	\$33,506.00	\$34,010.00	Meter	7/1/18
	35.41	3" meter	\$62,823.00	\$63,768.00	Meter	7/1/18
	35.41	Meters greater than 3"	\$16.753	\$17.005	Per gallons/ day estimated water demand	7/1/18

FEE SCHEDULE – UTILITY SERVICES

Exhibit K

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		<u>UTILITY SERVICES</u>				
		<u>Trash Disposal and Recycling Service:</u>				
		Cart Service (Compost-Commercial Only):				
		64-gallon				
	16	1 Time/Week	\$48.40	\$50.85	Container/Month	7/1/18
	16	2 Times/Week	\$106.10	\$111.45	Container/Month	7/1/18
	16	3 Times/Week	\$163.35	\$171.55	Container/Month	7/1/18
	16	4 Times/Week	\$221.65	\$232.75	Container/Month	7/1/18
	16	5 Times/Week	\$279.50	\$293.50	Container/Month	7/1/18
	16	6 Times/Week <sup>2</sup>	NA	\$355.15	Container/Month	7/1/18
	16	Extra Pickup	\$32.05	\$33.70	Pickup	7/1/18
		96-gallon				
	16	1 Time/Week	\$72.60	\$76.30	Container/Month	7/1/18
	16	2 Times/Week	\$159.15	\$167.15	Container/Month	7/1/18
	16	3 Times/Week	\$245.05	\$257.35	Container/Month	7/1/18
	16	4 Times/Week	\$332.55	\$349.20	Container/Month	7/1/18
	16	5 Times/Week	\$419.65	\$440.65	Container/Month	7/1/18
	16	6 Times/Week <sup>2</sup>	NA	\$533.15	Container/Month	7/1/18
	16	Extra Pickup	\$48.05	\$50.50	Pickup	7/1/18
		Cart Service (Trash):				
	16	20-Gallon (residential only)	\$22.10	\$23.25	Container/Month	7/1/18
	16	32-Gallon	\$32.25	\$33.90	Container/Month	7/1/18
	16	64-Gallon	\$64.50	\$67.80	Container/Month	7/1/18
	16	96-Gallon	\$96.75	\$101.70	Container/Month	7/1/18
		Extra Collection Services:				
	16	Return Trip Fee	\$17.00	\$18.00	Per Trip	7/1/18
	16	Extra Collection-Yard Trimmings or Recycling Cart (nonservice day)	\$13.00	\$14.00	Pickup	7/1/18
		<u>Wastewater Service:</u>				
	35.35	Base Commercial	\$4.94/ unit (748 gallons) or fraction thereof of water consumed (\$34.58 min.)	\$5.34/ unit (748 gallons) or fraction thereof of water consumed (\$37.38 min.)	Quantity	7/1/18
	35.35	Commercial/Industrial, Chemical, Groundwater, Liquid Waste	\$8.40/ unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$58.80 min.)	\$9.08/ unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$63.56 min.)	Quantity	7/1/18

FEE SCHEDULE – UTILITY SERVICES

Exhibit K

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
	35.35	Restaurant	\$9.64/ unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$67.48 min.)	\$10.42/ unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$72.94 min.)	Quantity	7/1/18
	35.35	Single-Family Residence, Duplex, Multiple Dwellings, Mobile Homes, and Trailer Courts	\$37.75	\$40.80	Dwelling Unit/Month	7/1/18
		<u>Water Service:</u> Backflow Prevention Devices (Commercial, Industrial)				
	35.27	5/8" to 1" meter	\$31.65	\$32.00	Monthly	7/1/18
	35.27	1.5" to 2" meter	\$48.30	\$48.80	Monthly	7/1/18
	35.27	3" meter	\$56.80	\$57.40	Monthly	7/1/18
	35.27	4" meter	\$67.10	\$67.80	Monthly	7/1/18
	35.27	6" meter	\$81.45	\$82.30	Monthly	7/1/18
	35.27	8" to 10" meter	\$100.20	\$101.25	Monthly	7/1/18
		<u>Consumption</u>				
	35.26(a)	Commercial/Nonresidential – Uniform	\$6.80	\$6.87	ccf/month	7/1/18
	35.26	Recycled Water	\$3.07	\$3.75	ccf/month	7/1/18
	35.26(a)	Residential – Multi-Family 0 to 2 ccf	\$5.10	\$5.15	ccf/month/ dwelling	7/1/18
	35.26(a)	>2 to 7 ccf	\$6.80	\$6.87	ccf/month/ dwelling	7/1/18
	35.26(a)	>7 ccf	\$10.88	\$10.99	ccf/month/ dwelling	7/1/18
		<u>Residential – Single-Family</u>				
	35.26(a)	0 to 3 ccf	\$5.10	\$5.15	ccf/month/ dwelling	7/1/18
	35.26(a)	>3 to 15 ccf	\$6.80	\$6.87	ccf/month/ dwelling	7/1/18
	35.26(a)	>15 ccf	\$10.88	\$10.99	ccf/month/ dwelling	7/1/18
		<u>Fire Service:</u>				
	35.26(a)	Consumption – Uniform	\$6.80	\$6.87	ccf/month	7/1/18
	35.26(a)	Meter	\$12.71/inch diameter (\$50.84 min.)	\$12.84/inch diameter (\$51.36 min.)	Monthly	7/1/18

FEE SCHEDULE – UTILITY SERVICES

Exhibit K

State Code § (if any)	MVCC §§/CP/ Other	Title of Fee	Fiscal Year 2017-18 Adopted	Fiscal Year 2018-19 Adopted	Fee Basis	Effective Date
		Meter: Residential – Single-Family Residential – Multi-Family/ Commercial/ Recycled Water/ All Other:	\$15.00	\$15.15	Monthly	7/1/18
	35.26(a)	5/8" and 3/4" meters	\$15.00	\$15.15	Monthly	7/1/18
	35.26(a)	1" meter	\$30.00	\$30.30	Monthly	7/1/18
	35.26(a)	1.5" meter	\$60.00	\$60.60	Monthly	7/1/18
	35.26(a)	2" meter	\$96.00	\$97.00	Monthly	7/1/18
	35.26(a)	3" meter	\$180.00	\$181.80	Monthly	7/1/18
	35.26(a)	4" meter	\$300.00	\$303.00	Monthly	7/1/18
	35.26(a)	6" meter	\$600.00	\$606.00	Monthly	7/1/18
	35.26(a)	8" meter	\$960.00	\$969.60	Monthly	7/1/18
	35.26(a)	10" meter	\$1,440.00	\$1,454.40	Monthly	7/1/18
	35.28	Special Water Service: Hydrant Meter Construction	\$15.30	\$15.76	ccf/month	7/1/18

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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 percent change in the Engineering News Record Construction Cost Index (ENR-CCI) for the previous year.
  2. New fee.

Comparison of FY 17-18 and FY 18-19 Adopted Utility Rates

<b>Single Family</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>Difference</b>	<b>% Change *</b>
Water (10 units)	\$ 77.90	78.69	0.79	1.0%
Sewer	37.75	40.80	3.05	8.1%
Trash (1 32-gal cart)	<u>32.25</u>	<u>33.90</u>	<u>1.65</u>	5.1%
<b>Total monthly bill:</b>	<b>\$ 147.90</b>	<b>153.39</b>	<b>5.49</b>	<b>3.7%</b>

<b>Multi-Family (4-plex)</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>Difference</b>	<b>% Change *</b>
Water (30 units)	\$ 213.56	215.73	2.17	1.0%
Sewer	151.00	163.20	12.20	8.1%
Trash (4 32-gal carts)	<u>129.00</u>	<u>135.60</u>	<u>6.60</u>	5.1%
<b>Total monthly bill:</b>	<b>\$ 493.56</b>	<b>514.53</b>	<b>20.97</b>	<b>4.2%</b>

<b>Apartment Complex (120 units)</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>Difference</b>	<b>% Change *</b>
Water (830 units)	\$ 5,603.10	5,660.10	57.00	1.0%
Sewer	4,530.00	4,896.00	366.00	8.1%
Trash (ten 3 Yd Bins)	<u>3,856.95</u>	<u>3,856.95</u>	<u>0.00</u>	0.0%
<b>Total monthly bill:</b>	<b>\$ 13,990.05</b>	<b>14,413.05</b>	<b>423.00</b>	<b>3.0%</b>

<b>Commercial</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>Difference</b>	<b>% Change *</b>
Water (60 units)	\$ 504.00	509.20	5.20	1.0%
Sewer	296.40	320.40	24.00	8.1%
Trash (one 3 Yd Bin)	<u>352.50</u>	<u>352.50</u>	<u>0.00</u>	0.0%
<b>Total monthly bill:</b>	<b>\$ 1,152.90</b>	<b>1,182.10</b>	<b>29.20</b>	<b>2.5%</b>

\*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					Sample Monthly Bill
	Water (1)	Sewer	Trash (2)		
<b>Mountain View</b>					
FY 2017-18	\$ 77.90	37.75	32.25		147.90
FY 2018-19	\$ 78.69	40.80	33.90		153.39
% Increase	1.0%	8.1%	5.1%		
<b>Palo Alto</b>					
FY 2017-18	\$ 93.45	34.83	50.07		178.35
FY 2018-19	\$ 96.03	38.66	50.07		184.76
% Increase	2.8%	11.0%	0.0%		
<b>Sunnyvale</b>					
FY 2017-18	\$ 60.36	47.18	40.83		148.37
FY 2018-19	\$ 62.80	49.36	41.65		153.81
% Increase	4.0%	4.6%	2.0%		
<b>Cal Water Rate</b>					
FY 2017-18	\$ 64.30	(3)			
FY 2018-19	\$ 70.40	(4)			
% Increase	9.5%				

(1) Based on 10 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 7/1/17.

(4) Rate in effect as of 7/1/18.



Residential Services - Multi-Family (4-plex)				
	Water (1)	Sewer	Trash (2)	Sample Monthly Bill
<b>Mountain View</b>				
FY 2017-18	\$ 213.56	151.00	129.00	493.56
FY 2018-19	\$ 215.73	163.20	135.60	514.53
% Increase	1.0%	8.1%	5.1%	
<b>Palo Alto</b>				
FY 2017-18	\$ 282.00	139.32	200.28	621.60
FY 2018-19	\$ 289.72	154.64	200.28	644.64
% Increase	2.7%	11.0%	0.0%	
<b>Sunnyvale</b>				
FY 2017-18	\$ 230.36	121.80	182.60	534.76
FY 2018-19	\$ 239.70	136.68	186.24	562.62
% Increase	4.1%	12.2%	2.0%	

(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
<b>Mountain View</b>				
FY 2017-18	\$ 5,603.10	4,530.00	3,856.95	13,990.05
FY 2018-19	\$ 5,660.10	4,896.00	3,856.95	14,413.05
% Increase	1.0%	8.1%	0.0%	
<b>Palo Alto</b>				
FY 2017-18	\$ 6,746.71	4,179.60	5,520.11	16,446.42
FY 2018-19	\$ 6,858.15	4,639.20	5,520.11	17,017.46
% Increase	1.7%	11.0%	0.0%	
<b>Sunnyvale</b>				
FY 2017-18	\$ 4,374.69	3,654.00	4,558.68	12,587.37
FY 2018-19	\$ 4,552.67	4,100.40	4,649.81	13,302.88
% Increase	4.1%	12.2%	2.0%	

(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 2017-18	\$	504.00	296.40	352.50	1,152.90
FY 2018-19	\$	509.20	320.40	352.50	1,182.10
% Increase		1.0%	8.1%	0.0%	
<b>Palo Alto</b>					
FY 2017-18	\$	559.17	402.60	504.40	1,466.17
FY 2018-19	\$	574.28	447.00	504.40	1,525.68
% Increase		2.7%	11.0%	0.0%	
<b>Sunnyvale</b>					
FY 2017-18	\$	443.48	279.00	416.21	1,138.69
FY 2018-19	\$	461.44	314.40	424.53	1,200.37
% Increase		4.0%	12.7%	2.0%	

(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.

FISCAL YEAR 2018-19  
Calculation of Appropriations Limit

The City is required by the State Constitution, Article XIII B, 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 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 2017-18 Limit	\$254,038,158
2018 Change in Santa Clara County Population	1.0099
2018-19 Change in California Per Capita Personal Income	<u>1.0367</u>
 Fiscal Year 2018-19 Limit	 265,968,636
 Fiscal Year 2018-19 Budget Amount Subject to Limitation	 <u>96,163,444</u>
 Amount Under Appropriation Limit	 <u>\$169,805,192</u>

## 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, 2018 is as follows (dollars in thousands):

Assessed value (net) – June 30, 2018 <sup>(1)</sup>	\$28,031,335,937
Debt limit: 15 percent of assessed value	4,204,700,391
Less total bonded debt, general obligation	<u>                    -0-</u>
 Legal debt margin	 \$ <u>4,204,700,391</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, 2018, 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.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2018</u>
2004 Water Revenue Bonds	2029	3.0%-4.5%	\$9,700	\$5,360

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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 a A underlying credit rating by S & P and was last affirmed in 2017.

The 2014 Bank Loan was issued to refund the 2001 and 2004 TABs. The 2001 TABs were issued to refinance and retire a portion of the 1992 TABs. The 2004 TA Refunding Bonds were issued to refund the 1993 Series A Bonds (which were originally issued to finance certain landfill closure projects and other public improvements within the Shoreline Community).

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2018</u>
2011 Revenue Refunding Bonds	2040	2.0%-5.75%	\$39,030	\$29,555
2014 Bank Loan	2018	1.65%	\$12,135	\$1,607

**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, 2018</u>
Special Assessment Debt with Governmental Commitment	Up to 2020	4.1%-7.0%	\$756	\$95

Total long-term debt outstanding is \$36.6 million.

Annual debt service payments by entity for Fiscal Years 2016-17 audited, 2017-18 Adopted and 2018-19 Adopted can be found on the following pages.

Annual Debt Service Payments by Entity

	<u>2016-17</u> <u>AUDITED</u>	<u>2017-18</u> <u>ADOPTED</u>	<u>2018-19</u> <u>ADOPTED</u>
<b>CITY OF MOUNTAIN VIEW</b>			
2004 Water Revenue Bonds			
Principal	365,000	380,000	390,000
Interest	265,144	254,450	239,250
Total 2004 Water Revenue Bonds	<u>630,144</u>	<u>634,450</u>	<u>629,250</u>
TOTAL City of Mountain View	\$ <u>630,144</u>	<u>634,450</u>	<u>629,250</u>
<b>SHORELINE REGIONAL PARK COMMUNITY</b>			
2011 Revenue Bonds			
Principal	1,665,000	1,735,000	1,800,000
Interest	1,692,841	1,625,532	1,545,832
Total 2011 Revenue Bonds	<u>3,357,841</u>	<u>3,360,532</u>	<u>3,345,832</u>
2014 Bank Loan			
Principal	3,078,000	1,580,000	1,607,000
Interest	77,979	39,551	13,258
Total 2014 Bank Loan	<u>3,155,979</u>	<u>1,619,551</u>	<u>1,620,258</u>
TOTAL Shoreline Regional Park Community	\$ <u>6,513,820</u>	<u>4,980,083</u>	<u>4,966,090</u>
<b>TOTAL DEBT SERVICE REQUIREMENTS</b>	<b>\$ <u>7,143,964</u></b>	<b><u>5,614,533</u></b>	<b><u>5,595,340</u></b>

Note: Interest payment includes trustee fees, if applicable.

FISCAL YEAR 2018-19  
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 City Manager and the Budget Review Team (consisting of the Assistant City Manager and the Finance and Administrative Services Director).

Below is a condensed time line for the entire Fiscal Year 2018-19 budget process:

November 2017 - January 2018	<p>Departments prepare and submit the following for the upcoming fiscal year:</p> <ul style="list-style-type: none"> <li>(1) budget transmittal letter, non-discretionary increases, discretionary increases, and limited-period requests to the Budget Review Team;</li> <li>(2) reclassification requests to Human Resources and then to the Budget Review Team;</li> <li>(3) capital outlay and equipment replacement requests to the Capital Outlay Review Committee;</li> <li>(4) new and modified performance measure proposals and current fiscal year 6 month actuals;</li> <li>(5) department goals work plan update and new department goals.</li> </ul>
November - December 2017	The Capital Outlay Review Committee meets with each department and reviews their capital requests.
December 2017	Develop list of revenue enhancements, and potential fees to be modified or added, and submit for review.
December 2017 - February 2018	Initial forecast for upcoming fiscal year prepared and presented to City Council.*
January 2018	Departments develop and submit preliminary departmental goals.
February 2018	City Manager and Budget Review Team meet with each department to review budget submittals, including capital outlay, department goals and fees.
February - May 2018	Departments continue to review and modify goals/initiatives/projects to support City Council Major Goals.
March	City Council study session for preliminary review of the Fiscal Year 2018-19 Capital Improvement Program.*



FISCAL YEAR 2018-19  
Budget Preparation and Review Process  
(Continued)

March - April 2018	Ten-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. Fiscal Year 2018-19 includes a 10-Year Financial Forecast.
April 24, 2018	Public Hearing for CDBG/HOME funds.*
May 1, 2018	City Council study session for presentation and discussion of Fiscal Year 2018-19 Narrative Budget Report which includes General Operating Fund, Other General, Special and Utility Enterprise Funds, Reserves, and 10-Year Financial Forecast.*  City Council study session for presentation and discussion of Proposed Fiscal Year 2018-19 Capital Improvement Program.*
June 12, 2018	City Council Public Hearing for presentation and discussion of the Fiscal Year 2018-19 Proposed Budget.*
June 19 2018	Public hearing and adoption of Fiscal Year 2018-19 Capital Improvement Program.*  Proposition 218 public hearing.*  Public hearing and adoption of Fiscal Year 2018-19 budgets, appropriations limit, fee modification (including utility rates), and funding for Fiscal Year 2018-19 Capital Improvement Program.*

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.

## Budget Awards

For the 25th time, the Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Mountain View for the Fiscal Year 2017-18 annual budget. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, as a financial plan and as a communications device.

In addition, for the Fiscal Year 2017-18 budget documents the California Society of Municipal Finance Officers (CSMFO) has presented the City with the award for Excellence in Operational Budgeting for the 32nd year.

The awards are valid for a period of one year only. The Fiscal Year 2018-19 budget documents continue to conform to program requirements and will be submitted to GFOA and CSMFO to determine eligibility for Fiscal Year 2018-19.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Mountain View  
California**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director

*California Society of  
Municipal Finance Officers*

*Certificate of Award*

*Operating Budget Excellence Award  
Fiscal Year 2017-2018*

*Presented to the*

*City of Mountain View*

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

*February 7, 2018*



*Drew Corbett*

*Drew Corbett  
CSMFO President*

*Craig Boyer*

*Craig Boyer, Chair  
Professional Standards and  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

## SUMMARY OF FINANCIAL AND BUDGETARY POLICIES

The City Council has established financial and budgetary policies which are reviewed and updated as necessary by approval of the City Council. 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.

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. The adopted Financial and Budgetary Policy A-11 can be found at the link below and a summary of this policy is included in this document.

<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.

- The adopted budget shall serve as the annual financial plan for the City. This financial plan shall include the goals, projects and initiatives set by the City Council and the level of services determined by the City Council.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- A structurally balanced General Operating Fund budget will be adopted annually, whereby recurring operating expenditures shall not exceed recurring operating revenues.
- The City Council shall adopt an annual operating budget before the first of July of each fiscal year.
- The City Manager or designee shall have discretion for budget adjustments within a fund and within a department's operating budget.
- All budget adjustments between funds or departments shall be submitted to the City Council for approval.
- 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.

Revenue Policies:

- 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.
- Revenues for the General Operating Fund will be forecast for the upcoming budget year and the four subsequent fiscal years.
- Revenues will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information, and other relevant information.
- 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.
- 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.

Expenditure Policies:

- 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.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- Expenditures for the General Operating Fund will be forecast for the upcoming budget year and the four subsequent fiscal years.
- Expenditures will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information, and other relevant information.
- A good internal control structure assuring that only properly authorized expenditures are made will be maintained.
- 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.
- Obligations of the City will be recognized when incurred. Encumbrances will be used for outstanding commitments. Encumbrances outstanding at fiscal year-end will be carried over to the next fiscal year and are automatically reappropriated for inclusion in the next fiscal year's budget.

Reserve Policies:

- The General Fund Reserve, to be funded at a level of 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.
- 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.
- 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.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The General Fund Transportation Reserve shall be used for the funding of major priority transportation projects to mitigate traffic congestion, improve infrastructure, and meet the needs of the City, as authorized by the City Council.
- The General Fund Capital Improvement Reserve, to be funded with a goal of a minimum balance of \$5.0 million, and 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.
- 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.
- 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).
- 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.
- 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.
- 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.
- The Equipment Replacement Reserve shall be maintained to fund the replacement of capital equipment. The financial objective 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.



**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- 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.
- 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.
- The Unemployment Self-Insurance Reserve will be reviewed annually and maintained at a level adequate to meet estimated unemployment liabilities.
- The Employee Benefits Plan (Prescription/Vision) Reserve will be reviewed annually and maintained at a level adequate to meet estimated benefit liabilities.
- The Retirees' Health Insurance Program Reserve will be accounted for in accordance with Generally Accepted Accounting Principles (GAAP) which includes a periodic actuarial valuation of the City's liability and for each fund to contribute, to the extent possible, its Actuarially Determined Contribution (ADC). In addition, to the extent possible, payments toward the Unfunded Actuarial Accrued Liability (UAAL) shall be made. All ADC and UAAL funds received net of actual retiree premiums paid are transferred to the California Employers Retiree Benefit Trust (CERBT), the City's third-party trustee.
- The Shoreline Regional Park Community shall maintain reserves as follows:
  - 1) General Reserve shall be maintained at 25.0 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.
- The Water Fund Reserve shall be maintained as follows:
  - 1) Minimum 10.0 percent of operating budget for emergencies
  - 2) Minimum 5.0 percent of operating budget for contingencies
  - 3) Goal of 10.0 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

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The Wastewater Fund Reserve shall be maintained as follows:
  - 1) Minimum 10.0 percent of operating budget for emergencies
  - 2) Minimum 5.0 percent of operating budget for contingencies
  - 3) Goal of 10.0 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 Solid Waste Fund Reserve shall be maintained as follows:
  - 1) Minimum 10.0 percent of operating budget for emergencies
  - 2) Minimum 5.0 percent of operating budget for contingencies
  - 3) Goal of 10.0 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 the following fiscal years to meet the 10.0 percent guideline

Capital Improvement Policies:

- 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 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.
  
- The CIP shall identify all proposed projects to be initiated during the five-year period.
  
- 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.
  
- 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.
  
- Recurring annual projects shall be closed out at the end of the fiscal year or as soon as all related expenditures have been paid.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- Capital projects will be reviewed on an annual basis for amendments or potential closure/cancellation.
- A list of unscheduled projects (projects not included in the plan period) will be identified in the CIP as an indication of potential future projects.
- Future potential ongoing operating costs associated with a project will be identified with the project in the CIP.

Cash Management and Investment Policies:

- 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.
- 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
- The City shall conduct all of its investment activities in accordance with the California Government Code Section 53600 and the Investment Policy.
- The Investment Policy shall be updated as necessary and approved by the City Council.
- A complete report on the City's investment portfolio shall be presented to the City Council on a regular basis.
- A cash flow analysis shall be prepared on a monthly basis in order to estimate the amount of funds available for investment.

Accounting Policies:

The City's Comprehensive Annual Financial Report (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.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- A financial accounting system adequate to provide management information and meet reporting requirements shall be maintained.
- A system of effective internal controls will be maintained that assures only properly authorized expenditures, recordings of financial transactions, and accounting entries are executed.
- The City's financial records will be audited annually by an independent accounting firm as required by the City Charter.
- 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.
- The CAFR shall be prepared in accordance with generally accepted accounting principles applicable to local governments.
- 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.

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.

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,

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

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.

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).

- 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.
- 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.
- 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 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.
- The term of the debt shall not exceed the expected useful life of the capital improvement project or equipment.
- Debt obligations will be met in a timely and efficient manner.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The City will comply with all debt covenants.
- Good communications with bond rating agencies about its financial condition will be maintained.
- The City will not exceed its legal debt margin limit of 15.0 percent of assessed value of property within the City limits.
- 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.
- The City will comply with the post-issuance policies and procedures specified in the tax certificate for any tax-exempt debt.
- 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
  - 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.

- 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.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

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.

**- 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.

**- 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.

**- 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 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

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

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.

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 of 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.



**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

Risk Management Policies:

- 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.
  
- City property shall be appropriately insured or self-insured to cover the City's losses through theft, destruction, fire, and other insurable perils.
  
- 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.
  
- An annual analysis shall be made of all insurance and self-insurance to monitor and compare costs.
  
- The City shall be self-insured for unemployment benefits.
  
- 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.

**SHORELINE  
REGIONAL PARK  
COMMUNITY**

## Shoreline Regional Park Community

The Shoreline Regional Park Community (Shoreline Community) was created in 1969 by 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. 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. 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 2018-19, operating revenues are adopted at \$43.5 million, \$2.9 million higher than the Fiscal Year 2017-18 Adopted. This is primarily resulting from the projected growth in secured assessed value. Operating expenditures are adopted at \$30.9 million, \$2.6 million higher than Fiscal Year 2017-18 Adopted, primarily due to a \$1.6 million debt service payment estimated for a proposed new debt issuance for transportation projects and an estimated \$278,000 increase for intergovernmental payments resulting from projected higher property taxes. Ongoing changes of \$329,500 include the Employee-Staffed Ranger Program, a succession plan, and sustainability performance monitoring. In addition, there is a \$201,000 contribution to the CalPERS liability (proportionate to the General Fund contribution), \$42,000 to the Compensated Absences Reserve, a \$195,000 contribution to Retirees' Health unfunded actuarial accrued liability (UAAL), and capital projects of \$13.5 million (including \$6.4 million for transportation-related projects).

The General Reserve, based on 25.0 percent of expenditures (similar to other reserves), is increasing to \$5.2 million, the Landfill Reserve is increasing from \$6.0 million to \$7.0 million (incrementally increased in case of a catastrophic event), a new Sea Level Rise Reserve is established at \$3.0 million (recommended to be funded at \$3.0 million annually for 10 years), and the Development Impact Fee Reserve is estimated at \$3.8 million. The remaining balance available is projected to be \$17.3 million.

There are significant capital projects anticipated in future years related to transportation, landfill, and sea level rise. There are two significant transportation projects proposed in the CIP for Fiscal Year 2019-20 that require funding beyond available resources, and debt is proposed to be issued to fund these projects.

As of June 30, 2018, 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 S&P and was last affirmed in 2017.

The 2014 Bank Loan was issued to refund the 2001 and 2004 TABs. The 2001 TABs were issued to refinance and retire a portion of the 1992 TABs. The 2004 Tax Allocation Refunding Bonds were issued to refund the 1993 Series A Bonds (which were originally issued to finance certain landfill closure projects and other public improvements within the Shoreline Community).

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2018</u>
2011 Revenue Refunding Bonds	2040	2.0%-5.75%	\$39,030	\$29,555
2014 Bank Loan	2018	1.65%	\$12,135	\$1,607

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SHORELINE REGIONAL PARK COMMUNITY FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Unaudited Actual <u>2017-18</u>	Adopted Budget <u>2018-19</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 41,635,453	39,305,500	42,099,597	41,808,400
Investment Earnings	822,171	859,100	1,225,124	1,338,600
Invest Earn on Dev Imp Fees	58,737	95,327	375,320	0
Rents & Leases	321,459	300,000	370,546	311,000
Development Impact Fees	5,051,430	0	16,759,781	0
Other Revenues	312,900	63,200	490,924	54,500
Capital Projects Refunds	547,250	0	18,908	0
Total	<u>48,749,400</u>	<u>40,623,127</u>	<u>61,340,200</u>	<u>43,512,500</u>
Expenditures and Uses of Funds:				
Operations	4,492,362	5,813,646	5,094,934	6,359,457
Intergovernmental Payments	8,212,731	9,994,000	10,293,359	10,272,000
Capital Projects	4,962,000	28,175,000	43,369,350	7,118,000
Capital Projects from Fees	100,000	0	13,369,650	6,400,000
General Fund Administration	7,783,282	7,571,600	7,571,600	7,647,300
Water Fund Administration	62,000	62,600	62,600	63,200
2011 Revenue Bonds	3,357,841	3,360,532	3,282,099	3,345,832
2014 Bank Loan	3,155,979	1,619,551	1,619,551	1,620,300
Transportation Debt Issue	0	0	0	1,599,990
Self Insurance	48,750	53,630	53,630	47,620
Retirees' Health Unfunded Liability	923,598	994,770	994,770	195,000
Transfer to Comp Absences Res	52,000	20,000	20,000	42,000
Transfer to Equip Replace Res	111,989	116,501	116,501	119,268
Total	<u>33,262,532</u>	<u>57,781,830</u>	<u>85,848,044</u>	<u>44,829,967</u>
Revenues and Sources Over (Under) Expenditures and Uses	15,486,868	(17,158,703)	(24,507,844)	(1,317,467)
Beginning Balance, July 1	46,701,144	62,188,012	62,188,012	37,680,168
Reserve	(4,900,000)	(4,600,000)	(4,600,000)	(5,200,000)
Reserve for Landfill	(5,000,000)	(6,000,000)	(6,000,000)	(7,000,000)
Reserve for Sea Level Rise	0	0	0	(3,000,000)
Reserve for Dev Impact Fees	<u>(6,482,383)</u>	<u>(6,577,710)</u>	<u>(10,247,834)</u>	<u>(3,847,834)</u>
Ending Balance, June 30	\$ <u>45,805,629</u>	<u>27,851,599</u>	<u>16,832,334</u>	<u>17,314,867</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	2014-15	\$3,263,434	\$33,888	3,229,546
Actual (Revised)	2015-16	\$3,379,348	\$33,888	3,345,460
Actual	2016-17	\$3,913,665	\$33,888	3,879,777
Actual	2017-18	\$4,012,187	\$33,888	3,978,299
Adopted	2018-19	\$4,050,626	\$33,888	4,016,738

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# **GLOSSARY AND INDEX**

## GLOSSARY

**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, positions or revenues for the fiscal year as verified by the auditors.

**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 (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

**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.

**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.

**Component Units**—Legally separate entities for which the elected officials of the primary government are financially accountable.

## **GLOSSARY (Continued)**

**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.

**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,

## **GLOSSARY (Continued)**

Water, Wastewater and Solid Waste Management, that account for the water services, wastewater or sewer services, and trash and recycling services provided to residents and businesses in the City.

**Estimated Expenditures**—The amount of expenditures expected 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.

**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.

## **GLOSSARY (Continued)**

**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**—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.

**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.

## **GLOSSARY (Continued)**

**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, etc.

**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.

**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)

## **GLOSSARY (Continued)**

**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.

**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).

## **GLOSSARY (Continued)**

**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.

**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.

## **GLOSSARY (Continued)**

**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.

**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.



## **GLOSSARY (Continued)**

**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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