AMENDED AGENDA

REGULAR MEETING
CYPRESS CITY COUNCIL
May 9, 2022
5:00 P.M.

www.cypressca.org

Council Chambers
5275 Orange Avenue
Cypress, California

AGENDA AMENDMENTS

- Submitted public comments attached to Agenda Item No. 1

PUBLIC PARTICIPATION

Members of the public may participate in this meeting as follows:

1. Attend In-Person. First-come, first-served seating is available in the Council Chambers. Face coverings are strongly recommended and all in-person attendees must be free of any symptoms associated with COVID-19.

2. Attend Virtually via Webinar. This option provides the ability to provide live public comments during Oral Communications or Public Hearings and view slideshow presentations. Please register at **https://attendee.gotowebinar.com/register/3354038653091637003** to receive an email containing a link to join the webinar. Advance registration is recommended.

3. Watch the Meeting. The City Council meeting can be viewed live on Spectrum Cable Channel 36 or on the City's website at **www.cypressca.org/watchlive**.

4. Listen to the Meeting. The public may participate via the listen-only teleconference mode by calling (213) 929-4212 and entering Access Code 389-250-656 when prompted. No registration or audio pin is necessary.

5. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on May 9, 2022 will be added to the City Council agenda as a Consent Calendar item.

CALL TO ORDER

5:00 P.M.
Executive Board Room

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

ORAL COMMUNICATIONS (Three minutes per speaker, unless extended by the City Council)

The public may address the City Council on matters appearing on the Workshop/Closed Session agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

If you would like to address the City Council in person, please complete a Speaker's Card. If you would like to address the City Council via the meeting webinar, please click the 'hand raise' button, unmute your microphone and wait for the Mayor or City Clerk to call on you.

 = Hand Raise  = Unmute

Speakers providing comments in person will be called first. Speakers are requested to limit their comments to no more than three minutes.

Alternatively, comments may be submitted to cityclerk@cypressca.org prior to 3:00 p.m. on May 9, 2022. All comments submitted via email prior to the deadline will be added to the agenda as a Consent Calendar item.

WORKSHOP SESSION

Receive and File Fiscal Year 2022-23 Proposed Budget and Capital Improvement Program

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation:

1. Receive and file the FY 2022-23 Proposed Budget and Capital Improvement Program;

2. Schedule City Council consideration for adoption of the FY 2022-23 Budget on June 13, 2022; and

3. Publish a notice stating the public may comment on the Budget at the meeting of June 13, 2022.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Negotiators: City Manager and Director of Finance and Administrative Services
Employee Group: Cypress Police Officers Association

RECONVENE
7:00 P.M.
Council Chambers

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

PLEDGE OF ALLEGIANCE

INVOCATION Miracleland Baptist Church

The City Council does not endorse the content of the invocation and does not endorse the invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers. The City Council's policy on invocations is available from the City Clerk.

REPORT OF WORKSHOP AGENDA / CLOSED SESSION
City Manager/City Attorney

PRESENTATIONS

National Police Week Proclamation

Recognition of Top Vehicle Theft Recovery Officer of the Year

Introduction of New City Employees

ORAL COMMUNICATIONS (Limited to 30 minutes – three minutes per speaker, unless extended by the City Council)

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CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

1. **Receive and File Public Comments Submitted for the May 9, 2022 City Council Meeting**

   Prepared by: Alisha Farnell, City Clerk

   Recommendation: Receive and file submitted public comments.

2. **Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading**

3. **Approve Minutes - Meeting of March 28, 2022**

   Prepared by: Alisha Farnell, City Clerk

   Recommendation: Approve as submitted.

4. **Approve the City Engineer's Report and Renew Cypress Corporate Center Landscape Maintenance District No. 1 (Stanton Channel Berm)**

   Prepared by: Doug Dancs, Director of Public Works

   Recommendation:

   1. Approve the City Engineer's Report for the Cypress Corporate Center Landscape Maintenance District No. 1 for Fiscal Year 2022-23; and

   2. Adopt the attached Resolution declaring the City Council's intention to order the renewal of Cypress Corporate Center Landscape Maintenance District No. 1 for maintenance of the landscape and irrigation system located at the berm on the north side of the Stanton Channel and setting a public hearing for June 27, 2022.

5. Approve Senate Bill 1 Road Maintenance and Rehabilitation Account Funding and Project List

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Adopt a Resolution approving the FY 2022-23 project list for Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account (RMRA) funding.

6. Proclaim the Week of May 15-21, 2022 as National Police Week

Prepared by: Alisha Farnell, City Clerk

Recommendation: Proclaim the week of May 15-21, 2022 as National Police Week.

7. Proclaim the Week of May 15-21, 2022 as National Public Works Week

Prepared by: Alisha Farnell, City Clerk

Recommendation: Proclaim the week of May, 15-21, 2022 as National Public Works Week.

8. Receive the Response Letter to the Brown Act Demand from Californians Aware

Prepared by: Fred Galante, City Attorney

Recommendation: Receive the response letter to the Brown Act demand from Californians Aware.

9. Second Reading and Adoption of an Ordinance Approving the Police Department's Military Equipment Policy

Prepared by: Mark Lauderback, Chief of Police

Recommendation: Approve the second reading and adopt an Ordinance, by title only and waive further reading, approving the Police Department’s Military Equipment Policy.

10. Approve Register of Warrants, Transfers, and Wires Issued for the Period of April 9, 2022 through April 22, 2022

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Approve the attached payment register summarized below for the period of April 9, 2022 through April 22, 2022:

- Electronic Funds Transfers 10990 through 11000
- Warrants 59226 through 59343
- Payroll Transfers W1473

NEW BUSINESS

11. Introduce an Ordinance Establishing Regulations Prohibiting the Unlawful Possession of Catalytic Converters

Prepared by: Mark Lauderback, Chief of Police

Recommendation: Introduce for first reading, by title only, an Ordinance establishing regulations prohibiting the unlawful possession of catalytic converters.

12. Consider and Provide Direction on the Maple Grove Park North Restroom Capital Improvement Project

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Review the project and provide direction.

ITEMS FROM CITY COUNCIL MEMBERS

13. Consider a Proclamation in Support of Diversity and Inclusion

Agendized by: Scott Minikus, Council Member

Recommendation: Approve a Proclamation in Support of Diversity and Inclusion.

14. Consider Directing the City Manager to Audit the Solid Waste Franchise

Agendized by: Scott Minikus, Council Member

Recommendation: Consider directing the City Manager to audit the Solid Waste Franchise.

ORAL COMMUNICATIONS (Five minutes per speaker, unless extended by the City Council)

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COUNCIL MEMBER REPORTS AND REMARKS

CITY MANAGER REMARKS

ADJOURNMENT

The next meeting will be an adjourned Regular Meeting, to be held on Monday, May 23, 2022, beginning at 5:30 p.m. in the Executive Board Room.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting. Dated this 6th day of May, 2022.

_____

Alisha Farnell, City Clerk

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/09/2022

SUBJECT: **Receive and File Fiscal Year 2022-23 Proposed Budget and Capital Improvement Program**

RECOMMENDATION

1. Receive and file the FY 2022-23 Proposed Budget and Capital Improvement Program;

2. Schedule City Council consideration for adoption of the FY 2022-23 Budget on June 13, 2022; and

3. Publish a notice stating the public may comment on the Budget at the meeting of June 13, 2022.

SUMMARY

Each May, the City Manager submits the Proposed Budget for the City and Recreation and Park District to the City Council. The first step in the Budget adoption process is a workshop which presents an overview of the City's financial condition and the Proposed Budget. The workshop provides the City Council the opportunity to ask questions about the Proposed Budget and provide direction prior to considering Budget adoption in June.

DISCUSSION

The Proposed Budget is the culmination of approximately five months of work. Led by the Finance department, much effort is invested in estimating revenues, assessing the City's financial outlook, and working with the departments to develop spending plans to deliver services to the community.

The FY 2022-23 Proposed Budget is balanced, maintains service levels, and incorporates the necessary funding for the first year of the Seven-Year Capital Improvement Plan. The Proposed Budget adheres to the City Council's Fiscal Strategies to ensure the City's fiscal health and advance the City Council's Strategic Plan.

Included with this report are:

The City Manager's Budget Message
Decision Packages
The City of Cypress and Cypress Recreation and Park District Proposed Budget

The **City Manager's Budget Message** provides a narrative overview of the factors and considerations included in the Proposed Budget. The message highlights significant factors impacting FY 2022-23 and identifies longer-term challenges facing the City and District.

Decision Packages summarize significant changes in the Proposed Budget, including impacts from recommended changes. The City Council may approve, deny, change or add Decision Packages as long as the Budget remains balanced.

The **City of Cypress and Recreation and Park District Proposed Budget** provides an executive-level overview of each department at the division level and includes a Five-Year Forecast for the City's General Fund to assist in long-term planning. The Proposed Budget includes performance measures, FY 2021-22 accomplishments and FY 2022-23 objectives for each division. The Proposed Budget also includes extensive overview information, detailed capital project descriptions, and the Fiscal Strategies used in developing the Proposed Budget. This information provides a clear picture of how the City's resources are being used to provide services to the community.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

FY 2022-23 Budget Message
FY 2022-23 Budget Decision Packages
FY 2022-23 Proposed Annual Budget

CITY of CYPRESS
5275 Orange Avenue, Cypress, California 90630
Phone 714-229-6700 www.cypressca.org

May 9, 2022

Honorable Mayor and Members of the City Council:

I am pleased to present the City of Cypress' Fiscal Year (FY) 2022-23 Budget and Capital Improvement Program (CIP). It represents a prudent, practical spending plan consistent with Cypress' legacy of conservative and award-winning financial management.

The City's long-term financial position remains remarkably strong and benefits from the $11.7 million Coronavirus State and Local Fiscal Recovery Funds windfall through the American Rescue Plan Act (ARPA). The FY 2022-23 Budget is effectively balanced, but dogged by a modest, stubborn structural deficit that limits the City's options to absorb cost increases or enhance community service levels.

As has been the case for several years, the structural deficit is a function of the City Council's laudable $1.55 million annual contribution toward capital and infrastructure projects from General Fund operating revenues. The deficit is resolved by drawing on the Budget Stabilization Reserve, which was established to bridge small budget deficits that are anticipated to rectify through operational efficiencies and prior fiscal year end savings.

While the City has proficiently addressed small budget deficits for several years, Cypress must remain financially vigilant. In particular, City operations are heavily dependent on Sales Tax – a volatile revenue source that is not generated evenly throughout the business community. Rather, Cypress relies on a handful of businesses for the majority of its Sales Tax which means a disruption to any of these major producers could jeopardize City operations. To mitigate the risk the City faces from its reliance on Sales Tax, the Fiscal Strategies that accompany the Budget include a new practice to guide Sales Tax estimating and budgeting.

The discipline and foresight to preserve the General Fund's commitment of annual operating revenue for capital and infrastructure investment; creation of the Budget Stabilization Reserve; and the evolution of prudent Fiscal Strategies are hallmarks of Cypress' financial management practices. These traits served the City well as it developed from agricultural uses to modern business parks and housing and they continue to guide the City Council and city management.

Our financial management practices are also a justifiable source of community pride and industry leadership. Cypress is the only city to be recognized twice by former State

Paulo Morales, Mayor
Anne Hertz-Mallari, Mayor Pro Tem **Frances Marquez, Ph.D.**, Council Member
Scott Minikus, Council Member **Jon E. Peat**, Council Member

Senator (and Certified Public Accountant) John Moorlach for having the strongest unrestricted net (fiscal) position of Orange County's 34 cities. Earlier this year the Government Finance Officers Association honored the City multiple times, including the prestigious Distinguished Budget Presentation award along with special recognition for our performance measurement program.

After two tumultuous Budgets, FY 2022-23 finds the City's short-term financial condition largely untroubled by the pandemic, but facing a variety of inflation-related challenges.

The Pandemic

Thanks to prudent, but difficult decisions made over the last decade, the City's financial condition was especially strong entering the pandemic. The City Council wisely used reserves built-up over decades to protect and serve the community throughout the public health emergency. These efforts position the City and the community for a robust recovery.

The best illustration of the unique opportunities the City's financial strength affords the community is the City Council's strategy for Cypress' $11.7 million ARPA allocation. In January, the City Council allocated the ARPA moneys to replace General Fund revenue declines and approved the Pandemic Recovery Plan to safeguard and advance the community's long-term interests.

Over the next several years, the Pandemic Recovery Plan will invest approximately $14 million to achieve City Council Strategic Plan goals and ARPA's intent of assisting local governments' recovery from the effects of the pandemic. Notably, the Pandemic Recovery Plan projects focus on enhancing the community rather than backfilling a program or project.

PANDEMIC RECOVERY PLAN SUMMARY	
Program/Project	**Amount**
Recover General Fund Pandemic Spending for:	
Future Infrastructure and Facilities	$1,200,000
Investment in Pension Trust	1,200,000
Maintain Infrastructure and Facilities:	
Reclaimed Water Service to Arnold Cypress Park	4,500,000
Private Arterial Wall Rehabilitation	1,800,000
Electric Vehicle Charging Stations at City Facilities	500,000
Maintenance Yard Privacy Screening	350,000
Bicycle Master Plan	100,000
Myra Avenue Pump Station No. 1 Assessment	75,000

Maintain High-Quality and High-Value Services for Community:	
Additional Non-Profit Support	500,000
One-Time Employee Premium Pay	300,000
Information Technology Upgrades	65,000
Support for Low Income Households - Solid Waste Collection	50,000
Promote Economic Activity:	
Additional Business Recovery and Support	1,000,000
Economic Development Program Staffing (Five Years)	1,000,000
Drought Response Incentive Program	500,000
Business Parks Specific Plans Modernization	200,000
Welcome Back Special Event for Business Parks	25,000
Enhance and Maintain Public Safety:	
Emergency Vehicle Traffic Signal Preemption	500,000
Update City Continuity Plan	50,000
Total	**$13,915,000**

Inflation

As public health experts report the nation is out of the pandemic phase of COVID-19, the *certainty of uncertainty* accompanies our return to normalcy. In particular, the FY 2022-23 Budget was developed while inflation skyrocketed to 40-year highs. The Consumer Price Index (CPI) rose 8.5% for the year ended in March – the last time inflation increased this much in 12 months was December 1981, when the CPI stood at 8.9%.

Runaway inflation will challenge the City across the board:

- The cost to provide municipal services will increase. Everything from supplies, to gasoline, to service contracts will cost more in FY 2022-23. In many cases, the Budget includes an inflation allowance, but costs are rising so quickly these allowances may be insufficient or may be needed more broadly than predicted.

- The cost of capital projects will go up. Led by the Public Works department, the City will evaluate all but critical CIP projects to determine if the community is best served by delaying a project for a few years. Annual projects, like residential street resurfacing, may see their scope of work reduced compared to prior years. Fortunately, Cypress' strong financial management practices enable the City to avoid higher borrowing costs by continuing to fund CIP projects on a pay-as-you basis.

- There will be pressure to increase employee compensation as the City works to retain and attract employees in a tight labor market. While some City revenues will increase due to inflation, those increases cannot keep pace with historically large CPI increases, which also limit the City's ability to preserve employee wages relative to the cost of living.

- Employer pension costs are likely to increase as CalPERS navigates soaring interest rates, international crises, and rising employee wages. To ensure Cypress continues to manage its pension liabilities responsibly, the Finance and Administrative Services department will review options to enhance/expand the City's pension trust and pension liability mitigation strategy.

BUDGET OVERVIEW

The FY 2022-23 Budget draws on reserves – and is precisely the reason the City prioritizes funding and maintaining its reserves: *to protect the community by ensuring the City retains the capacity to provide vital municipal services without interruption.* Without sufficient reserves during periods of economic uncertainty, the City Council would have limited options to balance the Budget and maintain service levels.

The combined Operating and Capital Budgets are $46.5 million, an increase of 9.9% from FY 2021-22, and are balanced.

The Operating Budget (all Funds) represents $38.3 million (82%) of the Budget, while capital improvement investments total $8.0 million (17%) and capital outlay makes up under 1% of expenditures.

The City is largely a service provider and over two-thirds of the Operating Budget are personnel costs, with the majority of that spending in the Police department.

Projected FY 2022-23 revenues are $44.8 million, an increase of 7.5% from FY 2021-22. While General Fund revenues exceed operating expenditures, the use of accumulated reserves to support capital investments balances the Budget. Overall, the $1.3 million fund balance decline for all City funds is largely the result of the use of accumulated moneys (including one-time Pandemic Recovery Plan amounts) for capital improvement program investments.

Budget Summary (Millions)	*Operating Budget*	*Capital Budget*	*Total*
Revenues	$ 39.8	$ 5.0	$ 44.8
Other Net Sources		$ 0.4	0.4
Expenditures	(38.3)	(8.2)	(46.5)
Transfer for Capital	(1.6)	1.6	-
Surplus/(Deficit)	$ (0.1)	$ (1.2)	$ (1.3)

Key assumptions used to develop the Budget include:

- Reflects established City Council priorities and incorporates Fiscal Strategies
- Sales Tax revenue grows
- $825,000 of Pandemic Recovery Plan set-asides fund one-time projects
- Current service levels are maintained
- CalPERS pension costs increase
- City Council established reserves are maintained
- $1.55 million is contributed for current year capital projects
- Negotiated and anticipated employee salary and benefit increases are incorporated

General Fund Overview

The General Fund, the City's largest fund and the one over which the City Council has the most discretion, is balanced with a projected drawdown of reserves.

General Fund Budget Summary (Millions)	*2022-23 Proposed*
Revenues	$ 36.3
Transfers In	1.0
Expenditures	(35.4)
Capital Projects	(2.2)
Transfers Out	(0.7)
Decrease to Fund Balance	$ (1.0)

General Fund Revenues

FY 2022-23 General Fund revenues are projected to increase $2,574,017 (7.6%) from the prior year and do not include any tax increases.

Revenue Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Property Taxes	$11,711,000	$11,736,016	$ 11,964,000	2.2%
Sales Tax	11,255,000	11,755,000	12,405,000	10.2%
Transient Occupancy Tax	1,900,000	2,500,000	2,650,000	39.5%
Franchise Tax	1,705,000	1,810,912	1,807,500	6.0%
Other Taxes	1,996,200	2,275,000	2,170,000	8.7%
Park District Reimb	2,107,660	1,926,383	2,453,312	16.4%
Other Service Charges	988,641	1,378,731	1,083,127	9.6%
Licenses & Permits	808,890	1,139,350	883,070	9.2%
Other Revenues	1,219,449	1,169,343	849,848	-30.3%
Totals	$33,691,840	$35,690,735	$ 36,265,857	7.6%

The impacts of the post-pandemic recovery and inflation are constantly evolving, which makes projecting revenues difficult. Accordingly, revenue projections are conservative, but realistic. The projections reflect our best efforts based on what we currently know and account for the most up-to-date information available from the City's Sales Tax consultant, Property Tax consultant, Cal Cities, the State Department of Finance, year-to-date receipts, and regional economic forecasts.

Sales Tax is the largest revenue source ($12.4 million) and can be volatile during periods of economic uncertainty. The most recent forecasts indicate significant Sales Tax growth in FY 2022-23. While this is positive news, it is important City operations do not become overly reliant on Sales Tax as it has the capacity to decline rapidly from one year to the next. As such, new Sales Tax revenue calculation guidance has been developed and incorporated into the Fiscal Strategies. The practice uses a four-year average to guide Sales Tax revenues budgeted to support operations. Sales Tax receipts projected to exceed the for-year average are available for one-time expenditure. For FY 2022-23, the Sales Tax baseline is $12 million and the Budget includes $400,000 for one-time purposes.

Cypress' second largest revenue source, Property Tax ($12.0 million), is projected to increase $253,000 (2.2%) from the FY 2021-22 Budget. Proposition 13 limits the increase in the assessed value of property. While Proposition 13's limits on assessed value increases protect homeowners, over time it has prevented Property Tax revenue from keeping pace with operating costs.

Prior to the pandemic, Cypress' revenues were healthy and benefiting from the long post-Great Recession expansion. As we shift into pandemic recovery, it is imperative we remain diligent stewards of the community's resources and that we confront new financial challenges and work to diversify our revenue base and contain costs.

General Fund Expenditures

FY 2022-23 expenditures are $35.4 million, an increase of $2.3 million (7.1%) from FY 2021-22.

Expenditure Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Personnel	$21,794,688	$19,491,074	$ 23,312,663	7.0%
Maintenance & Operations	7,505,416	8,882,883	8,277,202	10.3%
Internal Service Charges	3,810,570	3,810,570	3,859,320	1.3%
Totals	$33,110,674	$32,184,527	$ 35,449,185	7.1%

The personnel expenditure increases are largely due to higher required pension payments, a new position, two reclassifications, and negotiated/anticipated compensation adjustments for employees. Maintenance and operation increases result from several factors, including Decision Packages. Details about each Decision Package are summarized in the following table.

#	*Subject*	*Fund(s)*	*One-Tme Cost (Savings)*	*Ongoing Cost (Savings)*
ADM 1	2022 General Municpal Election	General	$ 161,200	$ -
ADM 2	State of the City	General	-	23,000
ADM 3	Citizens Academy	General		10,000
ADM 4	City Council and City Management Team Building	General	25,000	-
ADM 5	2022 Get Out the Vote Initiative	General	15,000	-
Planning 1	Funding for Business Development Manager	General	-	199,716
Planning 2	Housing Element Implementation	General	400,000	-
FIN 1	Reestablish Human Resources Manager	General	-	30,000
PW 1	Reclassification to Senior Management Analyst (Public Works)	General	-	23,500
		Total All Funds	$ 601,200	$ 286,216

Capital Improvement Program (CIP) Highlights

The CIP is the City's long-term plan for investing in facilities and infrastructure. It is a key component of the Budget and of vital importance to the community. The CIP balances new projects, replacement of aged infrastructure, and life-extending maintenance.

Comprised of projects that often span multiple years and draw on many different funding sources, the FY 2022-23 CIP invests $8 million. The CIP also includes Recreation and Park District projects of $2.2 million, which are highlighted as part of the presentation of the District's Budget.

Project Type	*2022-23 Proposed*
Street Projects	$ 3,490,000
Traffic Signal/Lighting Projects	1,290,000
Storm Drain Projects	100,000
Sewer Projects	285,000
Parkway Projects	775,000
Public Facility Projects	2,030,000
Other Projects	50,000
Totals	$ 8,020,000

Fund Balances and Reserves

The Budget reflects the City Council's policy of fully funding capital outlay replacements and employee benefit and self-insurance liabilities. All liabilities (with the exception of the CalPERS pension and retiree medical liabilities) are fully-funded and the Internal Service Funds have sufficient cash to pay all the required annual contributions for pensions and retiree medical costs. The City Council has established a Pension Trust to help offset unfunded CalPERS pension liabilities, with a portion of any General Fund budget surplus committed to additional trust investments.

Importantly, the Budget conforms to City Council policies requiring a 25% General Fund Contingency Reserve of $8.9 million and a 30% CIP Fund Cash-Flow Emergency Reserve of $10.6 million. Neither of these reserves is expected to be utilized in FY 2022-23.

CYPRESS RECREATION AND PARK DISTRICT

The Budget includes the Recreation and Park District (District), which is a distinct legal entity from the City although the City Council serves as the District's Board of Directors.

The City supports the District through fee-based general management; finance; human resources; information technology; and maintenance services.

District Revenues

District revenues are budgeted at $7.8 million, an increase of $264,000 (3.5%) from FY 2021-22. The higher revenues are attributed to Property Tax growth and a one-time Proposition 68 (State Park Bond) grant for capital improvements.

The District receives the majority of its recurring revenue (over 80%) from Property Tax, with fees for service (classes and facility rentals) rounding out its major revenues. The District's dedicated Property Tax revenue remains a double-edged sword. It provides a stable income stream with which the District delivers a high level of recreation services. However, under Proposition 13 Property Tax revenue growth tends to be less than inflation and the longer-term growth rate of employee compensation due to pension costs and minimum wage increases. Fortunately, in times of economic uncertainty, Property Tax provides a reliable revenue stream and the District's short-term financial health remains strong.

Revenue Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Property Taxes	$ 6,192,000	$ 6,105,000	$ 6,218,000	0.4%
Interest & Rents	370,410	188,873	371,100	0.2%
From Other Agencies	72,000	46,882	497,681	591.2%
Services Charges	862,255	496,499	673,892	-21.8%
Park Development Fees	-	5,667,671	-	n/a
Other Revenue	-	4,417	-	n/a
Totals	$ 7,496,665	$12,509,342	$ 7,760,673	3.5%

District Personnel costs represent more than 50% of operating costs when accounting for reimbursements to the City for maintenance services. With its primary revenue source unlikely to keep pace with inflationary expenditure growth in the coming years, the District must continue to take measures to ensure its long-term fiscal sustainability. In addition to regularly updating fees, the District must optimize operations; leverage revenue generating assets; and add non-Property Tax revenues (particularly through the pursuit of grants and sponsorships).

Strengthening its financial condition is particularly important as many of the District's facilities are nearing major rehabilitation/replacement age and the District needs to fund those improvements. Current revenues are sufficient to pay for operations and some capital projects, but are insufficient to provide for major rehabilitation costs associated with the District's aging facilities and infrastructure.

District Expenditures

The District Budget is $8.1 million, a $1.2 million (12.7%) decrease from FY 2021-22, which is due primarily to fewer large-scale capital projects. Personnel costs increase 1.0%, reflecting the ongoing impact of minimum wage increases, higher pension costs and negotiated salary increases, offset by turnover which has resulted in several new full-time employees with lower annual costs than their predecessors.

Maintenance and operations expenditures have also increased as contract service costs reflect the ongoing impact of minimum wage increases and a full year of Lexington Park operations. The nine-acre park offering two athletic fields, playground and exercise equipment, picnic pavilions and a walking path opened to the public in March 2022.

Expenditure Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Personnel	$ 2,367,739	$ 1,882,799	$ 2,392,584	1.0%
Maintenance & Operations	3,003,809	2,481,433	3,235,682	7.7%
Internal Service Charges	238,920	238,610	287,530	20.3%
Capital Projects	3,612,500	11,507,067	2,215,000	-38.7%
Capital Outlay	105,718	105,477	10,000	-90.5%
Totals	$ 9,328,686	$16,215,386	$ 8,140,796	-12.7%

District Capital Improvement Projects

The District has set aside some funds to address its significant capital needs. Future capital projects will be prioritized based on the facilities inventory and condition assessment and the availability of resources. The FY 2022-23 CIP projects are summarized and discussed in the FY 2022-23 Budget.

CONCLUSION

The FY 2022-23 Budget funds a strong municipal corporation with a remarkable ability to adapt and serve Cypress. As we turn our attention to a new set of challenges, I am enormously proud of what Team Cypress has accomplished over the past two years.

The City Council's long-standing practice of strategically investing limited resources has Cypress well prepared for whatever lies over the horizon – assuming we continue our constrained approach to municipal operations and focus on core services.

The FY 2022-23 Budget embodies the City Council's dedication to careful and transparent financial management. This commitment, which spans generations of Cypress City Councils, is the most important way we sustain the community's success, political stability, skilled leadership, and partnership with our employees.

I would like to express my appreciation to our department Directors for their efforts to deliver quality services to our community and to keep the organization connected, engaged and operating at a high level throughout the pandemic.

It is a tremendous honor to serve as Cypress' City Manager and I am certain in the assessment that Cypress enters FY 2022-23 on solid financial footing and able to serve our wonderful community.



Peter Grant
City Manager

FY 2022-23 PROPOSED BUDGET
DECISION PACKAGES

The Budget Decision Packages proposed for FY 2022-23, summarized below, describe significant recommended Budget changes. The individual Decision Packages are attached and present a more detailed justification for each recommendation, and summarize their impacts. The City Council may approve, deny, change or add individual Decision Packages as long as the budget remains balanced.

#	*Subject*	*Fund(s)*	*One-Tme Cost (Savings)*	*Ongoing Cost (Savings)*
ADM 1	2022 General Municpal Election	General	$ 161,200	$ -
ADM 2	State of the City	General	-	23,000
ADM 3	Citizens Academy	General		10,000
ADM 4	City Council and City Management Team Building	General	25,000	-
ADM 5	2022 Get Out the Vote Initiative	General	15,000	-
Planning 1	Funding for Business Development Manager	General	-	199,716
Planning 2	Housing Element Implementation	General	400,000	-
FIN 1	Reestablish Human Resources Manager	General	-	30,000
PW 1	Reclassification to Senior Management Analyst (Public Works)	General	-	23,500
		Total All Funds	$ 601,200	$ 286,216

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 1
Subject	2022 General Municipal Election		
Contact(s)	Alisha Farnell, City Clerk		
Funding Source	General Fund		

Recommendation

Conduct a consolidated General Municipal Election on November 8, 2022.

Description

The City of Cypress consolidates its General Municipal Elections with the County of Orange. In accordance with the City Charter, the City will hold a General Municipal Election to select three members of the City Council on November 8, 2022.

Impacts to the City/District and the Community

The 2022 General Municipal Election is required by the City Charter. The election will fill three seats on the City Council. Elected Council Members will serve a four-year term.

One-Time Financial Impact *(Expenditures and/or Revenues)*

The Orange County Registrar of Voters has provided an estimated cost for the consolidated General Municipal Election of up to $161,200.

On-Going Financial Impact *(Expenditures and/or Revenues)*

None.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 2

Subject	State of the City
Contact(s)	Peter Grant, City Manager
Funding Source	General Fund

Recommendation

Assume responsibility for marketing, producing and hosting the annual State of the City.

Description

Since its inception as a fundraiser for the Chamber of Commerce, responsibility for the annual State of the City has shifted between the Chamber and the city. After 2021's successful transition to an outdoor, evening event for the community (rather than Chamber members), the city and Chamber agreed to realign responsibilities for the State of the City in 2022 and going forward. The Chamber will retain responsibility for securing sponsors and apply sponsorship revenue towards its operations, while the city will market, produce and host State of the City in October. The Chamber is evaluating adding a business-focused event that features the city to its slate of programs.

Impacts to the City/District and the Community

The city will assume the cost to market, produce and host the State of the City.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

$23,000 expenditure.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 3
Subject	Citizens Academy		
Contact(s)	Peter Grant, City Manager		
Funding Source	General Fund		

Recommendation

Conduct a Citizens Academy to educate and develop current and future leaders in Cypress.

Description

The City Council's Strategic Plan includes an objective to create and implement a Citizens Academy designed to educate and develop current and future leaders in the community.

Impacts to the City/District and the Community

The Citizens Academy will provide a vital learning opportunity for residents interested in leadership roles in the community.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

The estimated cost of the Citizens Academy is $10,000. These costs include event production and marketing.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 4

Subject	City Council - City Management Team Building
Contact(s)	Peter Grant, City Manager
Funding Source	General Fund

Recommendation

Provide team building resources to support an effective City Council - City Management team after the 2022 election.

Description

Three City Council seats are open in the November 2022 election and three department directors are in their first two years in their positions. This funding will provide resources for a team building program (assessments, interviews, retreats, professional consulting) to help the new City Council - City Management team coalesce, develop effective working relationships, and understand on their roles and responsibilities as established by the Charter, Municipal Code and City Council policies.

Impacts to the City/District and the Community

An effective and supportive City Council - City Manager (and City Management team) working relationship increases the likelihood of the policy and administrative roles being effectively coordinated, resulting in a more successful city governance and management.

One-Time Financial Impact *(Expenditures and/or Revenues)*

$25,000

On-Going Financial Impact *(Expenditures and/or Revenues)*

None

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 5
Subject	2022 Get Out the Vote Initiative		
Contact(s)	Alisha Farnell, City Clerk		
Funding Source	General Fund		

Recommendation

Conduct outreach and community engagement to increase voter participation in the 2022 General Municipal Election.

Description

A review of 2020 US Census data and voter participation reports identified an opportunity to improve participation in local elections, particularly among Asian-Americans. This funding will be used to conduct non-partisan voter outreach and engagement initiatives, including potentially supporting community organizations that host candidate forums.

Impacts to the City/District and the Community

Active civic engagement, including voting, contributes to the health and economic vitality of communities. People who vote are more likely to connect with neighbors, talk to elected officials, and engage in other ways.

One-Time Financial Impact *(Expenditures and/or Revenues)*

$15,000

On-Going Financial Impact *(Expenditures and/or Revenues)*

None

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Community Development	Number	PLNG 1

Subject	Business Development Manager
Contact(s)	Alicia Velasco, Director of Planning
Funding Source	General Fund - Pandemic Recovery Funding

Recommendation

Fund the Business Development Manager position for five years using one-time Pandemic Recovery Plan resources available in the General Fund.

Description

The City Council's Strategic Plan includes an objective to complete the recruitment process for the Business Development Manager position. Currently, economic and business development efforts are largely ad-hoc by the City Manager. In order to enhance consistency and continuity, it is recommended a full-time position dedicated to business development be funded. In January 2022, the City Council approved the allocation of $1 million to pay for the position for five years as part of the Pandemic Recovery Plan. The job specification was approved in March and the recruitment process began in April.

Impacts to the City/District and the Community

A dedicated Business Development Manager will provide support to the business community, assist in business attraction and retention, and implement additional business recovery and support programs.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

Annnual expenditures of approximately $200,000 over five years.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Community Development	Number	PLNG 2

Subject	Housing Element Implementation
Contact(s)	Alicia Velasco, Director of Planning
Funding Source	General Fund

Recommendation

Appropriate $400,000 for 2021-2029 Housing Element implementation

Description

The Housing Element contains over 20 housing programs the State requires the City to implement, including updating the Lincoln Ave Specific Plan and Cypress Town Center and Commons Specific Plan to modify zoning and development standards as specified in the Housing Element. The project's scope and State-imposed deadlines require additional resources and specialized expertise.

Impacts to the City/District and the Community

The State provides the City three years to revise its General Plan to account for the 2021-29 Housing Element update and Regional Housing Needs Allocation. Additional resources are necessary to meet this deadlines and ensure the City maintains its local land use controls and avoids lawsuits and State-imposed penalties.

One-Time Financial Impact *(Expenditures and/or Revenues)*

Expenditure of $400,000.

On-Going Financial Impact *(Expenditures and/or Revenues)*

None.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Finance and Administrative Services	Number	FIN 1

Subject	Reestablish the Human Resources Manager Position
Contact(s)	Matt Burton, Director of Finance and Administrative Services
Funding Source	General Fund

Recommendation

Reclassify the Human Resources Administrator to Human Resources Manager

Description

The Human Resources division was reorganized in 2017 to eliminate the HR Manager position and decrease full-time positions in HR from three to two, acheiving annual savings of nearly $200,000.

The HR Administrator has overseen day-to-day division operations since the reorganization. The responsibilities and duties of the position have evolved over the last five years and are expected to continue to evolve as part of the City's Succession Plan. As a result, it is recommended the position be reclassified to Human Resources Manager. The classification is consistent with the current structure within the other two divisions within the Finance Department, which are both led by Manager positions.

Impacts to the City/ District and the Community

The reclassification will ensure the Human Resources Division continues to provide a high level of service, provide career growth and development, and better enable the division to navigate employee turnover at the management level within the Finance Department.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact (Expenditures and/or Revenues)

At the top of the recommended salary range, the additional annual costs are approximately $30,000. However, the actual cost increases will be incremental over several years and approximate $5,000 to $6,000 annually.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Public Works	Number	PW 1

Subject	Senior Management Analyst - Public Works
Contact(s)	Douglas A. Dancs, Public Works Director
Funding Source	General Fund

Recommendation

Reclass the Management Analyst position to Senior Management Analyst

Description

A single Management Analyst position supports Public Works' Administration, Engineering, Building and Safety, Maintenance, and Environmental Programs divisions. The position's workload has increased significantly over the past few years as the department manages more contracts (e.g. Building Official, Water Quality and on-line permitting/plan check) and complies with ever-increasing State mandates (especially organic waste recycling). As a result, it is reommended the important position be reclassified to Senior Management Analyst.

Impacts to the City/District and the Community

The reclassification will ensure Public Works is able to manage growing administrative obligations, provide career growth and development, and advance the city's succession planning efforts.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

The upgraded position will be part of the Mid-Management group and will result in additional salary and benefit costs of approximately $23,500 at the top of the range. Cost increases of $17,000 are anticipated in the first year, with incremental increases in the next 2-3 years.

City of Cypress

Proposed Annual Budget

2022 - 2023

CITY OF CYPRESS
PROPOSED FY 2022-23 BUDGET
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INTRODUCTION

CITY OFFICIALS

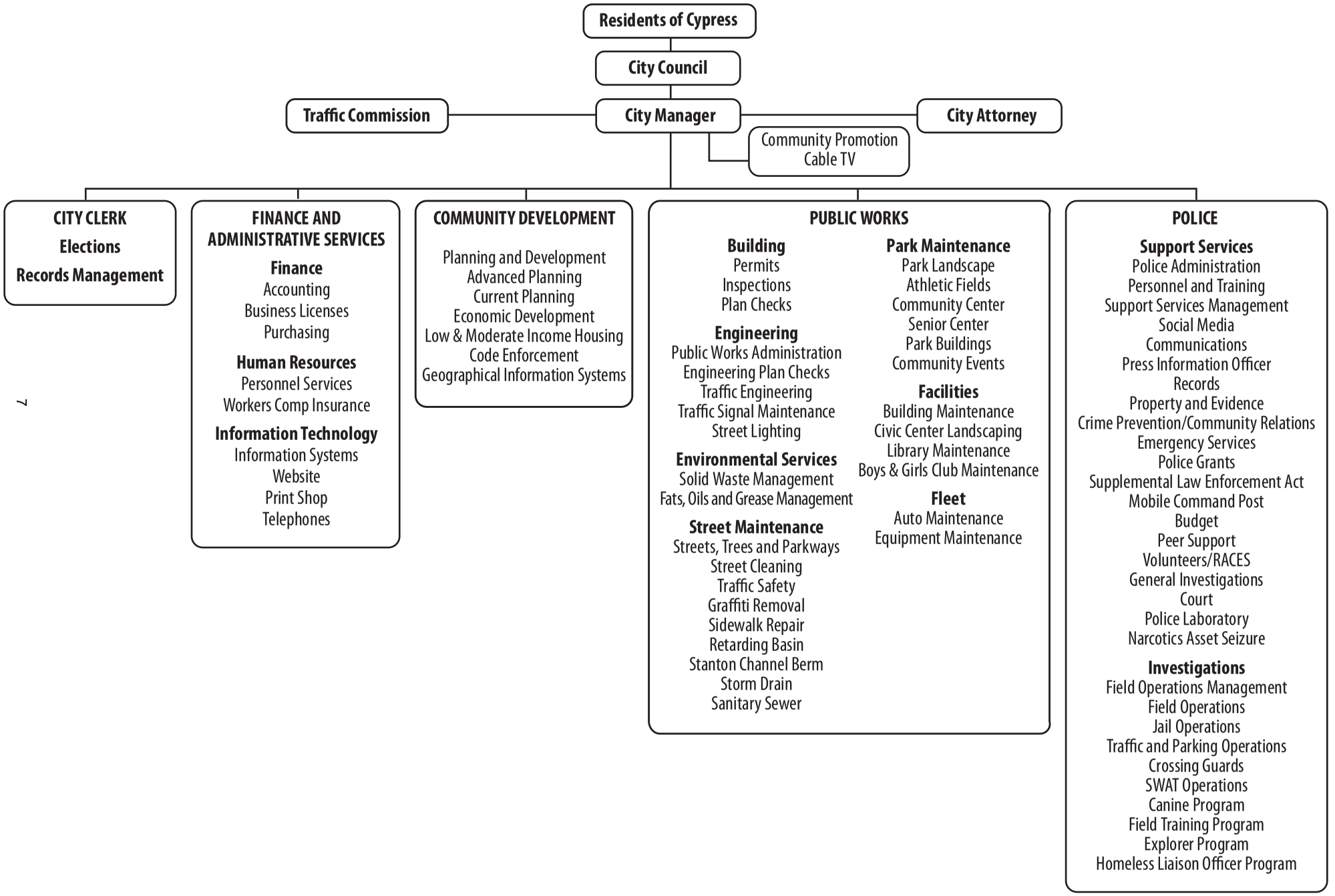
Legislative Body

Paulo Morales	Mayor
Anne Hertz-Mallari	Mayor Pro-Tem
Frances Marquez	Council Member
Scott Minikus	Council Member
Jon Peat	Council Member

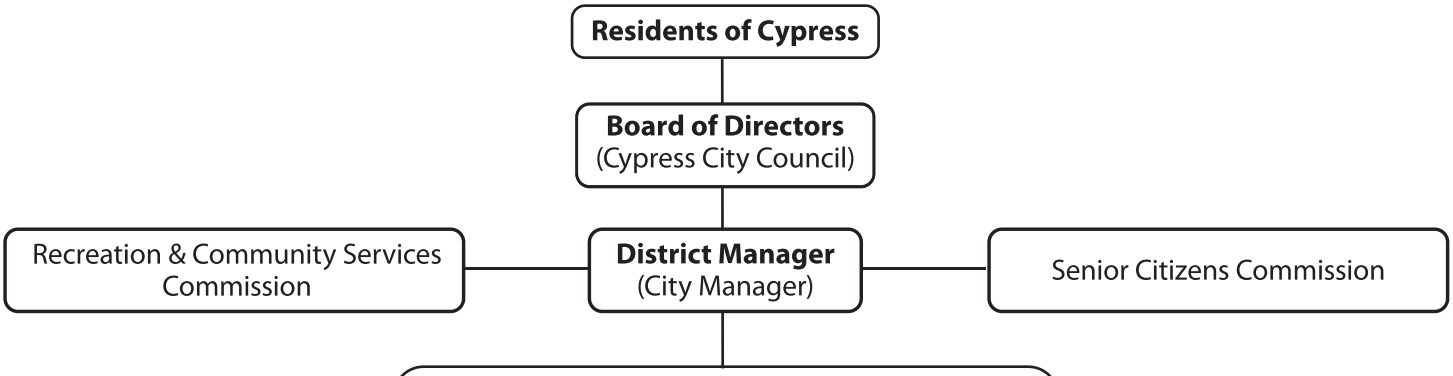
Staff Members

Peter Grant	City Manager
Matt Burton	Director of Finance & Admin. Services
Mark Lauderback	Chief of Police
Alicia Velasco	Director of Planning
Doug Dancs	Director of Public Works
Jeff Draper	Director of Recreation & Community Srvcs.
Alisha Farnell	City Clerk

CITY OF CYPRESS
Organization Chart
Fiscal Year 2021-2022



CYPRESS RECREATION AND PARK DISTRICT
Organization Chart
Fiscal Year 2021-2022



RECREATION AND PARK DISTRICT

Administration
Recreation & Parks Administration
Recreation & Community Services Commission
Senior Citizens Commission
Animal Control (City)

Community Events and Enrichment
Community Events and Promotion
Cultural Arts
Contract Classes
5K/10K Run
Sports Park

Senior Citizens Programs and Transportation
Senior Citizen Programs
Senior Citizen Transportation

Sports Programs
Youth Sports
Adult Sports
Facilities/Field Permits

Youth and Teen Programs
Day Camp
Teen Programs
Playgrounds

Maintenance and Facility Support
Park Landscape
Athletic Fields
Community Center
Senior Center
Park Buildings
Facility Operations
Youth League Improvements
Sports Park

CITY OF CYPRESS

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR PAULO MORALES

City/Cypress College Ad Hoc Subcommittee
Joint Forces Training Base Cities Group (Alternate)
League of California Cities - General Assembly
League of California Cities - Orange County Division
Orange County City Selection Committee
Orange County Sanitation District
West Cities Police Communications Center

MAYOR PRO TEM ANNE HERTZ- MALLARI

City/AUHSD Ad Hoc Subcommittee
City/Cypress School District Ad Hoc
Economic Development Ad Hoc Subcommittee
League of California Cities - General Assembly (Alternate)
League of California Cities Orange County Division (Alternate)
Orange County City Selection Committee (Alternate)
Orange County Fire Authority
Orange County Library Advisory Board
Orange County Sanitation District (Alternate)
Subcommittee

COUNCIL MEMBER JON PEAT

Bridges at Kraemer Place Community Advisory Board
City/Cypress College Ad Hoc Subcommittee
Economic Development Ad Hoc Subcommittee
Orange County Library Advisory Board (Alternate)
Santa Ana River Flood Protection Agency
West Cities Police Communications Center (Alternate)

COUNCIL MEMBER FRANCES MARQUEZ

General Assembly (Alternate)
Orange County Council of Governments -
Southern California Association of Governments – General Assembly (Alternate)
Veteran Recognition Ad Hoc Subcommittee

COUNCIL MEMBER SCOTT MINIKUS

City/AUHSD Ad Hoc Subcommittee
City/Cypress School District Ad Hoc
General Assembly
Joint Forces Training Base Cities Group
Orange County Council of Governments -
Orange County Mosquito and Vector Control District (Term ends Dec. 2023)
Santa Ana River Flood Protection Agency (Alternate)
Southern California Association of Governments – General Assembly
Subcommittee
Veteran Recognition Ad Hoc Subcommittee

CITY OF CYPRESS

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

RECREATION AND COMMUNITY SERVICES COMMISSION

Vanessa Burtle
Linda Croce, Chair
Carol Erbe
Joy Harper
Christen Jackson
Jennifer Park, Vice Chair
Jan Ridgeway

SENIOR CITIZENS COMMISSION

Gincy Heins
Henry Machal
Ginger Osman, Vice Chair
Carlos Ramirez
Jan Stein
Rachel Strong

TRAFFIC COMMISSION

Lora Ajello, Chair
Robert Bestian
Robert Koehler, Vice Chair
Duane Summers
Joseph Warner

MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.

VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.

CORE VALUES/GUIDING PRINCIPLES

The City of Cypress values…

Integrity

Accountability

Transparency

Fiscal prudence

Teamwork

Responsiveness to the community

THREE –YEAR GOALS

(2020-2023 ✷ not in priority order)

Maintain infrastructure and facilities

Maintain financial stability and promote economic activity

Enhance and maintain public safety

Enhance recreational facilities and programs

Maintain high quality and high value services for the community

BUDGET MESSAGE

CITY of CYPRESS
5275 Orange Avenue, Cypress, California 90630
Phone 714-229-6700 www.cypressca.org

May 9, 2022

Honorable Mayor and Members of the City Council:

I am pleased to present the City of Cypress' Fiscal Year (FY) 2022-23 Budget and Capital Improvement Program (CIP). It represents a prudent, practical spending plan consistent with Cypress' legacy of conservative and award-winning financial management.

The City's long-term financial position remains remarkably strong and benefits from the $11.7 million Coronavirus State and Local Fiscal Recovery Funds windfall through the American Rescue Plan Act (ARPA). The FY 2022-23 Budget is effectively balanced, but dogged by a modest, stubborn structural deficit that limits the City's options to absorb cost increases or enhance community service levels.

As has been the case for several years, the structural deficit is a function of the City Council's laudable $1.55 million annual contribution toward capital and infrastructure projects from General Fund operating revenues. The deficit is resolved by drawing on the Budget Stabilization Reserve, which was established to bridge small budget deficits that are anticipated to rectify through operational efficiencies and prior fiscal year end savings.

While the City has proficiently addressed small budget deficits for several years, Cypress must remain financially vigilant. In particular, City operations are heavily dependent on Sales Tax – a volatile revenue source that is not generated evenly throughout the business community. Rather, Cypress relies on a handful of businesses for the majority of its Sales Tax which means a disruption to any of these major producers could jeopardize City operations. To mitigate the risk the City faces from its reliance on Sales Tax, the Fiscal Strategies that accompany the Budget include a new practice to guide Sales Tax estimating and budgeting.

The discipline and foresight to preserve the General Fund's commitment of annual operating revenue for capital and infrastructure investment; creation of the Budget Stabilization Reserve; and the evolution of prudent Fiscal Strategies are hallmarks of Cypress' financial management practices. These traits served the City well as it developed from agricultural uses to modern business parks and housing and they continue to guide the City Council and city management.

Our financial management practices are also a justifiable source of community pride and industry leadership. Cypress is the only city to be recognized twice by former State

Paulo Morales, Mayor
Anne Hertz-Mallari, Mayor Pro Tem **Frances Marquez, Ph.D.**, Council Member
Scott Minikus, Council Member **Jon E. Peat**, Council Member

Senator (and Certified Public Accountant) John Moorlach for having the strongest unrestricted net (fiscal) position of Orange County's 34 cities. Earlier this year the Government Finance Officers Association honored the City multiple times, including the prestigious Distinguished Budget Presentation award along with special recognition for our performance measurement program.

After two tumultuous Budgets, FY 2022-23 finds the City's short-term financial condition largely untroubled by the pandemic, but facing a variety of inflation-related challenges.

The Pandemic

Thanks to prudent, but difficult decisions made over the last decade, the City's financial condition was especially strong entering the pandemic. The City Council wisely used reserves built-up over decades to protect and serve the community throughout the public health emergency. These efforts position the City and the community for a robust recovery.

The best illustration of the unique opportunities the City's financial strength affords the community is the City Council's strategy for Cypress' $11.7 million ARPA allocation. In January, the City Council allocated the ARPA moneys to replace General Fund revenue declines and approved the Pandemic Recovery Plan to safeguard and advance the community's long-term interests.

Over the next several years, the Pandemic Recovery Plan will invest approximately $14 million to achieve City Council Strategic Plan goals and ARPA's intent of assisting local governments' recovery from the effects of the pandemic. Notably, the Pandemic Recovery Plan projects focus on enhancing the community rather than backfilling a program or project.

PANDEMIC RECOVERY PLAN SUMMARY	
Program/Project	**Amount**
Recover General Fund Pandemic Spending for:	
Future Infrastructure and Facilities	$1,200,000
Investment in Pension Trust	1,200,000
Maintain Infrastructure and Facilities:	
Reclaimed Water Service to Arnold Cypress Park	4,500,000
Private Arterial Wall Rehabilitation	1,800,000
Electric Vehicle Charging Stations at City Facilities	500,000
Maintenance Yard Privacy Screening	350,000
Bicycle Master Plan	100,000
Myra Avenue Pump Station No. 1 Assessment	75,000

Maintain High-Quality and High-Value Services for Community:	
Additional Non-Profit Support	500,000
One-Time Employee Premium Pay	300,000
Information Technology Upgrades	65,000
Support for Low Income Households - Solid Waste Collection	50,000
Promote Economic Activity:	
Additional Business Recovery and Support	1,000,000
Economic Development Program Staffing (Five Years)	1,000,000
Drought Response Incentive Program	500,000
Business Parks Specific Plans Modernization	200,000
Welcome Back Special Event for Business Parks	25,000
Enhance and Maintain Public Safety:	
Emergency Vehicle Traffic Signal Preemption	500,000
Update City Continuity Plan	50,000
Total	**$13,915,000**

Inflation

As public health experts report the nation is out of the pandemic phase of COVID-19, the *certainty of uncertainty* accompanies our return to normalcy. In particular, the FY 2022-23 Budget was developed while inflation skyrocketed to 40-year highs. The Consumer Price Index (CPI) rose 8.5% for the year ended in March – the last time inflation increased this much in 12 months was December 1981, when the CPI stood at 8.9%.

Runaway inflation will challenge the City across the board:

- The cost to provide municipal services will increase. Everything from supplies, to gasoline, to service contracts will cost more in FY 2022-23. In many cases, the Budget includes an inflation allowance, but costs are rising so quickly these allowances may be insufficient or may be needed more broadly than predicted.

- The cost of capital projects will go up. Led by the Public Works department, the City will evaluate all but critical CIP projects to determine if the community is best served by delaying a project for a few years. Annual projects, like residential street resurfacing, may see their scope of work reduced compared to prior years. Fortunately, Cypress' strong financial management practices enable the City to avoid higher borrowing costs by continuing to fund CIP projects on a pay-as-you basis.

- There will be pressure to increase employee compensation as the City works to retain and attract employees in a tight labor market. While some City revenues will increase due to inflation, those increases cannot keep pace with historically large CPI increases, which also limit the City's ability to preserve employee wages relative to the cost of living.

- Employer pension costs are likely to increase as CalPERS navigates soaring interest rates, international crises, and rising employee wages. To ensure Cypress continues to manage its pension liabilities responsibly, the Finance and Administrative Services department will review options to enhance/expand the City's pension trust and pension liability mitigation strategy.

BUDGET OVERVIEW

The FY 2022-23 Budget draws on reserves – and is precisely the reason the City prioritizes funding and maintaining its reserves: *to protect the community by ensuring the City retains the capacity to provide vital municipal services without interruption.* Without sufficient reserves during periods of economic uncertainty, the City Council would have limited options to balance the Budget and maintain service levels.

The combined Operating and Capital Budgets are $46.5 million, an increase of 9.9% from FY 2021-22, and are balanced.

The Operating Budget (all Funds) represents $38.3 million (82%) of the Budget, while capital improvement investments total $8.0 million (17%) and capital outlay makes up under 1% of expenditures.

The City is largely a service provider and over two-thirds of the Operating Budget are personnel costs, with the majority of that spending in the Police department.

Projected FY 2022-23 revenues are $44.8 million, an increase of 7.5% from FY 2021-22. While General Fund revenues exceed operating expenditures, the use of accumulated reserves to support capital investments balances the Budget. Overall, the $1.3 million fund balance decline for all City funds is largely the result of the use of accumulated moneys (including one-time Pandemic Recovery Plan amounts) for capital improvement program investments.

Budget Summary (Millions)	*Operating Budget*	*Capital Budget*	*Total*
Revenues	$ 39.8	$ 5.0	$ 44.8
Other Net Sources		$ 0.4	0.4
Expenditures	(38.3)	(8.2)	(46.5)
Transfer for Capital	(1.6)	1.6	-
Surplus/(Deficit)	$ (0.1)	$ (1.2)	$ (1.3)

Key assumptions used to develop the Budget include:

- Reflects established City Council priorities and incorporates Fiscal Strategies
- Sales Tax revenue grows
- $825,000 of Pandemic Recovery Plan set-asides fund one-time projects
- Current service levels are maintained
- CalPERS pension costs increase
- City Council established reserves are maintained
- $1.55 million is contributed for current year capital projects
- Negotiated and anticipated employee salary and benefit increases are incorporated

General Fund Overview

The General Fund, the City's largest fund and the one over which the City Council has the most discretion, is balanced with a projected drawdown of reserves.

General Fund Budget Summary (Millions)	*2022-23 Proposed*
Revenues	$ 36.3
Transfers In	1.0
Expenditures	(35.4)
Capital Projects	(2.2)
Transfers Out	(0.7)
Decrease to Fund Balance	$ (1.0)

General Fund Revenues

FY 2022-23 General Fund revenues are projected to increase $2,574,017 (7.6%) from the prior year and do not include any tax increases.

Revenue Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Property Taxes	$11,711,000	$11,736,016	$ 11,964,000	2.2%
Sales Tax	11,255,000	11,755,000	12,405,000	10.2%
Transient Occupancy Tax	1,900,000	2,500,000	2,650,000	39.5%
Franchise Tax	1,705,000	1,810,912	1,807,500	6.0%
Other Taxes	1,996,200	2,275,000	2,170,000	8.7%
Park District Reimb	2,107,660	1,926,383	2,453,312	16.4%
Other Service Charges	988,641	1,378,731	1,083,127	9.6%
Licenses & Permits	808,890	1,139,350	883,070	9.2%
Other Revenues	1,219,449	1,169,343	849,848	-30.3%
Totals	$33,691,840	$35,690,735	$ 36,265,857	7.6%

The impacts of the post-pandemic recovery and inflation are constantly evolving, which makes projecting revenues difficult. Accordingly, revenue projections are conservative, but realistic. The projections reflect our best efforts based on what we currently know and account for the most up-to-date information available from the City's Sales Tax consultant, Property Tax consultant, Cal Cities, the State Department of Finance, year-to-date receipts, and regional economic forecasts.

Sales Tax is the largest revenue source ($12.4 million) and can be volatile during periods of economic uncertainty. The most recent forecasts indicate significant Sales Tax growth in FY 2022-23. While this is positive news, it is important City operations do not become overly reliant on Sales Tax as it has the capacity to decline rapidly from one year to the next. As such, new Sales Tax revenue calculation guidance has been developed and incorporated into the Fiscal Strategies. The practice uses a four-year average to guide Sales Tax revenues budgeted to support operations. Sales Tax receipts projected to exceed the for-year average are available for one-time expenditure. For FY 2022-23, the Sales Tax baseline is $12 million and the Budget includes $400,000 for one-time purposes.

Cypress' second largest revenue source, Property Tax ($12.0 million), is projected to increase $253,000 (2.2%) from the FY 2021-22 Budget. Proposition 13 limits the increase in the assessed value of property. While Proposition 13's limits on assessed value increases protect homeowners, over time it has prevented Property Tax revenue from keeping pace with operating costs.

Prior to the pandemic, Cypress' revenues were healthy and benefiting from the long post-Great Recession expansion. As we shift into pandemic recovery, it is imperative we remain diligent stewards of the community's resources and that we confront new financial challenges and work to diversify our revenue base and contain costs.

General Fund Expenditures

FY 2022-23 expenditures are $35.4 million, an increase of $2.3 million (7.1%) from FY 2021-22.

Expenditure Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Personnel	$21,794,688	$19,491,074	$ 23,312,663	7.0%
Maintenance & Operations	7,505,416	8,882,883	8,277,202	10.3%
Internal Service Charges	3,810,570	3,810,570	3,859,320	1.3%
Totals	$33,110,674	$32,184,527	$ 35,449,185	7.1%

The personnel expenditure increases are largely due to higher required pension payments, a new position, two reclassifications, and negotiated/anticipated compensation adjustments for employees. Maintenance and operation increases result from several factors, including Decision Packages. Details about each Decision Package are summarized in the following table.

#	*Subject*	*Fund(s)*	*One-Tme Cost (Savings)*	*Ongoing Cost (Savings)*
ADM 1	2022 General Municpal Election	General	$ 161,200	$ -
ADM 2	State of the City	General	-	23,000
ADM 3	Citizens Academy	General		10,000
ADM 4	City Council and City Management Team Building	General	25,000	-
ADM 5	2022 Get Out the Vote Initiative	General	15,000	-
Planning 1	Funding for Business Development Manager	General	-	199,716
Planning 2	Housing Element Implementation	General	400,000	-
FIN 1	Reestablish Human Resources Manager	General	-	30,000
PW 1	Reclassification to Senior Management Analyst (Public Works)	General	-	23,500
		Total All Funds	$ 601,200	$ 286,216

Capital Improvement Program (CIP) Highlights

The CIP is the City's long-term plan for investing in facilities and infrastructure. It is a key component of the Budget and of vital importance to the community. The CIP balances new projects, replacement of aged infrastructure, and life-extending maintenance.

Comprised of projects that often span multiple years and draw on many different funding sources, the FY 2022-23 CIP invests $8 million. The CIP also includes Recreation and Park District projects of $2.2 million, which are highlighted as part of the presentation of the District's Budget.

Project Type	*2022-23 Proposed*
Street Projects	$ 3,490,000
Traffic Signal/Lighting Projects	1,290,000
Storm Drain Projects	100,000
Sewer Projects	285,000
Parkway Projects	775,000
Public Facility Projects	2,030,000
Other Projects	50,000
Totals	$ 8,020,000

Fund Balances and Reserves

The Budget reflects the City Council's policy of fully funding capital outlay replacements and employee benefit and self-insurance liabilities. All liabilities (with the exception of the CalPERS pension and retiree medical liabilities) are fully-funded and the Internal Service Funds have sufficient cash to pay all the required annual contributions for pensions and retiree medical costs. The City Council has established a Pension Trust to help offset unfunded CalPERS pension liabilities, with a portion of any General Fund budget surplus committed to additional trust investments.

Importantly, the Budget conforms to City Council policies requiring a 25% General Fund Contingency Reserve of $8.9 million and a 30% CIP Fund Cash-Flow Emergency Reserve of $10.6 million. Neither of these reserves is expected to be utilized in FY 2022-23.

CYPRESS RECREATION AND PARK DISTRICT

The Budget includes the Recreation and Park District (District), which is a distinct legal entity from the City although the City Council serves as the District's Board of Directors.

The City supports the District through fee-based general management; finance; human resources; information technology; and maintenance services.

District Revenues

District revenues are budgeted at $7.8 million, an increase of $264,000 (3.5%) from FY 2021-22. The higher revenues are attributed to Property Tax growth and a one-time Proposition 68 (State Park Bond) grant for capital improvements.

The District receives the majority of its recurring revenue (over 80%) from Property Tax, with fees for service (classes and facility rentals) rounding out its major revenues. The District's dedicated Property Tax revenue remains a double-edged sword. It provides a stable income stream with which the District delivers a high level of recreation services. However, under Proposition 13 Property Tax revenue growth tends to be less than inflation and the longer-term growth rate of employee compensation due to pension costs and minimum wage increases. Fortunately, in times of economic uncertainty, Property Tax provides a reliable revenue stream and the District's short-term financial health remains strong.

Revenue Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Property Taxes	$ 6,192,000	$ 6,105,000	$ 6,218,000	0.4%
Interest & Rents	370,410	188,873	371,100	0.2%
From Other Agencies	72,000	46,882	497,681	591.2%
Services Charges	862,255	496,499	673,892	-21.8%
Park Development Fees	-	5,667,671	-	n/a
Other Revenue	-	4,417	-	n/a
Totals	$ 7,496,665	$12,509,342	$ 7,760,673	3.5%

District Personnel costs represent more than 50% of operating costs when accounting for reimbursements to the City for maintenance services. With its primary revenue source unlikely to keep pace with inflationary expenditure growth in the coming years, the District must continue to take measures to ensure its long-term fiscal sustainability. In addition to regularly updating fees, the District must optimize operations; leverage revenue generating assets; and add non-Property Tax revenues (particularly through the pursuit of grants and sponsorships).

Strengthening its financial condition is particularly important as many of the District's facilities are nearing major rehabilitation/replacement age and the District needs to fund those improvements. Current revenues are sufficient to pay for operations and some capital projects, but are insufficient to provide for major rehabilitation costs associated with the District's aging facilities and infrastructure.

District Expenditures

The District Budget is $8.1 million, a $1.2 million (12.7%) decrease from FY 2021-22, which is due primarily to fewer large-scale capital projects. Personnel costs increase 1.0%, reflecting the ongoing impact of minimum wage increases, higher pension costs and negotiated salary increases, offset by turnover which has resulted in several new full-time employees with lower annual costs than their predecessors.

Maintenance and operations expenditures have also increased as contract service costs reflect the ongoing impact of minimum wage increases and a full year of Lexington Park operations. The nine-acre park offering two athletic fields, playground and exercise equipment, picnic pavilions and a walking path opened to the public in March 2022.

Expenditure Category	*2021-22 Adopted*	*2021-22 Estimated*	*2022-23 Proposed*	*% Change*
Personnel	$ 2,367,739	$ 1,882,799	$ 2,392,584	1.0%
Maintenance & Operations	3,003,809	2,481,433	3,235,682	7.7%
Internal Service Charges	238,920	238,610	287,530	20.3%
Capital Projects	3,612,500	11,507,067	2,215,000	-38.7%
Capital Outlay	105,718	105,477	10,000	-90.5%
Totals	$ 9,328,686	$16,215,386	$ 8,140,796	-12.7%

District Capital Improvement Projects

The District has set aside some funds to address its significant capital needs. Future capital projects will be prioritized based on the facilities inventory and condition assessment and the availability of resources. The FY 2022-23 CIP projects are summarized and discussed in the FY 2022-23 Budget.

CONCLUSION

The FY 2022-23 Budget funds a strong municipal corporation with a remarkable ability to adapt and serve Cypress. As we turn our attention to a new set of challenges, I am enormously proud of what Team Cypress has accomplished over the past two years.

The City Council's long-standing practice of strategically investing limited resources has Cypress well prepared for whatever lies over the horizon – assuming we continue our constrained approach to municipal operations and focus on core services.

The FY 2022-23 Budget embodies the City Council's dedication to careful and transparent financial management. This commitment, which spans generations of Cypress City Councils, is the most important way we sustain the community's success, political stability, skilled leadership, and partnership with our employees.

I would like to express my appreciation to our department Directors for their efforts to deliver quality services to our community and to keep the organization connected, engaged and operating at a high level throughout the pandemic.

It is a tremendous honor to serve as Cypress' City Manager and I am certain in the assessment that Cypress enters FY 2022-23 on solid financial footing and able to serve our wonderful community.



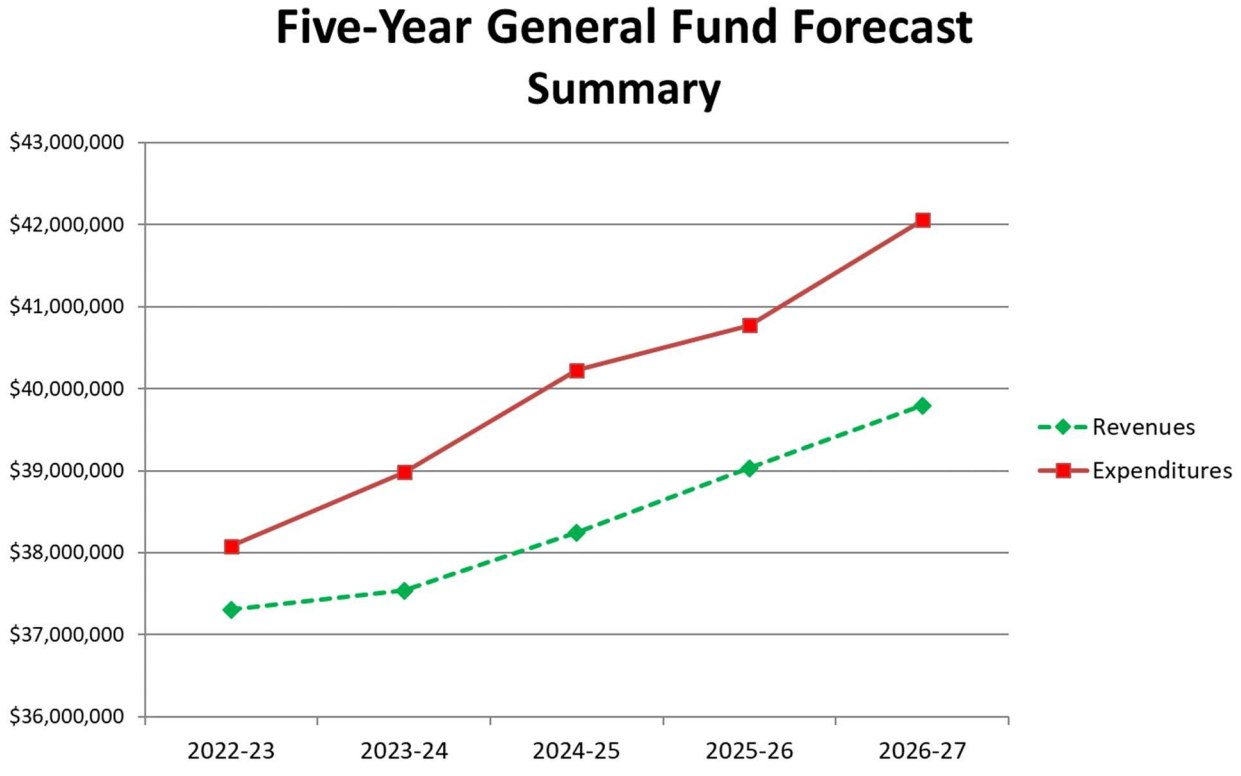
Peter Grant
City Manager

FIVE-YEAR GENERAL FUND FORECAST

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

The first year of the Forecast is the FY 2022-23 Proposed Budget and reflects known economic conditions, trends, and assumptions. The Forecast considers General Fund revenues and expenditures each year – it does not consider the use of reserves and, as a result, reflects a deficit beginning in FY 2022-23.

Cypress, like all other local governments, will continue to experience significant challenges over the next five years due to ongoing uncertainties associated the COVID-19 pandemic recovery, inflation impacts, threat of recession and continued expenditure growth due to rising pension costs.



Five-Year General Fund Forecast

	2022-23 Proposed	2023-24 Projected	2024-25 Projected	2025-26 Projected	2026-27 Projected
Resources					
Revenues					
Sales Taxes	12,405,000	12,770,000	13,260,000	13,720,000	14,150,000
Property Taxes	6,536,000	6,648,280	6,761,786	6,877,561	6,995,653
Vehicle License Backfills	5,428,000	5,536,560	5,647,291	5,760,237	5,875,442
Franchise Taxes	1,807,500	1,821,200	1,835,174	1,849,427	1,863,966
Transient Occupancy Tax	2,650,000	2,700,000	2,800,000	2,800,000	2,800,000
Other Taxes	2,170,000	2,110,000	2,120,000	2,130,000	2,140,000
Service Charges	3,536,439	3,411,128	3,461,176	3,512,224	3,564,294
Licenses and Permits	883,070	700,310	700,310	700,310	700,310
Other Revenues	849,848	787,989	590,080	592,213	594,388
Total Revenues	36,265,857	36,485,467	37,175,817	37,941,973	38,684,052
Operating Transfers In	1,040,876	1,050,518	1,069,528	1,088,919	1,108,697
Total Resources	37,306,733	37,535,985	38,245,345	39,030,891	39,792,749
Uses					
Expenditures					
Personnel (Salaries and Benefits)	23,312,663	24,145,480	24,792,867	25,325,188	25,997,693
Supplies and Contract Services	8,277,202	8,359,132	8,743,110	8,786,688	9,181,355
Interfund Charges	3,859,320	3,955,803	4,054,698	4,156,066	4,259,967
Operating Expenditures	35,449,185	36,460,415	37,590,675	38,267,942	39,439,015
Operating Transfers Out	278,390	300,000	300,000	300,000	300,000
Total Uses (Operations)	35,727,575	36,760,415	37,890,675	38,567,942	39,739,015
Pandemic Recovery Drawdowns	199,716	200,000	200,000	200,000	200,000
Sales Tax Baseline Adjustment	(400,000)	(620,000)	(710,000)	(682,500)	(675,000)
Operating Surplus/(Deficit)	**1,378,874**	**355,570**	**(155,330)**	**(19,550)**	**(421,266)**
Transfers for Capital Projects	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000
Contingency Adjustment	600,000	250,000	275,000	170,000	292,500
Net Surplus/(Deficit)	**(771,126)**	**(1,444,430)**	**(1,980,330)**	**(1,739,550)**	**(2,263,766)**

Assumptions

- No tax increases
- No significant new sources of revenue
- Sales Tax projections are based on estimates provided by the City's Sales Tax consultant
- Property Tax grows two percent annually
- No changes (or additions) to current staffing or service levels

Assumptions (continued)

- Salary component of personnel expenditures increases in accordance with current labor agreements with employee groups; future adjustments are forecasted for periods after the end of the current agreements
- Pension cost projections are based on the most recent CalPERS actuarial estimates, no anticipated rate adjustments arising from employee turnover and/or pension reform
- Supplies and services and interfund charges grow approximately 2.5% (estimated CPI)
- One-time Pandemic Recovery set-asides are drawn down on to pay for the Business Development Manager position
- Sales Tax Baseline Established in FY 2022-23 to mitigate sales tax volatility impacts and based on four-year rolling average of annual sales tax receipts; receipts over the baseline will be used for one-time purposes
- $1.55 million is allocated annually for capital projects
- The 25% General Fund contingency adjusted annually using available, current year resources
- No other funding is allocated for future capital projects
- General Liability Insurance, Workers Compensation Insurance, Employee Benefits, and Equipment Replacement are fully funded

Long-Term Concerns

The Forecast indicates a structural deficit in the General Fund starting in FY 2022-23 and growing to over $2.3 million by FY 2026-27. The deficit is the result of many issues – including the timing and extent of post-pandemic revenue growth, inflation and its impacts on expenditures and the ongoing increases in required pension payments to CalPERS.

Prudent, strategic and disciplined budget decision-making through the years has allowed Cypress to accumulate sufficient reserves in the General Fund that could be available to backfill the projected budget deficits. However, the ongoing use of reserves is not a viable long-term solution for remedying a structural deficit. As additional information on COVID-19 recovery and economic data become available, City management and the City Council will work to develop a plan to ensure the General Fund budget is balanced and sustainable for the long-term.

Another challenge during the Forecast is identifying resources for capital projects. Historically, thanks to the sound planning and discipline referenced above, the City has been able to set-aside significant General Fund revenues for capital projects. As forecasted, the City will largely be unable to set-aside any General Fund revenue for future capital projects as in prior years. The Forecast continues transferring $1.55 million annually for current year capital projects, which is necessary to meet ongoing State maintenance of effort requirements.

FY 2022-23 PROPOSED BUDGET
DECISION PACKAGES

The Budget Decision Packages proposed for FY 2022-23, summarized below, describe significant recommended Budget changes. The individual Decision Packages are attached and present a more detailed justification for each recommendation, and summarize their impacts. The City Council may approve, deny, change or add individual Decision Packages as long as the budget remains balanced.

#	*Subject*	*Fund(s)*	*One-Tme Cost (Savings)*	*Ongoing Cost (Savings)*
ADM 1	2022 General Municpal Election	General	$ 161,200	$ -
ADM 2	State of the City	General	-	23,000
ADM 3	Citizens Academy	General		10,000
ADM 4	City Council and City Management Team Building	General	25,000	-
ADM 5	2022 Get Out the Vote Initiative	General	15,000	-
Planning 1	Funding for Business Development Manager	General	-	199,716
Planning 2	Housing Element Implementation	General	400,000	-
FIN 1	Reestablish Human Resources Manager	General	-	30,000
PW 1	Reclassification to Senior Management Analyst (Public Works)	General	-	23,500
		Total All Funds	$ 601,200	$ 286,216

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 1
Subject	2022 General Municipal Election		
Contact(s)	Alisha Farnell, City Clerk		
Funding Source	General Fund		

Recommendation

Conduct a consolidated General Municipal Election on November 8, 2022.

Description

The City of Cypress consolidates its General Municipal Elections with the County of Orange. In accordance with the City Charter, the City will hold a General Municipal Election to select three members of the City Council on November 8, 2022.

Impacts to the City/District and the Community

The 2022 General Municipal Election is required by the City Charter. The election will fill three seats on the City Council. Elected Council Members will serve a four-year term.

One-Time Financial Impact *(Expenditures and/or Revenues)*

The Orange County Registrar of Voters has provided an estimated cost for the consolidated General Municipal Election of up to $161,200.

On-Going Financial Impact *(Expenditures and/or Revenues)*

None.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 2

Subject	State of the City
Contact(s)	Peter Grant, City Manager
Funding Source	General Fund

Recommendation

Assume responsibility for marketing, producing and hosting the annual State of the City.

Description

Since its inception as a fundraiser for the Chamber of Commerce, responsibility for the annual State of the City has shifted between the Chamber and the city. After 2021's successful transition to an outdoor, evening event for the community (rather than Chamber members), the city and Chamber agreed to realign responsibilities for the State of the City in 2022 and going forward. The Chamber will retain responsibility for securing sponsors and apply sponsorship revenue towards its operations, while the city will market, produce and host State of the City in October. The Chamber is evaluating adding a business-focused event that features the city to its slate of programs.

Impacts to the City/District and the Community

The city will assume the cost to market, produce and host the State of the City.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

$23,000 expenditure.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 3
Subject	Citizens Academy		
Contact(s)	Peter Grant, City Manager		
Funding Source	General Fund		

Recommendation

Conduct a Citizens Academy to educate and develop current and future leaders in Cypress.

Description

The City Council's Strategic Plan includes an objective to create and implement a Citizens Academy designed to educate and develop current and future leaders in the community.

Impacts to the City/District and the Community

The Citizens Academy will provide a vital learning opportunity for residents interested in leadership roles in the community.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

The estimated cost of the Citizens Academy is $10,000. These costs include event production and marketing.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 4
Subject	City Council - City Management Team Building		
Contact(s)	Peter Grant, City Manager		
Funding Source	General Fund		

Recommendation

Provide team building resources to support an effective City Council - City Management team after the 2022 election.

Description

Three City Council seats are open in the November 2022 election and three department directors are in their first two years in their positions. This funding will provide resources for a team building program (assessments, interviews, retreats, professional consulting) to help the new City Council - City Management team coalesce, develop effective working relationships, and understand on their roles and responsibilities as established by the Charter, Municipal Code and City Council policies.

Impacts to the City/District and the Community

An effective and supportive City Council - City Manager (and City Management team) working relationship increases the likelihood of the policy and administrative roles being effectively coordinated, resulting in a more successful city governance and management.

One-Time Financial Impact *(Expenditures and/or Revenues)*

$25,000

On-Going Financial Impact *(Expenditures and/or Revenues)*

None

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Administration	Number	ADM 5
Subject	2022 Get Out the Vote Initiative		
Contact(s)	Alisha Farnell, City Clerk		
Funding Source	General Fund		

Recommendation

Conduct outreach and community engagement to increase voter participation in the 2022 General Municipal Election.

Description

A review of 2020 US Census data and voter participation reports identified an opportunity improve participation in local elections, particularly among Asian-Americans. This funding will be used to conduct non-partisan voter outreach and engagement initiatives, including potentially supporting community organizations that host candidate forums.

Impacts to the City/District and the Community

Active civic engagement, including voting, contributes to the health and economic vitality of communities. People who vote are more likely to connect with neighbors, talk to elected officials, and engage in other ways.

One-Time Financial Impact *(Expenditures and/or Revenues)*

$15,000

On-Going Financial Impact *(Expenditures and/or Revenues)*

None

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Community Development	Number	PLNG 1

Subject	Business Development Manager
Contact(s)	Alicia Velasco, Director of Planning
Funding Source	General Fund - Pandemic Recovery Funding

Recommendation

Fund the Business Development Manager position for five years using one-time Pandemic Recovery Plan resources available in the General Fund.

Description

The City Council's Strategic Plan includes an objective to complete the recruitment process for the Business Development Manager position. Currently, economic and business development efforts are largely ad-hoc by the City Manager. In order to enhance consistency and continuity, it is recommended a full-time position dedicated to business development be funded. In January 2022, the City Council approved the allocation of $1 million to pay for the position for five years as part of the Pandemic Recovery Plan. The job specification was approved in March and the recruitment process began in April.

Impacts to the City/District and the Community

A dedicated Business Development Manager will provide support to the business community, assist in business attraction and retention, and implement additional business recovery and support programs.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

Annnual expenditures of approximately $200,000 over five years.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Community Development	Number	PLNG 2

Subject	Housing Element Implementation
Contact(s)	Alicia Velasco, Director of Planning
Funding Source	General Fund

Recommendation

Appropriate $400,000 for 2021-2029 Housing Element implementation

Description

The Housing Element contains over 20 housing programs the State requires the City to implement, including updating the Lincoln Ave Specific Plan and Cypress Town Center and Commons Specific Plan to modify zoning and development standards as specified in the Housing Element. The project's scope and State-imposed deadlines require additional resources and specialized expertise.

Impacts to the City/District and the Community

The State provides the City three years to revise its General Plan to account for the 2021-29 Housing Element update and Regional Housing Needs Allocation. Additional resources are necessary to meet this deadlines and ensure the City maintains its local land use controls and avoids lawsuits and State-imposed penalties.

One-Time Financial Impact *(Expenditures and/or Revenues)*

Expenditure of $400,000.

On-Going Financial Impact *(Expenditures and/or Revenues)*

None.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Finance and Administrative Services	Number	FIN 1

Subject	Reestablish the Human Resources Manager Position
Contact(s)	Matt Burton, Director of Finance and Administrative Services
Funding Source	General Fund

Recommendation

Reclassify the Human Resources Administrator to Human Resources Manager

Description

The Human Resources division was reorganized in 2017 to eliminate the HR Manager position and decrease full-time time positions in HR from three to two, acheiving annual savings of nearly $200,000.

The HR Administrator has overseen day-to-day division operations since the reorganization. The responsibilities and duties of the position have evolved over the last five years and are expected to continue to evolve as part of the City's Succession Plan. As a result, it is recommended the position be reclassified to Human Resources Manager. The classification is consistent with the current structure within the other two divisions within the Finance Department, which are both led by Manager positions.

Impacts to the City/ District and the Community

The reclassification will ensure the Human Resources Division continues to provide a high level of service, provide career growth and development, and better enable the division to navigate employee turnover at the management level within the Finance Department.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact (Expenditures and/or Revenues)

At the top of the recommended salary range, the additional annual costs are approximately $30,000. However, the actual cost increases will be incremental over several years and approximate $5,000 to $6,000 annually.

CITY OF CYPRESS
FISCAL YEAR 2022-23 PROPOSED
BUDGET DECISION PACKAGE

Department	Public Works	Number	PW 1

Subject	Senior Management Analyst - Public Works
Contact(s)	Douglas A. Dancs, Public Works Director
Funding Source	General Fund

Recommendation

Reclass the Management Analyst position to Senior Management Analyst

Description

A single Management Analyst position supports Public Works' Administration, Engineering, Building and Safety, Maintenance, and Environmental Programs divisions. The position's workload has increased significantly over the past few years as the department manages more contracts (e.g. Building Official, Water Quality and on-line permitting/plan check) and complies with ever-increasing State mandates (especially organic waste recycling). As a result, it is reommended the important position be reclassified to Senior Management Analyst.

Impacts to the City/District and the Community

The reclassification will ensure Public Works is able to manage growing administrative obligations, provide career growth and development, and advance the city's succession planning efforts.

One-Time Financial Impact *(Expenditures and/or Revenues)*

None.

On-Going Financial Impact *(Expenditures and/or Revenues)*

The upgraded position will be part of the Mid-Management group and will result in additional salary and benefit costs of approximately $23,500 at the top of the range. Cost increases of $17,000 are anticipated in the first year, with incremental increases in the next 2-3 years.

BUDGET OVERVIEW

BUDGET OVERVIEW

User's Guide to the Budget

This user's guide is intended to assist readers in understanding the information presented in the Fiscal Year (FY) 2022-23 Budget. The FY 2022-23 Budget is organized into chapters, as described below.

Introduction

This section provides the reader with an overview of the City, including comprehensive organization charts for both the City and the Cypress Recreation and Park District, key contacts, and responsibilities.

Budget Message

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

The Five-Year General Fund Forecast provides a tool for long-term financial planning and includes projections for anticipated changes in revenues and expenditures based on known facts and estimates of economic activity.

Budget Overview

This section describes the budget process and the fiscal strategies that were used to develop the proposed budget. To help understand the budget, the Fund Structure depicts the various funds used to segregate and account for the City's activities. A description of each fund, and a matrix identifying which departments uses them is also included.

Budget Summary

The Budget Summary presents a comprehensive overview of revenues, expenditures, transfers, and fund balance projections for all funds. Performance measures for all departments have been enhanced and consolidated in this section.

Staffing

The Staffing section includes a summary of funded personnel by department and status (full-time/part-time), salary and wage range information by title, and ten-year historical staffing information.

City Council and Administration

The City Council and Administration functions implement and administer policies, programs and services approved by the City Council, and provide the citizens of Cypress with legislative representation. Municipal programs and services involving Elections, City Attorney, Records Management, Community Promotions, Cable Television and the Traffic Commission are administered by this department. City Council and the Administration Divisions represent the citizens of Cypress and act on their behalf with regard to regional, state and federal issues, as well as foster community partnerships and interagency collaboration.

Finance and Administrative Services

The Finance and Administrative Services Department functions include: finance administration, general accounting, treasury management, payroll, accounts payable, purchasing, revenue collection, business licensing, human resources, workers' compensation claims management, website, information technology, print shop, and telephone maintenance.

Police

The Police Department's mission is "to provide professional public safety services in partnership with the community." The Department coordinates its efforts with groups and individuals in the community to provide a safe environment in which to visit, work, and live. The members of the Department are committed to excellence developed through pride, setting the standard, and earning a reputation for caring and courteous service. The Police Department is dedicated to honoring the obligation to protect and serve, while seeking innovative solutions to improve the quality of life for all.

Community Development

The Community Development Department consists of the Planning, Code Enforcement, Economic Development and Housing Divisions. The Department is responsible for processing all private development proposals, issuing various types of permits, preparing ordinances for land use and building regulations, responding to code enforcement violations, and promoting economic development. The City's economic development program supports local businesses and administers the distribution of federal and other assistance funds for affordable housing production and preservation.

Public Works

Public Works handles a wide variety of functions through its seven divisions. Major functions include maintenance of streets, parks, landscaping and facilities, capital improvements, environmental services, and building and safety.

Debt Service Funds

This section would provide information on any debt service payments due in the upcoming year.

Capital Projects

Summary and detailed information on capital improvement projects and their funding sources proposed in the budget is provided in this section.

Capital Outlay

Purchases of items such as equipment, computer hardware and software, and vehicles in excess of $1,000 having a useful life of more than one year are considered capital outlay purchases. Capital outlay purchases are typically depreciated over the useful life of the asset with a corresponding charge to the operating budget to provide funding for future replacements. The proposed purchases are detailed in this section.

Recreation and Park District

The Cypress Recreation and Park District is a separate legal entity formed to provide park and recreational activities within the District's boundaries. Functionally, it operates as a department of the City and all employees are City employees. This section provides all summary information, capital projects, capital outlay and division budget information related to the District.

Fund Summaries

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

BUDGET OVERVIEW

BUDGET PROCESS

The annual budget serves as the foundation for the City of Cypress' financial planning. The City operates on a fiscal year basis, beginning July 1st and ending June 30th. The budget is prepared under the supervision of the City Manager and submitted to the City Council for deliberation and adoption prior to the beginning of the fiscal year.

The City follows these procedures in establishing the budgetary data: After January 1, department heads prepare estimates for required appropriations for the fiscal year commencing the following July 1. The proposed budget includes estimated expenditures and forecasted revenues for the fiscal year. The data is presented to the City Manager for review.

The operating budget includes a summary of the proposed expenditures and financial resources, as well as data for the preceding fiscal period. Prior to July 1, the budget is legally enacted through passage of an adopting resolution.

Upon adoption by the City Council, the City maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget. The City Manager is responsible for administration of the adopted annual budget, and during the fiscal year may make transfers of unencumbered appropriation balances between departments within the same fund. Any supplemental appropriations must be approved by the Cypress City Council.

BUDGET CALENDAR

January	Annual Budget process begins
February	Budget Calendar presented to City Council Mid-Year review of current budget
March	City Council Workshop on City Reserves, Pension Trust and Pension Liability Overview
April	Proposed Budget compiled
May	Proposed Budget and Budget Adjustment Decision Package Analysis submitted to City Council prior to workshop City Council workshop(s) on Proposed Budget, including introduction of Seven-Year Capital Improvement Program (CIP) Presentation of Seven-Year CIP (Additional meetings/workshops with City Council can be scheduled, if desired)
June	City Council considers City and Park District Budgets for adoption City Council considers Seven-Year CIP for adoption
July	Start of new fiscal year

BUDGET OVERVIEW

BASIS OF ACCOUNTING AND BUDGETING

The City's annual audited financial statements are prepared in conformity with generally accepted accounting principles (GAAP), as established by the Governmental Accounting Standards Board (GASB) for U.S. state and local government agencies. The basis of accounting is used to determine when revenues and expenditures are recognized in the financial statements. The governmental fund financial statements and budget are reported using the current financial resources measurement focus and the modified accrual basis of accounting, while the enterprise and internal service funds use the economic resources measurement focus and the accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded when they are measurable and available and expenditures are recorded when a liability is incurred, regardless of the timing of the related cash flows. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers revenues available when they are collected within 60 days of the end of the fiscal period. Revenues susceptible to accrual include property taxes, franchise taxes, sales taxes, interest and some grant revenues.

FUND STRUCTURE

The City utilizes a fund-based accounting structure. Individual funds operate as a self-balancing set of accounts. There are three main types of funds: Governmental, Proprietary, and Fiduciary. Governmental Funds generally account for tax-supported activities and include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds. The **General Fund** is the principal operating fund and accounts for all activities not required to be accounted for in a separate fund. **Special Revenue Funds** are used as needed to account for specific, restricted revenue sources. **Capital Projects Funds** are used for the acquisition, construction, or rehabilitation of infrastructure and capital assets. **Debt Service Funds** are used to account for the accumulation of resources for, and payment of, general long-term debt, however, there is no city-obligated debt outstanding.

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

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

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

BUDGET OVERVIEW

STRATEGIC PLAN PROCESS

Semi-annually the City Council convenes to review the City's Strategic Plan. This process includes a review of established three year goals, the development of new six month strategic objectives, and a compilation of the City's strengths and accomplishments during the previous six-months. The six month objectives are action plan items that are undertaken to fulfil the City's three year goals and are guided by the established core values and guiding principles of the City. These core values include integrity, accountability, transparency, fiscal prudence, teamwork and responsiveness to the community.

The Strategic Plan is the primary tool by which the City Council improves services and preserves Cypress' high quality of life. It guides budget development and is the foundation by which the City manages program objectives, implementation and delivery of services to the community.

CITY OF CYPRESS FUND STRUCTURE

GOVERNMENTAL FUNDS

GENERAL (Major)
General Fund
General Fund - Grants
General Fund - Pandemic Response and Recovery
Storm Drainage
Trust and Agency

SPECIAL REVENUE (Major)

Recreation and Park District
General Fund
Park Development
Trust and Agency
Recreation and Community Services Foundation

Streets
Gas Tax 2105
Gas Tax 2106
Gas Tax 2107/2107.5
Traffic Mitigation Assessment
Measure M
Regional Traffic Fee
Gas Tax 2103
Road Maintenance and Rehabilitation

CAPITAL PROJECTS (Major)
Capital Projects
Infrastructure Reserve

OTHER GOVERNMENTAL FUNDS
Planned Local Drainage Facility
Corporate Center Maintenance District No. 1
Lighting District No. 2
Cable TV Franchise Agreement
AB 2766 Trip Reduction
Traffic Safety
Supplemental Law Enforcement
Narcotic Asset Seizure
Low and Moderate Housing

ENTERPRISE FUNDS

SEWER FUND (Major)

INTERNAL SERVICE FUNDS

CENTRAL SERVICES
Central Services
Print Shop
Information Technology
Capital Replacement
Technology Investments

RECREATION DISTRICT CENTRAL SERVICES
Central Services
Capital Replacement

EMPLOYEE BENEFITS
City Employee Benefits
Cypress Recreation and Park District Employee Benefits

LIABILTY SELF INSURANCE

WORKERS COMPENSATION SELF INSURANCE

FIDUCIARY FUNDS

PRIVATE PURPOSE TRUST
Successor Agency to the City of Cypress Redevelopment Agency

CUSTODIAL
Business and Assessment District Trust
West Communications Joint Powers Authority Operating
West Communications Joint Powers Authority Employee Benefits

Major Fund Descriptions

The City reports the following major governmental funds:

General Fund – The General Fund is the City's primary operating fund and accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Recreation and Park District Special Revenue Fund – This fund accounts for all resources, operating and capital project activity of the Cypress Recreation and Park District. The primary resources of the District include a portion of the base property tax rate and user fee revenues.

Streets Special Revenue Fund – This fund accounts for receipts and expenditures of money apportioned under the State of California Streets and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5; Measure "M2" money from Orange County; Road Maintenance and Rehabilitation Account (SB1); and Traffic Mitigation Fees charged by the City.

City Capital Projects Fund – This fund accounts for construction of major transportation infrastructure, public facilities, and storm drainage. The resources of the fund are limited to transfers from the City's General fund and grant reimbursements for eligible projects.

The City reports the following major proprietary fund:

Sewer Fund – This fund accounts for all the operating and capital project activities associated with the City's sanitary sewer system. The resources of the fund are primarily fees charged to the users of the system.

FUND DEFINITIONS

City Funds:

General Fund- This fund accounts for all revenues and expenditures that are not accounted for separately. The revenues consist of general taxes, user charges, certain fines, and investment earnings. The expenditures include police services, city public works engineering and maintenance, city planning, building safety and administrative services.

City Trust and Agency Fund- This fund accounts for deposits related to various development, construction or demolition projects within the city.

Capital Improvement Projects (CIP) Fund- This fund was established to account for capital improvement projects funded from the general revenues of the City. The primary funding sources for these projects are annual transfers from the General Fund and Infrastructure Reserve Fund. Types of projects funded include annual residential street resurfacing, sidewalk repair, public facility projects, storm drainage and the reimbursement of Warland Drive construction.

Infrastructure Reserve Fund- This fund was established to account for accumulated monies that will be used to fund capital improvement projects funded from the general revenues of the City. This fund provides a reserve to accumulate funds for projects that could not be funded within the fiscal constraints of a single year. The primary funding sources for the accumulation of these monies is an annual transfer from the General Fund and interest earnings on cash balances. Annual transfers out are made to fund specific projects budgeted in the City's CIP fund. The Infrastructure Reserve Fund has loaned a portion of these accumulated monies to the former Redevelopment Agency/Successor Agency and the Recreation and Park District, which causes a portion of the accumulated fund balance to be reserved and thus unavailable to fund infrastructure improvements until the loans are repaid.

Traffic Safety Fund- This fund is established as a result of Vehicle Code section 42200, which provides that fines and forfeitures received as a result of arrest by city officers for vehicle code violations must be deposited in a special fund. The fund may only be expended for traffic control devices and the maintenance thereof, the maintenance of equipment and supplies for traffic law enforcement and traffic accident prevention, the maintenance, improvement, or construction of public streets, bridges, and culverts, and the compensation of school crossing guards who are not full-time members of the police department. The funds may not be used to compensate traffic or police officers. The City annually transfers these funds to cover appropriate expenses in the General Fund. At year end there is no fund balance.

Pandemic Response and Recovery Fund- This fund was established to account for the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act revenues received from county, state and federal sources in response to the COVID-19 pandemic.

Special Gas Tax Funds: The State Gas Tax equals 18 cents per gallon and Cities receive a portion (3.39 cents) based on population under different sections of the Streets and Highway Code. A separate fund is established under each section as follows:

Section 2105 Revenue Fund- Under this fund, the Cities receives 11.5% of the state tax over 9 cents a gallon (1.035 cent). The monies received must be used for street purposes under a maintenance of effort (MOE) requirement. All street maintenance costs are accounted for in the General Fund and an annual transfer is made from this fund to the General Fund when the MOE is achieved.

Section 2106 Revenue Fund- Under this fund, Cities receive $400 per month plus a portion rationed by assessed valuation of tangible property by county and then allocated by population. The amount allocated to the Cities amounts to 1.04 cents a gallon. These funds must be used for street construction, improvements and right of way. These types of capital improvement expenditures are accounted for in the special fund and funds may be carried over.

Section 2107/2107.5 Revenue Fund- Under this fund, Cities receive an amount equal to 1.315 cents per gallon. The section 2107 amount is allocated to cities based on population and is restricted to street maintenance expenses. The section 2107.5 revenue is allocated to cities based on a population range in amounts from $1,000 to $20,000. Cypress receives $6,000 annually. These funds are restricted to engineering costs and administrative expenses with respect to city streets. The costs are accumulated in the General Fund and an annual transfer is made to cover the approved expenses.

Section 2103 Revenue Fund- Under this fund, which was created in FY 2010-11, Cities receive an allocation from a new motor vehicle fuel excise tax that replaces the previous allocation from the Proposition 42 sales tax on gasoline. This change is known as the “fuel tax swap of 2010” and revenues are allocated to Cities on a per capita basis. These funds may be used for street construction, improvements and right of way maintenance.

Road Maintenance and Rehabilitation Fund- This fund accounts for gas taxes apportioned under Senate Bill 1 (SB1) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Traffic Mitigation Assessment Fund- This fund was established to account for traffic fees assessed to developers. The funds may only be expended for traffic mitigation purposes as defined in the fee resolutions.

Regional Traffic Fee Fund- This fund accounts for the impact fee charged to development and used to mitigate regional traffic impacts.

Lighting District No. 2 Fund- This special district was established in 1961 to pay for street lights in the City. The ad valorem taxes received are a portion of the 1% Basic Property Tax levy. The expenses are restricted to lighting costs (operating, repairing and replacing) as defined under the Street Lighting Act of 1919. The City, under its charter powers, has expanded the use of these funds to include traffic signal maintenance and park lighting.

Planned Local Drainage Facilities Fund- This fund accounts for fees charged developers for citywide drainage facilities. These monies are restricted for the drainage facilities and may not be used for ongoing maintenance. The funds are being accumulated for future projects as defined in the fee resolution/ master drainage plan.

Corporate Center Maintenance District No. 1 Fund- This fund accounts for a special assessment charged to the certain businesses for the maintenance of the Stanton Channel landscaped berm in the business park. The monies received through the special assessment are restricted for only expenses defined in the annual resolution adopted by Council.

CATV PEG Grant Fund- This fund accounts for monies received from state video franchise holders per the terms of the Digital Infrastructure and Video Competition Act of 2006 and City of Cypress Ordinances Numbers 1091 and 1164. PEG funds may be used to support public, educational, and governmental (PEG) channel facilities consistent with federal law.

Asset Seizure Fund- This fund accounts for monies received under Federal and State laws relevant to drug asset seizure. The monies received must be accounted for separately, but are otherwise unrestricted on their use as long as the funds do not supplant the budget. Asset Seizure funds are distributed to the agency under a formula listed in Health and Safety Code Section 11489.

Supplemental Law Enforcement Services Fund- This fund accounts for funds allocated statewide to law enforcement in a block grant format under AB3229. Also known as the State Citizens' Option for Public Safety (COPS) program, monies are allocated annually by the State based on population, and require a separate fund be established. The funds can only be spent for "front line municipal police services" approved by the City Council.

Measure M Gas Tax Fund- This fund accounts for the City's share of Measure M monies. Measure M is the half cent sales tax for countywide transportation improvements, approved by Orange County voters in November 1990 and extended in November 2006. Based on population ratio, Cities receive M2 (formerly local turnback) monies which are equivalent to 14.6% of the net sales tax received by the OCTA. Cities must fulfill the maintenance of effort spending and certain administrative requirements, such as a Growth Management Plan, to receive the funds. This money must be used for local street projects as well as ongoing maintenance of local streets and roads. In addition, the City competes for Combined Transportation Funding Programs (CTFP) approved by the OCTA Board of Directors. These CTFP funds are additional revenues beyond the M2 and are restricted for the specific projects approved by the OCTA Board.

AB 2766 Fund- This fund accounts for revenues received under the AB 2766 Subvention which is collected as part of the Motor Vehicle registration. The funds received are restricted to expenditures that relate to reducing vehicle emissions.

Sewer Fund- This fund accounts for the maintenance of and improvements made to the City's sewer system. Revenues consist of property taxes and fees on the water bills to all residents and businesses. The monies in this fund are restricted to sewer maintenance and construction costs.

Storm Drain Fund- This fund accounts for the maintenance of the City's storm drainage system. Revenues consist of a designated portion of the City Services Charges on the bimonthly water bills to residents and businesses, as well as annual operating transfers from the General Fund. The monies are designated primarily for storm drainage maintenance and secondarily for construction costs.

Low and Moderate Housing Asset Fund- This fund accounts for housing assets transferred to the City upon the dissolution of the Redevelopment Agency on February 1, 2012. Expenditures in this fund are limited to available liquid assets related to low and moderate housing activities.

Recreation and Park District Funds:

Cypress Recreation and Park District General Fund- This fund accounts for all the receipts and expenditures of the Recreation and Park Special District. The revenues of the District include a portion of the 1% Basic Property Tax, user fees and special funding from other government agencies (including grants, subventions, etc.). The expenses are restricted to recreation and park activities, including park maintenance and recreation programs.

Park Development Fund- This fund accounts for the development fees collected under the Quimby Act of 1965. The Act authorizes the City/District to require from a subdivider the dedication of land, the payment of fees in-lieu thereof, or a combination of both, for park or recreational purposes as a condition of a subdivision map. All fees paid in-lieu thereof must be used only for the purpose of providing park or recreational facilities to serve the subdivision. These funds cannot be used for operations.

Cypress Recreation and Park District Trust and Agency Fund- This fund accounts for amounts held for facility deposits and program scholarship donations made by local businesses and non-profit organizations.

Recreation and Community Services Foundation Fund- This fund was established to account for the not-for-profit foundation organized and operated exclusively for charitable purposes supporting the Recreation and Community Services District's facilities, programs and services through the pursuit of grants and other funding.

Internal Service Funds:

The Internal Service Funds (ISF) are used to account for goods and services provided to other departments on a cost reimbursement basis. Since the other departments/funds are charged within their budgets for these services, the internal service funds are not included in the adopted budget as that would duplicate costs. The ISF accounts are informally budgeted to determine the amounts to be charged to the operating departments. The ISF include the following funds:

The **Central Services/Print Shop/Information Systems/Equipment Replacement Funds** account for print shop activities, the central garage, the maintenance of City facilities and equipment, data processing and website services, and the purchase and replacement of capital outlay. The equipment replacement fund maintains a replacement reserve for capital outlay items to allow for purchase of replacement equipment without large fluctuations in the annual operating budgets. Both the City and Recreation and Park District maintain Central Services/Equipment Replacement Funds.

The **Employee Benefits Fund** accounts for leave time accumulated by employees, employee benefits and payroll liabilities, and the liabilities associated with other post retirement benefits. The operating funds are charged a fringe rate based on the payroll and those amounts are accumulated in this fund and paid out for items like health insurance, pension, leave time taken and retiree's medical reimbursements. This allows operating programs to be allocated for all personnel costs based on actual time worked. Both the City and Recreation and Park District maintain Employee Benefit Funds. These funds allow both the City and Park District to remain fully funded for leave time accrued.

The **Insurance Internal Service Funds include Public Liability and Workers' Compensation funds.** These funds are self-retention funds to fund claims that the City is self-insured for and pay insurance premiums. The City maintains a fund balance to cover outstanding claims and a actuarially determined reserve for claims incurred but not reported at a 90% confidence level. The operating departments are charged for these costs through the fringe rate (workers' compensation) and under insurance accounts in the operating budget (liability insurance).

The **Technology Investments Fund** accounts for monies set-aside for investments to the City's information systems infrastructure. These improvements include enhancements to cyber security, streamlining processes and providing citizens and businesses with more convenient methods to accessing City services. The City has developed a five-year technology master plan which is primarily funded with monies accumulated in the Technology Investments Fund.

FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department								
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Serivces	Public Works	Community Development	Police	Recreation
GOVERNMENTAL									
General (Major)									
General Fund	●	●	●	●	●	●	●	●	
General Fund - Grants			●			●	●	●	
General Fund - Pandemic Response & Recovery		●	●	●	●	●	●	●	●
Storm Drainage						●			
Trust and Agency						●	●		
Special Revenue (Major)									
Recreation and Park District									
General Fund									●
Park Development									●
Trust and Agency									●
Recreation & Community Svcs Foundation									●
Streets									
Gas Tax 2103						●			
Gas Tax 2105						●			
Gas Tax 2106						●			
Gas Tax 2107/2107.5						●			
Measure M						●			
Road Maintenance and Rehabilitation						●			
Traffic Mitigation Assessment						●			
Capital Projects (Major)									
City Capital Projects									
City Capital Projects						●			
Infrastructure Reserve						●			
Other Non-Major Funds									
Planned Local Drainage Facility						●			
Corporate Center Maint District No. 1						●			
Lighting District No. 2						●			
Cable TV Franchise Agreement			●						
AB 2766 Trip Reduction						●			
Traffic Safety						●			
Supplemental Law Enforcement								●	
Asset Seizure								●	
Low and Moderate Housing						●			

FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department								
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Serivces	Public Works	Community Development	Police	Recreation
ENTERPRISE									
Sewer Fund (Major)						•			
INTERNAL SERVICE									
Central Services									
Central Services						•	•		
Print Shop					•	•	•		
Information Systems					•				
Capital Replacement			•	•	•	•		•	
Technology Investments			•	•	•	•	•	•	
Recreation District Central Services									
Central Services									•
Capital Replacement									•
Employee Benefits									
City Employee Benefits			•	•	•	•	•	•	
CRPD Employee Benefits									•
Liability Self Insurance			•						
Workers Compensation Self Insurance					•				

BUDGET OVERVIEW

FISCAL STRATEGIES OVERVIEW

Purpose of Fiscal Strategies

Primary among the responsibilities the City of Cypress has to its citizens is the care of public funds and wise management of its assets while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. Financial management strategies, designed to ensure the fiscal stability of the City, have been implemented to provide guidance for the development and administration of the annual operating and capital budgets.

Fiscal Strategies

1. The Budget will be balanced and focus on long-term sustainability
2. Reserves and fund balances will be maintained prudently
3. Available resources and the Strategic Plan will determine service levels
4. Continue to invest in the maintenance of facilities and infrastructure
5. Financial decisions will be transparent to the public

These strategies are a foundation for protecting and assessing Cypress' financial well-being. They do not provide specific solutions to arising financial challenges; rather they represent an approach to navigating important and difficult decisions necessary to address Cypress' changing cost structure and ever more scarce resources.

The strategies are comprised of policies (formal actions previously taken by the City Council) and practices (actions management and City Council undertake to promote and protect financial resiliency).

Strategy Objectives

- Ensure Cypress provides necessary services to the community and remains financially resilient
- Allow time to affect change and adapt to financial challenges
- Enhance transparency and encourage community involvement
- Create methods to analyze the costs and benefits of services over the long-term
- Help the City Council, City Management, the community, and employee associations balance competing demands for scarce resources

Reflecting the city's limited ability to control revenues, the objectives focus on service levels, efficiencies, expenditures control, and performance measure-based evaluation of programs and services.

FISCAL STRATEGIES

1. The Budget will be balanced and focus on long-term sustainability

Policies

1.1. The Budget presented to City Council will be balanced (current year revenues fund current year operating expenses)

Practices

1.2. Reserves (excluding amounts accumulated for capital projects or capital outlay) will only be used to address extraordinary, short-term circumstances

1.3. The Budget will include a Five-Year Financial Projection

1.4. Ongoing operations will be funded with ongoing revenues

1.5. Expenditure growth will be limited to essential/necessary increases

1.6. Fees will be evaluated annually to identify the full cost of providing services

1.7. Sales tax revenue budgeted to support City operations will be estimated using a baseline calculation to manage risk and volatility. The baseline calculation will incorporate a four-year average[1] of sales tax revenues and be reviewed (and adjusted if necessary) annually. Revenues above the baseline will be available for one-time expenditures. When sales tax revenues are projected to decrease, the baseline calculation approach may be supplanted with a more conservative projection methodology.

1.8. New programs/services must be revenue neutral, resulting in no impact to fund balance in the General Fund

1.9. Performance measures will be presented in the Budget and used to evaluate the effectiveness of programs and services

1.10. "Mini-financial statements" will identify the net costs of revenue generating programs and services

1.11. Pension trust investments will be reviewed annually to determine if adjustments to the investments or deposits/ withdrawals are warranted

[1] The four-year average includes projections for Proposed Budget (i.e. FY 2022-23); estimates from the current fiscal year Amended Budget (i.e. FY 2021-22), and the actual revenue in the two prior fiscal years (i.e. FY 2020-21 and FY 2019-20).

FISCAL STRATEGIES

2. Reserves and fund balances will be maintained prudently

Policies

2.1. The City will maintain the following contingency reserves:

- Reserve for Economic Uncertainty. Equal to 25% of General Fund expenditures, the reserve stabilizes City services should General Fund revenues decrease by greater than 10% or estimated General Fund expenditures increase by more than 10% and when the City Council determines the City's ability to provide basic service to the community is threatened
- Reserve for Emergency/Disaster Recovery. Equal to 30% of General Fund expenditures, the reserve pays for capital needs in response to an emergency or natural disaster and provides resources to begin recovery prior to FEMA assistance or insurance proceeds become available

2.2. The City will maintain fully funded replacement accounts for capital including: equipment, vehicles, and technology

2.3. The City will maintain fully funded internal service funds for: workers' compensation and general liability insurance; employee benefits; and central services (the ongoing maintenance of equipment, vehicles and facilities and print shop and information technology operations)

2.4. The City will conform to the Governmental Accounting Standards Board Fund Balance Policy Statement 54 which defines fund balance categories and creates the authority necessary to establish them

Practices

2.5. Maintain a $2.5 million Stabilization Reserve designed to provide a period of adjustment should a major tax generating business relocate or cease operations or at the City Council's discretion in response to other economic shocks

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

2.7. Fiscal year end General Fund savings or unappropriated revenues will be:

1. Used to replenish any reserves used to fund operations during the fiscal year
2. Transferred to internal service funds to address unfunded liabilities
3. Transferred for future facility and infrastructure projects

2.8. The General Fund will maintain an unassigned fund balance sufficient to account for unforeseen revenue shortfalls or unanticipated expenditures that may arise during the fiscal year

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

3. Available resources and the Strategic Plan will determine service levels

Policies

3.1. The City Council will conduct Strategic Plan workshops at least twice a year

3.2. Programs, services, and staffing will be evaluated annually as part of the Budget process

3.3. Employee compensation will be competitive and sufficient to attract, motivate and retain high-quality employees committed to Cypress' success

Practices

3.4. The Budget will recommend programs, services and staffing using the following criteria:

- Is it necessary for public health or safety?
- Is it mandated by the State or Federal government?
- Does it accomplish a Strategic Plan goal or objective?
- Does it result in operating savings (or additional costs) in the future?
- Is significant outside/restricted funding available?
- Does it promote economic development?

3.5. Employees and employee associations are important partners and the City will engage them in the Budget process

3.6. The city will complete development of, and annually update, a Succession Plan

3.7. All staffing vacancies will be evaluated through the Succession Plan prior to a decision to fill the position

FISCAL STRATEGIES

4. Continue to invest in the maintenance of facilities and infrastructure

Policies

4.1. Accumulated facility and infrastructure funding will be allocated through the Seven-Year Capital Improvement Program (CIP)

4.2. The General Fund will make minimum annual contributions of $1.8 million for Capital Improvements. Included in the $1.8 million will be contributions for facility and infrastructure improvements as follows:

Storm drain improvements and operations	$500,000
Facility improvements	$250,000

Additionally, $1,050,000 will be transferred from the General Fund for either current year or future expenditures depending on availability of restricted revenues for transportation purposes and the ability to meet associated Maintenance of Effort (MOE) requirements.

Practices

4.3. Facilities and infrastructure will be maintained to extend their useful life

4.4. The infrastructure reserve will maintain a balance sufficient to construct at least 115% of the projects included in the Seven-Year CIP funded by the General Fund

4.5. When practical, capital projects should be financed on a pay-as-you-go basis without issuing debt

4.6. Capital projects will prioritize the use of restricted funds (those other than the General Fund) and seek outside funding

4.7. The CIP will be guided by existing infrastructure system master plans

4.8. Options for ongoing revenue sources to support Recreation and Park District facilities and infrastructure improvements will be identified

4.9. Long-term facility and infrastructure needs beyond the Seven-Year CIP will be identified

FISCAL STRATEGIES

5. Financial decisions will be transparent to the public

Policies

5.1. The Budget, CIP, audit/Comprehensive Annual Financial Report, and financial policies will be considered by the City Council annually and available on the City's website

Practices

5.2. The City Council will review the City's finances at its regular meetings:

January	Fiscal year end, audit, and Comprehensive Annual Financial Report presentation
February	Mid-year Budget review
February/March	Reserves update and pension trust review
May/June	Budget presentation and adoption

5.3. Financial information will be easily accessible on the City's website

5.4. Employee compensation information will be available on the City's website

5.5. The City Council will receive monthly financial reports

5.6. The City Council will receive and file investment reports and warrants, transfers, and wires reports at its regular meetings

BUDGET SUMMARY

CITY OF CYPRESS
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2022-23

		REVENUES/SOURCES		EXPENDITURES/USES				
FUND	BEG. FUND BALANCE	PROPOSED REVENUE	FUND TRSFR-IN	OPERATING BUDGET	CAPITAL BUDGET	FUND TRSFR-OUT	OTHER*	END. FUND BALANCE
111 General Fund Operations	$ 1,060,000	$ 36,265,857	$ 1,040,876	$ 35,449,185	$ -	$ 2,853,390	$ 974,716	$ 1,038,874
111 General Fund Reserves	28,316,055	-	-	-	-	-	(974,716)	27,341,339
114 General Fund Grants	-	259,500	6,550	266,050	-	-	-	-
115 Pandemic Resp & Recov	-	6,277	-	-	-	6,277	-	-
221 Traffic Safety	-	100,000	-	-	-	100,000	-	-
231 Spec Gas Tax 2105	-	313,115	-	-	-	313,115	-	-
232 Special Gas Tax 2106	661,488	195,598	-	-	-	350,000	-	507,086
233 Special Gas Tax 2107	-	433,765	-	-	-	433,765	-	-
234 Traffic Mitigation Assmt	427,388	500	150,000	-	250,000	-	-	327,888
235 Regional Traffic Fee	405,683	500	-	-	-	-	-	406,183
236 Measure M2 Sales Tax	1,161,171	1,282,042	-	-	550,000	535,000	-	1,358,213
238 Special Gas Tax 2103	1,416,137	479,981	-	-	-	500,000	-	1,396,118
239 Road Maint and Rehab	707,438	1,106,748	310,000	-	1,750,000	-	-	374,186
251 Lighting Dist No 2	4,962,187	1,496,180	-	1,160,914	930,000	174,137	-	4,193,316
261 Storm Drain Fund	1,118,060	352,500	250,000	634,195	-	-	-	1,086,365
262 Plan Local Drain Fac	994,749	6,000	-	-	-	-	-	1,000,749
271 Corp Ctr Maint Dist #1	165,829	93,270	-	74,792	-	13,582	-	170,725
281-83 Narc Asset Seizure	1,029,676	10,550	-	61,516	-	74,550	-	904,160
291 Cable TV PEG	697,625	77,500	-	-	-	35,000	-	740,125
301 Supp Law Enforcement	-	130,351	-	130,351	-	-	-	-
311 AB 2766	-	63,000	-	-	-	63,000	-	-
321 Sewer Fund	6,084,627	1,870,465	-	478,094	285,000	-	-	7,191,998
415 Capital Projects	16,665,437	-	4,480,000	-	4,255,000	-	-	16,890,437
416 Infrastructure Reserve	71,983,167	250,000	801,918	-	-	1,380,000	-	71,655,085
471 Low and Mod Hsg Assets	78,362	6,580	-	62,774	-	-	-	22,168
TOTAL	**$ 137,935,079**	**$ 44,800,279**	**$ 7,039,344**	**$ 38,317,871**	**$ 8,020,000**	**$ 6,831,816**	**$ -**	**$ 136,605,015**

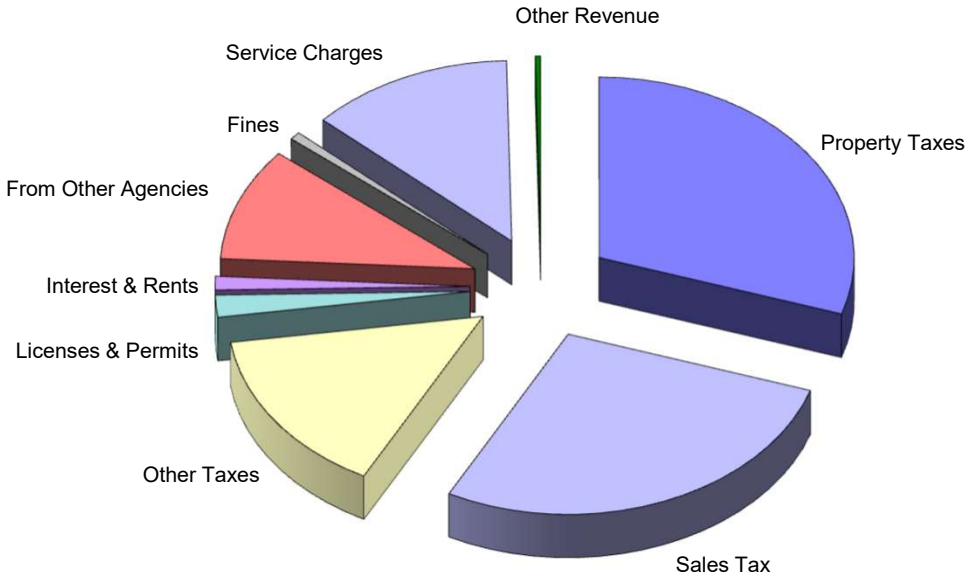
* Denotes increase/(decrease) of committed/assigned/nonspendable fund balances anticipated during the fiscal year which include the following:

- Accumulated General Fund reserves used for operations in FY 2021-22: $750,000 Budget Stabilization Reserve
- Appropriate $199,716 of accumulated one-time Pandemic Recovery amounts to pay for the newly created Business Development Manager position
- Appropriate $625,000 of accumulated one-time Pandemic Recovery amounts for capital projects
- Allocate $600,000 of FY 2022-23 resources to maintain the General Fund Reserve for Economic Uncertainty at 25% of operating expenditures per the City's Fiscal Strategies

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

Transfer-out of $21,840 is made from the General Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
Transfer-out of $35,000 is made from the Cable TV PEG Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
Transfer-out of $74,550 is made from the Narcotics Asset Seizure Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
Transfer-out of $63,000 is made from the AB 2766 Trip Reduction Fund to reimburse the Equipment Replacement Internal Service Fund for a prior year Capital Outlay purchase.
Transfer-in of $401,918 is made from the Cypress Recreation and Park District General Fund to the City Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies that were borrowed from the City.

SUMMARY OF RESOURCES
Fiscal Year 2022-23



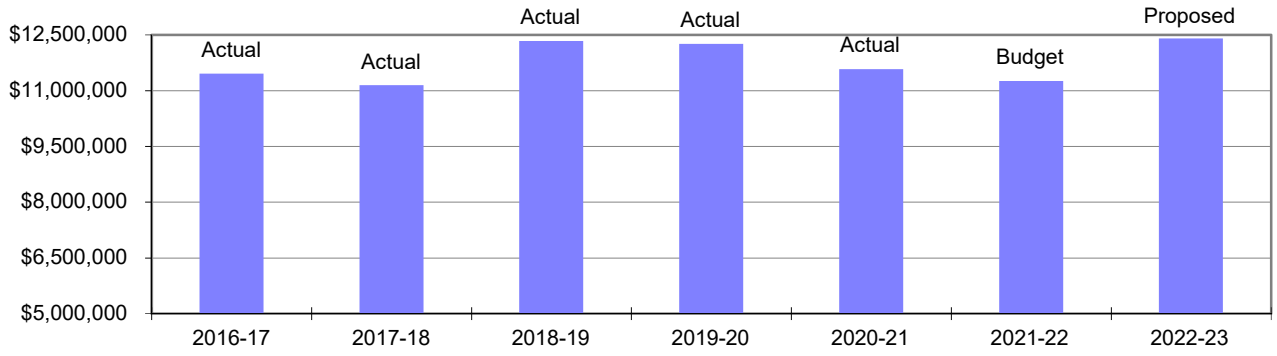
	TOTALS	PERCENT OF BUDGET
Property Taxes	$ 13,462,320	30.0%
Sales Tax	12,405,000	27.7%
Other Taxes	6,705,000	15.0%
Licenses & Permits	883,070	2.0%
Interest & Rents	544,939	1.2%
From Other Agencies	4,534,926	10.1%
Fines	315,000	0.7%
Service Charges	5,802,709	13.0%
Other Revenue	147,315	0.3%
Total Resources	**$ 44,800,279**	**100%**

MAJOR REVENUE SOURCES

SALES TAX

One of the City's largest revenue sources is Sales Tax. Sales Tax is collected by the State and distributed to the local jurisdictions in monthly installments based on the prior year's actual collections. At the end of each quarter a "clean-up" payment is made to adjust the current period distributions to actual.

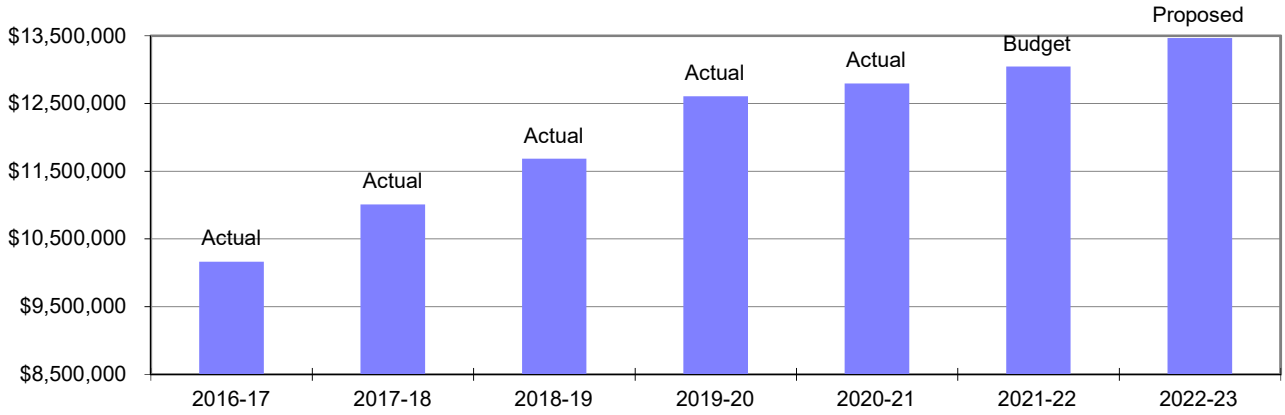
The Sales Tax rate for the County of Orange is 7.75%. The City of Cypress receives 1% (between Sales Tax Revenues and the State Backfill amount) of the 7.75% tax generated within the City limits. Additionally, with the passage of Proposition 172 the City receives 5% of the ½ cent of Sales Tax. These funds are restricted and can only be used for public safety purposes and are included in the Other Taxes revenue category. The City also receives Measure M2 funds which equal approximately 3% of ½ cent of Sales Tax that requires a matching contribution from the City towards infrastructure improvements. These funds are categorized as Revenue from Other Agencies.



PROPERTY TAX

Property Taxes include assessments on both secured and unsecured property. Secured Property Taxes attach and become an enforceable lien on the assessed property. Taxes on the secured rolls are payable in two installments: November 1 and March 1 of each year, and become delinquent on December 10 and April 10, respectively. Unsecured Property Taxes are assessed and payable each March 1 and become delinquent the following August 31. The Orange County Tax Collector bills and collects the Property Taxes, then apportions them to the City in accordance with an established schedule.

The County is permitted by the State under Proposition 13, which became effective July 1, 1978, to levy taxes at 1% of the full market value at the time of purchase or reassessment, and can increase the Property Tax assessed valuation no more than 2% annually. The City receives a share (7.83%) of the basic levy (1%) proportionate to what it received prior to the passage of Proposition 13, adjusted by the State shift to the Educational Revenue Augmentation Fund and the county administration fee.



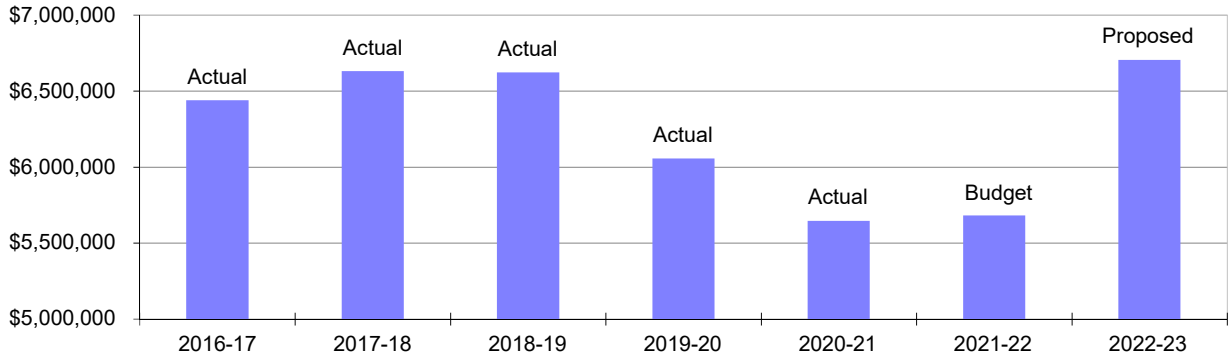
MAJOR REVENUE SOURCES

LICENSES AND PERMITS

The majority of license and permit revenue is generated from fees charged to contractors for building, plumbing, heating and electrical permits to endure compliance with the City's building and safety codes.

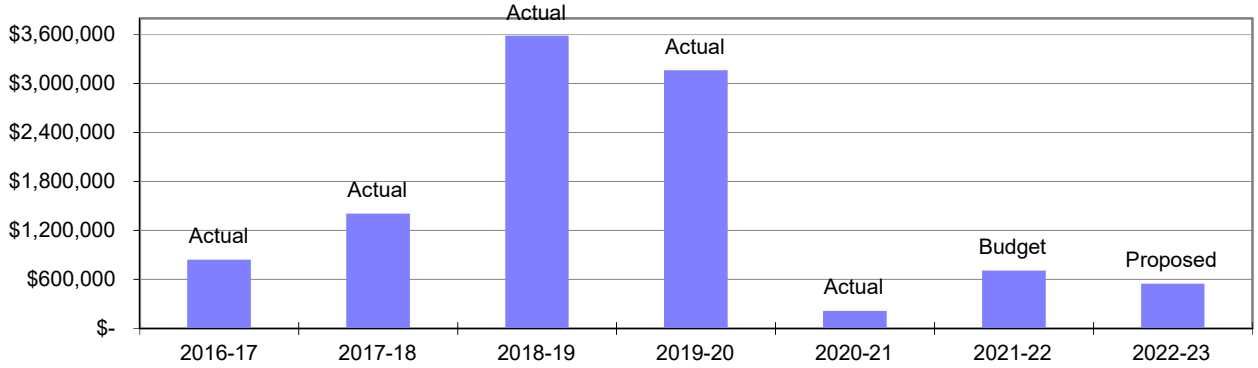
OTHER TAXES

This revenue source is comprised of Franchise Fees, Business License Tax, Transient Occupancy Tax, Real Property Transfer Tax, Parimutual Taxes and the Property Tax Backfill for both Motor Vehicle License Fees and Sales Tax. The Franchise Fees are taxes paid to the City of Cypress by companies who have negotiated the right to provide a service exclusively within the City of Cypress. Such companies include Golden State Water Company, Southern California Gas Company, Southern California Edison, Valley Vista Services and Charter Communications. Business License Tax is generated from the regulation of businesses and professions within the Cypress City limits. Transient Occupancy Tax is collected by hotels and motels from guests on behalf of the City. The City's Transient Occupancy Tax rate is 10%. Real Property Transfer Tax revenue is collected by the Orange County Clerk-Recorder for recording the conveyance of property deeds at the time of sale. Parimutual and Satellite Wagering Taxes are derived from the Los Alamitos racetrack wagering. The City receives 0.33 percent of each dollar wagered.



INTEREST AND RENTS

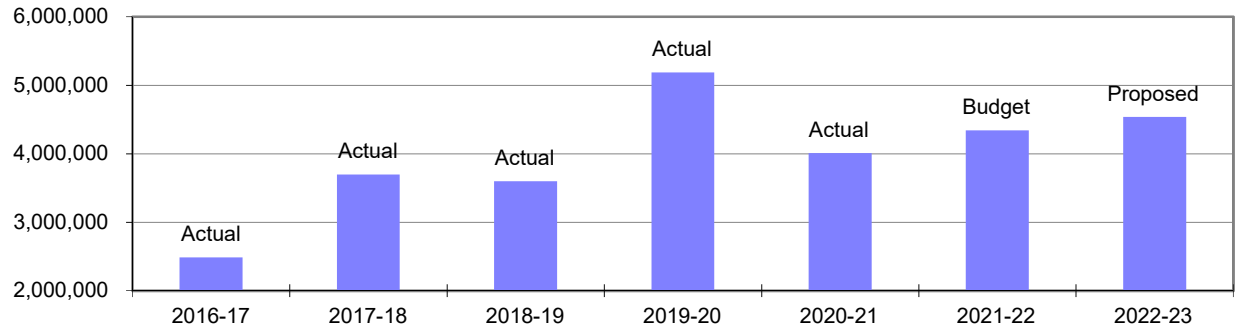
This category represents investment earnings received from the investment of the City's funds and any rents received for the use of City property. All investments are made in accordance with the City's adopted investment policy and all applicable State Government codes. Also included is the year-end adjustment to show investments at their market value as of June 30. These gains or losses are never realized, but may cause fluctuations in the amount recognized as revenue.



MAJOR REVENUE SOURCES

REVENUE FROM OTHER AGENCIES

This category includes such significant revenue sources as State Gas Tax, County Measure M2 monies, Motor Vehicle License fees and other competitively funded grant monies received from various agencies. Grant revenues tend to fluctuate from year to year depending upon both the availability of funding and the number of projects eligible for such funding. Additionally, the City receives public safety monies from the State for funding supplemental law activities and training reimbursement (POST).



FINES AND FORFEITURES

This revenue is generated from various ordinance violations and alarm fines.

CHARGES FOR SERVICES

These fees are charged by various City departments to recover the cost of providing specific services. The largest revenue source in this category is from the reimbursement of expenses and services provided to the Cypress Recreation and Park District.

OTHER REVENUE

This category represents all other miscellaneous and non-recurring revenue and fees.

BUDGET SUMMARY
REVENUES
Fiscal Year 2022-23

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Percent Change
GENERAL FUND 111				
Sales Tax	$ 11,579,445	$ 11,255,000	$ 12,405,000	10.22%
Property Taxes	11,398,114	11,711,000	11,964,000	2.16%
Other Taxes	5,568,782	5,601,200	6,627,500	18.32%
Licenses & Permits	884,938	808,890	883,070	9.17%
Fines	257,141	210,000	215,000	2.38%
Interest & Rents	(554,168)	298,803	251,739	-15.75%
Revenue from Other Agencies	116,832	653,311	327,774	-49.83%
Service Charges	3,122,855	3,096,301	3,536,439	14.21%
Other Revenue	419,711	57,335	55,335	-3.49%
Total	$ 32,793,650	$ 33,691,840	$ 36,265,857	7.64%
GENERAL FUND GRANTS FUND 114				
Revenue from Other Agencies	$ 123,580	$ 209,493	$ 259,500	23.87%
Total	$ 123,580	$ 209,493	$ 259,500	23.87%
PANDEMIC RESPONSE AND RECOVERY FUND 115				
Interest & Rents	$ 500	$ -	$ -	n/a
Revenue from Other Agencies	675,035	-	6,277	n/a
Total	$ 675,535	$ -	$ 6,277	n/a
TRAFFIC SAFETY FUND 221				
Fines	$ 88,845	$ 120,000	$ 100,000	-16.67%
Total	$ 88,845	$ 120,000	$ 100,000	-16.67%
SPECIAL GAS TAX 2105 FUND 231				
Revenue from Other Agencies	$ 251,024	$ 286,850	$ 313,115	9.16%
Total	$ 251,024	$ 286,850	$ 313,115	9.16%
SPECIAL GAS TAX 2106 FUND 232				
Interest & Rent	$ 3,625	$ 1,500	$ 1,500	0.00%
Revenue from Other Agencies	157,538	177,754	194,098	9.19%
Total	$ 161,163	$ 179,254	$ 195,598	9.12%
SPECIAL GAS TAX 2107 FUND 233				
Revenue from Other Agencies	$ 345,678	$ 371,038	$ 433,765	16.91%
Total	$ 345,678	$ 371,038	$ 433,765	16.91%
TRAFFIC MITIGATION ASSNT FUND 234				
Interest & Rents	$ 3,691	$ 1,000	$ 500	-50.00%
Service Charges	8,077	-	-	n/a
Total	$ 11,768	$ 1,000	$ 500	-50.00%

BUDGET SUMMARY
REVENUES
Fiscal Year 2022-23

(continued)

	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Percent Change
REGIONAL TRAFFIC FEE FUND 235				
Service Charges	$ 711	$ 500	$ 500	0.00%
Total	$ 711	$ 500	$ 500	0.00%
MEASURE M GAS TAX FUND 236				
Interest & Rents	$ 11,876	$ 2,500	$ 2,000	-20.00%
Revenue from Other Agencies	933,280	866,098	1,280,042	47.79%
Other Revenue	55,000	-	-	n/a
Total	$ 1,000,156	$ 868,598	$ 1,282,042	47.60%
SPECIAL GAS TAX 2103 FUND 238				
Interest & Rents	$ 9,463	$ 5,000	$ 2,000	-60.00%
Revenue from Other Agencies	328,729	440,220	477,981	8.58%
Total	$ 338,192	$ 445,220	$ 479,981	7.81%
ROAD MAINTENANCE & REHAB FUND 239				
Interest & Rents	$ 4,108	$ 1,500	$ 500	-66.67%
Revenue from Other Agencies	913,431	973,971	1,106,248	13.58%
Other Revenue	10,673	-	-	n/a
Total	$ 928,212	$ 975,471	$ 1,106,748	13.46%
LIGHTING DISTRICT #2 FUND 251				
Property Taxes	$ 1,363,781	$ 1,303,010	$ 1,465,400	12.46%
Interest & Rents	32,448	25,000	15,000	-40.00%
Revenue from Other Agencies	5,302	5,820	5,780	-0.69%
Other Revenue	13,885	10,000	10,000	0.00%
Total	$ 1,415,416	$ 1,343,830	$ 1,496,180	11.34%
STORM DRAIN FUND 261				
Interest & Rent	$ 6,599	$ 4,000	$ 2,500	-37.50%
Service Charges	358,952	368,250	350,000	-4.96%
Total	$ 365,551	$ 372,250	$ 352,500	-5.31%
PLAN LOCAL DRAIN FAC FUND 262				
Interest & Rents	$ 4,656	$ 1,500	$ 1,000	-33.33%
Service Charges	7,372	5,000	5,000	0.00%
Total	$ 12,028	$ 6,500	$ 6,000	-7.69%
CORP CTR MAINT DIST #1 FUND 271				
Service Charges	$ 85,739	$ 87,000	$ 93,270	7.21%
Total	$ 85,739	$ 87,000	$ 93,270	7.21%

BUDGET SUMMARY
REVENUES
Fiscal Year 2022-23

(continued)

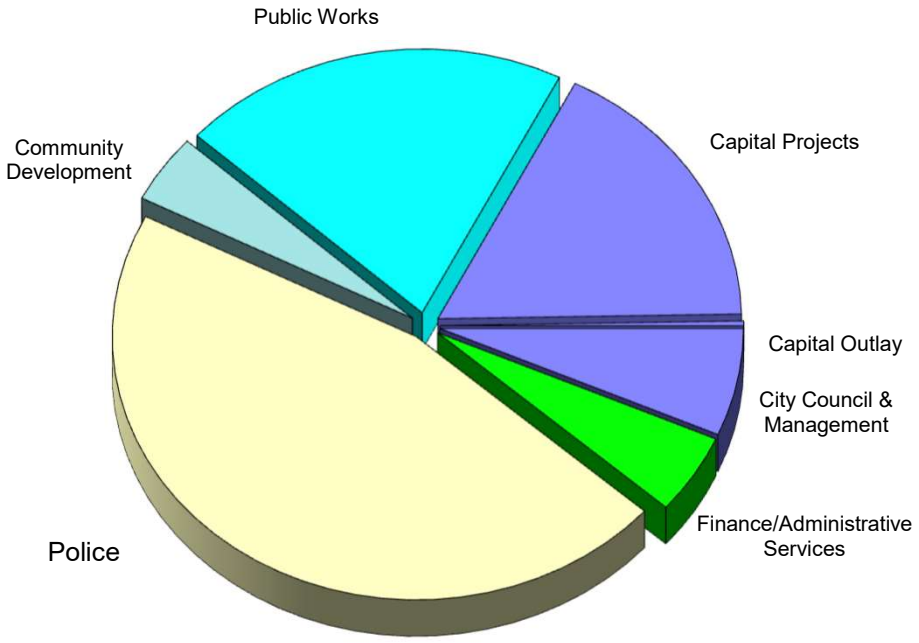
	2020-21 Actual	2021-22 Budget	2022-23 Proposed	Percent Change
NARCOTICS ASSET SEIZURE FUNDS 281/282/283				
Interest & Rents	$ 18,104	$ 1,500	$ 550	-63.33%
Other Revenue	300,415	10,000	10,000	0.00%
Total	$ 318,519	$ 11,500	$ 10,550	-8.26%
CABLE TELEVISION FRANCHISE AGREEMENT FUND 291				
Other Taxes	$ 76,083	$ 80,000	$ 77,500	-3.13%
Total	$ 76,083	$ 80,000	$ 77,500	-3.13%
SUPPLEMENTAL LAW ENFORCEMENT FUND 301				
Interest & Rents	$ 256	$ 100	$ 50	-50.00%
Revenue from Other Agencies	156,731	129,096	130,301	0.93%
Total	$ 156,987	$ 129,196	$ 130,351	0.89%
AB 2766 FUND 311				
Other Revenue	$ 64,338	$ 63,000	$ 63,000	0.00%
Total	$ 64,338	$ 63,000	$ 63,000	0.00%
SEWER FUND 321				
Property Taxes	$ 30,499	$ 29,250	$ 32,920	12.55%
Interest & Rents	25,146	15,000	17,500	16.67%
Revenue from Other Agencies	37	45	45	0.00%
Service Charges	1,861,974	1,800,000	1,817,500	0.97%
Other Revenue	2,779	2,800	2,500	-10.71%
Total	$ 1,920,435	$ 1,847,095	$ 1,870,465	1.27%
CIP FUND 415				
Revenue from Other Agencies	$ -	$ 224,000	$ -	-100.00%
Total	$ -	$ 224,000	$ -	n/a
INFRASTRUCTURE RESERVE FUND 416				
Interest & Rents	$ 443,888	$ 350,000	$ 250,000	-28.57%
Total	$ 443,888	$ 350,000	$ 250,000	-28.57%
LOW AND MODERATE HOUSING ASSETS FUND 471				
Interest & Rents	$ 2,615	$ 1,500	$ 100	-93.33%
Other Revenue	6,462	6,480	6,480	0.00%
Total	$ 9,077	$ 7,980	$ 6,580	-17.54%
TOTAL OPERATING REVENUES	**$ 41,586,575**	**$ 41,671,615**	**$ 44,800,279**	**7.51%**

CITY OF CYPRESS
SUMMARY OF APPROPRIATIONS BY FUND
Fiscal Year 2022-23

FUND	SALARIES & BENEFITS	OPERATIONS & PROJECTS	CAPITAL OUTLAY	TOTAL
111-General Fund	$ 23,312,663	$ 12,136,522	$ 21,840	$ 35,471,025
114-General Fund Grants	65,100	200,950	-	266,050
234-Traffic Mitigation Assmt Fund	13,634	236,366	-	250,000
236-Measure M Fund	53,154	496,846	-	550,000
239-Road Maint and Rehab Fund	108,956	1,641,044	-	1,750,000
251-Lighting Dist No 2 Fund	75,206	2,015,708	-	2,090,914
261-Storm Drainage Fund	164,125	470,070	-	634,195
271-Corp Ctr Maint Dist #1	4,826	69,966	-	74,792
281/282/283-Narc Asset Seizure	-	61,516	74,550	136,066
291-Cable TV PEG Fund	-	-	35,000	35,000
301-Supp Law Enforcement Fund	130,351	-	-	130,351
321-Sewer Fund	294,134	468,960	-	763,094
415-Capital Projects Fund	286,061	3,968,939	-	4,255,000
471-Low/Mod Housing Asset Fund	59,674	3,100	-	62,774
TOTAL	**$ 24,567,884**	**$ 21,769,987**	**$ 131,390**	**$ 46,469,261**

SUMMARY OF APPROPRIATIONS

Fiscal Year 2022-23



		TOTALS	PERCENT OF BUDGET
City Council & Management	$	3,062,763	6.6%
Finance/Administrative Services		2,281,456	4.9%
Police		21,387,253	46.0%
Community Development		1,948,052	4.2%
Public Works		9,638,347	20.7%
Capital Projects		8,020,000	17.3%
Capital Outlay		131,390	0.3%
Total Appropriations	**$**	**46,469,261**	**100.0%**

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2022-23

FUNCTION/Responsible Department Program Number/Description		2021-22 Budget	2022-23 Budget	Percent Change
CITY ADMINISTRATION				
Legislative Division				
10101	Legislative	$ 239,314	$ 243,773	1.86%
10104	Traffic Commission	62,337	78,247	25.52%
10109	Support Services - Legislative	140,870	149,550	6.16%
Subtotal		$ 442,521	$ 471,570	6.56%
City Attorney Division				
10105	City Attorney	$ 336,000	$ 352,600	4.94%
City Manager Division				
20111	City Manager	$ 902,720	$ 952,834	5.55%
20117	Community Promotion	144,449	213,825	48.03%
20119	Cable TV	54,635	64,968	18.91%
20270	Animal Control	390,965	393,259	0.59%
Subtotal		$ 1,492,769	$ 1,624,886	8.85%
City Clerk Division				
20115	City Clerk	$ 301,701	$ 256,325	-15.04%
20116	Elections	21,923	264,160	1104.94%
20118	Records Management	90,303	93,222	3.23%
Subtotal		$ 413,927	$ 613,707	48.26%
Total City Administration		$ 2,685,217	$ 3,062,763	14.06%
FINANCE AND ADMINISTRATIVE SERVICES				
Finance Division				
40141	Finance Administration	$ 470,918	$ 490,505	4.16%
40142	General Accounting	822,988	965,981	17.37%
40143	Purchasing	135,595	139,389	2.80%
40144	Business Licenses	154,251	115,554	-25.09%
Subtotal		$ 1,583,752	$ 1,711,429	8.06%
Human Resources Division				
40151	Human Resources	$ 535,535	$ 570,027	6.44%
Total Finance and Administrative Services		$ 2,119,287	$ 2,281,456	7.65%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2022-23

(continued)

FUNCTION/Responsible Department Program Number/Description		2021-22 Budget	2022-23 Budget	Percent Change
POLICE				
Administration and Support Services Division				
50161	Police Administration	$ 2,040,506	$ 2,101,396	2.98%
50165	General Investigations	2,400,395	2,576,991	7.36%
50166	Court	83,533	85,638	2.52%
50167	Police Training	814,662	805,275	-1.15%
50168	Support Services Management	1,088,473	1,112,684	2.22%
50169	Communications	1,327,900	1,412,900	6.40%
50170	Records	587,997	609,993	3.74%
50171	Property and Evidence	246,920	143,643	-41.83%
50174	Crime Prevention/Comm Relat.	405,189	438,074	8.12%
50178	Police Laboratory	2,600	2,600	0.00%
50179	Narcotics Asset Seizure	65,632	61,516	-6.27%
50180	Emergency Services	9,900	9,260	-6.46%
50181	Supp Law Enforcement Act	129,196	130,351	0.89%
50183	Police Grants	33,950	82,450	142.86%
50187	Mobile Command Post	28,372	27,936	-1.54%
Subtotal		$ 9,265,225	$ 9,600,707	3.62%
Field Operations Division				
50162	Field Operations Management	$ 685,177	$ 690,653	0.80%
50163	Field Operations	8,570,487	9,171,762	7.02%
50172	Jail Operations	454,527	619,869	36.38%
50173	Traffic and Parking Operations	905,922	968,704	6.93%
50176	Crossing Guards	291,270	300,615	3.21%
50177	SWAT Operations	32,261	34,943	8.31%
Subtotal		$ 10,939,644	$ 11,786,546	7.74%
Total Police Protection		$ 20,204,869	$ 21,387,253	5.85%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2022-23

(continued)

FUNCTION/Responsible Department Program Number/Description		2021-22 Budget	2022-23 Budget	Percent Change
COMMUNITY DEVELOPMENT				
Planning and Development Division				
60191	Planning Administration	$ 303,963	$ 326,367	7.37%
60192	Advanced Planning	307,082	-	-100.00%
60193	Current Planning	643,638	891,399	38.49%
60196	Code Enforcement	-	219,954	n/a
60199	Economic Development	74,200	277,558	274.07%
60266	Geographical Info. Syst. (GIS)	21,135	-	-100.00%
66195	Community Development Grants	170,000	170,000	0.00%
62198	Low/Mod Housing Asset Fund	28,037	62,774	123.90%
Subtotal		$ 1,548,055	$ 1,948,052	25.84%
Total Community Development		$ 1,548,055	$ 1,948,052	25.84%
PUBLIC WORKS				
Building Division				
65241	Building Division Supervision	$ 307,476	$ 236,576	-23.06%
65243.6243	Inspections - Building	235,000	196,000	-16.60%
65243.6244	Inspections - Electrical	28,000	41,000	46.43%
65243.6245	Inspections - Plumbing & Heating	26,000	36,000	38.46%
65247	Plan Checks	175,000	135,000	-22.86%
Subtotal		$ 771,476	$ 644,576	-16.45%
Environmental Services Division				
70720	Solid Waste Management	$ 60,545	$ 191,680	216.59%
70721	Grants	13,518	13,600	0.61%
70251	Fats, Oils and Grease (FOG)	76,106	92,192	21.14%
70281	Storm Drainage Water Quality	375,130	379,086	1.05%
Subtotal		$ 525,299	$ 676,558	28.79%
Engineering Division				
70201	Public Works Administration	$ 862,065	$ 903,974	4.86%
70260.7260	Engineering Administration	277,134	319,329	15.23%
70261.7261	Engineering Plan Checking	237,143	226,829	-4.35%
70264	Traffic Engineering	141,783	121,663	-14.19%
70215	Traffic Signal Maintenance	332,110	348,149	4.83%
70223	Street Lighting	642,217	812,765	26.56%
Subtotal		$ 2,492,452	$ 2,732,709	9.64%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2022-23

(continued)

FUNCTION/Responsible Department Program Number/Description		2021-22 Budget	2022-23 Budget	Percent Change
Streets Division				
70211	Maintenance Administration	$ 619,308	$ 566,883	-8.47%
70212.7212	Street Maintenance	117,299	122,177	4.16%
70212.7213	Street Cleaning	343,876	355,678	3.43%
70212.7214	Traffic Safety	109,086	109,027	-0.05%
70212.7216	Street Tree Maintenance	386,860	390,607	0.97%
70212.7217	Parkway Maintenance	770,215	668,608	-13.19%
70212.7227	Graffiti Removal	89,508	92,874	3.76%
70212.7238	Sidewalk Repair	117,945	124,335	5.42%
70221	Retarding Basin	24,770	21,243	-14.24%
70239	Stanton Channel Berm Maint.	77,477	74,792	-3.47%
70281	Storm Drain Maintenance	223,515	255,109	14.14%
70219	Sanitary Sewer Maintenance	396,707	385,902	-2.72%
Subtotal		$ 3,276,566	$ 3,167,235	-3.34%
Park Maintenance Division				
70228.7224	Landscaping - Senior Center	$ 13,533	$ 17,292	27.78%
70228.7228	Park Landscape and Maintenance	794,806	991,383	24.73%
70228.7229	Athletic Field Maintenance	263,772	281,189	6.60%
70228.7230	Park Building Maintenance	235,417	249,400	5.94%
70228.7231	Senior Citizens Cntr Maintenance	246,952	261,116	5.74%
70228.7232	Community Center Maintenance	272,000	259,467	-4.61%
70228.7234	Community Events	56,548	80,692	42.70%
70228.7235	Sports Park	140,888	252,564	79.27%
Subtotal		$ 2,023,916	$ 2,393,103	18.24%
Facilities Division				
70233	Library Maintenance	$ 20,479	$ 20,849	1.81%
70218	Building Maint.-Boys & Girls Club	6,653	3,317	-50.14%
Subtotal		$ 27,132	$ 24,166	-10.93%
Total Public Works		$ 9,116,841	$ 9,638,347	5.72%
TOTAL BUDGETED OPERATING EXPENDITURES		$ 35,674,269	$ 38,317,871	7.41%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2022-23

(continued)

FUNCTION/Responsible Department Program Number/Description		2021-22 Budget	2022-23 Budget	Percent Change
INTERNAL SERVICE FUND OPERATIONS				
PUBLIC WORKS				
Fleet Division				
70621.7621	Auto Maintenance-City Vehicles	$ 214,210	$ 260,813	21.76%
70621.7623	Maintenance-Equipment	65,900	66,739	1.27%
70621.7634	Auto Maintenance-Police Vehicles	357,770	409,396	14.43%
70621.7634	Auto Maintenance-Park Vehicles	9,201	25,393	175.98%
Subtotal		$ 647,081	$ 762,341	17.81%
Facilities Division				
70624.7624	Bldg Maintenance-Civic Center	$ 358,839	$ 329,924	-8.06%
70624.7626	Bldg Maintenance-Police Annex	355,117	330,922	-6.81%
70624.7629	Landscaping-Civic Center	91,108	93,431	2.55%
70627.7627	Bldg Maintenance-Corp Yard	128,610	134,514	4.59%
70627.7632	Landscaping-Corp Yard	15,546	15,041	-3.25%
Subtotal		$ 949,220	$ 903,832	-4.78%
FINANCE AND ADMINISTRATIVE SERVICES				
Information Systems Division				
40601	Print Shop	$ 209,397	$ 204,874	-2.16%
40604	Telephone Maintenance	29,856	42,492	42.32%
40606	Postage Services	28,979	19,464	-32.83%
40603	Computer Equip Maintenance	54,144	50,409	-6.90%
40605	Information Systems	821,117	851,567	3.71%
40607	Website Maintenance	96,974	91,961	-5.17%
40608	Financial Acctg Software Maint.	80,835	85,251	5.46%
Subtotal		$ 1,321,302	$ 1,346,018	1.87%
Human Resources Division				
94820	Workers' Comp Insurance	$ 21,206	$ 24,245	14.33%
TOTAL INTERNAL SERVICE OPERATIONS*		$ 2,938,809	$ 3,036,436	3.32%

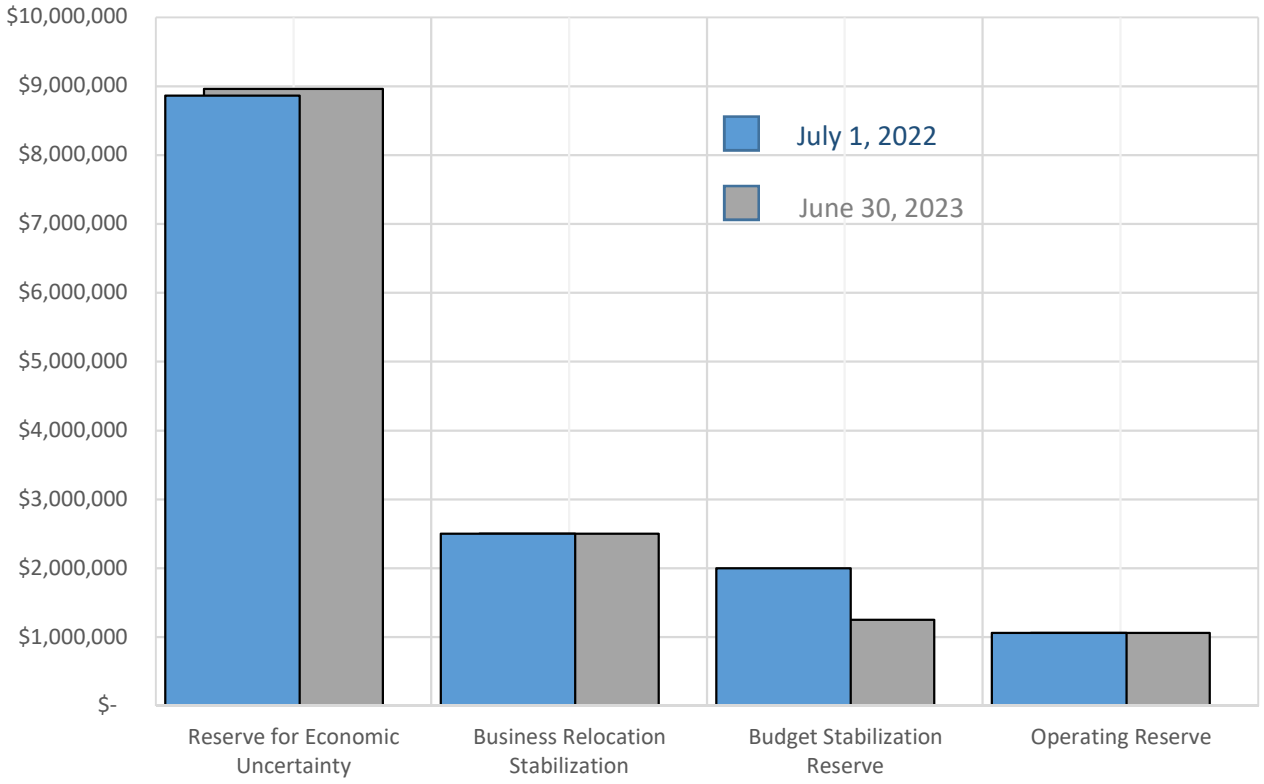
* Not Included in the total budget for the City. Amounts are allocated to individual programs/divisions and are included with operating expenditures for those budgeted programs/divisions.

BUDGET SUMMARY
CAPITAL PROJECTS, DEBT SERVICE AND CAPITAL OUTLAY
Fiscal Year 2022-23

		2021-22 Budget	2022-23 Budget	Percent Change
Summary of Capital Projects				
80100	Street Projects	$ 2,824,000	$ 3,490,000	23.58%
80200	Traffic Signal Projects	600,000	1,290,000	115.00%
80300	Storm Drain Projects	75,000	100,000	33.33%
80400	Sanitary Sewer Projects	625,000	285,000	-54.40%
80500	Parkway and Median Projects	500,000	775,000	55.00%
80600	Public Facility Projects	1,610,000	2,030,000	26.09%
80800	Street Lighting Projects	110,000	-	-100.00%
80900	Other Projects	-	50,000	n/a
Total Capital Projects Expenditures		$ 6,344,000	$ 8,020,000	26.42%
Summary of Capital Outlay**				
Equipment-Additions				
Furniture/Equipment/Vehicles		$ 231,842	$ 131,390	-43.33%
Total Capital Outlay Expenditures		$ 231,842	$ 131,390	-43.33%
TOTAL BUDGET APPROPRIATIONS		$ 42,250,111	$ 46,469,261	9.99%

** Only includes Capital Outlay amounts paid for by operating funds. All other Capital Outlay amounts are paid for with accumulated replacement monies previously charged to operating programs/divisions.

PROJECTED GENERAL FUND RESERVES
Fiscal Year 2022-23



RESERVE	July 1, 2022	June 30, 2023
Reserve for Economic Uncertainty	$ 8,862,296	$ 8,962,296
Business Relocation Stabilization	2,500,000	2,500,000
Budget Stabilization Reserve	2,000,000	1,250,000
Operating Reserve	1,060,000	1,060,000
Total Fund Balance Reserves	**$ 14,422,296**	**$ 13,772,296**

Assumes the annual increase to the Reserve for Economic Uncertainty uses FY 2022-23 resources.

Does not include any other excess revenues/budget savings related to operations.

BUDGET SUMMARY
OPERATING TRANSFERS
Fiscal Year 2022-23

	Budget 2021-22		Proposed 2022-23	
	Transfers In	Transfers Out	Transfers In	Transfers Out
GENERAL FUND 111				
General Fund Grants-Fund 114	$ -	$ 7,975	$ -	$ 6,550
Pandemic Resp & Recov-Fund 115	240,000	-	6,277	-
Traffic Safety-Fund 221	120,000	-	100,000	-
Special Gas Tax 2105-Fund 231	286,850	-	313,115	-
Special Gas Tax 2107-Fund 233	371,038	-	433,765	-
Lighting District No. 2-Fund 251	207,650	-	174,137	-
Storm Drain Fund-Fund 261	-	250,000	-	250,000
Corp Ctr Maint Dist #1-Fund 271	11,622	-	13,582	-
Cable TV PEG-Fund 291	8,000	-	-	-
CIP-Fund 415	-	1,550,000	-	2,175,000
Infrastructure Reserve-Fund 416	-	-	-	400,000
Equipment Replacement-Fund 721	-	121,842	-	21,840
Total	$ 1,245,160	$ 1,929,817	$ 1,040,876	$ 2,853,390
GENERAL FUND GRANTS FUND 114				
General Fund-Fund 111	$ 7,975	$ -	$ 6,550	$ -
Total	$ 7,975	$ -	$ 6,550	$ -
PANDEMIC RESPONSE AND RECOVERY FUND 115				
General Fund-Fund 111	$ -	$ 240,000	$ -	$ 6,277
Lighting District No. 2-Fund 251	-	200,000	-	-
CIP-Fund 415	-	75,000	-	-
City Central Services-Fund 711	-	110,000	-	-
Total	$ -	$ 625,000	$ -	$ 6,277
TRAFFIC SAFETY FUND 221				
General Fund-Fund 111	$ -	$ 120,000	$ -	$ 100,000
Total	$ -	$ 120,000	$ -	$ 100,000
SPECIAL GAS TAX 2105 FUND 231				
General Fund-Fund 111	$ -	$ 286,850	$ -	$ 313,115
Total	$ -	$ 286,850	$ -	$ 313,115
SPECIAL GAS TAX 2106 FUND 232				
CIP-Fund 415	$ -	$ 150,000	$ -	$ 350,000
Total	$ -	$ 150,000	$ -	$ 350,000

BUDGET SUMMARY
OPERATING TRANSFERS
Fiscal Year 2022-23

	Budget 2021-22		Proposed 2022-23	
	Transfers In	Transfers Out	Transfers In	Transfers Out
SPECIAL GAS TAX 2107 FUND 233				
General Fund-Fund 111	$ -	$ 371,038	$ -	$ 433,765
Total	$ -	$ 371,038	$ -	$ 433,765
TRAFFIC MITIGATION FUND 234				
Measure M-Fund 236	$ -	$ -	$ 150,000	$ -
Total	$ -	$ -	$ 150,000	$ -
MEASURE M GAS TAX FUND 236				
Traffic Mitigation-Fund 234	$ -	$ -	$ -	$ 150,000
Road Maint and Rehab-Fund 239	-	-	-	310,000
CIP-Fund 415	-	600,000	-	75,000
Total	$ -	$ 600,000	$ -	$ 535,000
SPECIAL GAS TAX 2103 FUND 238				
Road Maint and Rehab-Fund 239	$ -	$ 250,000	$ -	$ -
CIP-Fund 415	-	-	-	500,000
Total	$ -	$ 250,000	$ -	$ 500,000
ROAD MAINTENANCE AND REHAB FUND 239				
Measure M-Fund 236	$ -	$ -	$ 310,000	$ -
Special Gas Tax 2103-Fund 238	250,000	-	-	-
Total	$ 250,000	$ -	$ 310,000	$ -
LIGHTING DISTRICT #2 FUND 251				
General Fund-Fund 111	$ -	$ 207,650	$ -	$ 174,137
Pandemic Resp & Recov-Fund 115	200,000	-	-	-
Total	$ 200,000	$ 207,650	$ -	$ 174,137
STORM DRAIN FUND 261				
General Fund-Fund 111	$ 250,000	$ -	$ 250,000	$ -
Equipment Replacement-Fund 721	-	75,000	-	-
Total	$ 250,000	$ 75,000	$ 250,000	$ -
CORP CTR MAINT DIST #1 FUND 271				
General Fund-Fund 111	$ -	$ 11,622	$ -	$ 13,582
Total	$ -	$ 11,622	$ -	$ 13,582

BUDGET SUMMARY
OPERATING TRANSFERS
Fiscal Year 2022-23

	Budget 2021-22		Proposed 2022-23	
	Transfers In	Transfers Out	Transfers In	Transfers Out
NARCOTICS ASSET SEIZURE FUND 283				
Equipment Replacement-Fund 721	$ -	$ -	$ -	$ 74,550
Total	$ -	$ -	$ -	$ 74,550
CABLE TV PEG FUND 291				
General Fund-Fund 111	$ -	$ 8,000	$ -	$ -
Equipment Replacement-Fund 721	-	35,000	-	35,000
Total	$ -	$ 43,000	$ -	$ 35,000
AB 2766 TRIP REDUCTION FUND 311				
Equipment Replacement-Fund 721	$ -	$ 63,000	$ -	$ 63,000
Total	$ -	$ 63,000	$ -	$ 63,000
CIP FUND 415				
General Fund-Fund 111	$ 1,550,000	$ -	$ 2,175,000	$ -
Pandemic Resp & Recov-Fund 115	75,000	-	-	-
Special Gas Tax 2106-Fund 232	150,000	-	350,000	-
Measure M-Fund 236	600,000	-	75,000	-
Special Gas Tax 2103-Fund 238	-	-	500,000	-
Infrastructure Reserve-Fund 416	1,460,000	-	1,380,000	-
Total	$ 3,835,000	$ -	$ 4,480,000	$ -
INFRASTRUCTURE RESERVE FUND 416				
General Fund-Fund 111	$ -	$ -	$ 400,000	$ -
District General Fund-Fund 212	1,044,000	-	401,918	-
CIP-Fund 415	-	1,460,000	-	1,380,000
Total	$ 1,044,000	$ 1,460,000	$ 801,918	$ 1,380,000
CITY CENTRAL SERVICES FUND 711				
Pandemic Resp & Recov-Fund 115	$ 110,000	$ -	$ -	$ -
Total	$ 110,000	$ -	$ -	$ -
INFORMATION SERVICES FUND 713				
Technology Investments-Fund 731	$ 15,000	$ -	$ 50,000	$ -
Total	$ 15,000	$ -	$ 50,000	$ -

BUDGET SUMMARY
OPERATING TRANSFERS
Fiscal Year 2022-23

	Budget 2021-22		Proposed 2022-23	
	Transfers In	Transfers Out	Transfers In	Transfers Out
EQUIPMENT REPLACEMENT FUND 721				
General Fund-Fund 111	$ 121,842	$ -	$ 21,840	$ -
Storm Drain Fund-Fund 261	75,000	-	-	-
Narcotics Asset Seizure-Fund 283	-	-	74,550	-
Cable TV PEG-Fund 291	35,000	-	35,000	-
AB 2766 Trip Reduction-Fund 311	63,000	-	63,000	-
Technology Investments-Fund 731	155,500	-	105,000	-
Total	$ 450,342	$ -	$ 299,390	$ -
TECHNOLOGY INVESTMENTS FUND 731				
Information Services-Fund 713	$ -	$ 15,000	$ -	$ 50,000
Equipment Replacement-Fund 721	-	155,500	-	105,000
Total	$ -	$ 170,500	$ -	$ 155,000
SUBTOTAL-CITY FUNDS	**$ 7,407,477**	**$ 6,363,477**	**$ 7,388,734**	**$ 6,986,816**
DISTRICT-GENERAL FUND 212				
Infrastructure Reserve-Fund 416	$ -	$ 1,044,000	$ -	$ 401,918
District Equip Repl-Fund 725	-	105,718	-	10,000
District Employee Benefits-Fund 755	-	150,000	-	150,000
Total	$ -	$ 1,299,718	$ -	$ 561,918
DISTRICT-EQUIPMENT REPLACEMENT FUND 725				
District General Fund-Fund 212	$ 105,718	$ -	$ 10,000	$ -
Total	$ 105,718	$ -	$ 10,000	$ -
DISTRICT-EMPLOYEE BENEFIT FUND 755				
District General Fund-Fund 212	$ 150,000	$ -	$ 150,000	$ -
Total	$ 150,000	$ -	$ 150,000	$ -
SUBTOTAL-DISTRICT FUNDS	**$ 255,718**	**$ 1,299,718**	**$ 160,000**	**$ 561,918**
GRAND TOTAL-ALL FUNDS	**$ 7,663,195**	**$ 7,663,195**	**$ 7,548,734**	**$ 7,548,734**

PERFORMANCE MEASURES

PERFORMANCE MEASURES

The Fiscal Year 2022-23 Performance Measures (pages 80 through 94) will be incorporated into the final budget document.

STAFFING

PERSONNEL SUMMARY BY DEPARTMENT

CITY PERSONNEL

FULL-TIME

DEPARTMENT	2020-21 Budget	2021-22 Budget	2022-23 Proposed	Inc/(Dec)
City Council and Administration	5.25	5.25	5.25	0.00
Finance and Administrative Services	14.25	14.25	14.25	0.00
Police	74.50	75.50	75.50	0.00
Community Development	5.00	5.00	6.00	1.00
Public Works	24.00	25.00	25.00	0.00
TOTAL	123.00	125.00	126.00	1.00

PART-TIME [1]

DEPARTMENT	2020-21 Budget	2021-22 Budget	2022-23 Proposed	Inc/(Dec)
Police	6.34	6.34	6.34	0.00
Community Development	0.50	0.50	0.50	0.00
Public Works	5.10	3.50	3.50	0.00
TOTAL	11.94	10.34	10.34	0.00

RECREATION AND PARK DISTRICT PERSONNEL

TYPE	2020-21 Budget	2021-22 Budget	2022-23 Proposed	Inc/(Dec)
Full-Time	12.00	12.00	12.00	0.00
Part-Time	17.21	16.78	17.62	0.84
TOTAL	29.21	28.78	29.62	0.84

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

[1] Non-benefitted part-time personnel hours are converted to full-time equivalents on the basis of 2,000 hours per year.

FULL-TIME PERSONNEL
BY JOB CLASSIFICATION

	2020-21	2021-22	2022-23	Monthly Rates	
City Council and Administration	Budget	Budget	Proposed	Minimum	Maximum
City Clerk	1.00	1.00	1.00	$ 8,905	$ 12,073
City Manager	1.00	1.00	1.00	21,901	21,901
Communications and Marketing Analyst	1.00	1.00	1.00	6,488	7,883
Deputy City Clerk	1.00	1.00	1.00	5,262	6,399
Executive Assistant	1.00	1.00	1.00	5,409	6,573
Senior Management Analyst	0.25	0.25	0.25	6,518	8,715
Subtotal - City Council and Administration	**5.25**	**5.25**	**5.25**		
Finance and Administrative Services					
Account Clerk I/II	2.00	2.00	2.00	$ 4,000	$ 5,363
Accountant	1.00	2.00	2.00	6,756	8,212
Administrative Services Technician II	2.00	2.00	2.00	4,411	5,363
Computer Support Specialist	1.00	1.00	1.00	6,262	7,612
Director of Finance & Administrative Services	1.00	1.00	1.00	11,889	18,289
Assistant Director/Finance Manager	1.00	1.00	1.00	10,603	13,993
Human Resources Administrator	1.00	1.00	0.00	-	-
Human Resources Assistant	1.00	1.00	1.00	4,633	6,214
Human Resources Manager	0.00	0.00	1.00	8,905	12,073
Information Technology Manager	1.00	1.00	1.00	9,605	12,611
Network Administrator	1.00	1.00	1.00	6,518	8,715
Payroll Coordinator	1.00	1.00	1.00	5,409	6,573
Senior Licensing Specialist	1.00	0.00	0.00	-	-
Senior Management Analyst	0.25	0.25	0.25	6,518	8,715
Subtotal - Finance and Administrative Services	**14.25**	**14.25**	**14.25**		
Police Department					
Community Outreach Officer	1.00	1.00	1.00	$ 5,026	$ 6,109
Office Assistant I/II	1.00	1.00	1.00	3,456	4,632
Office Specialist	1.00	1.00	1.00	4,411	5,363
Police Captain	2.00	2.00	2.00	13,299	15,965
Police Chief	1.00	1.00	1.00	16,682	19,570
Police Clerk I/II	4.00	4.00	4.00	3,672	5,165
Police Lieutenant	2.00	2.00	2.00	12,035	14,445
Police Officer	41.00	41.00	41.00	7,012	9,172
Police Officer - School Resource Officer	0.00	1.00	1.00	7,012	9,172
Police Officer - Overhire	2.00	2.00	2.00	7,012	9,172
Police Sergeant	10.00	10.00	10.00	9,196	11,739
Police Services Officer	7.00	7.00	7.00	5,026	6,109
Records Support Services Supervisor	1.00	1.00	1.00	6,004	7,807
Secretary to Department Head	1.00	1.00	1.00	4,986	6,056
Senior Management Analyst	0.50	0.50	0.50	6,518	8,715
Subtotal - Police Department	**74.50**	**75.50**	**75.50**		

FULL-TIME PERSONNEL
BY JOB CLASSIFICATION

Community Development Department	2020-21 Budget	2021-22 Budget	2022-23 Proposed	Monthly Rates Minimum	Monthly Rates Maximum
Administrative Clerk	1.00	1.00	1.00	$ 4,000	$ 4,862
Assistant Planner	1.00	1.00	1.00	5,981	7,271
Associate Planner	1.00	1.00	1.00	6,885	8,365
Business Development Manager	0.00	0.00	1.00	8,905	12,073
Code Enforcement Officer II	1.00	1.00	1.00	5,963	7,249
Planning Director	1.00	1.00	1.00	11,889	18,289
Subtotal - Community Development	**5.00**	**5.00**	**6.00**		
Public Works Department					
Assistant City Engineer	1.00	1.00	1.00	$ 9,605	$ 12,611
Associate Engineer	1.00	1.00	1.00	8,300	10,089
City Engineer	1.00	1.00	1.00	10,603	13,993
Director of Public Works	1.00	1.00	1.00	11,889	18,289
Engineering Aide	1.00	1.00	1.00	5,279	6,415
Maintenance Specialist	3.00	3.00	3.00	4,842	6,181
Maintenance Superintendent	1.00	1.00	1.00	8,655	11,251
Maintenance Supervisor	3.00	3.00	3.00	6,004	7,807
Maintenance Worker	6.00	7.00	7.00	3,790	5,604
Management Analyst	1.00	1.00	0.00	-	-
Mechanic	2.00	2.00	2.00	4,610	5,883
Office Assistant II	1.00	1.00	1.00	3,809	4,632
Project Manager	1.00	1.00	1.00	8,300	10,089
Secretary to Department Head	1.00	1.00	1.00	4,986	6,056
Senior Management Analyst	0.00	0.00	1.00	6,518	8,715
Subtotal - Public Works	**24.00**	**25.00**	**25.00**		
Subtotal - City	**123.00**	**125.00**	**126.00**		
Recreation and Park District					
Director of Recreation & Comm Svcs	1.00	1.00	1.00	$ 11,889	$ 18,289
Office Assistant II	2.00	2.00	2.00	3,809	4,632
Recreation Coordinator	4.00	4.00	4.00	4,907	5,963
Recreation & Comm Svcs Manager	1.00	1.00	1.00	8,655	11,251
Recreation Supervisor	3.00	3.00	3.00	6,004	7,807
Secretary to Department Head	1.00	1.00	1.00	4,986	6,056
Subtotal - Recreation and Park District	**12.00**	**12.00**	**12.00**		
Total - City and Recreation and Park District	**135.00**	**137.00**	**138.00**		

PART-TIME PERSONNEL
BY JOB CLASSIFICATION

In Full-Time Equivalencies

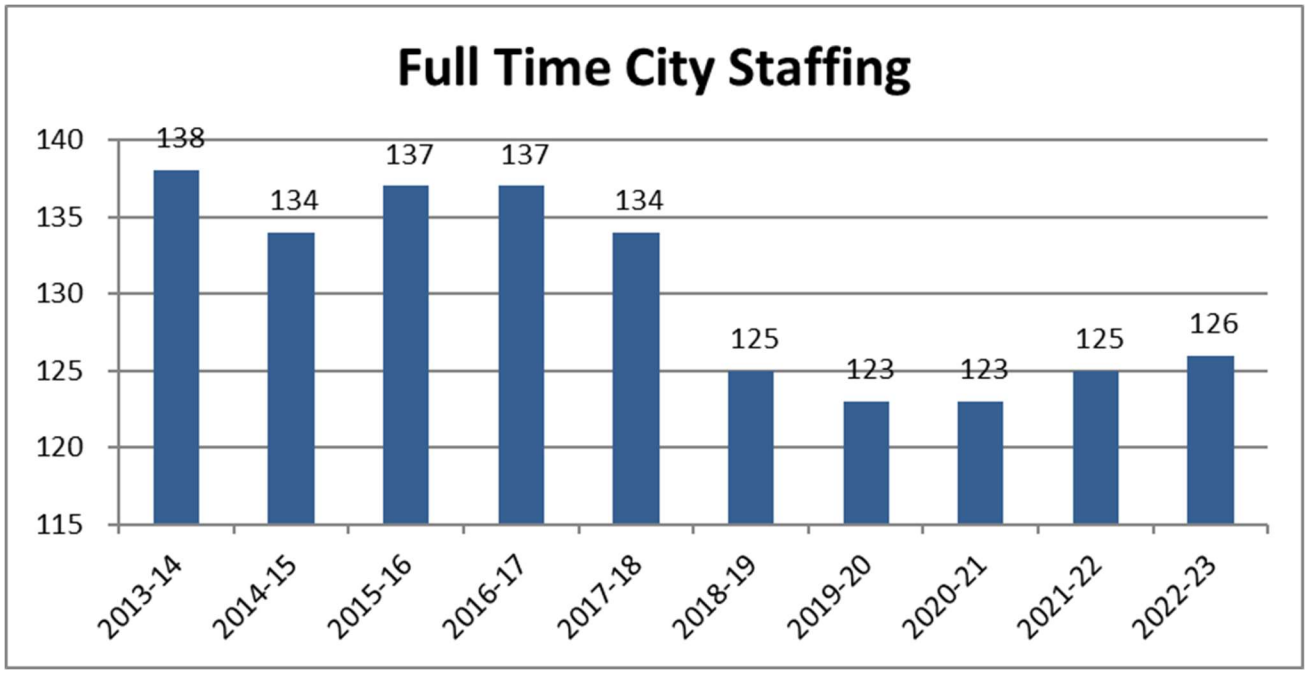
	2020-21	2021-22	2022-23	Hourly Rates	
Police Department	Budget	Budget	Proposed	Minimum	Maximum
Investigative Assistant	1.44	1.44	1.44	$ 19.45	$ 26.07
Police Aide	4.90	4.90	4.90	15.00	17.00
Subtotal - Police Department	**6.34**	**6.34**	**6.34**		
Community Development/Planning					
Planning Intern	0.50	0.50	0.50	15.25	18.25
Public Works Department					
Administrative Services Technician I	0.90	0.00	0.00	-	-
Administrative Intern	1.00	1.00	1.00	15.25	18.25
Maintenance Attendant	0.50	0.50	0.50	15.00	16.00
Maintenance Worker	2.00	2.00	2.00	21.87	27.93
Office Assistant II	0.70	0.00	0.00	-	-
Subtotal - Public Works	**5.10**	**3.50**	**3.50**		
Subtotal - City	**11.94**	**10.34**	**10.34**		
Recreation and Park District					
Customer Service Specialist	1.00	1.00	1.00	16.00	20.00
Recreation Facilities Attendant	2.00	2.00	1.35	15.00	16.00
Recreation Leader I	0.91	0.89	0.81	15.00	15.00
Recreation Leader II	2.65	3.27	3.72	15.25	15.25
Recreation Leader III	5.63	5.49	5.42	15.75	16.75
Recreation Leader IV	3.12	2.23	2.54	17.50	18.50
Recreation Specialist (Benefitted)	0.90	0.90	0.90	19.90	24.19
Recreation Specialist	1.00	1.00	1.88	19.90	24.19
Subtotal - Recreation and Park District	**17.21**	**16.78**	**17.62**		
Total - City and Recreation and Park District	**29.15**	**27.12**	**27.96**		

PART-TIME PERSONNEL
BY JOB CLASSIFICATION

Budgeted Hours

	2020-21	2021-22	2022-23	Hourly Rates	
Police Department	Budget	Budget	Proposed	Minimum	Maximum
Investigative Assistant	2,880	2,880	2,880	$ 19.45	$ 26.07
Police Aide	9,800	9,800	9,800	15.00	17.00
Subtotal - Police Department	**12,680**	**12,680**	**12,680**		
Community Development/Planning					
Planning Intern	1,000	1,000	1,000	15.25	18.25
Public Works Department					
Administrative Services Technician I	1,872	-	-	-	-
Administrative Intern	2,000	2,000	2,000	15.25	18.25
Maintenance Attendant	1,000	1,000	1,000	15.00	16.00
Maintenance Worker	4,000	4,000	4,000	21.87	27.93
Office Assistant II	1,292	-	-	-	-
Subtotal - Public Works	**10,164**	**7,000**	**7,000**		
Subtotal - City	**23,844**	**20,680**	**20,680**		
Recreation and Park District					
Customer Service Specialist	2,000	2,000	2,000	16.00	20.00
Recreation Facilities Attendant	4,000	4,000	2,700	15.00	16.00
Recreation Leader I	1,819	1,779	1,616	15.00	15.00
Recreation Leader II	5,307	6,543	7,446	15.25	15.25
Recreation Leader III	11,269	10,986	10,837	15.75	16.75
Recreation Leader IV	6,240	4,460	5,077	17.50	18.50
Recreation Specialist (Benefitted)	1,872	1,872	1,872	19.90	24.19
Recreation Specialist	2,000	2,010	3,770	19.90	24.19
Subtotal - Recreation and Park District	**34,507**	**33,650**	**35,318**		
Total - City and Recreation and Park District	**58,351**	**54,330**	**55,998**		

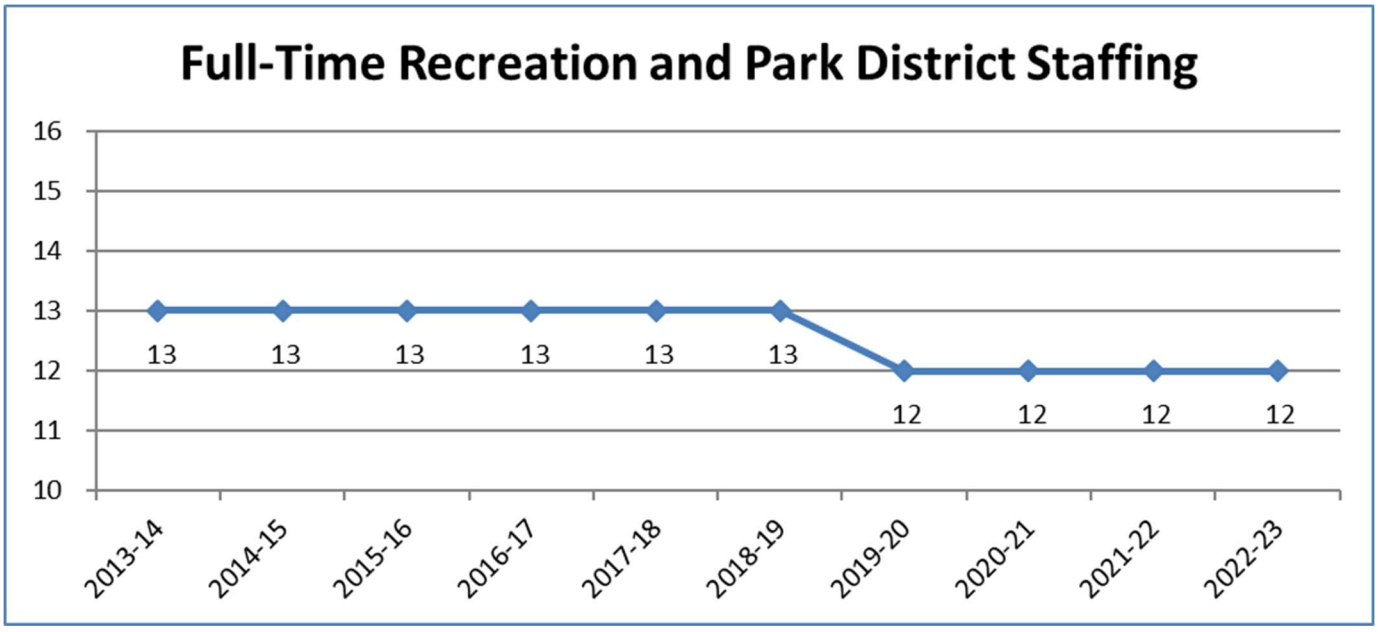
STAFFING TRENDS
10-Year History



Full-Time Staffing Changes

Department	Position	Change
Finance & Administrative Services	Human Resources Administrator	-1.0
Finance & Administrative Services	Human Resources Manager	1.0
Community Development	Business Development Manager	1.0
Public Works	Management Analyst	-1.0
Public Works	Senior Management Analyst	1.0

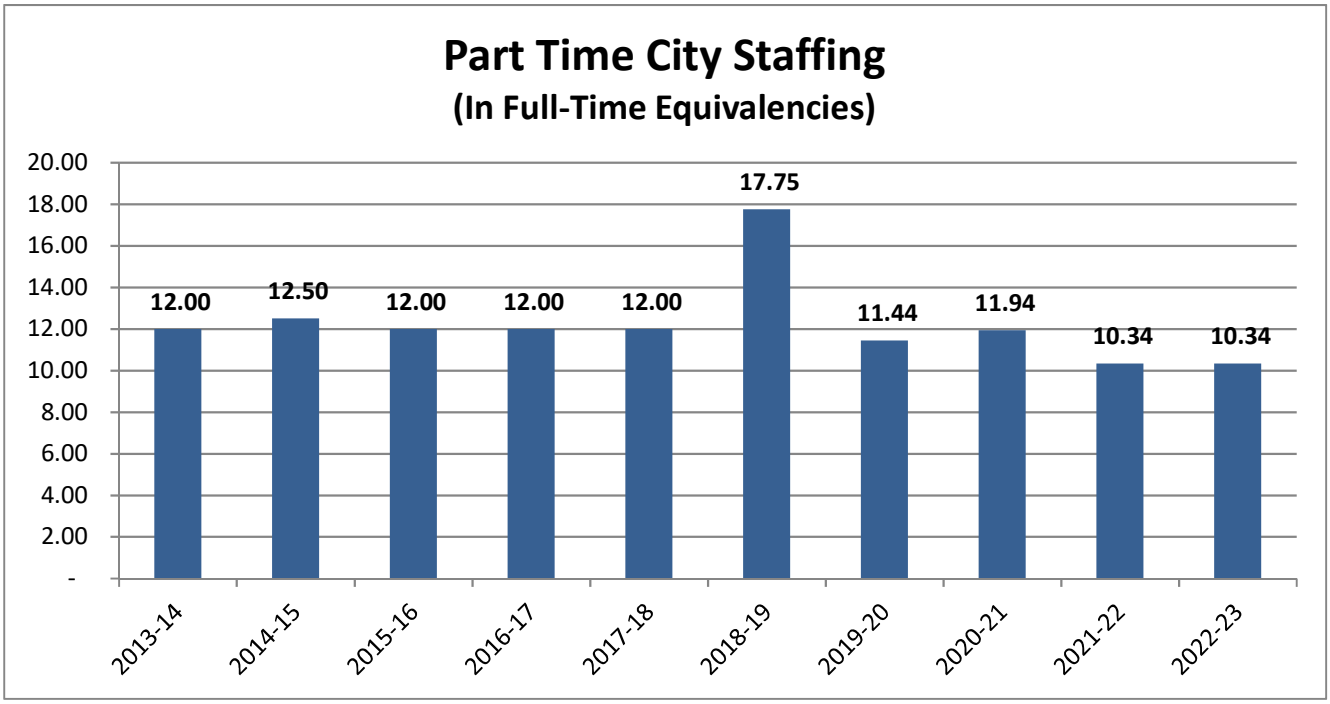
STAFFING TRENDS
10-Year History

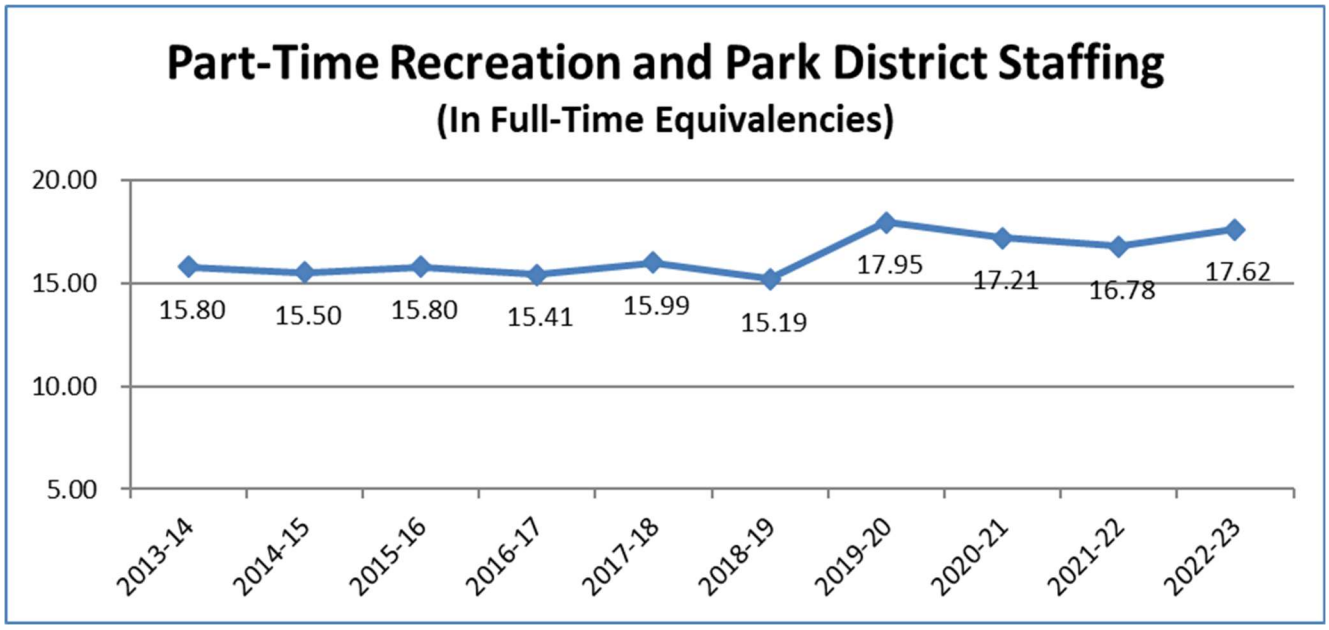


Full-Time Staffing Changes

Department	Position	Change
No changes.		

STAFFING TRENDS
10-Year History



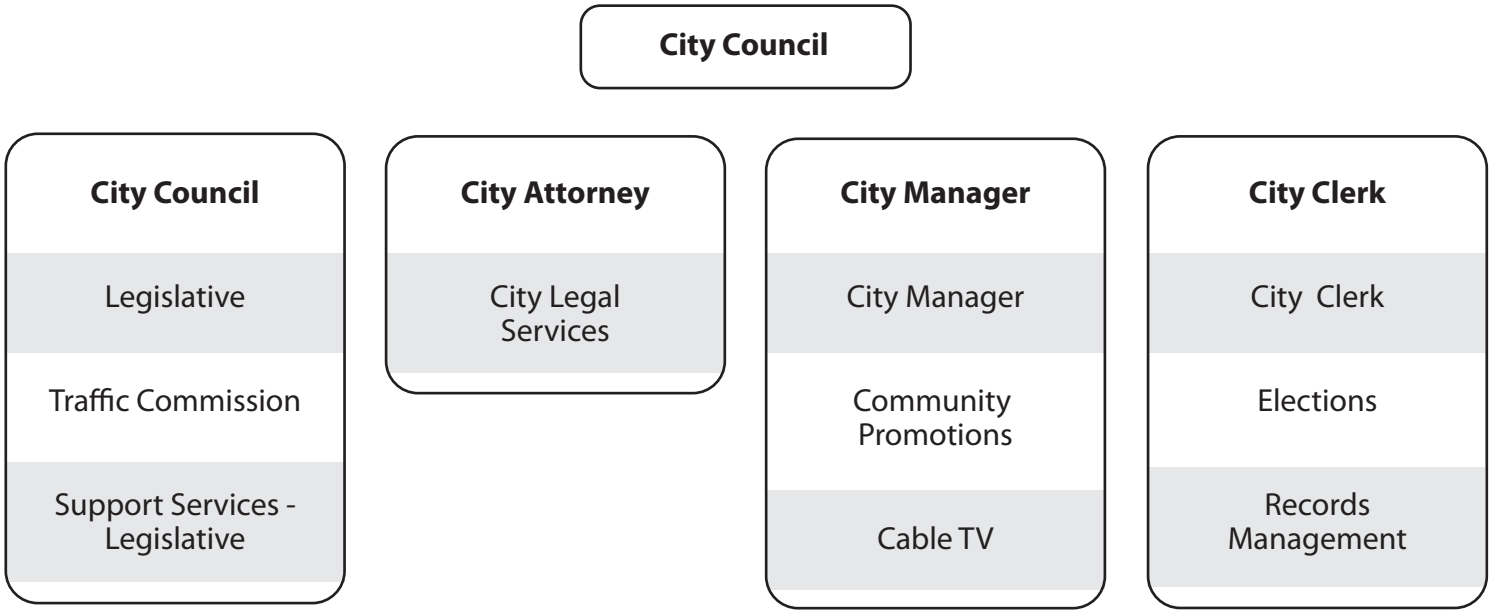


CITY COUNCIL & ADMINISTRATION

CITY COUNCIL AND ADMINISTRATION

City Council and Administration implement and administer policies, programs and services approved by the City Council, and provide the citizens of Cypress with legislative representation. Municipal programs and services involving Elections, City Attorney, Records Management, Community Promotions, Cable Television and the Traffic Commission are administered by this department. City Council and the Administrative Divisions represent the citizens of Cypress and act on their behalf with regard to regional, state and federal issues, as well as foster community partnerships and interagency collaboration.

CITY COUNCIL & ADMINISTRATION
Fiscal Year 2022 - 2023



CITY COUNCIL AND ADMINISTRATION

Summary of Expenditures

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
City Clerk	1.00	1.00	1.00	1.00	-
City Manager	1.00	1.00	1.00	1.00	-
Communications and Marketing Analyst	-	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
Senior Management Analyst	1.25	0.25	0.25	0.25	-
Part-Time					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	5.00	5.00	5.00	5.00	-
Total Positions	15.25	15.25	15.25	15.25	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$1,168,068	$1,252,680	$1,182,281	$1,356,027	8.3%
Service and Supplies	1,925,743	1,101,997	2,325,892	1,346,936	22.2%
Internal Service Fund Charges	340,840	330,540	330,540	359,800	8.9%
Total Division Cost	**$3,434,651**	**$2,685,217**	**$3,838,713**	**$3,062,763**	14.1%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$3,434,651	$2,685,217	$3,838,713	$3,062,763
Total Resources	**$3,434,651**	**$2,685,217**	**$3,838,713**	**$3,062,763**

ADMINISTRATION

Legislative Division

Division Overview

The City Council is the legislative authority and sets the policies under which the City operates. The City Council enacts legislation such as local laws and ordinances; approves City programs; adopts the City's annual budget and capital improvement plan; and appropriates the funds necessary to provide service to the City's residents and businesses. The City Council also acts on behalf of the community with regard to regional and local, as well as State and Federal issues.

The City Council convenes regular meetings on the second and fourth Monday of each month. The City Council appoints the City Manager, City Clerk and City Attorney, as well as the members of the City's advisory boards and commissions.

Accomplishments for Fiscal Year 2021-22

- Appointed a new Council Member to fill an unexpected vacancy on the City Council
- Adopted the Community Engagement Plan
- Approved the Citrus Square Senior Community project
- Approved amendments to the City's Emergency Shelter, Solid Waste, Park Regulations, and City Council Meetings Rules of Order ordinances
- Held public forums to engage the community on the City's election system and the California Voting Rights Act challenge
- Approved a spending plan for American Rescue Plan Act allocations
- Appointed seven new City Commissioners
- Conducted an updated Community Survey to assess resident satisfaction with City services and public engagement.

Objectives for Fiscal Year 2022-23

In FY 2022-23, the City Council will continue to undertake initiatives and establish policies to maintain City infrastructure and facilities, maintain financial stability and promote economic activity, enhance and maintain public safety, enhance recreation facilities and programs, and maintain high quality and high value services for the community.

ADMINISTRATION

Legislative Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Executive Assistant	0.50	0.50	0.50	0.50	-
Part-Time					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	5.00	5.00	5.00	5.00	-
Total Positions	10.50	10.50	10.50	10.50	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 246,685	$ 269,141	$ 232,552	$ 276,600	2.8%
Service and Supplies	78,442	84,670	162,484	100,430	18.6%
Internal Service Fund Charges	96,960	88,710	88,710	94,540	6.6%
Total Division Cost	**$ 422,087**	**$ 442,521**	**$ 483,746**	**$ 471,570**	6.6%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 422,087	$ 442,521	$ 483,746	$ 471,570
Total Resources	**$ 422,087**	**$ 442,521**	**$ 483,746**	**$ 471,570**

ADMINISTRATION

City Attorney Division

Division Overview

The City Attorney's Office consists of a contracted City Attorney who provides legal services to the City and is experienced in the practice of municipal law. The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice to the City Council and City departments on a regular and routine basis. The City Attorney also attends bi-weekly Executive Team meetings, provides support in processing claims and Public Records Act Requests as needed.

Accomplishments for Fiscal Year 2021-22

- Participated in the City's strategic planning effort
- Drafted an amendment the City's emergency shelter ordinance and the rules of order ordinance for the conduct of City Council meetings.
- Provided support with pending claims and public records act requests
- Provided periodic updates on recent developments in the law and pending litigation
- Drafted court documents and represented the City in lawsuits

Objectives for Fiscal Year 2022-23

- Continue to provide general legal services and advice to the City Council and City departments on a regular and routine basis
- Continue participation in the City's Strategic Planning efforts
- Continue providing periodic updates on recent developments in the law and pending litigation
- Effectively represent the City in defending litigation

ADMINISTRATION

City Attorney Division

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Service and Supplies	$ 256,608	$ 333,700	$ 336,000	$ 350,100	4.9%
Internal Service Fund Charges	2,400	2,300	2,300	2,500	8.7%
Total Division Cost	**$ 259,008**	**$ 336,000**	**$ 338,300**	**$ 352,600**	4.9%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 259,008	$ 336,000	$ 338,300	$ 352,600
Total Resources	**$ 259,008**	**$ 336,000**	**$ 338,300**	**$ 352,600**

CITY MANAGER

City Manager Division

Division Overview

The City Manager is appointed by the City Council to provide executive leadership and oversee the day-to-day operations of the City. The City Manager's Office is responsible for implementing City Council policies, directing City departments and operations, fostering community partnerships, working to influence state and federal legislation on matters of importance to the City, and providing timely and efficient public information to the community.

Accomplishments for Fiscal Year 2021-22

- Presented an updated State and Federal legislative platform to the City Council
- Completed the Community Engagement Plan
- Orientation and onboarding of newly appointed City Council Member
- Coordinated community outreach and forums regarding the City's election systems
- Recommended a spending plan for American Rescue Plan Act allocations to City Council
- Working with the City Attorney, drafted a Civility, Conduct and Governance Policy, Code of Ethics, and amended Rules of Order ordinance for the Conduct of City Council Meetings
- Developed the framework for the 2022 Cypress Citizens Academy

Objectives for Fiscal Year 2022-23

- Continue to implement the City Council's Strategic Plan goals and objectives
- Orientation and onboarding of new City Council Members
- Create a City Council Governance Manual
- Continue to enhance community engagement opportunities through social media and the City website

CITY MANAGER

City Manager Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
City Manager	1.00	1.00	1.00	1.00	-
Communications and Marketing Analyst	-	1.00	1.00	1.00	-
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	1.25	0.25	0.25	0.25	-
Total Positions	2.75	2.75	2.75	2.75	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 720,926	$ 669,410	$ 666,862	$ 757,185	13.1%
Service and Supplies	1,513,217	642,209	1,790,590	667,591	4.0%
Internal Service Fund Charges	180,890	181,150	181,150	200,110	10.5%
Total Division Cost	**$2,415,033**	**$1,492,769**	**$2,638,602**	**$1,624,886**	8.9%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$2,415,033	$1,492,769	$2,638,602	$1,624,886
Total Resources	**$2,415,033**	**$1,492,769**	**$2,638,602**	**$1,624,886**

CITY CLERK

City Clerk Division

Division Overview

The City Clerk Division is responsible for City Council agenda and minute preparation, custody of all official City records and records management functions, serving as the City's elections official, processing liability claims against the City, Public Records Act requests, administering state campaign finance and conflict of interest regulations, and coordinating the annual commission recruitment and appointment process.

Accomplishments for Fiscal Year 2021-22

- Coordinated the application process to assist the City Council with their appointment to fill an unscheduled vacancy on the City Council
- Updated the Municipal Code sections related to legal notice requirements to be consistent with the voter-approved Charter Amendment (Measure P) following the November 2020 election
- Updated the 2018 community survey to assess satisfaction with city services and public engagement
- Conducted City Commission recruitment to fill seven open seats
- Transitioned to hybrid City Council meetings to allow for in-person attendance in compliance with State and County safety guidelines, while also maintaining virtual participation options for the public
- Created a public education video to increase public participation in City Council meetings

Objectives for Fiscal Year 2022-23

- Conduct the November 2022 General Municipal Election for three City Council seats
- Complete a biennial review of the City and District's Conflict of Interest Code
- Assist with the implementation of the 2022 Cypress Citizens Academy
- Create a City Council Governance Manual to assist with onboarding new Council Members elected in November 2022

CITY CLERK

City Clerk Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
City Clerk	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
Total Positions	2.00	2.00	2.00	2.00	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 200,457	$ 314,129	$ 282,867	$ 322,242	2.6%
Service and Supplies	77,476	41,418	36,818	228,815	452.5%
Internal Service Fund Charges	60,590	58,380	58,380	62,650	7.3%
Total Division Cost	**$ 338,523**	**$ 413,927**	**$ 378,065**	**$ 613,707**	48.3%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 338,523	$ 413,927	$ 378,065	$ 613,707
Total Resources	**$ 338,523**	**$ 413,927**	**$ 378,065**	**$ 613,707**

FINANCE & ADMINISTRATIVE SERVICES

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

The Finance and Administrative Services Department functions include: finance administration, general accounting, treasury management, payroll, accounts payable, purchasing, revenue collection, business licensing, human resources, workers' compensation claims management, website, information technology, print shop, and telephone maintenance.

FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT
Fiscal Year 2022-2023

Director of Finance & Administrative Services

Finance
Finance Administration
General Accounting
Business Licenses
Purchasing

Human Resources
Human Resources
Workers Compensation Insurance

Information Technology
Information Systems
Computer Equipment Maintenance
Website Maintenance
Financial Accounting Software Maintenance
Print Shop
Telephone Maintenance

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Summary of Expenditures

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Account Clerk I/II	2.00	2.00	2.00	2.00	-
Accountant	1.00	1.00	2.00	2.00	-
Administrative Services Tech II	2.00	2.00	2.00	2.00	-
Computer Support Specialist	1.00	1.00	1.00	1.00	-
Director of Finance/Admin Svcs	1.00	1.00	1.00	1.00	-
Finance Manager/Asst Director	1.00	1.00	1.00	1.00	-
Human Resources Administrator	1.00	1.00	1.00	-	(1.00)
Human Resources Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	-	-	-	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	1.00	-
Payroll Coordinator	1.00	1.00	1.00	1.00	-
Senior Licensing Specialist	1.00	1.00	-	-	-
Senior Management Analyst	0.25	0.25	0.25	0.25	-
Total Positions	14.25	14.25	14.25	14.25	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$2,500,444	$2,481,077	$2,185,191	$2,618,899	5.6%
Service and Supplies	449,589	586,628	530,324	652,670	11.3%
Internal Service Fund Charges	400,850	394,090	394,090	380,150	-3.5%
Total Division Cost	**$3,350,883**	**$3,461,795**	**$3,109,605**	**$3,651,719**	5.5%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$2,051,118	$2,119,287	$2,063,051	$2,281,456
Internal Service Funds	1,299,765	1,342,508	1,046,554	1,370,263
Total Resources	**$3,350,883**	**$3,461,795**	**$3,109,605**	**$3,651,719**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

Division Overview

The Finance Division is responsible for financial reporting and administration including general accounting, treasury management, procurement, business licensing, revenue collection, accounts payable, and payroll.

Accomplishments for Fiscal Year 2021-22

- Prepared the Fiscal Year 2020-21 Annual Comprehensive Financial Report (ACFR) and received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the FY 2019-20 ACFR
- Filled Account Clerk vacancy
- Received the Government Finance Officers Association's Distinguished Budget Award with Special Recognition for performance measures
- Developed a spending plan for the Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act as well as a post-pandemic spending plan for the City

Objectives for Fiscal Year 2022-23

- Administer the post-pandemic spending plan and the Coronavirus State and Local Fiscal Recovery grant revenues and spending plan
- Implement changes to the budget document to enhance readability and transparency
- Obtain a new purchasing card provider to enhance efficiency and revenue generation (in the form of rebates)
- Expand procurement resources to streamline processes

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Account Clerk I/II	2.00	2.00	2.00	2.00	-
Accountant	1.00	1.00	2.00	2.00	-
Director of Finance/Admin Svcs	0.75	0.75	0.75	0.75	-
Finance Manager/Asst Director	1.00	1.00	1.00	1.00	-
Payroll Coordinator	1.00	1.00	1.00	1.00	-
Senior Licensing Specialist	1.00	1.00	-	-	-
Senior Management Analyst	0.25	0.25	0.25	0.25	-
Total Positions	7.00	7.00	7.00	7.00	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$1,194,004	$1,212,762	$1,138,903	$1,305,294	7.6%
Service and Supplies	133,874	190,290	211,380	256,455	34.8%
Internal Service Fund Charges	179,310	180,700	180,700	149,680	-17.2%
Total Division Cost	**$1,507,188**	**$1,583,752**	**$1,530,983**	**$1,711,429**	8.1%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$1,507,188	$1,583,752	$1,530,983	$1,711,429
Total Resources	**$1,507,188**	**$1,583,752**	**$1,530,983**	**$1,711,429**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Division Overview

The Human Resources Division provides services to the City and its employees in the areas of Personnel Services, Labor/Employee Relations, Recruitment, Group Insurance/Benefits Administration, Wellness/Safety and Workers' Compensation.

Accomplishments for Fiscal Year 2021-22

- Negotiated a three-year contract with the Cypress Employees' Association and the Maintenance Employees' Association, and negotiated a two-year contract with the Police Management Association
- Updated the Personnel Rules and Regulations
- Hired 10 full-time and 21 part-time employees
- Provided an ongoing resource to employees and management during the pandemic
- Complied with all safety measures as required by federal, state and local health authorities which resulted in zero COVID-19 outbreaks at the workplace
- Implemented leave provisions related to COVID-19

Objectives for Fiscal Year 2022-23

- Implement City-wide ID badge system
- Continue to stay abreast of changes related to COVID-19 and the City's statutory obligations
- Update the City's Succession Plan and develop a training program to align with Succession Plan objectives
- Meet and confer with the Cypress Police Officers' Association to negotiate a new contract
- Continue to review/update Human Resources related policies and procedures
- Update Division forms and develop ways to streamline processes
- Update the Human Resources page on the City's website

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Director of Finance/Admin Svcs	0.25	0.25	0.25	0.25	-
Human Resources Administrator	1.00	1.00	1.00	-	(1.00)
Human Resources Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	-	-	-	1.00	1.00
Total Positions	2.25	2.25	2.25	2.25	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 449,988	$ 439,939	$ 420,806	$ 480,110	9.1%
Service and Supplies	77,760	78,462	72,922	74,712	-4.8%
Internal Service Fund Charges	38,450	38,340	38,340	39,450	2.9%
Total Division Cost	**$ 566,198**	**$ 556,741**	**$ 532,068**	**$ 594,272**	6.7%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 543,930	$ 535,535	$ 510,363	$ 570,027
Internal Service Funds	22,268	21,206	21,705	24,245
Total Resources	**$ 566,198**	**$ 556,741**	**$ 532,068**	**$ 594,272**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Technology Division

Division Overview

The Information Technology Division (IT) has oversight of the city's computer systems, fileservers, networks, network security, firewall, website, document imaging, internet connectivity, wireless connectivity, wireless data encryption, print shop, copiers/multi-function printers, phone system and departmental applications.

Accomplishments for Fiscal Year 2021-22

- Created an information technology disaster recovery plan
- Completed full failover disaster recovery testing to disaster recovery site
- Moved Police staff back to Police Department building and technology enhancements related to the remodel project
- Assisted Police and Public Works in CCTV installation at Police Department
- Assisted Recreation and Community Services and Public Works in CCTV installation at Lexington Park
- Installed new Wi-Fi system at Lexington Park
- Installed new Wi-Fi system at Police Department
- Replaced network firewalls for all city facilities
- Accessibility enhancements for city website

Objectives for Fiscal Year 2022-23

- Install voice over IP network (VoIP) phone system
- Replace city data center infrastructure
- Replace in-car video system in police vehicles
- Replace multifunction copiers at all city facilities
- Implement public records request system for City Clerk

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Technology Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Administrative Services Tech II	2.00	2.00	2.00	2.00	-
Computer Support Specialist	1.00	1.00	1.00	1.00	-
Information Technology Manager	1.00	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	1.00	-
Total Positions	5.00	5.00	5.00	5.00	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 856,452	$ 828,376	$ 625,482	$ 833,495	0.6%
Service and Supplies	237,955	317,876	246,022	321,503	1.1%
Internal Service Fund Charges	183,090	175,050	175,050	191,020	9.1%
Total Division Cost	**$1,277,497**	**$1,321,302**	**$1,046,554**	**$1,346,018**	1.9%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
Internal Service Funds	$1,277,497	$1,321,302	$1,046,554	$1,346,018
Total Resources	**$1,277,497**	**$1,321,302**	**$1,046,554**	**$1,346,018**

POLICE

POLICE DEPARTMENT

The Police Department's mission is "to provide professional public safety services in partnership with the community." The Department coordinates its efforts with groups and individuals in the community to provide a safe environment in which to visit, work, and live. The members of the Department are committed to excellence developed through pride, setting the standard, and earning a reputation for caring and courteous service. The Police Department is dedicated to honoring the obligation to protect and serve, while seeking innovative solutions to improve the quality of life for all.

POLICE DEPARTMENT
Fiscal Year 2022-2023

Chief of Police

Support Services
Police Administration
Personnel and Training
Support Services Management
Social Media
Communications
Press Information Officer
Records
Property and Evidence
Crime Prevention/ Community Relations
Emergency Services
Police Grants
Supplemental Law Enforcement Act
Mobile Command Post
Budget
Peer Support
Volunteers/RACES
General Investigations
Court
Police Laboratory
Narcotics Asset Seizure

Field Operations
Field Operations Management
Field Operations
Jail Operations
Traffic and Parking Operations
Crossing Guards
SWAT Operations
Canine Program
Field Training Program
Explorer Program
Homeless Liaison Officer Program

POLICE DEPARTMENT

Summary of Expenditures

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Community Outreach Officer	1.00	1.00	1.00	1.00	-
Office Assistant I/II	1.00	1.00	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	1.00	-
Police Captain	2.00	2.00	2.00	2.00	
Police Chief	1.00	1.00	1.00	1.00	-
Police Clerk I/II	4.00	4.00	4.00	4.00	-
Police Lieutenant	2.00	2.00	2.00	2.00	-
Police Officer	41.00	41.00	41.00	41.00	-
Police Officer (School Resource Officer)	-	-	1.00	1.00	-
Police Officer - Overhire*	2.00	2.00	2.00	2.00	-
Police Sergeant	10.00	10.00	10.00	10.00	-
Police Services Officer	7.00	7.00	7.00	7.00	-
Records Support Svcs Supervisor	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Management Analyst	0.50	0.50	0.50	0.50	-
Part-Time					
Investigative Assistant	1.44	1.44	1.44	1.44	-
Police Aide	4.90	4.90	4.90	4.90	-
Total Positions	80.84	80.84	81.84	81.84	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$13,003,213	$15,680,078	$13,866,508	$ 16,732,509	6.7%
Service and Supplies	2,118,662	2,389,501	2,158,989	2,500,404	4.6%
Internal Service Fund Charges	2,279,340	2,135,290	2,135,290	2,154,340	0.9%
Total Division Cost	**$17,401,215**	**$20,204,869**	**$18,160,787**	**$ 21,387,253**	5.9%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$17,174,930	$20,049,698	$17,892,317	$ 21,181,002
General Fund Grants	69,297	25,975	108,571	75,900
Supplemental Law Enforcement	156,988	129,196	159,899	130,351
Total Resources	**$17,401,215**	**$20,204,869**	**$18,160,787**	**$ 21,387,253**

POLICE DEPARTMENT

Support Services Division

Division Overview

The Support Services Division is comprised of Police Administration, Personnel and Training, Administrative Services Management, West Cities Police Communications (WestComm), Records, Crime Prevention/Community Relations, Emergency Services, Police Grants, Mobile Command Post team management as well as Investigations. The function of the division is to provide management support and guidance for all organizational programs including: hiring and training Department staff, managing the communications contract with WestComm, and strengthening relations between the Department and the community.

Additionally, Investigations is comprised of General Investigations, Special Investigations, Police Laboratory, Property and Evidence, Narcotics Asset Seizure, Court Liaison, and Professional Standards. The Criminal Investigations Bureau is responsible for the follow-up investigations of all reported crimes in the City of Cypress.

Accomplishments for Fiscal Year 2021-22

- Hired four police officers, one investigative assistant, one police service officer (PSO), and three police aides.
- Developed and implemented reporting processes to comply with the state reporting mandates from the Racial and Identity Profiling Act.
- Transitioned the PACE program to an in-person delivery model, including graduations.
- Wrote and implemented a Military Equipment policy to comply with Assembly Bill 481.
- Implemented a School Resource Officer (SRO) and developed a program educating students on the use of Tobacco products.

Objectives for Fiscal Year 2022-23

- Successfully transition evidence from the temporary location back into the Property & Evidence rooms and conduct an internal audit.
- Identify efficiencies within the Records Division and fill Records Supervisor position.

POLICE DEPARTMENT

Support Services Division

- Develop and deliver new state-mandated training on Strategic Communications and Use of Force.

- Finalize the Police Department Strategic Planning Process, which will lay out objectives for the next three years.

POLICE DEPARTMENT

Support Services Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Community Outreach Officer	1.00	1.00	1.00	1.00	-
Office Assistant I/II	1.00	1.00	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	1.00	-
Police Captain	1.00	1.00	1.00	1.00	-
Police Chief	1.00	1.00	1.00	1.00	-
Police Clerk I/II	4.00	4.00	4.00	4.00	-
Police Lieutenant	1.00	1.00	1.00	1.00	-
Police Officer	9.16	9.16	9.00	9.00	-
Police Officer (School Resource Officer)	-	-	1.00	1.00	-
Police Sergeant	3.00	3.00	3.00	3.00	-
Police Services Officer	3.00	3.00	3.00	2.00	(1.00)
Records Support Svcs Supervisor	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Management Analyst	0.50	0.50	0.50	0.50	-
					-
Part-Time					
Investigative Assistant	1.44	1.44	1.44	1.44	
Police Aide	1.96	1.96	1.96	1.96	
Total Positions	31.06	31.06	31.90	30.90	(1.00)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$4,975,901	$5,869,381	$5,212,236	$ 6,060,839	3.3%
Service and Supplies	1,705,722	1,906,664	1,725,483	1,983,368	4.0%
Internal Service Fund Charges	1,440,930	1,489,180	1,489,180	1,556,500	4.5%
Total Division Cost	**$8,122,553**	**$9,265,225**	**$8,426,899**	**$ 9,600,707**	3.6%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$7,896,268	$9,110,054	$8,158,429	$ 9,394,456
General Fund Grants	69,297	25,975	108,571	75,900
Supplemental Law Enforcement	156,988	129,196	159,899	130,351
Total Resources	**$8,122,553**	**$9,265,225**	**$8,426,899**	**$ 9,600,707**

POLICE DEPARTMENT

Operations Division

Division Overview

The Operations Division responds to calls for service, enforces laws, deters crime, makes arrests, conducts preliminary investigations of crimes and collisions, and prepares associated reports. The Operations Division works with the community to prevent and solve crime and to enhance the quality of life for those who live, work, visit and play in Cypress. The division includes: Field Operations Management, Field Operations, Jail, Traffic, SWAT, K-9, Parking enforcement, Crossing Guards, Homeless Outreach, Field Training, and the Police Explorer Program.

Accomplishments for Fiscal Year 2021-22

- Transitioned back to the newly remodeled police department with no interruption of public safety services.
- Worked closely with our North Orange County Public Safety Task Force stakeholders and conducted extensive outreach with our homeless population. This resulted in approximately 20 people experiencing homelessness who were assisted into housing.
- Implemented a structured online oversized vehicle parking permit system.
- Conducted DUI checkpoints and directed traffic safety operations as dictated by a grant from the California Office of Traffic Safety. Directed operations include activities focused on distracted driving, primary factors in collisions, pedestrian/bicycles and collaborative activities with neighboring agencies.

Objectives for Fiscal Year 2022-23

- Implement a municipal code penalizing possession of catalytic converters without proof of ownership as an additional tool to address the rampant theft of catalytic converters.
- Increase our social media presence as a means of informing and interacting with our residents and businesses.
- Improve and enhance our patrol equipment with the introduction of new mobile digital computers (MDCs) in our vehicles and the modernization of our fleet.

POLICE DEPARTMENT

Operations Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Police Captain	1.00	1.00	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	1.00	-
Police Officer	31.84	31.84	32.00	32.00	-
Police Officer - Overhire*	2.00	2.00	2.00	2.00	-
Police Sergeant	7.00	7.00	7.00	7.00	-
Police Services Officer	4.00	4.00	4.00	5.00	1.00
Part-Time					
Police Aide	2.94	2.94	2.94	2.94	-
Total Positions	49.78	49.78	49.94	50.94	1.00

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$8,027,312	$ 9,810,697	$8,654,272	$10,671,670	8.8%
Service and Supplies	412,940	482,837	433,506	517,036	7.1%
Internal Service Fund Charges	838,410	646,110	646,110	597,840	-7.5%
Total Division Cost	**$9,278,662**	**$10,939,644**	**$9,733,888**	**$11,786,546**	7.7%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$9,278,662	$10,939,644	$9,733,888	$11,786,546
Total Resources	**$9,278,662**	**$10,939,644**	**$9,733,888**	**$11,786,546**

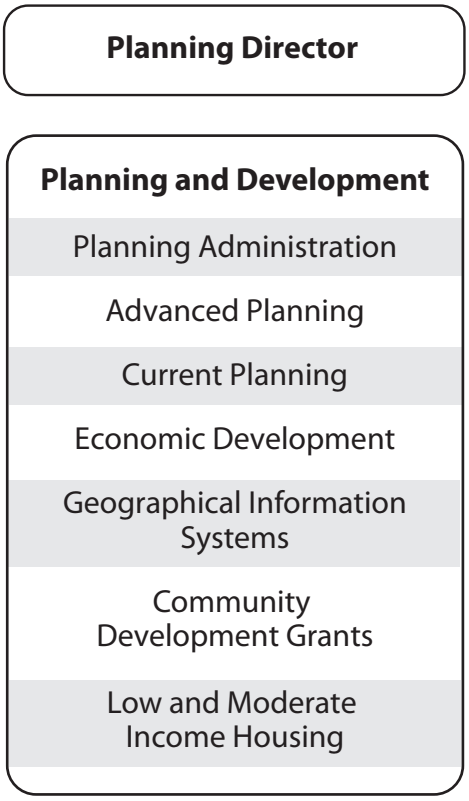
*** Police Officer - Overhire positions are utilized when an upcoming Police Officer vacancy is identified to minimize the time the position is vacant, helping to maintain higher Police Officer staffing levels. These positions are unfunded in the budget and it is anticipated salary savings would offset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

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department consists of the Planning, Code Enforcement, and Housing Divisions and assists the City Manager's Department in Economic Development matters. The Department is responsible for processing all private development proposals, issuing various types of permits, preparing ordinances for land use and building regulations, responding to code enforcement violations, and promoting economic development. The City's economic development program supports local businesses and administers the distribution of federal and other assistance funds for affordable housing production and preservation.

COMMUNITY DEVELOPMENT DEPARTMENT
Fiscal Year 2022 - 2023



COMMUNITY DEVELOPMENT DEPARTMENT

Summary of Expenditures

Summary of Positions	2018-19	2019-20	2020-21	2021-22	20/21 Budget vs. 21/22 Budget
Full-Time					
Administrative Clerk	0.84	1.00	1.00	1.00	-
Assistant Planner	1.00	1.00	1.00	1.00	-
Associate Planner	1.00	1.00	1.00	1.00	-
City Planner	1.00	-	-	-	-
Code Enforcement Officer II	1.00	1.00	1.00	1.00	-
Director of Community Development	0.50	1.00	1.00	1.00	-
Management Analyst	0.04	-	-	-	-
Part-Time					
Planning Intern	-	-	0.50	0.50	-
Total Positions	5.38	5.00	5.50	5.50	-

Summary of Expenditures	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted	20/21 Budget vs. 21/22 Budget
Salaries and Benefits	$ 686,909	$ 853,387	$ 748,850	$ 918,165	7.6%
Service and Supplies	307,809	455,872	677,922	493,640	8.3%
Internal Service Fund Charges	129,640	132,760	135,860	136,250	2.6%
Total Division Cost	**$1,124,358**	**$1,442,019**	**$1,562,632**	**$1,548,055**	7.4%

Summary of Resources	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
General Fund	$1,038,218	$1,232,362	$1,353,475	$1,350,018
General Fund Grants	51,501	170,000	166,000	170,000
Housing Assets Fund	34,639	39,657	43,157	28,037
Total Resources	**$1,124,358**	**$1,442,019**	**$1,562,632**	**$1,548,055**

COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Code Enforcement, and Housing Divisions

Department Overview

The Community Development Department consists of the Planning, Code Enforcement, and Housing Divisions and assists the City Manager's Department in Economic Development matters. The Department is responsible for processing all private development proposals, issuing various types of permits, preparing ordinances for land use and building regulations, responding to code enforcement violations, and promoting economic development. The City's economic development program supports local businesses and administers the distribution of federal and other assistance funds for affordable housing production and preservation.

Accomplishments for Fiscal Year 2021-22

- Completed approvals for:
    - An affordable Senior Housing Project consisting of 98 condominiums
    - A new service station (Ralphs Gas Station) located at 4001 Ball Road
    - 5 Home Rehabilitation Loans
    - On-sale beer and wine at Cobian's Restaurant located at 4959 Katella Avenue
    - Sign Program for Barton Place located at 4747-4755 Katella Avenue
    - Minor Modification of a sign program for the Alpress Medical Building located at 10601 Walker Street
    - Wine store and tasting for Modern Wine at 9969 Walker St.
    - Shea Sign Program for the Cypress City Center located at 5155-5255 Katella Avenue
    - Processed 215 business license clearances for new business within the City
- Awarded a contract and initiated the Neighborhood Preservation Pilot Program to protect property owner investment and enhance Cypress' neighborhoods.
- Facilitated the City Council's Business Recovery Program and waived $125,000 in plan check and permitting fees for new and existing businesses in the City.
- Prepared the Draft 2021-2029 Housing Element Update and an Initial Study and Negative Declaration and submitted to the State for review and comment.

Objectives for Fiscal Year 2022-23

- Create and present an advisory committee to modernize and integrate the Business Park Specific Plans to the City Council.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Code Enforcement, and Housing Divisions

- Recommend the 2021-2029 Housing Element General Plan Amendment to the City Council and receive State certification.
- Recruit a Business Development Manager.
- Present a Program Environmental Impact Report on the 2021-2029 Housing Element to the City Council for consideration.
- Implementation of the goals and objectives of the Housing Element Update.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Code Enforcement, and Housing Divisions

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Administrative Clerk	1.00	1.00	1.00	1.00	-
Assistant Planner	1.00	1.00	1.00	1.00	-
Associate Planner	1.00	1.00	1.00	1.00	-
Business Development Manager	-	-	-	1.00	1.00
Code Enforcement Officer II	1.00	1.00	1.00	1.00	-
Director of Community Development	1.00	1.00	1.00	1.00	-
Part-Time					
Planning Intern	-	-	0.50	0.50	-
Total Positions	5.00	5.00	5.50	6.50	1.00

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 840,512	$ 918,165	$ 902,040	$1,139,152	24.1%
Service and Supplies	177,914	493,640	1,251,550	666,220	35.0%
Internal Service Fund Charges	135,860	136,250	136,250	142,680	4.7%
Total Division Cost	**$1,154,286**	**$1,548,055**	**$2,289,840**	**$1,948,052**	25.8%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$1,075,008	$1,350,018	$2,056,137	$1,715,278
General Fund Grants	39,173	170,000	205,666	170,000
Housing Assets Fund	40,105	28,037	28,037	62,774
Total Resources	**$1,154,286**	**$1,548,055**	**$2,289,840**	**$1,948,052**

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT

The Public Works Department includes the following functions:

Engineering

Engineering programs manage the entire city's infrastructure including the administration of all the City's Capital Improvement programs, design and construction, traffic engineering, subdivision development and general technical support for other City departments.

Building and Safety

The Building Division checks plans, inspects construction, applies state codes on building activity in order to protect the health, safety and welfare of the community.

Maintenance

This division is responsible for maintaining the city's infrastructure including streets, parkways, landscaping, trees, parks, facilities as well as maintaining the fleet. Maintenance activities are completed using a combination of contract services and in-house staff.

Environmental Services

This program manages the solid waste, grease control, and stormwater quality programs. Environmental Services is responsible for ensuring compliance with all applicable regulatory requirements to protect the community's health.

PUBLIC WORKS DEPARTMENT
Fiscal Year 2022 - 2023

Public Works Director

Building
Building Division Administration
Permits
Building Inspections
Electrical, Plumbing & Heating Inspections
Plan Checks

Engineering
Public Works Administration
Engineering Administration
Engineering Plan Checking
Traffic Engineering
Traffic Signal Maintenance
Street Lighting

Environmental Services
Solid Waste Management
Grants
Fats, Oils and Grease Management
Storm Drainage Water Quality

Park Maintenance
Park Landscape and Maintenance
Senior Center Landscaping and Maintenance
Athletic Field Maintenance
Park Building Maintenance
Community Center Maintenance
Community Events

Street Maintenance
Maintenance Administration
Street, Tree and Parkway Maintenance
Street Cleaning
Traffic Safety
Graffiti Removal
Sidewalk Repair
Retarding Basin
Stanton Channel Berm Maintenance
Storm Drain Maintenance
Sanitary Sewer Maintenance

Facilities Division
Building Maintenance
Civic Center Landscaping
Library Maintenance
Boys & Girls Club Maintenance

Fleet Division
Auto Maintenance
Equipment Maintenance

PUBLIC WORKS DEPARTMENT

Summary of Expenditures

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Assistant City Engineer	1.00	1.00	1.00	1.00	
Associate Engineer	1.00	1.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	1.00	-
Director of Public Works	1.00	1.00	1.00	1.00	-
Engineering Aide	1.00	1.00	1.00	1.00	-
Maintenance Specialist	3.00	3.00	3.00	3.00	-
Maintenance Superintendent	1.00	1.00	1.00	1.00	-
Maintenance Supervisor	3.00	3.00	3.00	3.00	-
Maintenance Worker	6.00	6.00	7.00	7.00	-
Management Analyst	1.00	1.00	1.00	-	(1.00)
Mechanic	2.00	2.00	2.00	2.00	-
Office Assistant II	1.00	1.00	1.00	1.00	-
Project Manager	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Management Analyst	-	-	-	1.00	1.00
Part-Time					
Administrative Intern	1.00	1.00	1.00	1.00	-
Administrative Services Tech II	0.90	0.90	-	-	-
Maintenance Attendant	0.50	0.50	0.50	0.50	-
Maintenance Worker	2.00	2.00	2.00	2.00	-
Office Assistant II	0.70	0.70	-	-	-
Total Positions	29.10	29.10	28.50	28.50	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 3,446,716	$ 3,828,865	$ 3,284,517	$ 4,082,638	6.6%
Service and Supplies	5,304,605	6,155,825	5,738,372	6,646,927	8.0%
Internal Service Fund Charges	1,089,490	1,107,660	1,107,660	1,131,580	2.2%
Total Department Cost	**$ 9,840,811**	**$11,092,350**	**$10,130,549**	**$11,861,145**	6.9%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 6,091,158	$ 6,978,761	$ 7,128,824	$ 8,180,584
General Fund Grants	13,517	13,518	13,518	13,600
Corporate Center Maint Dist	57,805	77,477	82,568	74,792
Internal Service Funds	1,431,077	1,596,301	703,060	762,341
Lighting District	960,206	974,327	1,013,709	1,160,914
Storm Drainage	502,604	598,645	497,154	634,195
Sewer Fund	298,261	472,813	412,659	478,094
Capital Projects	486,183	380,508	279,057	556,625
Total Resources	**$ 9,840,811**	**$11,092,350**	**$10,130,549**	**$11,861,145**

PUBLIC WORKS DEPARTMENT

Building & Safety Division

Division Overview

Building and Safety regulates building construction activity through plan review, permit processing, inspection, and education in order to protect the health, safety and welfare of the community. Key responsibilities include providing timely plan reviews and construction inspections to ensure compliance with approved building plans and codes. Staff also provides technical support to homeowners, contractors, and design professionals on the latest building code regulations.

Accomplishments for Fiscal Year 2021-22

- Completed setting up of online permitting system

Plan checked:

- Shea Properties City Center Project Buildings
- New Retail Tenant Improvement 4747 and 4755 Katella Avenue
- Belmont Melia Homes
- Citrus Square Melia Homes

Objectives for Fiscal Year 2022-23

Inspect:

- Shea Properties City Center Project Buildings
- New Retail Tenant Improvement 4747 and 4755 Katella Avenue
- Belmont Melia Homes
- Citrus Square Melia Homes

PUBLIC WORKS DEPARTMENT

Building & Safety Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Management Analyst	-	0.02	0.02	-	(0.02)
Secretary to Department Head	-	0.03	0.03	0.03	-
Senior Management Analyst	-	-	-	0.02	0.02
Total Positions	-	0.05	0.05	0.05	-

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 7,018	$ 6,035	$ 2,090	$ 7,104	17.7%
Service and Supplies	672,760	706,481	562,191	576,302	-18.4%
Internal Service Fund Charges	58,150	58,960	58,960	61,170	3.7%
Total Division Cost	**$ 737,928**	**$ 771,476**	**$ 623,241**	**$ 644,576**	-16.4%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 737,928	$ 771,476	$ 623,241	$ 644,576
Total Resources	**$ 737,928**	**$ 771,476**	**$ 623,241**	**$ 644,576**

PUBLIC WORKS DEPARTMENT

Environmental Services Division

Division Overview

Environmental Services manages the solid waste, grease control, and stormwater quality programs. These programs are responsible for ensuring the City complies with all applicable regulatory requirements to protect the community's health.

Solid waste management ensures the community meets California's recycling mandates and manages the solid waste franchise. The grease control and stormwater quality programs are ways the City is helping to prevent pollutants from entering waterways.

Additionally, the City provides extensive public education to inform businesses of their responsibilities and help citizens understand the importance of recycling and their impact on pollution prevention.

Accomplishments for Fiscal Year 2021-22

- Partnered with Valley Vista Services to expand education and outreach efforts to businesses and residents about existing and upcoming mandatory organic recycling laws to increase participation and meet compliance deadlines required by State law
- Developed water quality criteria to comply with State law
- Awarded a new long-term contract (up to five years) for Stormwater/Fat, Oils and Grease on-call inspection and management services

Objectives for Fiscal Year 2022-23

Anticipated special projects for the next fiscal year include:

- Continue to work with Valley Vista Services and solid waste consultant to meet the organic recycling reporting, compliance and public outreach requirements.
- Coordinate with the countywide stormwater program during the stormwater permit renewal process with the Santa Ana Regional Water Quality Control Board.

PUBLIC WORKS DEPARTMENT

Environmental Services Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Assistant City Engineer	0.11	0.11	0.06	0.06	-
Associate Engineer	0.26	0.27	0.27	0.26	(0.01)
Management Analyst	0.42	0.98	0.98	-	(0.98)
Project Manager	-	-	0.05	0.05	-
Senior Management Analyst	-	-	-	0.98	0.98
Part-Time					
Administrative Intern	0.10	0.10	0.10	0.10	-
Total Positions	0.89	1.46	1.46	1.45	(0.01)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 133,211	$ 152,639	$ 111,038	$ 173,288	13.5%
Service and Supplies	382,414	369,940	457,641	500,550	35.3%
Internal Service Fund Charges	3,400	2,720	2,720	2,720	0.0%
Total Division Cost	**$ 519,025**	**$ 525,299**	**$ 571,399**	**$ 676,558**	28.8%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 70,997	$ 59,245	$ 179,709	$ 191,680
General Fund Grants	13,517	13,518	13,518	13,600
Storm Drainage Fund	365,218	376,430	314,688	379,086
Sewer Fund	69,293	76,106	63,484	92,192
Total Resources	**$ 519,025**	**$ 525,299**	**$ 571,399**	**$ 676,558**

PUBLIC WORKS DEPARTMENT

Engineering Division

Division Overview

The Engineering Division maintains the traffic signal system and manages the planning, design and construction of all public infrastructure and facilities. Engineering also maintains the City's street system and strives to maintain a Pavement Condition Index (PCI) rating above 85 (Very Good Condition).

Accomplishments for Fiscal Year 2021-22

- Completed the Katella Median Restoration Project
- Completed the Senior Center restroom and Maintenance Yard remodels
- Renovated and reopened the Police Department
- Opened Lexington Park
- Awarded a design contract for the Arnold Cypress Park Rehabilitation

Objectives for Fiscal Year 2022-23

Anticipated special projects for the next fiscal year include:

- Complete plans and specifications for the Arnold Cypress Park Rehabilitation
- Complete the Senior Center interior improvements
- Install electric vehicle (EV) charging stations at City facilities
- Rehabilitate the Community Center roof
- Replace the sports court at Veterans Park
- Complete the design for the City Hall seismic retrofit
- Complete an evaluation of the Veterans and Myra (No. 1) Pump Stations

PUBLIC WORKS DEPARTMENT

Engineering Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Assistant City Engineer	0.89	0.89	0.94	0.94	-
Associate Engineer	0.74	0.73	0.73	0.74	0.01
City Engineer	1.00	1.00	1.00	1.00	-
Director of Public Works	1.00	1.00	1.00	1.00	-
Engineering Aide	1.00	1.00	1.00	1.00	-
Maintenance Specialist	0.01	0.01	0.02	0.03	0.01
Maintenance Supervisor	0.05	0.06	0.08	0.04	(0.04)
Maintenance Worker	0.01	0.01	0.01	0.01	-
Management Analyst	0.58	-	-	-	-
Project Manager	1.00	1.00	0.95	0.95	-
Public Works Superintendent	-	-	0.01	0.01	-
Secretary to Department Head	1.00	0.97	0.97	0.97	-
Part-Time					
Administrative Intern	0.50	0.50	0.50	0.50	-
Maintenance Worker	0.02	0.02	0.02	0.02	-
Total Positions	7.80	7.19	7.23	7.21	(0.02)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 1,378,049	$ 1,321,570	$ 1,093,496	$ 1,489,765	12.7%
Service and Supplies	1,170,871	1,182,520	1,286,252	1,417,269	19.9%
Internal Service Fund Charges	373,900	368,870	368,870	382,300	3.6%
Total Division Cost	**$ 2,922,820**	**$ 2,872,960**	**$ 2,748,618**	**$ 3,289,334**	14.5%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 1,476,431	$ 1,518,125	$ 1,455,852	$ 1,571,795
Lighting District	960,206	974,327	1,013,709	1,160,914
Capital Project Funds (Various)	486,183	380,508	279,057	556,625
Total Resources	**$ 2,922,820**	**$ 2,872,960**	**$ 2,748,618**	**$ 3,289,334**

PUBLIC WORKS DEPARTMENT

Streets Division

Division Overview

Street maintenance is responsible for maintaining the City's infrastructure within the 112 miles of street right of way. This includes pavement work, traffic control, landscape maintenance, sidewalk, curb and gutter, access ramps, traffic sign replacements and roadway striping.

The City maintains more than 15,000 street trees with the majority of them located in residential neighborhoods. Contract services provide tree trimming and removals, while City staff inspects trees for health. Street maintenance also includes catch basin and storm drain cleaning, sewer line cleaning, manhole repair and sweeping of more than 18,000 curb miles per year.

Accomplishments for Fiscal Year 2021-22

- Continued sanitary sewer cleaning operations
- Awarded new contracts for landscape maintenance and graffiti removal services
- Evaluated all City sidewalks and repaired sidewalk displacements throughout the year
- Evaluated all City regulatory traffic signs and replaced deteriorated signs throughout the year
- Completed painting 20% of the City's colored curbs

Objectives for Fiscal Year 2022-23

- Continue sanitary sewer cleaning operations
- Complete the second-year of an initial two-year contract for landscape maintenance services
- Award a new contract for tree maintenance services
- Evaluate all City sidewalks and repair sidewalk displacements throughout the year
- Evaluate all City regulatory traffic signs and replace deteriorated signs throughout the year
- Completed painting 20% of all the marked red curbs citywide

PUBLIC WORKS DEPARTMENT

Streets Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Maintenance Specialist	1.51	1.51	1.52	1.60	0.08
Maintenance Worker	4.42	4.45	5.41	5.42	0.01
Office Assistant II	1.00	1.00	1.00	1.00	-
Maintenance Superintendent	1.00	1.00	0.99	0.99	-
Maintenance Supervisor	1.68	1.66	1.63	1.65	0.02
Part-Time					
Administrative Intern	0.40	0.40	0.40	0.40	-
Administrative Services Tech I	0.90	0.90	-	-	-
Maintenance Worker	0.65	0.65	0.65	0.65	
Office Assistant II	0.70	0.70	-	-	-
Total Positions	12.26	12.27	11.60	11.71	0.11

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$1,155,871	$1,427,223	$1,249,004	$1,467,165	2.8%
Service and Supplies	991,772	1,367,083	1,149,727	1,203,100	-12.0%
Internal Service Fund Charges	471,570	480,960	480,960	496,970	3.3%
Total Division Cost	**$2,619,213**	**$3,275,266**	**$2,879,691**	**$3,167,235**	-3.3%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$2,144,210	$2,578,867	$2,265,482	$2,451,432
Corporate Center Maint Dist	57,805	77,477	82,568	74,792
Sewer Fund	228,968	396,707	349,175	385,902
Storm Drainage Fund	137,386	222,215	182,466	255,109
Internal Service Funds	50,844	-	-	-
Total Resources	**$2,619,213**	**$3,275,266**	**$2,879,691**	**$3,167,235**

PUBLIC WORKS DEPARTMENT

Maintenance Division - Parks

Division Overview

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

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

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

Accomplishments for Fiscal Year 2021-22

- Completed annual turf renovations throughout the City
- Awarded a two-year contract for park security and lock up services
- Performed upgrades to weather-based irrigation controllers
- Performed annual Willow Park pond cleaning and maintenance

Objectives for Fiscal Year 2022-23

- Perform annual turf renovations throughout the City
- Perform upgrades to weather-based irrigation controllers
- Perform annual Willow Park pond cleaning and maintenance
- Perform reduction of sand height mounding in turf surrounding tot lots at various parks

PUBLIC WORKS DEPARTMENT

Maintenance Division - Parks

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Maintenance Specialist	0.87	0.87	0.86	0.82	(0.04)
Maintenance Worker	0.95	0.93	0.97	0.97	-
Maintenance Supervisor	0.74	0.74	0.75	0.75	-
Mechanic	-	-	0.02	0.03	0.01
Part-Time					
Maintenance Attendant	0.50	0.50	0.50	0.50	-
Maintenance Worker	1.15	1.15	1.16	1.16	-
Total Positions	4.21	4.19	4.26	4.23	(0.03)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 338,998	$ 422,025	$ 386,844	$ 431,874	2.3%
Service and Supplies	1,152,970	1,436,011	1,284,873	1,803,079	25.6%
Internal Service Fund Charges	155,050	165,880	165,880	158,150	-4.7%
Total Division Cost	**$1,647,018**	**$2,023,916**	**$1,837,597**	**$2,393,103**	18.2%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$1,647,018	$2,023,916	$1,837,597	$2,393,103
Total Resources	**$1,647,018**	**$2,023,916**	**$1,837,597**	**$2,393,103**

PUBLIC WORKS DEPARTMENT

Maintenance Division - Facility

Division Overview

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

Accomplishments for Fiscal Year 2021-22

- Completed annual lead decontamination and rubber bullet trap mining in the Police Department Shooting Range
- Completed the Corporate Yard Locker Room and Restroom remodel project
- Awarded a two-year contract for heating and cooling maintenance
- Continued to convert light bulbs to new energy efficient LED bulbs
- Assisted Engineering with various infrastructure and public facility projects

Objectives for Fiscal Year 2022-23

- Approve second year contract extension for custodial services
- Continue to convert light bulbs to new energy efficient LED bulbs
- Complete annual lead decontamination and rubber bullet trap mining in the Police Department Shooting Range
- Assist Engineering with various infrastructure and public facility projects

PUBLIC WORKS DEPARTMENT

Maintenance Division - Facility

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Maintenance Specialist	0.62	0.62	0.60	0.55	(0.05)
Maintenance Worker	0.62	0.62	0.61	0.60	(0.01)
Maintenance Supervisor	0.39	0.39	0.39	0.41	0.02
Part-Time					
Maintenance Worker	0.18	0.18	0.17	0.17	-
Total Positions	1.81	1.81	1.77	1.73	(0.04)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 173,679	$ 212,436	$ 154,416	$ 222,841	4.9%
Service and Supplies	587,169	745,936	594,547	687,177	-7.9%
Internal Service Fund Charges	15,720	17,980	17,980	17,980	0.0%
Total Division Cost	**$ 776,568**	**$ 976,352**	**$ 766,943**	**$ 927,998**	-5.0%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund	$ 14,574	$ 27,132	$ 766,943	$ 927,998
Internal Service Funds	761,994	949,220	-	-
Total Resources	**$ 776,568**	**$ 976,352**	**$ 766,943**	**$ 927,998**

PUBLIC WORKS DEPARTMENT

Maintenance Division - Fleet

Division Overview

Fleet maintenance maintains 88 vehicles over half of which are in the Police Department and 64 pieces of motorized equipment. This includes preventative, reactive and predictive maintenance as well as custom fabrication to the City's fleet vehicles, ensuring vehicle reliability for various user departments citywide.

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

Accomplishments for Fiscal Year 2021-22

- Managed the purchase and equipment installation of new City vehicles
- Completed preventative maintenance to the City's fleet vehicles as scheduled
- Continued to retrofit safety lights with improved lighting (LED lighting kits) on existing maintenance vehicles
- Reviewed street repair equipment for lack of use due to contracting services out and sent unused equipment to auction

Objectives for Fiscal Year 2022-23

- Manage the purchase and equipment installation of new City vehicles
- Provide preventative maintenance to the City's fleet vehicles as scheduled
- Continue to retrofit safety lights with (LED lighting kits) on existing maintenance vehicles

PUBLIC WORKS DEPARTMENT

Maintenance Division - Fleet

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Mechanic	2.00	2.00	1.98	1.97	(0.01)
Maintenance Supervisor	0.14	0.14	0.15	0.15	-
Total Positions	2.14	2.14	2.13	2.12	(0.01)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 259,890	$ 286,937	$ 287,629	$ 290,601	1.3%
Service and Supplies	346,649	347,854	403,141	459,450	32.1%
Internal Service Fund Charges	11,700	12,290	12,290	12,290	0.0%
Total Division Cost	**$ 618,239**	**$ 647,081**	**$ 703,060**	**$ 762,341**	17.8%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
Internal Service Funds	$ 618,239	$ 647,081	$ 703,060	$ 762,341
Total Resources	**$ 618,239**	**$ 647,081**	**$ 703,060**	**$ 762,341**

DEBT SERVICE

DEBT SERVICE FUNDS

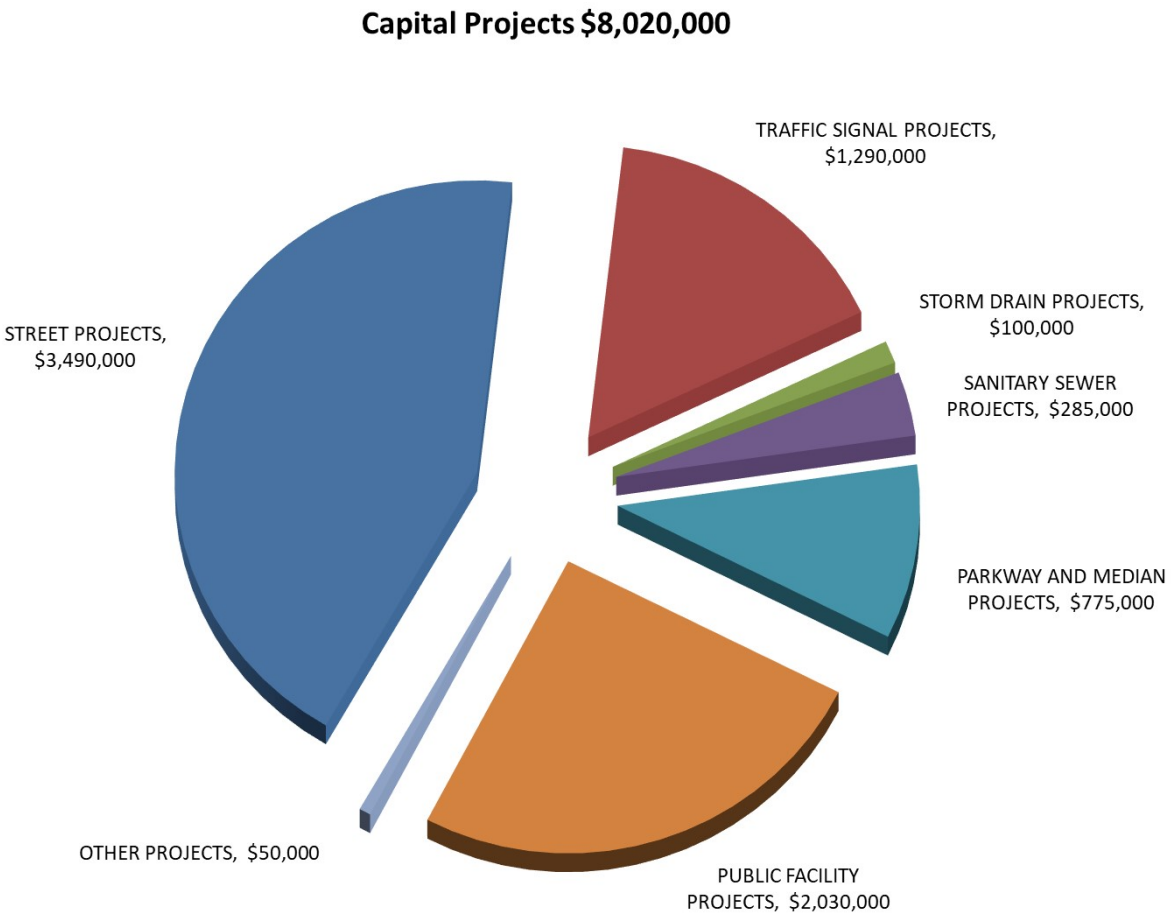
There are no Debt Service Funds because there is no City-obligated debt outstanding. The last City-obligated debt was retired in fiscal year 2018-19.

CAPITAL PROJECTS

CAPITAL IMPROVEMENT PROGRAM

The City Council annually adopts a seven-year Capital Improvement Program (CIP) to plan for infrastructure improvements to ensure the City's needs are addresses and large financial expenditures can be planned. The CIP consists of various infrastructure and public facility projects which are deemed essential to improving and maintaining the assets of the City. The first year of the program is incorporated into the annual budget process and is summarized by project category and project on the following page.

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



CITY OF CYPRESS
SUMMARY OF CAPITAL PROJECTS
Fiscal Year 2022-23

FUND		FUNDING SOURCES GENERAL	INFRA-STRUCTURE RESERVE	GAS TAX	MEASURE M2	OTHER		TOTAL
	STREET PROJECTS (80100)							
415	Residential Street Resurfacing (8011)	$ 800,000	$ -	$ 500,000	$ -	$ -		$ 1,300,000
236	Arterial Rehabilitation-Orange Ave (8012)				240,000	200,000	(1)	440,000
239	Arterial Street Rehabilitation (8012)	-	-	-	310,000	1,440,000	(2)	1,750,000
	Subtotal	$ 800,000	$ -	$ 500,000	$ 550,000	$ 1,640,000		$ 3,490,000
	SIGNAL/LIGHTING PROJECTS (80200/800)							
251	Illuminated Street Name Sign Upgrades (8081)	$ -	$ -	$ -	$ -	$ 330,000	(3)	$ 330,000
234	Various Traffic Signal/Striping Improvement (802	-	-	-	150,000	100,000	(4)	250,000
251	Upgrade/Install Adaptive Timing Controls (8021)	-	-	-	-	50,000	(3)	50,000
236	Upgrade Traffic Camera Infrastructure (8021)	-	-	-	110,000	-		110,000
251	Upgrade Traffic Software/Components (8021)	-	-	-	-	550,000	(3)	550,000
	Subtotal	$ -	$ -	$ -	$ 260,000	$ 1,030,000		$ 1,290,000
	STORM DRAIN PROJECTS (80300)							
415	Myra Avenue Pump Station No.1 Eval (8031)	$ -	$ -	$ -	$ -	$ 75,000	(5)	$ 75,000
415	Veterans Park Pump Station No.6 Eval (8031)	25,000	-	-	-	-		25,000
	Subtotal	$ 25,000	$ -	$ -	$ -	$ 75,000		$ 100,000
	SEWER PROJECTS (80400)							
321	Sewer System Improvements (8041)	$ -	$ -	$ -	$ -	$ 100,000	(6)	$ 100,000
321	Sewer System Evaluation (8041)	-	-	-	-	185,000	(6)	185,000
	Subtotal	$ -	$ -	$ -	$ -	$ 285,000		$ 285,000
	PARKWAY PROJECTS (80500)							
415	Concrete/Sidewalk Rehabilitation (8051)	$ 250,000	$ -	$ 150,000	$ -	$ -		$ 400,000
415	Frontage Road Landscape Impr (8053)	-	-	200,000	-	-		200,000
415	Irrigation Study/Water Conservation (8053)	-	-	-	75,000	-		75,000
415	Street Tree Planting (8055)	-	100,000	-	-	-		100,000
	Subtotal	$ 250,000	$ 100,000	$ 350,000	$ 75,000	$ -		$ 775,000
	PUBLIC FACILITY PROJECTS (80600)							
415	Electric Vehicle Charging Stations (8061/62/63)	$ -	$ -	$ -	$ -	$ 500,000	(5)	$ 500,000
415	Security Improvements Study (8061/62/63)	-	150,000	-	-	-		150,000
415	Police Dept Gate Replacement (8061)	-	50,000	-	-	-		50,000
415	Police Dept Parking Deck Recoating (8061)	-	40,000	-	-	-		40,000
415	City Hall Bathrooms-Disability Access (8061)	-	190,000	-	-	-		190,000
415	City Hall East Wing Seismic Impr (8061)	-	300,000	-	-	-		300,000
415	City Hall WW Carpet/Flooring (8061)	250,000	-	-	-	-		250,000
415	City Hall WW Furnishings/Workstations (8061)	-	200,000	-	-	-		200,000
415	Council Chamber Security Improvements (8061)	-	200,000	-	-	-		200,000
415	City Hall Security Improvements (8061)	-	150,000	-	-	-		150,000
	Subtotal	$ 250,000	$ 1,280,000	$ -	$ -	$ 500,000		$ 2,030,000
	OTHER PROJECTS (80900)							
415	Reclaimed Water Line Project (8091)	$ -	$ -	$ -	$ -	50,000	(5)	$ 50,000
	Subtotal	$ -	$ -	$ -	$ -	$ 50,000		$ 50,000
	Total Funded CIP Projects	**$ 1,325,000**	**$ 1,380,000**	**$ 850,000**	**$ 885,000**	**$ 3,580,000**		**$ 8,020,000**

Legend:

(1) Pavement Management Relief Funding (PMRF)
(2) State RMRA (SB1)
(3) Street Lighting
(4) Traffic Mitigation
(5) General Fund (One-Time Pandemic Response Spending Plan Monies)
(6) Sewer Fund

Project Information

Title Residential Street Resurface **Fund #** 415

Category 80100 STREET PROJECTS

Description and Justification Pave and slurry seal various major streets, alleys, and trails to maintain their condition. This is regular maintenance scheduled as part of the Pavement Management Program, submitted to OCTA every two years for Measure M2 funding eligibility, and a key component in meeting state and local Maintenance of Effort requirements. The program ranks and prioritizes streets and projects based on existing conditions and available budget.

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Gas Tax 2103	**$500,000**	$500,000	$550,000	$550,000	$600,000	$600,000	$650,000	$3,950,000
General Fund	**$800,000**	$800,000	$800,000	$800,000	$800,000	$800,000	$800,000	$5,600,000
Totals (2 groups)	**$1,300,000**	$1,300,000	$1,350,000	$1,350,000	$1,400,000	$1,400,000	$1,450,000	$9,550,000



New Operating Costs
N/A

Project Information

Title Orange Ave (Denni to Moody) Resurfacing - OCTA Pavement Relief **Fund #** 236

Category 80100 STREET PROJECTS

Description and Justification This is a one-time funding program to help offset the loss of Measure M2 local fair share revenues and other funding programs that support local streets and roads whose revenue streams have been negatively impacted by the pandemic. Funds are allocated based on population and Cypress is eligible to receive $200,000, with no local match requirement. The proposed project will repave Orange Avenue from Denni Street to Moody Street, and replace damaged sidewalks and driveways to meet current accessibility requirements.

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Summer 2022 **Construction** Fall 2022

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Pavement Management Relief Funding (PMRF)	**$200,000**	$0	$0	$0	$0	$0	$0	$200,000
Measure M	**$240,000**	$0	$0	$0	$0	$0	$0	$240,000
Totals (2 groups)	**$440,000**	$0	$0	$0	$0	$0	$0	$440,000



New Operating Costs
N/A

Project Information

Title Arterial Street Rehabilitation **Fund #** 239

Category 80100 STREET PROJECTS

Description and Justification Pave and slurry seal various major streets, alleys, bridges, and trails to maintain their condition. This is regular maintenance scheduled as part of the Pavement Management Program, submitted to OCTA every two years for Measure M2 funding eligibility, and a key component in meeting state and local Maintenance of Effort requirements. The program ranks and prioritizes streets and projects based on existing conditions and available budget.

Priority

✔ Preventative / Proactive ☐ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Fall 2022

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
SB1 RMRA	**$1,440,000**	$1,000,000	$1,050,000	$1,050,000	$1,075,000	$1,075,000	$1,100,000	$7,790,000
Measure M	**$310,000**	$900,000	$900,000	$900,000	$925,000	$925,000	$950,000	$5,810,000
Totals (2 groups)	**$1,750,000**	$1,900,000	$1,950,000	$1,950,000	$2,000,000	$2,000,000	$2,050,000	$13,600,000



New Operating Costs
N/A

Project Information

Title Illuminated Street Name Sign Upgrades - LED **Fund #** 251

Category 80200 TRAFFIC SIGNAL/LIGHTING PROJECTS

Description and Justification Replace illuminated street name signs at various intersections. The existing illuminated street name signs are showing wear/tear due to exposure to the elements and have high maintenance costs. This project will replace approximately 30 signs annually with more energy-efficient LEDs that will lower energy costs, reduce maintenance costs, and provide better visibility and clarity. All street name signs are to be completed in FY 23/24. The lifespan of the LEDs is approximately 7-10 years based on usage, compared to 2-3 years of the standard lights.

Priority

☑ Preventative / Proactive ☐ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Street Lighting	**$330,000**	$330,000	$0	$0	$0	$0	$0	$660,000
Totals (1 groups)	**$330,000**	$330,000	$0	$0	$0	$0	$0	$660,000



New Operating Costs
N/A

Project Information

Title Traffic Signal/Striping Improvements at Various Locations **Fund #** 234

Category 80200 TRAFFIC SIGNAL/LIGHTING PROJECTS

Description and Justification

This project will address various minor traffic enhancements at various locations, including but not limited to: signage and/or striping modifications, traffic signal equipment modifications, pedestrian crosswalk modifications, and other general traffic improvements. Projects will be identified by the Traffic Engineer and brought forward to the Traffic Commission for approval.

Projects in Year 1 include signal improvements along Orangewood Avenue, striping modifications at Cerritos/Walker, and an accessible pedestrian push button at Denni/Ball. The installation of a rectangular rapid flashing beacon (RRFB) to enhance the pedestrian crosswalk at Denni/Newman is also included in Year 1, which continues the pilot program that saw the installation of RRFBs at Orange/Lime and Walker/Aspen.

Priority

✔ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Traffic Mitigation Assmt	**$100,000**	$0	$0	$0	$0	$0	$0	$100,000
Measure M	**$150,000**	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$450,000
Totals (2 groups)	**$250,000**	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$550,000



New Operating Costs

Project Information

Title Upgrade/Provide Smart Adaptive Timing Controls **Fund #** 251

Category 80200 TRAFFIC SIGNAL/LIGHTING PROJECTS

Description and Justification Installation/integration of smart adaptive controls such as pedestrian and bicycle tracking, more responsive timing plans based on complex algorithms, and other advanced features such as flashing yellow arrows, dynamic phasing, and short-range communications. The project was identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report.

Priority

✔ Preventative / Proactive ☐ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Street Lighting	**$50,000**	$100,000	$250,000	$300,000	$300,000	$350,000	$350,000	$1,700,000
Totals (1 groups)	**$50,000**	$100,000	$250,000	$300,000	$300,000	$350,000	$350,000	$1,700,000



New Operating Costs
N/A

Project Information

Title Upgrade Traffic Monitoring Camera Infrastructure **Fund #** 236

Category 80200 TRAFFIC SIGNAL/LIGHTING PROJECTS

Description and Justification Replace and/or upgrade existing traffic monitoring camera equipment and infrastructure. The existing equipment is at the end of its useful life and requires constant maintenance. Newer technology allows for better video quality and less maintenance. Project identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report. Cost to replace a monitoring camera is approximately $5,000. Cost to design, construct, and integrate a new monitoring camera system is approximately $25,000 per location.

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Measure M	**$110,000**	$110,000	$0	$0	$110,000	$110,000	$110,000	$550,000
Totals (1 groups)	**$110,000**	$110,000	$0	$0	$110,000	$110,000	$110,000	$550,000

New Operating Costs
N/A



Project Information

Title Upgrade Traffic System Software and Components **Fund #** 251

Category 80200 TRAFFIC SIGNAL/LIGHTING PROJECTS

Description and Justification Current control systems are legacy systems and are no longer supported by the manufacturer. This project will replace various components over a multi-year period to allow for testing of new components and features and to minimize any potential disruptions to traffic flow. Project identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Street Lighting	**$550,000**	$200,000	$150,000	$150,000	$150,000	$150,000	$150,000	$1,500,000
Totals (1 groups)	**$550,000**	$200,000	$150,000	$150,000	$150,000	$150,000	$150,000	$1,500,000



New Operating Costs

N/A

Project Information

Title Myra Pump Station No. 1 Evaluation (Pandemic Recovery) **Fund #** 415

Category 80300 STORM DRAIN PROJECTS

Description and Justification Myra Pump Station No. 1, located between Moody Street and Walker Street, was originally constructed in the 1950s. The pump station is at the end of its useful life and is in need of a replacement. This project will evaluate the existing site and provide recommendations on how to increase the existing capacity to provide 100-year floor protection levels. Options may include an underground retention box, property acquisition, etc.

Priority

✔ Preventative / Proactive ☐ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2023 **Construction** N/A

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
General Fund	**$75,000**	$0	$0	$0	$0	$0	$0	$75,000
Totals (1 groups)	**$75,000**	$0	$0	$0	$0	$0	$0	$75,000



New Operating Costs
N/A

Project Information

Title Veterans Park Pump Station Evaluation **Fund #** 415

Category 80300 STORM DRAIN PROJECTS

Description and Justification Storm Pump Station No. 6, located at Veterans Park, was constructed in the 1990s and various components are approaching the end of its useful life. This project will evaluate the existing pump station and provide an overview and replacement program for the various components.

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Summer 2023 **Construction** N/A

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
General Fund	**$25,000**	$0	$0	$0	$0	$0	$0	$25,000
Totals (1 groups)	**$25,000**	$0	$0	$0	$0	$0	$0	$25,000



New Operating Costs
N/A

Project Information

Title Sewer System Improvements **Fund #** 321

Category 80400 SEWER PROJECTS

Description and Justification Replace/reline various sewer lines and manholes. The Sewer Master Plan is a long range-planning tool for sewer infrastructure improvements to minimize the possibility of overflows. As identified in the Sewer Master Plan, these sewer lines contain condition and/or capacity deficiencies, including sags, root intrusion, infiltration, calcium deposits, cracks, and offset joints. Forecasted projects include a sewer capacity improvement project along Orangewood Avenue, from Valley View Street to Holder Street.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Sewer Fund	**$100,000**	$100,000	$2,250,000	$100,000	$2,250,000	$2,800,000	$450,000	$8,050,000
Totals (1 groups)	**$100,000**	$100,000	$2,250,000	$100,000	$2,250,000	$2,800,000	$450,000	$8,050,000



New Operating Costs
N/A

Project Information

Title Sewer System Evaluations **Fund #** 321

Category 80400 SEWER PROJECTS

Description and Justification Video inspections of City's sewer network for compliance with State Water Board every five years. The State Water Board requires local agencies maintain a Sewer System Management Plan (SSMP), part of which includes a comprehensive video inventory of the City's existing sewer network.

Priority

✔ Preventative / Proactive ☐ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Winter 22/23

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Sewer Fund	**$185,000**	$185,000	$195,000	$195,000	$210,000	$210,000	$220,000	$1,400,000
Totals (1 groups)	**$185,000**	$185,000	$195,000	$195,000	$210,000	$210,000	$220,000	$1,400,000



New Operating Costs
N/A

Project Information

Title Concrete Rehabilitation (Citywide) **Fund #** 415

Category 80500 PARKWAY PROJECTS

Description and Justification Replace sidewalk, curb and gutter, access ramps and other concrete improvements within the street. This program replaces sidewalk and concrete improvements to maintain regulatory compliance with the Americans with Disabilities Act (ADA) and avoid potential liability and harm to residents.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Summer 2022

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Gas Tax 2106	**$150,000**	$150,000	$175,000	$175,000	$200,000	$200,000	$225,000	$1,275,000
General Fund	**$250,000**	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$1,750,000
Totals (2 groups)	**$400,000**	$400,000	$425,000	$425,000	$450,000	$450,000	$475,000	$3,025,000



New Operating Costs
N/A

Project Information

Title Frontage Road Landscape Improvements **Fund #** 415

Category 80500 PARKWAY PROJECTS

Description and Justification The frontage roads along Cerritos Avenue and Knott Street contain landscaping that is deteriorating. The existing plant palette is not suitable for placement next to a major roadway due to heat from the asphalt and other contributing factors. This project will remove the existing landscaping, install water-efficient irrigation, and drought tolerant landscaping that has been used along Moody Street, Lincoln Avenue, Katella Avenue, and Valley View Street.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Gas Tax 2106	**$200,000**	$0	$0	$100,000	$0	$0	$100,000	$400,000
Totals (1 groups)	**$200,000**	$0	$0	$100,000	$0	$0	$100,000	$400,000



New Operating Costs
N/A

Project Information

Title Irrigation Study / Water Conservation **Fund #** 415

Category 80500 PARKWAY PROJECTS

Description and Justification The current irrigation system uses outdated software and controllers are not all integrated into the system. Several areas use piping, spray heads, and controllers that are past their useful life. This study will evaluate the remaining street right-of-way landscaping irrigation system that was not replaced during the median projects.

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Winter 22/23 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Measure M	**$75,000**	$0	$0	$0	$0	$0	$0	$75,000
Totals (1 groups)	**$75,000**	$0	$0	$0	$0	$0	$0	$75,000



New Operating Costs
N/A

Project Information

Title Street Tree Planting **Fund #** 415

Category 80500 PARKWAY PROJECTS

Description and Justification This project will plant trees in vacant tree wells, replace trees/shrubs/landscaping that have declined due to previous drought conditions, replace trees that have caused recurring damage to the City's sidewalks and curb and gutter, and replace and/or upgrade aging irrigation equipment. This project is an effort to maintain the City's urban forest.

Priority

☐ Preventative / Proactive ☑ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$100,000**	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$700,000
Totals (1 groups)	**$100,000**	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$700,000



New Operating Costs

N/A

Project Information

Title Electric Vehicle Charging Stations (Pandemic Recovery) **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project would install new electric vehicle charging stations at the Civic Center, Senior Center, Community Center, and Maintenance Yard, including ADA-accessible charging stations. Currently, no vehicle charging stations are available at any city facility. The project will include all necessary electrical work, charging station equipment and hardware, parking lot signage and striping, and stub-outs for potential expansion of the electric vehicle charging stations.

Priority

☐ Preventative / Proactive ☐ Replacement / Refurbishment ✔ New Facility

Project Timeline

Design Summer 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
General Fund	**$500,000**	$0	$0	$0	$0	$0	$0	$500,000
Totals (1 groups)	**$500,000**	$0	$0	$0	$0	$0	$0	$500,000

New Operating Costs



Project Information

Title Evaluation of City and Park Facilities Security Systems **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project will evaluate the existing security systems (surveillance cameras, keycard access, etc.), conduct a site inspection of all City and Park facilities, and prepare a master plan document. This master plan will summarize all findings, prioritize needs based on risk, provide recommendations for improvements (both hardware and software), provide costs, and recommend best management practices. This will be a collaborative effort between the Police Department, Information Services, City Manager's office, Recreation and Community Services, and Public Works.

Priority

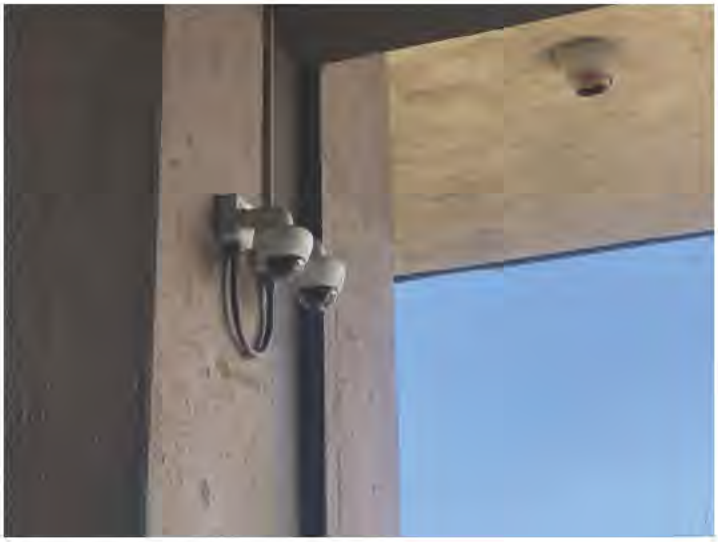
☐ **Preventative / Proactive** ✔ **Replacement / Refurbishment** ✔ **New Facility**

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$150,000**	$0	$0	$0	$0	$0	$0	$150,000
Totals (1 groups)	**$150,000**	$0	$0	$0	$0	$0	$0	$150,000



New Operating Costs
N/A

Project Information

Title Police Department Gate Replacement **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification The motorized vehicle gate for the Police Department secured parking area is over 15 years old and is in need of replacement. This project will replace the vehicle gate, replace the motor operator, and resurface the parking lot.

Priority

✔ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Winter 22/23 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$50,000**	$0	$0	$0	$0	$0	$0	$50,000
Totals (1 groups)	**$50,000**	$0	$0	$0	$0	$0	$0	$50,000



New Operating Costs

Project Information

Title Police Department Parking Deck Recoating **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification The 7,000 square feet upper parking deck was last recoated over 15 years ago and has deteriorated. During the recent modernization project, water was discovered entering through the deck. The surface will be cleaned, two coats of epoxy will be applied, and then re-striped. This will preserve the City's recent investment in the building.

Priority

✔ **Preventative / Proactive** ✔ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Winter 22/23 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$40,000**	$0	$0	$0	$0	$0	$0	$40,000
Totals (1 groups)	**$40,000**	$0	$0	$0	$0	$0	$0	$40,000



New Operating Costs

Project Information

Title City Hall Public Bathrooms - Disability Access **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project would rehabilitate the existing original bathrooms with ones that comply with disability access regulations. The project would be completed before installation of the carpet and is required by the building code as part of the seismic work.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$190,000**	$0	$0	$0	$0	$0	$0	$190,000
Totals (1 groups)	**$190,000**	$0	$0	$0	$0	$0	$0	$190,000



New Operating Costs

Project Information

Title City Hall East Wing Seismic Improvements (Design) **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification

The East Wing of City Hall requires seismic upgrades similar to those completed at the Police Department in 2021 since they are one structure. The project will include new sheer walls, isolation of the East Wing from the West Wing, new structural supports and beams, replacement of lighting, rerouting of sprinklers, network wiring and ventilation ductwork. There is a potential for unforeseen conditions as was encountered in the Police Department project once the ductwork is removed in areas.

The project also will require that the east wing remain vacant during construction and personnel be relocated. The design would also evaluate whether combining subsequent projects for bidding such as HVAC, carpeting, and roofing would be cost-effective.

Priority

☐ Preventative / Proactive ☑ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$300,000**	$0	$0	$0	$0	$0	$0	$300,000
Totals (1 groups)	**$300,000**	$0	$0	$0	$0	$0	$0	$300,000



New Operating Costs
N/A

Project Information

Title City Hall West Wing and Hallway Carpet/Flooring **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project would replace the carpet/flooring in the West Wing and main corridor. The project was originally budgeted in FY20/21 but was deferred. Much of the carpet is over 20 years old and is mismatched in areas. This project would be coordinated with the workstation replacement project.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$0**	$0	$0	$0	$0	$0	$0	$0
General Fund	**$250,000**	$0	$0	$0	$0	$0	$0	$250,000
Totals (2 groups)	**$250,000**	$0	$0	$0	$0	$0	$0	$250,000



New Operating Costs

Project Information

Title City Hall West Wing Furnishings and Workstations **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project would replace the furnishings and workstations in the west wing. Most of the furniture and workstations are over 20 years old and lack ergonomics found with the new furnishings recently installed at the Police Department. It would also include hiring a consultant to help in the selection of cost-effective and modern options for the replacement of the workstations.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$200,000**	$0	$0	$0	$0	$0	$0	$200,000
Totals (1 groups)	**$200,000**	$0	$0	$0	$0	$0	$0	$200,000



New Operating Costs

Project Information

Title City Council Chambers Security Improvements **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project will evaluate the current seating layout of council chambers, as well as other security options, and construct the improvements. As part of the project, an architect will prepare a preliminary design report on potential improvements for City Council's direction.

Priority

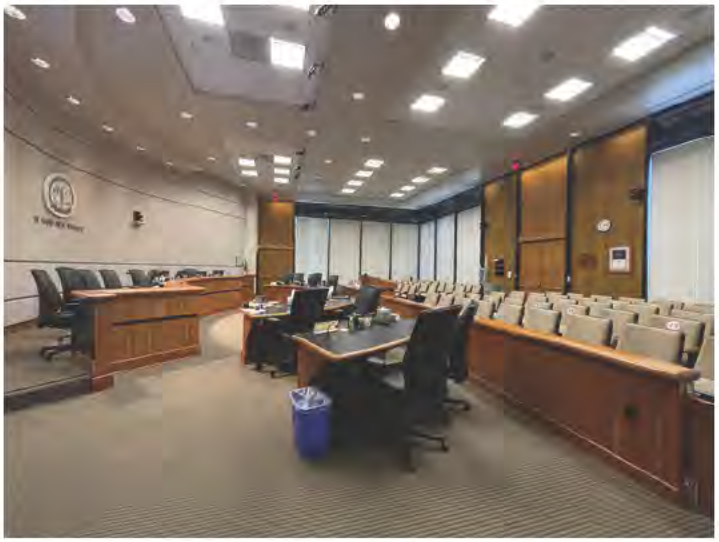
☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$200,000**	$0	$0	$0	$0	$0	$0	$200,000
Totals (1 groups)	**$200,000**	$0	$0	$0	$0	$0	$0	$200,000



New Operating Costs
N/A

Project Information

Title Civic Center Security Improvements **Fund #** 415

Category 80600 PUBLIC FACILITY PROJECTS

Description and Justification This project will install, upgrade, and/or integrate necessary security components including surveillance cameras, motion detectors, key card readers, and other improvements throughout the Civic Center and City facilities. This also includes the installation of sliding doors in the Human Resources area.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ✔ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Infrastructure Reserve	**$150,000**	$0	$0	$0	$0	$0	$0	$150,000
Totals (1 groups)	**$150,000**	$0	$0	$0	$0	$0	$0	$150,000





New Operating Costs

N/A

Project Information

Title Reclaimed Water Line Project (Pandemic Recovery) **Fund #** 415

Category 80900 OTHER PROJECTS

Description and Justification Study to evaluate the feasibility of bringing reclaimed water to City parks and facilities, with the objective of providing reclaimed water to the newly renovated Arnold Cypress Park in the near future.

Priority

☐ Preventative / Proactive ☐ Replacement / Refurbishment ✔ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
General Fund	**$50,000**	$400,000	$4,050,000	$0	$0	$0	$0	$4,500,000
Totals (1 groups)	**$50,000**	$400,000	$4,050,000	$0	$0	$0	$0	$4,500,000

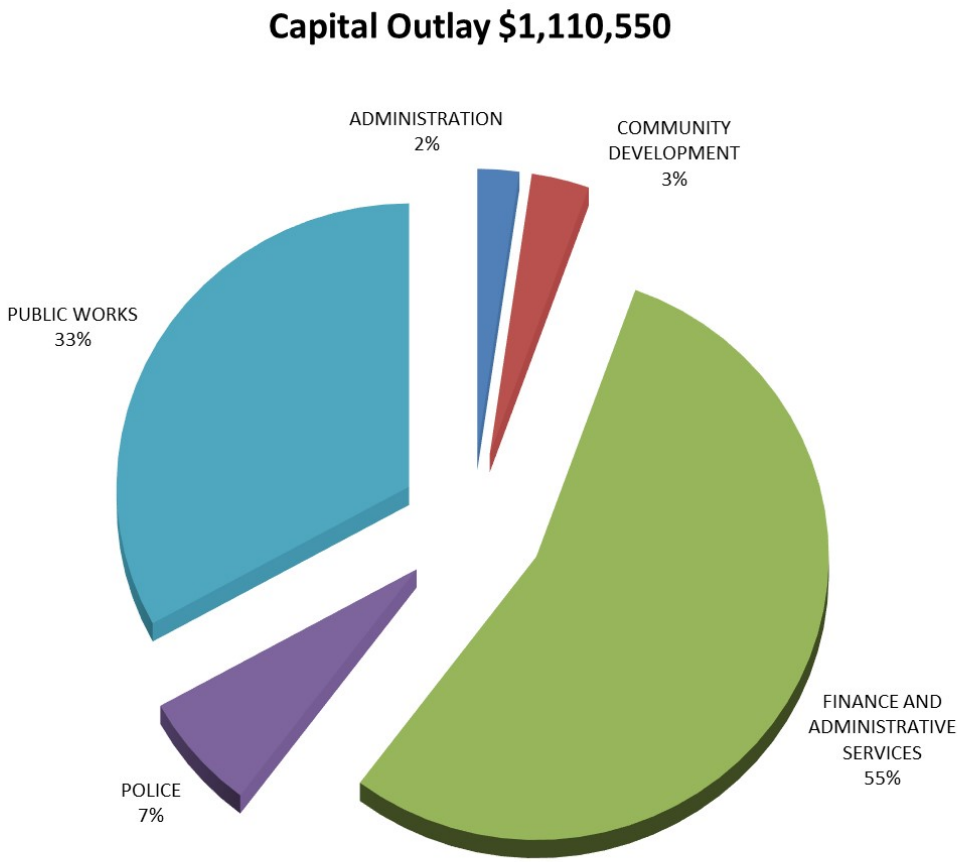


New Operating Costs
N/A

CAPITAL OUTLAY

CAPITAL OUTLAY

Capital Outlay- Any items with a useful life of greater than one year and a cost in excess of $1,000 are considered Capital Outlay items. The purchase of new or replacement Capital Outlay items require City Council approval through the annual budget process. The proposed Capital Outlay items for the current budget year are summarized below and detailed out on the following page and include both items funded with set-aside replacement monies and monies included in the City's operating budget. The graph presented below represents all appropriated Capital Outlay items, which are being funded by monies previously set-aside in the City's Capital Replacement Fund or transferred from the Technology Investments Fund.



CITY OF CYPRESS
SUMMARY OF CAPITAL OUTLAY
Fiscal Year 2022-23

CAPITAL OUTLAY ADDITIONS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4301_300	Closed Captioning Computer Equipment - Administration	$ 35,000
		$ 35,000
EQUIPMENT 721-95300.XXXX_XXX		
4305_200	Gas Masks (70) - Police	$ 50,050
4307_200	Safety Harness Equipment - Council Chambers	10,000
		$ 60,050
TOTAL CAPITAL OUTLAY ADDITIONS		**$ 95,050**

CAPITAL OUTLAY REPLACEMENTS

OFFICE EQUIPMENT 721-95100.XXXX_XXX		
4304_100	Fleet Copiers (8) - City Wide	$ 80,000
		$ 80,000
COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Data Center Upgrade - City Hall	$ 175,000
4305_300	In-Car Audio/Video - Police	200,000
		$ 375,000
EQUIPMENT 721-95300.XXXX_XXX		
4302_200	Contingency/Emergency Purchases	$ 25,000
4305_200	Active Shooter Vests (30) - Police	24,500
4307_200	Air Compressor - Public Works	6,000
		$ 55,500
VEHICLES/MOTORCYCLE 721-95500.XXXX_XXX		
4307_400	Unmarked Vehicle - Police	$ 26,500
4307_400	Upfitting Costs - Unmarked Vehicle - Police	4,000
4307_400	Unmarked Vehicle - Police	26,500
4307_400	Upfitting Costs - Unmarked Vehicle - Police	4,000
4307_400	Boom Truck - Public Works	145,000
4307_400	Fork Lift - Public Works	55,000
4307_400	Dump Truck - Public Works	51,000
4307_500	Motorcycle - Police	38,000
		$ 350,000
TOTAL CAPITAL OUTLAY REPLACEMENTS		**$ 860,500**

TECHNOLOGY INVESTMENTS

TECHNOLOGY HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_100	Voice Over IP Network Phone System Upgrade - City Wide	$ 120,000
4306_200	Online Zoning and Planning System - Planning	35,000
		$ 155,000
TOTAL TECHNOLOGY INVESTMENTS		**$ 155,000**

TOTAL CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS	**$ 1,110,550**

RECREATION & PARK DISTRICT

CYPRESS RECREATION AND PARK DISTRICT

The Cypress Recreation and Park District was incorporated in 1949. Currently responsible for approximately 100 acres of open space and recreational facilities, the district provides special interest classes, activities, youth and adult sports, social and recreational activities for seniors, volunteer opportunities and community-wide special events.

The District is authorized for 12 full-time, one permanent part-time employee and approximately 60 seasonal part time staff.

The benefits of parks and recreation are many. Through participation, the community may learn new skills, become involved in physical activities, explore new ideas and concepts, interact socially, develop leadership skills, enhance creativity and better understand their neighbors and other community members. Recreation helps define community and adds to its quality of life.

Volunteerism is very important to the District as many programs and special activities could not be provided without community volunteers. In a normal year, more than 1,200 hours are donated each month to various recreation and social programs.

RECREATION AND PARK DISTRICT
Fiscal Year 2022-2023

Director of Recreation & Community Services

Administrative & Legislative

- Recreation & Parks Administration
- Recreation & Community Services Commission
- Senior Citizens Commission
- Animal Control (City)

Senior Citizens Programs

- Senior Citizen Programs
- Senior Citizen Transportation

Community Events & Enrichment

- Community Events & Promotion
- Cultural Arts
- Contract Classes
- 5K/10K Run
- Sports Park

Sports Programs

- Youth Sports
- Adult Sports
- Facilities/Field Permits

Youth and Teen Programs

- Teen Programs
- Day Camp
- Playgrounds

Maintenance & Facility Support

- Park Landscaping
- Athletic Facility Maintenance
- Community Center Maintenance
- Park Buildings
- Senior Center Building
- Facility Operations
- Youth League Improvements
- Sports Park Maintenance

CYPRESS RECREATION AND PARK DISTRICT

Summary of Expenditures

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Director of Recreation & Comm Svcs	1.00	1.00	1.00	1.00	-
Office Assistant II	2.00	2.00	2.00	2.00	-
Recreation & Community Services Manage	1.00	1.00	1.00	1.00	-
Recreation Coordinator	4.00	4.00	4.00	4.00	-
Recreation Supervisor	3.00	3.00	3.00	3.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Subtotal - Full-Time	12.00	12.00	12.00	12.00	-
Part-Time					
Aquatics Instructor	1.14	-	-	-	-
Assistant Pool Manager	0.12	-	-	-	-
Customer Service Specialist	1.00	1.00	1.00	1.00	-
Pool Manager	0.14	-	-	-	-
Recreation Facility Attendant	2.35	2.00	2.00	1.35	(0.65)
Recreation Leader I	0.73	0.91	0.89	0.81	(0.08)
Recreation Leader II	2.50	2.65	3.27	3.72	0.45
Recreation Leader III	5.88	5.63	5.49	5.42	(0.07)
Recreation Leader IV	2.31	3.12	2.23	2.54	0.31
Recreation Specialist	1.80	1.90	1.91	2.78	0.87
Subtotal - Part-Time	17.97	17.21	16.79	17.62	0.83
Total Positions	29.97	29.21	28.79	29.62	0.83

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$1,745,713	$2,367,739	$1,882,799	$2,392,584	1.0%
Service and Supplies	2,180,879	3,003,809	2,481,433	3,235,682	7.7%
Internal Service Fund Charges	239,850	238,920	238,610	287,530	20.3%
Total Department Cost	**$4,166,442**	**$5,610,468**	**$4,602,842**	**$5,915,796**	5.4%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund - District	$4,166,442	$5,610,468	$4,602,842	$5,915,796
Total Resources	**$4,166,442**	**$5,610,468**	**$4,602,842**	**$5,915,796**

CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2022-23

		REVENUES/ SOURCES	EXPENDITURES/USES			
FUND	BEG. FUND BALANCE	PROPOSED REVENUE	OPERATING BUDGET	CAPITAL BUDGET	FUND TSFR-OUT	END. FUND BALANCE
212 - General Fund	$ 9,842,473	$ 7,760,573	$ 5,915,796	$ 2,215,000	$ 561,918	$ 8,910,332
213 - Park Development	153,129	100	-	-	-	153,229
TOTAL	$ 9,995,602	$ 7,760,673	$ 5,915,796	$ 2,215,000	$ 561,918	$ 9,063,561

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

Transfer-out of $401,918 is made from the CRPD General Fund to the City of Cypress Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies loaned from the City.

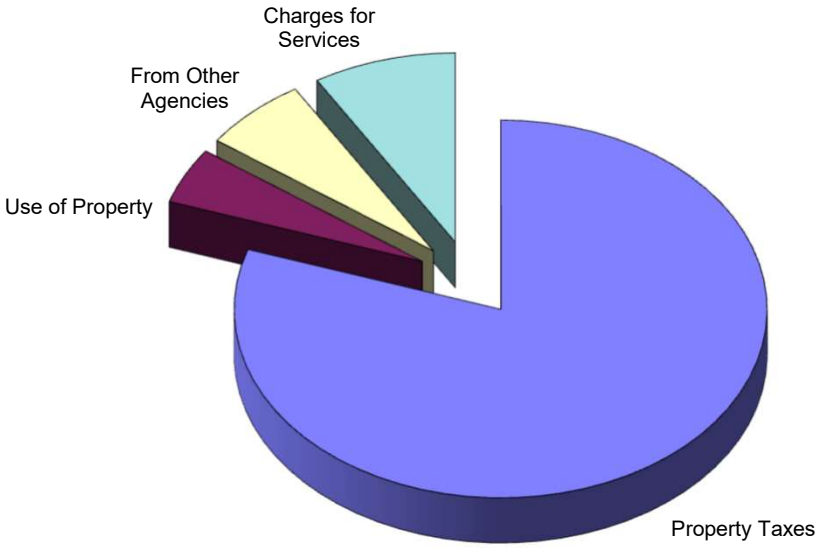
Transfer-out of $10,000 is made from the CRPD General Fund to the District's Equipment Replacement Fund for the purchase of capital outlay.

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

CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF APPROPRIATIONS BY MAJOR CATEGORY
Fiscal Year 2022-23

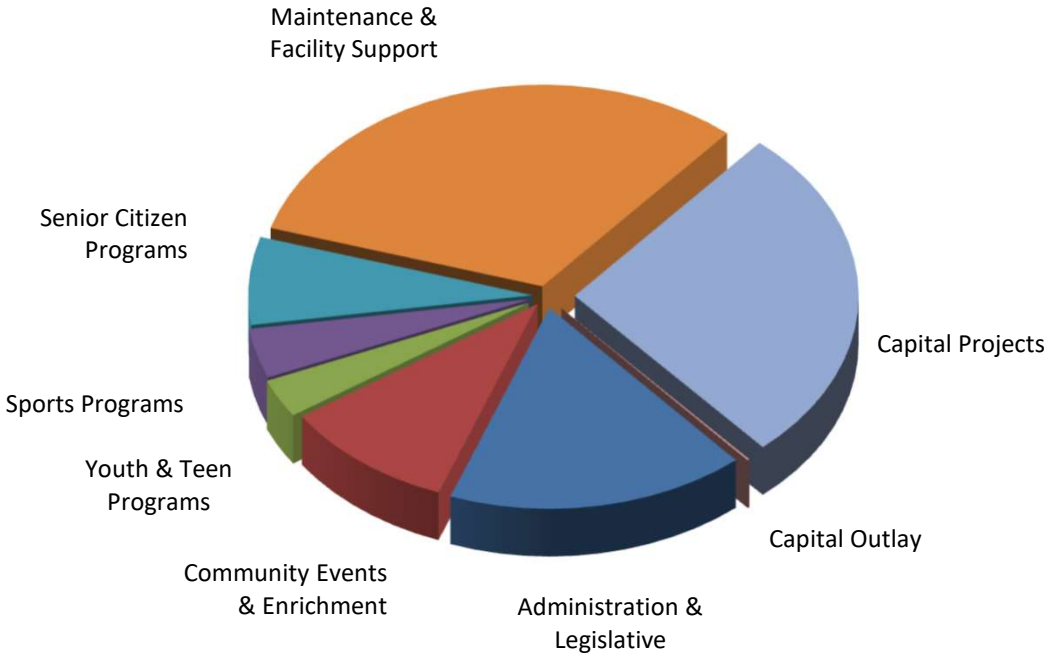
FUND	SALARIES & BENEFITS	MAINT. & OPERATIONS	CAPITAL PROJECTS	CAPITAL OUTLAY	TOTAL
212 - CRPD General Fund	$ 2,392,584	$ 3,523,212	$ 2,215,000	$ 10,000	$ 8,140,796
TOTAL	$ 2,392,584	$ 3,523,212	$ 2,215,000	$ 10,000	$ 8,140,796

CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF RESOURCES
Fiscal Year 2022-23



	TOTALS	PERCENT OF BUDGET
Property Taxes	$ 6,218,000	80.1%
Use of Property	371,100	4.8%
From Other Agencies	497,681	6.4%
Charges for Services	673,892	8.7%
Total Resources	**$ 7,760,673**	**100%**

CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF APPROPRIATIONS
Fiscal Year 2022-23



	TOTALS	PERCENT OF BUDGET
Administration & Legislative	$ 1,388,464	17.1%
Community Events & Enrichment	806,877	9.9%
Youth & Teen Programs	251,689	3.1%
Sports Programs	323,308	4.0%
Senior Citizen Programs	572,241	7.0%
Maintenance & Facility Support	2,573,217	31.6%
Capital Projects	2,215,000	27.2%
Capital Outlay	10,000	0.1%
Total Appropriations	**$ 8,140,796**	**100%**

CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2022-23

FUNCTION/Responsible Department/Division Program Number/description		2021-22 Budget	2022-23 Budget	Percent Change
RECREATION AND PARK DISTRICT				
Administration & Legislative Division				
90301	Recreation & Parks Administration	$ 1,180,633	$ 1,238,315	4.89%
90328	Recreation & Comm Svcs Commission	91,551	83,022	-9.32%
90330	Senior Citizen Commission	57,245	67,127	17.26%
	Total Administration & Legislative	$ 1,329,429	$ 1,388,464	4.44%
Community Events & Enrichment Division				
90307	5K/10K Run	$ 78,576	$ 76,079	-3.18%
90312	Independence Day Celebration	84,280	93,477	10.91%
90313	Community Events & Promotion	133,914	132,704	-0.90%
90314	Cultural Arts	95,503	92,644	-2.99%
90315	Sports Park	77,279	147,687	n/a
90316	Contract Classes	376,370	264,286	-29.78%
	Total Community Events & Enrichment	$ 845,922	$ 806,877	-4.62%
Youth & Teen Programs Division				
90304	Teen Programs	$ 74,580	$ 69,434	-6.90%
90306	Playgrounds	116,120	54,518	-53.05%
90324	Day Camp	102,381	127,737	24.77%
	Total Youth/Teen Programs	$ 293,081	$ 251,689	-14.12%
Senior Citizens Program Division				
90317	Senior Citizen Program	$ 519,564	$ 498,890	-3.98%
90318	Senior Citizen Transportation	68,378	73,351	7.27%
	Total Senior Citizens	$ 587,942	$ 572,241	-2.67%
Sports Programs Division				
90303	Adult Sports	$ 60,179	$ 55,524	-7.74%
90310	Youth Sports	181,497	193,031	6.35%
90326	Facilities/Field Permit	59,383	74,753	25.88%
	Total Sports	$ 301,059	$ 323,308	7.39%

CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2022-23 (Continued)

		2021-22 Budget	2022-23 Budget	Percent Change
MAINTENANCE SERVICES				
Maintenance & Facility Support Division				
90302.9302	Maintenance - Community Center	$ 272,640	$ 260,107	-4.60%
90302.9308	Landscaping - Parks	808,339	1,008,675	24.78%
90302.9311	Maintenance - Athletic Facilities	263,772	281,189	6.60%
90302.9312	Maintenance - Park Buildings	241,671	257,337	6.48%
90302.9315	Maintenance - Sports Park	140,888	252,564	n/a
90302.9318	Maintenance - Senior Center Building	246,952	261,116	5.74%
90323	Facility Operations	258,773	232,229	-10.26%
90332	Youth League Improvements	20,000	20,000	0.00%
	Total Maintenance & Facility Support	$ 2,253,035	$ 2,573,217	14.21%
TOTAL OPERATING BUDGET		$ 5,610,468	$ 5,915,796	5.44%
SUMMARY OF CAPITAL PROJECTS				
80700_8071	Park Projects	$ 3,612,500	$ 2,215,000	-38.69%
SUMMARY OF CAPITAL OUTLAY*				
95400	Capital Outlay - Furniture/Equipment	$ 105,718	$ 10,000	-90.54%
TOTAL BUDGET		$ 9,328,686	$ 8,140,796	-12.73%

* Only includes Capital Outlay amounts paid for by the District's General Fund. All other budgeted Capital Outlay amounts are paid for with accumulated replacement monies previously charged to District operating programs/divisions.

RECREATION AND PARK DISTRICT

Administrative & Legislative Division

Division Overview

This division reflects the administration of all aspects of recreation and community operations to include executive and support staff costs, facility costs, data processing, legal and financial services, vehicles and equipment, central services and computer/website support.

This division includes associated staffing and costs for the seven-member Recreation and Community Services and the Senior Citizens Commissions, who serve as advisors to the City Council on recreation policy, procedures, programs and related issues.

Accomplishments for Fiscal Year 2021-22

- Resumed traditional programs, services, and special events as State and County COVID-19 Guidelines relaxed.
- Implemented on-line park and facility reservations.
- Distributed 1,000 grocery store gift cards and Farmers Market vouchers as part of the Cypress Grocery Program to Cypress residents experiencing food insecurity as a result of the COVID-19 pandemic. The Cypress Grocery Program was funded by the American Rescue Plan Act of 2021 and by the Orange County Board of Supervisors.
- Completed construction and held a grand opening of Lexington Park.
- Established Lexington Park operating policies, field allocations and rental fees including athletic field, pavilions, food trucks, and equipment storage.
- Completed Senior Center interior improvements including renovation of the men's and woman's restrooms and painting of the facility.
- Completed City-wide park enhancements at five parks/facilities adding new park identification signage and upgraded amenities throughout the park.
- Purchased a new showmobile mobile stage for outdoor community events.

RECREATION AND PARK DISTRICT

Administrative & Legislative Division

- Transitioned October into “Celebrate Cypress” month with community events including the revamped Cypress Festival, the State of the City, and the 5K/10K Run and Walk.

- Hired a Recreation Director, Recreation Manager, two Recreation Supervisors, and four Recreation Coordinators to meet the needs of the department

- Continue to implemented strategies from the Recreation strategic plan.

Objectives for Fiscal Year 2022-23

- Analyze programs and special events to account for trends, interests and resource restraints in determining future programming.

- Identify opportunities to partner with local agencies, schools, and non-profits to enhance services and efficiency.

- Recommend a preliminary design for Arnold Cypress Park.

- Implement security upgrades at Oak Knoll Park as part of the Capital Improvement Program.

- Review department policies including registration and refunds, and field and facility rentals.

- Explore opportunities for the Recreation and Community Services Foundation to engage with the community and support the department.

RECREATION AND PARK DISTRICT

Administrative & Legislative Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Director of Recreation & Comm Svcs	1.00	1.00	1.00	1.00	-
Office Assistant II	1.00	1.00	1.00	1.00	-
Recreation & Community Services Manage	1.00	0.97	0.97	0.96	(0.01)
Recreation Coordinator	0.04	0.04	0.02	0.03	0.01
Recreation Supervisor	0.29	0.32	0.26	0.27	0.01
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Part-Time					
Customer Service Specialist	1.00	1.00	1.00	1.00	-
Recreation Leader III	0.30	-	-	-	
Recreation Leader IV	-	0.50	0.50	0.50	-
Total Positions	5.63	5.83	5.75	5.76	0.01

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 703,302	$ 829,379	$ 639,900	$ 809,715	-2.4%
Service and Supplies	275,601	283,409	252,631	323,949	14.3%
Internal Service Fund Charges	211,050	216,641	216,641	254,800	17.6%
Total Division Cost	**$1,189,953**	**$1,329,429**	**$1,109,172**	**$1,388,464**	4.4%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund - District	$1,189,953	$1,329,429	$1,109,172	$1,388,464
Total Resources	**$1,189,953**	**$1,329,429**	**$1,109,172**	**$1,388,464**

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Division Overview

This program includes coordinating and marketing annual Community Events, Cypress 5K Run/Walk and 10K Run, Cultural Arts and Contract Classes.

Community events include an Independence Day Celebration, Spring Egg Hunt, Halloween Carnival, Holiday Sing and Tree Lighting, Movie on the Green, and support for the Cypress Community Festival.

The Cypress Run promotes community participation and fitness. The event kicks off the annual Cypress Community Festival and is a part of the Orange County Race Series in partnership with two neighboring cities.

The Cypress Cultural Arts program strives to provide a multitude of opportunities for the community to experience creative and imaginative activities. This program partners with community arts groups to coordinate the annual Cypress Celebrates the Arts activities; a Community Gallery; and a series of eight Summer Concerts.

The Contract Class program provides a diverse selection of quality programs and instruction for all ages. The percentage of fees received from participants is shared between the District and the contract instructor.

Accomplishments for Fiscal Year 21-22

- The annual 5K Run/Walk resumed in person on Saturday, October 16, 2021. The event hosted 482 runners and walkers and brought back the newly routed 10K course. Participants received a commemorative medal and a run shirt.

- The Summer Concerts on the Green resumed in person on Friday nights. Seven concerts, including Top 40's, Big Band, tribute bands, classic rock and more, were enjoyed by all those present. The event also included food trucks, giveaways and fun for guests of all ages.

- The annual Spring Egg Hunt was held in its traditional format and had an unprecedented turnout with an estimated 3,000 people in attendance. Attendees enjoyed food trucks, face painting, airbrush tattoos, balloon activities, bubbles, crafts, and three different egg hunts.

- In Conjunction with Cypress Art League, the City of Cypress hosted the in-person 2022 Spring Art Show and had over 187 artist entries.

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

- The Youth Virtual Art Show, previously known as the Rising Stars and Youth Juried Art Show, was held virtually again in 2022. Participants in preschool – 12th grade who reside or attend a school in Cypress submitted artwork online and were showcased on the City's website from March 15 – April 29. Over 85 pieces of art were submitted.

- In partnership with Friends of Cypress Culture Arts (FOCCA), local high school students showcased their talents in person for performing and visual arts. Ten were awarded scholarships.

- Transitioned contract classes to their traditional format to provide the community with safe, fun, and active leisure programs.

- Salute to America, in partnership with Cypress College, returned for the first time since 2019. The event included food trucks, a kid's game area, live entertainment and a firework display.

- The State of the City, Cypress Community Festival, and the 5K/10K were moved to the month of October to "Celebrate Cypress".

- Assisted the Cypress Community Festival Association with moving the Festival to the Fall and expanded the event to a two-day format.

- In Partnership with Cypress Chamber, the reimagined State of the City provided an outdoor evening event on the Civic Center Green for residents to meet and network with City officials and key members of the business community.

Objectives for Fiscal Year 2022-23

- Diversify the types of class offerings and expand on our partnership with contractors to offer recreation classes to the community.

- Increase the number of Friends of Cypress Culture Arts (FOCCA) awarded scholarships by 5%.

- Host the annual State of the City and provide event information to residents online and through social media.

- Continue to partner with non-profit organizations to offer various art and/or cultural programs.

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Recreation & Community Services Manager	-	0.03	0.03	0.04	0.01
Recreation Coordinator	0.91	0.93	1.21	1.21	-
Recreation Supervisor	1.03	1.02	0.57	0.79	0.22
Part-Time					
Recreation Leader II	0.18	0.18	0.25	0.16	(0.09)
Recreation Leader III	0.21	0.21	0.38	0.30	(0.08)
Recreation Leader IV	0.05	0.05	0.02	0.12	0.10
Recreation Specialist	0.22	0.22	0.11	0.17	0.06
Total Positions	2.60	2.64	2.57	2.79	0.22

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 209,309	$ 317,771	$ 240,963	$ 436,347	37.3%
Service and Supplies	194,539	515,721	305,527	358,090	-30.6%
Internal Service Fund Charges	15,240	12,430	12,430	12,440	0.1%
Total Division Cost	**$ 419,088**	**$ 845,922**	**$ 558,920**	**$ 806,877**	-4.6%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund-District	$ 419,088	$ 845,922	$ 558,920	$ 806,877
Total Resources	**$ 419,088**	**$ 845,922**	**$ 558,920**	**$ 806,877**

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Division Overview

This division includes Teen Programs, Youth Activities, Summer Parks, and the Day Camp program.

The Teen Program provides opportunities for teens, 12-18 years of age, to participate in a variety of activities including: Teen Workshops, Teen Night Out, and a Basketball Skills Tournament. This program runs in conjunction with the traditional school year calendar and also provides teens with a variety of volunteer opportunities. Those opportunities are:

The Youth Action Committee (YAC), in partnership with the City of La Palma, provides opportunities for high school teens to gain volunteer experience through assistance in citywide special events, formal monthly meetings, attending City Council and Commission meetings, and researching various items in order to contribute to the Recreation and Community Services strategic plan. Additionally, they partner with the Boys & Girls Club of Greater Anaheim-Cypress to offer a craft and science experiment activities to elementary school students.

The Counselor-in-Training (C.I.T.) program allows teens, 14-16 years of age, to experience volunteer opportunities. Participants are trained by staff to plan and implement activities for youths 5-12 years of age. C.I.T.s assist with operations in Summer Parks, Day Camp, Sports Camps, Pee Wee Sports, Challenger Basketball, Senior Center and day special events.

Youth Activities include a variety of offerings:

Cypress Nature Park, open on Saturday during the summer months provides opportunities to walk trails, learn about the park history, and arts and crafts projects.

A monthly Kids Night Out program offers children 5-12 years of age a supervised night including dinner, games, crafts and a movie to allow parents to enjoy a night for themselves.

The Summer Parks program offers 9 weeks of supervised programming for children, 5-12 years of age, three days a week, at multiple park sites.

The Day Camp program provides children 5-12 years of age with recreational and daycare needs. Summer camp is scheduled over 9 weeks. Camp includes games, crafts, sports, cooking, special events and walking excursions.

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Accomplishments for Fiscal Year 2021-22

- The Youth Action Committee transitioned back to a traditional format for the 2021-22 school year with 22 teens participating.
- The first Teens Night Out, a new Friday night program for 7th and 8th graders, was held and 21 teens attended.
- The Teen Workshop was held in-person again with much success. Thirty-two teens attended and were presented with resume writing skills, job opportunities, and career development counseling from a panel of working professionals.
- Partnered with AUHSD AIME (Anaheim's Innovative Mentoring Experience) Program to increase awareness for all teen programming.
- The Summer 2021 Day Camp program was modified to provide nine weeks of programming following State and County guidelines for COVID-19. An average of 25 children per week attended the modified program.
- Nine weeks of the Hot Fun in the Summer Parks program was offered. The program was held at Oak Knoll Park, Evergreen Park, and Veterans Park. An average of 42 participants attended the Parks program each week.
- Holiday craft videos with Miss Andi were filmed and posted to social media and YouTube, providing simple ideas to keep creative minds busy at home.

Objectives for Fiscal Year 2022-23

- Continue to partner with North Orange Continuing Education and Cypress College to offer Learn-to-Swim Program to the community.
- Continue partnering with the Boys and Girls Club of Greater Anaheim-Cypress to offer craft and science activities as well as the Teens Night Out program.
- Expand the partnership with the AUHSD AIME Program to increase volunteer and job opportunities for teens.
- Return to offering the Summer Parks and Day Camp programs during summer in the standard format prior to the COVID-19 Pandemic.

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Recreation Coordinator	0.38	0.32	0.96	0.90	(0.06)
Recreation Supervisor	0.34	0.31	0.46	0.36	(0.10)
Part-Time					
Aquatics Instructor	1.14	-	-	-	-
Assistant Pool Manager	0.12	-	-	-	-
Pool Manager	0.14	-	-	-	-
Recreation Leader I	0.68	0.81	0.79	0.71	(0.08)
Recreation Leader II	0.73	0.84	0.83	0.73	(0.10)
Recreation Leader III	2.53	2.59	1.07	0.84	(0.23)
Recreation Leader IV	0.29	0.32	0.28	0.25	(0.03)
Recreation Specialist	0.67	0.77	-	-	-
Total Positions	7.02	5.96	4.39	3.79	(0.60)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 201,384	$ 272,596	$ 247,312	$ 231,976	-14.9%
Service and Supplies	4,241	19,765	5,945	18,993	-3.9%
Internal Service Fund Charges	1,360	720	410	720	0.0%
Total Division Cost	**$ 206,985**	**$ 293,081**	**$ 253,667**	**$ 251,689**	-14.1%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund-District	$ 206,985	$ 293,081	$ 253,667	$ 251,689
Total Resources	**$ 206,985**	**$ 293,081**	**$ 253,667**	**$ 251,689**

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Division Overview

This division includes operation of the Cypress Senior Center, daily Senior Citizens programming and the Senior Transportation program.

The Senior Center provides an opportunity for older adults to experience services and activities that enhance personal growth, independence and dignity. Services include a daily nutrition program, educational classes, volunteer opportunities, health and social services, recreational opportunities, and special events. In the past, more than 100,000 participants are served annually.

The Senior Transportation program provides transportation services to Cypress residents who meet eligibility requirements. The transportation programs offered are 1) the Nutrition Taxi, and 2) the Taxi Voucher Program. The Nutrition Taxi provides transportation to and from the Cypress Senior Center for senior residents, 60 years and older, who participate in the Congregate Meal Program. The Taxi Voucher Program provides transportation for medical appointments, shopping, banking and other outings for residents 60 years and older who meet income guidelines.

Accomplishments for Fiscal Year 2021-22

- The Senior Center reopened for indoor programing on January 18, 2022. Seniors are able to enjoy their favorite activities including health & wellness classes, presentations, Senior Center Cinemas, indoor dining, the computer lab, fitness center, leisure activities and much more. The Senior Center also continues to offer outdoor classes at the Civic Center.

- Grab N Go Frozen Meal Distribution services took place on Tuesdays, distributing an average of 5,100 meals monthly. Utilizing the same model, the Senior Grocery Program provided shelf-stable and fresh food items for over 100 households monthly.

- Indoor dining resumed on January 18, 2022 on Mondays, Wednesdays and Thursdays. To date, over 1,600 seniors have participated in the indoor Lunch Café program provided by Meals on Wheels Orange County.

- The Senior Center in partnership with AARP provided free in-person tax preparation services for low-income seniors.

- Remodeled the Senior Center restrooms to make them more modern and ADA accessible.

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Objectives for Fiscal Year 2022-23

- Offer a variety of classes to meet the interests and needs of all ages of active, older adults.
- Provide the frozen Grab N Go meal program until Meals on Wheels Orange County discontinues the service and resumes the five-day indoor Lunch Café dining.
- Continue to offer a Home Delivered Meals program.
- Welcome back new and returning older adults to partake in the Senior Center programs and events.
- Host a variety of presentations, screenings and special events that introduce new people to the Senior Center.
- Welcome back new and returning, outstanding volunteers, allowing the Senior Center to function on a daily basis.
- Identify additional opportunities to partner with neighboring cities, local schools and non-profits to enhance services and efficiency.
- Begin working on Senior Center interior improvement projects including, the kitchen, Multi-Use Room, interior lighting, carpet, and reception desk.

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Office Assistant II	1.00	1.00	1.00	1.00	-
Recreation Coordinator	1.56	1.60	0.65	0.65	-
Recreation Supervisor	0.42	0.44	0.55	0.54	(0.01)
Part-Time					
Recreation Leader II	-	-	0.33	0.23	(0.10)
Recreation Leader III	0.14	0.14	0.66	0.45	(0.21)
Recreation Leader IV	0.48	0.48	0.26	0.50	0.24
Recreation Specialist	0.89	0.89	1.79	1.78	(0.01)
Total Positions	4.49	4.55	5.24	5.15	(0.09)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 391,377	$ 433,083	$ 417,706	$ 405,981	-6.3%
Service and Supplies	54,111	148,125	71,095	149,260	0.8%
Internal Service Fund Charges	9,190	6,734	6,734	17,000	152.5%
Total Division Cost	**$ 454,678**	**$ 587,942**	**$ 495,535**	**$ 572,241**	-2.7%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund-District	$ 454,678	$ 587,942	$ 495,535	$ 572,241
Total Resources	**$ 454,678**	**$ 587,942**	**$ 495,535**	**$ 572,241**

RECREATION AND PARK DISTRICT

Sports Programs Division

Division Overview

This division includes Adult Sports, Youth Sports, permits for facilities, fields and park open space and Youth League improvements through the Advisory Committee on the Use of Athletic Facilities (ACUAF) program.

The Adult Sports program offers recreational sports leagues to adults at least 18 years old. Year round leagues in softball and basketball are offered with three seasons per year. A drop-in badminton, pickleball and volleyball program meets individual interests by providing weekly pick-up games.

The Youth Sports program includes recreational sports of basketball, volleyball, soccer, baseball and fitness classes for children, ages 3 – 7 years, emphasizing fundamentals and sportsmanship. Youth basketball and volleyball leagues are offered twice a year for children ages 7 – 14 years. The leagues are fully supported by volunteer coaches that undergo fingerprinting and background checks to qualify for the position. Educational camps for volleyball, basketball, soccer and all sorts of sports are offered to provide instructional opportunities during the summer. To expand on inclusionary programming, a Challenger basketball league is conducted for participants with special needs with volunteer "buddies" assisting players on a 2:1 ratio. More than 1,500 children participate in the youth sports programs annually.

The Facilities/Field Permits program was created in conjunction with the Joint-Use Agreements with the Anaheim Union High School District (AUHSD) and Cypress School District (CSD) for the permitting of school athletic facilities as well as City athletic fields, facilities and open space.

Youth League Improvements (ACUAF) program was created to provide for minor park improvements considered "above and beyond" normal maintenance as identified through policy. Proposed projects are funded by ACUAF surcharges of $3.00 per registered Youth League participant per season, and an annual contribution of $5,000 from the District.

Accomplishments for Fiscal Year 2021-22

- Pee Wee sports classes were filled to the maximum capacity providing for just under 400 participants.

- Youth Basketball and Volleyball Leagues were able to return to a traditional format at Lexington Junior High School gym. The Fall volleyball league had 103 participants, the Spring volleyball had 159 participants and the Winter basketball league had 160 participants.

RECREATION AND PARK DISTRICT

Sports Programs Division

- Pickleball courts are open at Arnold Cypress Park 8:00am-9:00pm, 7 days a week allowing time for the entire community to play.
- Drop-in Badminton at Lexington Junior High averages 35 players per week.
- Eight sports camps were introduced with 305 participants this past summer at Arnold Cypress Park. 8-14 year olds enjoyed a week long camp improving their skills in soccer, basketball, volleyball, and various other sports.
- ACUAF provided a free movie night for their participants and community members that included food trucks, face painters, and jumpers.
- Secured a sponsor for the Challenger basketball league that included uniforms, team and individual pictures, and participation awards.
- Scheduled various city sport programs including pee wee sports and youth sports camps at Lexington Park.
- Permitted both AYSO (American Youth Soccer Organization) and FNL (Friday Night Lights) spring seasons at Lexington Park.

Objectives for Fiscal Year 2022-23

- Continue providing training for all youth sports volunteer coaches (180 on average) to include Youth Concussion protocols, sportsmanship awareness and updates to sport rules.
- Return to minimum of six teams per division for youth volleyball and basketball.
- Implement leagues, tournaments, socials for pickleball.
- Propose ACUAF groups continue providing an annual free event for their participants and community members.
- Work with ACUAF groups to create opportunities for the younger aged special needs participants.

RECREATION AND PARK DISTRICT

Sports Programs Division

- Maintain sponsorship for Challenger Basketball program and increase the number of younger aged participants.
- Maintain Joint Use Agreements with Anaheim Union High School District and Cypress School District.
- Coordinate 4-on-4 one-day volleyball tournaments for teens and adults.
- Continue to permit community members and organizations plus outside groups on the athletic fields at Lexington Park.

RECREATION AND PARK DISTRICT

Sports Programs Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Recreation Coordinator	0.82	0.82	0.86	0.84	(0.02)
Recreation Supervisor	0.66	0.65	0.81	0.82	0.01
Part-Time					
Recreation Leader I	0.05	0.10	0.10	0.10	-
Recreation Leader II	0.78	0.81	1.17	1.83	0.66
Recreation Leader III	1.07	1.06	2.00	2.27	0.27
Recreation Leader IV	0.67	0.78	0.17	0.17	-
Recreation Specialist	0.02	0.02	0.01	0.84	0.83
Total Positions	4.07	4.24	5.12	6.87	1.75

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 163,432	$ 257,847	$ 177,943	$ 278,046	7.8%
Service and Supplies	3,380	40,817	26,685	42,692	4.6%
Internal Service Fund Charges	3,010	2,395	2,395	2,570	7.3%
Total Division Cost	**$ 169,822**	**$ 301,059**	**$ 207,023**	**$ 323,308**	7.4%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund-District	$ 169,822	$ 301,059	$ 207,023	$ 323,308
Total Resources	**$ 169,822**	**$ 301,059**	**$ 207,023**	**$ 323,308**

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

Division Overview

This Division includes several programs to maintain the District's infrastructure. The Community Center Maintenance program provides contracted maintenance services for the 22,000 square foot Community Center including classrooms, kitchen, ballroom, restrooms and the District's administrative offices. Maintenance support is also provided for the setup and breakdown of various City events such as Community Center Holiday Décor, Community Festival, Salute to America, Independence Day Celebration, Holiday Sing and Tree Lighting, Cypress Run, and eight Summer Concerts.

The Park Landscaping program covers all landscape maintenance services related to District-owned parks and open turf areas other than athletic facilities. Routine irrigation and turf maintenance is performed by a contracted service. Major irrigation work and emergency repairs where skilled work is required will be performed by City staff. All tree maintenance is also performed under a single City-wide contract.

Athletic Fields provide year-round maintenance to all District-owned athletic facilities. In addition, City staff is provided to repair, upgrade, and mitigate potential safety hazards of playground equipment, playing fields, all pickleball and tennis courts, a pond, picnic tables, drinking fountains, barbeques, fencing, athletic field lighting and park lighting. Tennis court lamps and athletic field lamps are replaced as needed throughout the year.

The Park Buildings program covers non-mechanical maintenance services for the Showmobile, park restrooms, picnic shelters, and snack bars. This includes repairs, upgrades and mitigation of safety hazards. Expenditures associated with the Showmobile setup and breakdown for in-house programs are also accounted for in this program.

Senior Center Building provides maintenance services for the 17,000 square foot Senior Center to include classrooms, kitchen, auditorium, restrooms and offices.

The Facility Operations program provides part-time staff to facilitate program set-up and light custodial needs at the Cypress Senior Center, Community Center, and at special events (Arts receptions, Salute to America, Community Festival, Concerts, Holiday Sing, Egg Hunt, Summerfest, and Movie-on-the-Green), as well as providing supervision for evening and weekend facility classes and rentals.

This entire Division also provides support and supplies to community groups and businesses that desire to conduct service projects to address clean-up and general repair to park facilities. Examples include Eagle Scout projects, Corporate Earth-Day Volunteer projects, and church volunteer programs.

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

The division also provides support for the City's Art in Public Places program in handling the installation and maintenance of public art. Six pieces currently enrich various locations in the City.

Accomplishments for Fiscal Year 2021-22

- Completed a conceptual design for the Arnold Cypress Park Rehabilitation.
- City-wide park enhancements were made to four parks and one facility including Manzanita, Maple Grove North, Darrell Essex, Willow, and the tennis courts. Enhancements included new park identification signage and upgraded amenities throughout the park.
- Darrell Essex received a new park identification sign facing Cumberland Drive, a meandering concrete walkway between the two playgrounds, additional LED security lights, and an additional 4,500 square feet of turf.
- Construction was completed for Lexington Park, the city's 21st park. A grand opening was held on March 12 that included family games, a youth showcase, sports demonstrations and an evening concert.
- Oak Knoll Park concession stand/restroom building was approved by the County of Orange Health Department.
- A Cypress business completed a community project at Mackay Park involving realigning the rocks and shrubs in the swell areas throughout the park.

Objectives for Fiscal Year 2022-23

- Continue to partner with Public Works Maintenance Division to maintain the District's facilities, parks, programs, and special events
- Complete final design for the rehabilitation of Arnold Cypress Park.
- Continue with the city-wide park enhancement project to provide current and updated amenities at the following parks: Baroldi/Sycamore, Damron, Laurel, Oak Knoll and Rosen/Acacia

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

Summary of Positions	2019-20	2020-21	2021-22	2022-23	21/22 Budget vs. 22/23 Budget
Full-Time					
Recreation Coordinator	0.29	0.29	0.30	0.37	0.07
Recreation Supervisor	0.26	0.26	0.35	0.21	(0.14)
Part-Time					
Recreation Facilities Attendant	2.35	2.00	2.00	1.35	(0.65)
Recreation Leader II	0.81	0.82	0.69	0.78	0.09
Recreation Leader III	1.63	1.63	1.38	1.55	0.17
Recreation Leader IV	0.82	0.99	1.00	1.00	-
Total Positions	6.16	5.99	5.72	5.26	(0.46)

Summary of Expenditures	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed	21/22 Budget vs. 22/23 Budget
Salaries and Benefits	$ 76,909	$ 257,063	$ 158,975	$ 230,519	-10.3%
Service and Supplies	1,649,007	1,995,972	1,819,550	2,342,698	17.4%
Total Division Cost	**$1,725,916**	**$2,253,035**	**$1,978,525**	**$2,573,217**	14.2%

Summary of Resources	2020-21 Actual	2021-22 Budget	2021-22 Estimate	2022-23 Proposed
General Fund-District	$1,725,916	$2,253,035	$1,978,525	$2,573,217
Total Resources	**$1,725,916**	**$2,253,035**	**$1,978,525**	**$2,573,217**

CYPRESS RECREATION AND PARK DISTRICT
CAPITAL PROJECTS
Fiscal Year 2022-23

PARKS PROJECTS (80700 8071)	GENERAL FUND
Community Center Roof Replacement	$ 600,000
Veterans Park Sports Court Replace/Improvements	520,000
Senior Center Interior Improvements	500,000
Oak Knoll Park Security Improvements	250,000
Parking Lot Seal Coat	200,000
Park Shade Structure Repairs/Replacements	80,000
Park Playground Surfacing Sealing and Repairs	25,000
Civic Center Green Tree Replacement	20,000
Community Center Bathroom Counter Replacement	20,000
TOTAL NEW CAPITAL PROJECTS	$ 2,215,000

Project Information

Title Community Center Roof Replacement **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification This project will replace the existing roof (15+ years old). Portions of the Community Center will need to close during the re-roof project and will be coordinated with Recreation and Community Services.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$600,000**	$0	$0	$0	$0	$0	$0	$600,000
Totals (1 groups)	**$600,000**	$0	$0	$0	$0	$0	$0	$600,000



New Operating Costs
N/A

Project Information

Title Veterans Park Sports Court Replacement/Improvements **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification The sports facilities at Veterans Park are deteriorating and in need of repairs. This project will include the replacement of the basketball court, upgraded sports lighting, accessibility improvements, and other incident items of work. The project will only be funded should the Parks District receive Proposition 68 (non-competitive) grant funding.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Prop 68 Grant	**$416,000**	$0	$0	$0	$0	$0	$0	$416,000
Park District Funds	**$104,000**	$0	$0	$0	$0	$0	$0	$104,000
Totals (2 groups)	**$520,000**	$0	$0	$0	$0	$0	$0	$520,000



New Operating Costs
N/A

Project Information

Title Senior Center Interior Improvements **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification These capital projects will rehabilitate and/or replace certain elements at the Senior Center, such as paint, lighting, flooring, plumbing, and doors. As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, various components of the heavily used Senior Center are in need of repairs and/or ongoing maintenance.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$500,000**	$0	$0	$0	$0	$0	$25,000	$525,000
Totals (1 groups)	**$500,000**	$0	$0	$0	$0	$0	$25,000	$525,000



New Operating Costs

N/A

Project Information

Title Oak Knoll Park Security Improvements **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification Oak Knoll Park is the City's largest park and is often the target of vandalism. This project will install security cameras at very locations to deter individuals from causing damage and graffiti to the various park facilities, restroom, and athletic fields. The camera will include infrared technology for low-light conditions and all cameras will be viewable by Cypress Police Department. The project will also include physical improvements such as fencing and other barriers.

Priority

☐ Preventative / Proactive ☐ Replacement / Refurbishment ✔ New Facility

Project Timeline

Design Fall 2022 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$250,000**	$0	$0	$0	$0	$0	$0	$250,000
Totals (1 groups)	**$250,000**	$0	$0	$0	$0	$0	$0	$250,000

New Operating Costs
N/A



Project Information

Title Parking Lot Seal Coat **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification The resurfacing/seal-coating of various parking lots is scheduled based on the age of the parking lot, the level of deterioration, park usage, and date of last improvements (approximate 7-year cycle). These parking lots exhibit signs of weathering, longitudinal and transverse cracks, and normal wear and tear. This seal-coat will provide a new surface to protect the existing subgrade from the elements.

- FY 22/23 Oak Knoll - south lot (resealed in 2015)
- FY 23/24 Senior Center (resealed in 2015)
- FY 24/25 Veterans Park (resealed in 2018), Oak Knoll - north lot (resealed in 2018)
- FY 25/26 Cedar Glen Park (resealed in 2019)
- FY 26/27 Evergreen Park (resealed in 2020)
- FY 27/28 Mackay Park (constructed in 2019)

Priority

✔ **Preventative / Proactive** ☐ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Winter 22/23 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$200,000**	$115,000	$160,000	$35,000	$35,000	$35,000	$0	$580,000
Totals (1 groups)	**$200,000**	$115,000	$160,000	$35,000	$35,000	$35,000	$0	$580,000



New Operating Costs
N/A

Project Information

Title Park Shade Structure Repairs/Replacement **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification This project will replace the deteriorating wood shade structures with fabric shade sails at various parks. The wood structures require costly bi-annual maintenance, including wood replacement, staining, patching, hardware replacement, termite/pest control, and other condition defects due to exposure to the elements. Bi-annual maintenance of the wood structures is approximately $3,000. The fabric shade sails with steel posts are more durable and resilient to the elements, with the fabric shades requiring replacement every 10-15 years. Cost to replace the shade sails is approximately $5,000.

- FY 22/23 Manzanita and Peppertree
- FY 23/24 Maple Grove South and Essex
- FY 24/25 Rosen-Acacia
- FY 27/28 Shade Sail Repairs/Replacement at various parks

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Summer 2022 **Construction** Winter 22/23

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$80,000**	$85,000	$45,000	$0	$0	$25,000	$0	$235,000
Totals (1 groups)	**$80,000**	$85,000	$45,000	$0	$0	$25,000	$0	$235,000



New Operating Costs
N/A

Project Information

Title Park Playground Surfacing Sealing & Repairs **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification Public Works installed rubberized play surfacing at the majority of the parks between 2018-2020 to maintain compliance with the Americans with Disabilities Act (ADA). In order to preserve the surfacing, every five to seven years the areas must be resealed and/or patched due to wear/tear and high-impact areas (slide exits, swings, etc.).

Priority

✔ **Preventative / Proactive** ✔ **Replacement / Refurbishment** ☐ **New Facility**

Project Timeline

Design Winter 22/23 **Construction** Spring 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$25,000**	$0	$0	$25,000	$25,000	$25,000	$25,000	$125,000
Totals (1 groups)	**$25,000**	$0	$0	$25,000	$25,000	$25,000	$25,000	$125,000



New Operating Costs
N/A

Project Information

Title Civic Center Green Tree Replacement **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification There are a number of trees on the Civic Center green that are diseased and/or in various stages of decline. Staff will continue to monitor and will budget funds to replace up to two trees each year.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Spring 2023 **Construction** Summer 2023

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$20,000**	$20,000	$22,500	$22,500	$25,000	$25,000	$27,500	$162,500
Totals (1 groups)	**$20,000**	$20,000	$22,500	$22,500	$25,000	$25,000	$27,500	$162,500



New Operating Costs
N/A

Project Information

Title Community Center Bathroom Counter Replacement **Fund #** 212

Category 90000 PARK PROJECTS

Description and Justification The Community Center was last renovated in 2007. This project will replace the men's restroom countertop and plumbing fixtures which is cracked due to inappropriate use.

Priority

☐ Preventative / Proactive ✔ Replacement / Refurbishment ☐ New Facility

Project Timeline

Design Fall 2022 **Construction** Winter 22/23

Funding Detail

Funding Source	FY22/23 Budget - Year 1 (tot)	FY23/24 Year 2 (tot)	FY24/25 Year 3 (tot)	FY25/26 Year 4 (tot)	FY26/27 Year 5 (tot)	FY27/28 Year 6 (tot)	FY28/29 Year 7 (tot)	TOTAL 7-Year (tot)
Park District Funds	**$20,000**	$0	$0	$0	$0	$0	$0	$20,000
Totals (1 groups)	**$20,000**	$0	$0	$0	$0	$0	$0	$20,000



New Operating Costs
N/A

CAPITAL OUTLAY

Any items with a useful life of greater than one year and a cost in excess of $1,000 are considered Capital Outlay items. The purchase of new or replacement Capital Outlay items require Recreation and Park District Board of Directors approval through the annual budget process. The proposed Capital Outlay items for the current budget year total $21,700 and are detailed below. They include both items funded with set-aside replacement monies and monies included in the Recreation and Park District's operating budget. A total of $10,000 is being paid for by operating funds in FY 2022-23 with $11,700 being funded by monies previously set-aside in the Recreation and Park District's Capital Replacement Fund.

NEW

EQUIPMENT (725-95300.xxxx_xxx)			
4310_200	Safety Harness Equipment - Senior Center	$	10,000
		$	10,000
	Total New Capital Outlay	**$**	**10,000**

REPLACEMENT

EQUIPMENT (725-95300.xxxx_xxx)			
4310_200	Ice Machine - Senior Center	$	3,200
4310_200	Tables (30) - Senior Center		8,500
		$	11,700
	Total Replacement Capital Outlay	**$**	**11,700**
TOTAL CAPITAL OUTLAY		**$**	**21,700**

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2022-23

CRPD GENERAL FUND - FUND 212

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimate	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 11,530,283**	**$ 11,610,315**	**$ 11,610,315**	**$ 11,610,315**	**$ 9,842,473**
Revenues					
Property Taxes					
3001 Secured	4,755,152	4,800,000	4,800,000	4,900,000	4,998,000
3002 Unsecured	142,006	141,000	141,000	150,000	153,000
3004 Prior Years	47,430	35,000	35,000	35,000	36,000
3005 Supplemental Roll	97,950	101,000	101,000	50,000	51,000
3006 Public Utility	70,131	71,000	71,000	70,000	71,000
3007 Pass Thru Taxes	115,284	116,000	116,000	120,000	121,000
3011 Residual Tax Increment	730,497	928,000	928,000	780,000	788,000
Total	5,958,450	6,192,000	6,192,000	6,105,000	6,218,000
Interest & Rent					
3400 Investment Earnings	81,666	75,000	75,000	45,000	50,000
3412 Bldg Rents-Community Center	(435)	108,220	108,220	43,273	120,000
3414 Bldg Rents-Senior Center	-	14,000	14,000	4,000	14,000
3415 Bldg Rents-Parks	17,318	25,340	25,340	28,000	30,000
3417 Bldg Rents-Sports Park	-	147,350	147,350	68,000	157,000
Total	98,549	369,910	369,910	188,273	371,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	23,172	24,000	24,000	22,882	23,000
3525 Grants - Miscellaneous	9,128	48,000	48,000	24,000	474,681
Total	32,300	72,000	72,000	46,882	497,681
Service Charges					
3650 Cultural Arts Receipts	-	3,000	3,000	4,980	4,000
3651 Recreation Registration Fee	8,738	13,000	13,000	11,000	11,000
3652 Adult Sports Fees	(438)	21,774	21,774	4,578	22,212
3653 Youth Sports Fees	56,275	119,770	119,770	68,828	122,880
3657 Youth League Fees	1,740	7,000	7,000	6,700	6,700
3658 Facility Replacement Fee	19,099	17,000	17,000	22,000	22,000
3659 Contract Classes	211,421	430,000	430,000	260,000	263,631
3661 Teen Excursion Fees	-	375	375	305	188
3665 Senior Citizens Activities Fees	500	47,130	47,130	11,351	29,448
3668 Playground Events & Excursions	5,844	28,736	28,736	17,070	26,388
3669 Day Camp Fees	58,615	92,570	92,570	46,616	85,545
3673 Special Event Fees	-	4,000	4,000	-	-
3674 Independence Day Revenue	-	7,500	7,500	550	7,500
3677 5K/10K Run Revenues	3,360	52,900	52,900	26,121	52,900
3680 Lighting Fee - Youth Sports	6,393	9,500	9,500	11,000	11,500
3683 ACUAF - Non-Resident Fees	2,825	8,000	8,000	5,400	8,000
Total	374,372	862,255	862,255	496,499	673,892
Other Revenue					
3711 Expense Reimbursement	113	-	-	4,000	-
3713 Donations/Contributions	2,625	-	-	391	-
3738 Miscellaneous Revenue	1,200	-	-	26	-
Total	3,938	-	-	4,417	-
Total Current Operating Revenue	6,467,609	7,496,165	7,496,165	6,841,071	7,760,573

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2022-23

CRPD GENERAL FUND - FUND 212

(continued)

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimate	2022-23 Proposed
Operating Transfers-In					
CRPD Park Development Fund - 213	361,978	-	5,212,325	5,667,671	-
Total Operating Transfers-In	361,978	-	5,212,325	5,667,671	-
Other Sources					
Loans from City Infrastructure Fund	5,421,300	1,275,000	8,656,714	8,656,714	-
Total Revenues and Sources	12,250,887	8,771,165	21,365,204	21,165,456	7,760,573
Total Available	23,781,170	20,381,480	32,975,519	32,775,771	17,603,046
Expenditures					
Operating Expenditures:					
Recreation and Community Services	4,170,439	5,610,468	5,648,651	4,602,842	5,915,796
Capital Expenditures:					
80700 Park Projects	6,905,488	3,612,500	11,605,372	11,507,067	2,215,000
Operating Transfers-Out:					
City Infrastructure Reserve Fund - 416	845,780	1,044,000	1,044,000	6,567,671	401,918
CRPD Capital Replacement Fund - 725	99,148	105,718	115,718	105,718	10,000
CRPD Employee Benefits Fund - 755	150,000	150,000	150,000	150,000	150,000
Total Operating Transfers-Out	1,094,928	1,299,718	1,309,718	6,823,389	561,918
Total Expenditures and Transfers Out	12,170,855	10,522,686	18,563,741	22,933,298	8,692,714
FUND BALANCE, JUNE 30	**$ 11,610,315**	**$ 9,858,794**	**$ 14,411,778**	**$ 9,842,473**	**$ 8,910,332**

CRPD PARK DEVELOPMENT - FUND 213

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimate	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 418,333**	**$ 152,529**	**$ 152,529**	**$ 152,529**	**$ 153,129**
Revenues					
Interest & Rent					
3400 Investment Earnings	2,490	500	500	600	100
Service Charges					
3630 Park Facility Development Fees	93,684	-	-	5,667,671	-
Total Current Operating Revenue	96,174	500	500	5,668,271	100
Total Available	514,507	153,029	153,029	5,820,800	153,229
Expenditures					
Operating Transfers-Out					
CRPD General Fund - 212	361,978	-	5,212,325	5,667,671	-
Total Expenditures	361,978	-	5,212,325	5,667,671	-
FUND BALANCE, JUNE 30	**$ 152,529**	**$ 153,029**	**$ (5,059,296)**	**$ 153,129**	**$ 153,229**

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2022-23

CRPD CENTRAL SERVICES - FUND 715

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 43,958**	**$ 51,670**	**$ 60,969**	**$ 51,670**	**$ 60,990**
Revenues					
Service Charges					
3804 Vehicle Rental	13,560	15,700	15,700	15,700	-
3805 Equipment Rental	2,700	2,800	2,800	2,800	-
Total	16,260	18,500	18,500	18,500	-
Total Current Operating Revenue	16,260	18,500	18,500	18,500	-
Total Available	60,218	70,170	79,469	70,170	60,990
Expenditures					
Operating Expenditures					
Recreation and Community Services	8,548	9,201	9,201	9,180	25,393
Total Expenditures/Uses	8,548	9,201	9,201	9,180	25,393
FUND BALANCE, JUNE 30	**$ 51,670**	**$ 60,969**	**$ 70,268**	**$ 60,990**	**$ 35,597**

CRPD CAPITAL REPLACEMENT - FUND 725

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 654,747**	**$ 642,728**	**$ 642,728**	**$ 642,728**	**$ 531,388**
Revenues					
Revenue from Other Agencies					
3525 Grants - Miscellaneous	-	-	35,000	-	-
Total	-	-	35,000	-	-
Service Charges					
3804 Vehicle Rental	750	750	750	750	750
3805 Equipment Rental	15,270	8,730	8,730	8,730	47,250
3806 Office Equipment Rental	1,770	1,040	1,040	1,040	900
Total	17,790	10,520	10,520	10,520	48,900
Total Current Operating Revenue	17,790	10,520	45,520	10,520	48,900
Operating Transfers-In					
CPRD General Fund - 212	99,148	105,718	115,718	105,718	10,000
Total	99,148	105,718	115,718	105,718	10,000
Total Revenue and Transfers-In	116,938	116,238	161,238	116,238	58,900
Total Available	771,685	758,966	803,966	758,966	590,288
Expenditures					
Operating Expenditures					
Capital Outlay/Other Expenditures	128,957	186,255	235,512	227,578	21,700
Total Expenditures/Uses	128,957	186,255	235,512	227,578	21,700
FUND BALANCE, JUNE 30	**$ 642,728**	**$ 572,711**	**$ 568,454**	**$ 531,388**	**$ 568,588**

FUND SUMMARIES

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

GENERAL - FUND 111

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 22,104,641**	**$ 24,162,552**	**$ 24,162,552**	**$ 24,162,552**	**$ 29,376,055**
Revenues					
Property Taxes					
3001 Secured	5,043,467	5,092,000	5,092,000	5,200,000	5,304,000
3002 Unsecured	150,617	131,000	131,000	160,000	163,000
3004 Prior Years	50,327	35,000	35,000	45,000	46,000
3005 Supplemental Roll	103,891	101,000	101,000	50,000	51,000
3006 Public Utility	101,764	102,000	102,000	101,000	103,000
3007 Pass Thru	118,154	120,000	120,000	128,000	131,000
3010 VLF Backfill	5,136,804	5,190,000	5,190,000	5,322,016	5,428,000
3011 Residual Tax Increment	693,090	940,000	940,000	730,000	738,000
Total	11,398,114	11,711,000	11,711,000	11,736,016	11,964,000
Other Taxes					
3100 Sales and Use Tax	12,077,322	11,750,000	11,750,000	12,250,000	12,900,000
3101 Franchise-Water	173,089	160,000	160,000	158,484	160,000
3102 Franchise-Gas	81,265	75,000	75,000	97,428	82,500
3103 Franchise-Electric	475,306	445,000	445,000	515,000	495,000
3104 Franchise-Refuse	644,347	630,000	630,000	655,000	685,000
3106 Franchise-Cable TV	379,451	395,000	395,000	385,000	385,000
3107 Business License Tax	1,264,263	1,200,000	1,200,000	1,265,000	1,250,000
3108 Transient Occupancy Tax	1,648,030	1,900,000	1,900,000	2,500,000	2,650,000
3109 Real Property Transfer Tax	388,209	240,000	240,000	385,000	275,000
3110 Parimutual Tax	23,602	50,000	50,000	65,000	65,000
3111 Satellite Wagering Tax	108,154	120,000	120,000	140,000	140,000
3112 PSAF Sales Tax	383,065	386,200	386,200	420,000	440,000
3115 Sales Tax - Audit Pass Through	(497,877)	(495,000)	(495,000)	(495,000)	(495,000)
Total	17,148,226	16,856,200	16,856,200	18,340,912	19,032,500
Licenses and Permits					
3200 Building Permits	562,503	490,000	490,000	615,000	490,000
3201 Plumbing/Heating Permits	63,262	80,000	80,000	120,000	90,000
3202 Electrical Permits	62,459	70,000	70,000	140,000	80,000
3204 Street and Curb Permits	129,811	100,000	100,000	190,000	100,000
3205 Other Licenses and Permits	5,401	5,000	5,000	12,100	10,500
3206 Parking Permits	432	310	310	250	330
3209 Alarm System Permits	61,074	63,580	63,580	62,000	112,240
Total	884,942	808,890	808,890	1,139,350	883,070
Fines					
3300 Ordinance Violation Fines	249,127	200,000	200,000	179,276	200,000
3303 Alarm Ordinance Fines	8,014	10,000	10,000	15,000	15,000
Total	257,141	210,000	210,000	194,276	215,000
Interest and Rent					
3400 Investment Earnings	264,843	275,000	275,000	225,000	225,000
3401 Investment Earnings-Mrkt Val Adj	(832,279)	-	-	-	-
3410 Rental-Cell Tower	13,268	13,268	13,268	14,297	15,739
3425 Rental-Bus Shelter Advertising	-	10,535	10,535	11,000	11,000
Total	(554,168)	298,803	298,803	250,297	251,739

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

GENERAL - FUND 111 (continued)

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
Revenue from Other Agencies					
3502 Homeowners Tax Relief	24,577	25,000	25,000	24,273	25,000
3508 Motor Vehicle License Fee	36,138	35,000	35,000	56,066	45,000
3518 State Mandated Reimbursement	26,731	8,000	8,000	8,000	8,000
3525 Grants	25,586	342,311	450,144	386,725	189,774
3530 POST Reimbursement	3,800	8,000	8,000	20,766	10,000
3580 Waste Revenue Sharing	-	235,000	235,000	72,405	50,000
Total	116,832	653,311	761,144	568,235	327,774
Service Charges					
3600 Zoning Fees	80,942	65,000	65,000	65,000	65,000
3601 Subdivision Fees	790	3,000	3,000	3,000	3,000
3603 Sale of Maps and Publications	-	100	100	50	50
3605 Special Services-Police	21,987	21,761	21,761	29,072	26,834
3606 Special Services-Public Works	1,816	-	-	1,887	1,943
3607 Business License Admin Fee	98,634	87,500	87,500	127,500	125,000
3608 Blood Draw Recovery Fee	856	550	550	1,000	1,000
3610 Adminstrative Tow Fee	44,743	33,530	33,530	45,722	46,300
3620 Plan Check Fees	644,510	365,000	365,000	600,000	300,000
3621 Engineering and Inspection Fees	23,455	20,000	20,000	80,000	22,000
3632 City Services Charges	373,748	385,000	385,000	408,000	485,000
3635 Construction/Demolition Admin Fee	12,000	7,200	7,200	17,500	7,000
3801 Park District Administrative Fee	1,722,002	2,048,622	2,048,622	1,867,345	2,395,348
3809 Park District Admin Fee-Other	97,373	59,038	59,038	59,038	57,964
Total	3,122,856	3,096,301	3,096,301	3,305,114	3,536,439
Other Revenue					
3701 Admin Fees-Sewer Connection	3,799	3,000	3,000	24,500	3,000
3711 Expense Reimbursement	63,898	51,835	51,835	131,835	51,835
3738 Miscellaneous Revenue	352,009	2,500	2,500	200	500
Total	419,706	57,335	57,335	156,535	55,335
Total Operating Revenue	32,793,649	33,691,840	33,799,673	35,690,735	36,265,857
Sources					
Operating Transfers-In					
Pandemic Response - Fund 115	461,173	240,000	11,767,000	11,717,000	6,277
Traffic Safety - Fund 221	88,845	120,000	120,000	90,000	100,000
Gas Tax - Fund 231	251,024	286,850	286,850	287,042	313,115
Gas Tax 2107/2107.5 - Fund 233	345,678	371,038	371,038	397,177	433,765
Lighting District #2 - Fund 251	167,181	207,650	207,650	152,057	174,137
Corp Center Maint District #1- Fund 271	9,091	11,622	11,622	12,386	13,582
Cable TV Franchise Agreement-Fund 291	268	8,000	8,000	8,000	-
Total Transfers-In	1,323,260	1,245,160	12,772,160	12,663,662	1,040,876
Total Revenue/Sources/Use of Reserves	34,116,909	34,937,000	46,571,833	48,354,397	37,306,733
Total Available	**56,221,550**	**59,099,552**	**70,734,385**	**72,516,949**	**66,682,788**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

GENERAL - FUND 111 (continued)

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
Expenditures					
Operating Expenditures					
Legislative	681,094	778,521	866,021	822,046	824,170
City Administration	2,559,201	1,906,696	3,131,461	3,016,667	2,238,593
Finance and Administrative Services	2,051,119	2,119,287	2,144,287	2,063,051	2,281,456
Police	17,134,955	19,976,091	19,989,147	17,849,592	21,112,936
Planning/Development	1,075,008	1,350,018	2,143,508	2,056,137	1,715,278
Public Works-Engineering	2,285,352	2,350,146	2,547,558	2,258,802	2,408,051
Public Works-Maintenance	3,805,800	4,629,915	4,644,238	4,118,232	4,868,701
Total Expenditures	29,592,529	33,110,674	35,466,220	32,184,527	35,449,185
Uses					
Operating Transfers-Out					
General Fund Grants - Fund 114	2,905	7,975	7,975	7,525	6,550
Storm Drain - Fund 261	250,000	250,000	250,000	250,000	250,000
City Capital Projects - Fund 415	725,000	1,550,000	1,550,000	1,550,000	1,550,000
Pandemic Recovery Projects - Fund 415	-	-	-	-	625,000
Infrastructure Reserve - Fund 416	1,325,000	-	4,500,000	4,500,000	400,000
Information Systems - Fund 713	-	-	17,000	17,000	-
City Capital Replacement - Fund 721	13,564	121,842	131,842	131,842	21,840
City Employee Benefits - Fund 751					
Pension Trust Investment	150,000	-	4,500,000	4,500,000	-
Total Transfers-Out	2,466,469	1,929,817	10,956,817	10,956,367	2,853,390
Total Expenditures/Uses	32,058,998	35,040,491	46,423,037	43,140,894	38,302,575
FUND BALANCE, JUNE 30	**$ 24,162,552**	**$ 24,059,061**	**$ 24,311,348**	**$ 29,376,055**	**$ 28,380,213**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

GENERAL FUND GRANTS - FUND 114

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ (28,936)**	**$ (50,310)**	**$ (50,310)**	**$ (50,310)**	**$ -**
Revenues					
Revenue from Other Agencies					
3525 Grants	82,814	39,493	174,358	147,952	89,500
3531 Loan Payoff - CDBG	13,000	10,000	10,000	19,956	10,000
3572 Grants - CDBG	27,766	160,000	292,235	211,883	160,000
Total	123,580	209,493	476,593	379,791	259,500
Total Operating Revenue	123,580	209,493	476,593	379,791	259,500
Sources					
Operating Transfers-In					
General - Fund 111	2,905	7,975	7,975	7,525	6,550
Total Transfers-In	2,905	7,975	7,975	7,525	6,550
Total Revenue/Sources	126,485	217,468	484,568	387,316	266,050
Total Available	97,549	167,158	434,258	337,006	266,050
Expenditures					
Operating Expenditures					
Police	87,126	33,950	144,679	117,822	82,450
Community Development	39,173	170,000	302,235	205,666	170,000
Public Works-Engineering	13,517	13,518	13,518	13,518	13,600
Total Expenditures	139,816	217,468	460,432	337,006	266,050
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	8,043	-	-	-	-
Total Uses	8,043	-	-	-	-
Total Expenditures/Uses	147,859	217,468	460,432	337,006	266,050
FUND BALANCE, JUNE 30	**$ (50,310)**	**$ (50,310)**	**$ (26,174)**	**$ -**	**$ -**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

PANDEMIC RESPONSE AND RECOVERY - FUND 115

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 611**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues					
Interest and Rent					
3400 Investment Earnings	505	-	-	-	-
Total	505	-	-	-	-
Revenue from Other Agencies					
3525 Grants - Miscellaneous	675,035	-	-	11,717,000	6,277
Total	675,035	-	-	11,717,000	6,277
Total Operating Revenue	675,540	-	-	11,717,000	6,277
Total Available	676,151	-	-	11,717,000	6,277
Expenditures					
Operating Expenditures					
Coronavirus Disease 2019	194,354	-	-	-	-
Total	194,354	-	-	-	-
Uses					
Operating Transfers-Out					
General - Fund 111	461,173	240,000	11,767,000	11,717,000	6,277
Lighting District #2 - Fund 251	-	200,000	-	-	-
City Capital Projects - Fund 415	-	75,000	-	-	-
Central Svc-City Services - Fund 711	-	110,000	-	-	-
City Capital Replacement - Fund 721	13,021	-	-	-	-
City Employee Benefits - Fund 751	7,603	-	-	-	-
Total	481,797	625,000	11,767,000	11,717,000	6,277
Total Expenditures/Uses	676,151	625,000	11,767,000	11,717,000	6,277
FUND BALANCE, JUNE 30	**$ -**	**$ (625,000)**	**$ (11,767,000)**	**$ -**	**$ -**

CITY OF CYPRESS
FUND SUMMARIES
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TRAFFIC SAFETY - FUND 221

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	$ -	$ -	$ -	$ -	$ -
Revenues					
Fines					
3301 Traffic Fines	88,845	120,000	120,000	90,000	100,000
Total Operating Revenue	88,845	120,000	120,000	90,000	100,000
Total Available	88,845	120,000	120,000	90,000	100,000
Uses					
Operating Transfers-Out					
General - Fund 111	88,845	120,000	120,000	90,000	100,000
Total Uses	88,845	120,000	120,000	90,000	100,000
FUND BALANCES, JUNE 30	$ -	$ -	$ -	$ -	$ -

GAS TAX 2105 - FUND 231

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	$ -	$ -	$ -	$ -	$ -
Revenues					
Revenue from Other Agencies					
3516 State Gas Tax-2105	251,024	286,850	286,850	287,042	313,115
Total Operating Revenue	251,024	286,850	286,850	287,042	313,115
Total Available	251,024	286,850	286,850	287,042	313,115
Uses					
Operating Transfers-Out					
General - Fund 111	251,024	286,850	286,850	287,042	313,115
Total Uses	251,024	286,850	286,850	287,042	313,115
FUND BALANCE, JUNE 30	$ -	$ -	$ -	$ -	$ -

CITY OF CYPRESS
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GAS TAX 2106 - FUND 232

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 1,045,479**	**$ 1,075,881**	**$ 1,075,881**	**$ 1,075,881**	**$ 661,488**
Revenues					
Interest and Rent					
3400 Investment Earnings	3,625	1,500	1,500	1,800	1,500
Total	3,625	1,500	1,500	1,800	1,500
Revenue from Other Agencies					
3512 State Gas Tax - 2106	157,539	177,754	177,754	178,046	194,098
3525 Grants - Miscellaneous	-	-	-	-	-
Total	157,539	177,754	177,754	178,046	194,098
Total Operating Revenue	161,164	179,254	179,254	179,846	195,598
Sources					
Operating Transfers-In					
Measure M - Fund 236	696,119	-	-	-	-
Total Transfers-In	696,119	-	-	-	-
Total Revenue/Sources	857,283	179,254	179,254	179,846	195,598
Total Available	1,902,762	1,255,135	1,255,135	1,255,727	857,086
Expenditures					
Capital Expenditures					
80100 Street Projects	696,120	-	-	-	-
Total	696,120	-	-	-	-
Uses					
Operating Transfers-Out					
City Capital Projects - Fund 415	130,761	150,000	594,239	594,239	350,000
Total Transfers-Out	130,761	150,000	594,239	594,239	350,000
Total Expenditures/Uses	826,881	150,000	594,239	594,239	350,000
FUND BALANCE, JUNE 30	**$ 1,075,881**	**$ 1,105,135**	**$ 660,896**	**$ 661,488**	**$ 507,086**

CITY OF CYPRESS
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GAS TAX 2107/2107.5 - FUND 233

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	$ -	$ -	$ -	$ -	$ -
Revenues					
Revenue from Other Agencies					
3513 State Gas Tax - 2107	339,678	365,038	365,038	391,177	427,765
3514 State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000
Total Operating Revenue	345,678	371,038	371,038	397,177	433,765
Total Available	345,678	371,038	371,038	397,177	433,765
Uses					
Operating Transfers-Out					
General - Fund 111	345,678	371,038	371,038	397,177	433,765
Total Transfers-Out	345,678	371,038	371,038	397,177	433,765
FUND BALANCE, JUNE 30	$ -	$ -	$ -	$ -	$ -

TRAFFIC MITIGATION ASSESSMENT - FUND 234

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 672,925**	**$ 617,765**	**$ 617,765**	**$ 617,765**	**$ 427,388**
Revenues					
Interest and Rent					
3400 Investment Earnings	3,691	1,000	1,000	1,500	500
Total	3,691	1,000	1,000	1,500	500
Service Charges					
3628 Traffic Mitigation Fee	8,077	-	-	303,226	-
Total	8,077	-	-	303,226	-
Total Revenue	11,768	1,000	1,000	304,726	500
Sources					
Operating Transfers-In					
Measure M - Fund 236	-	-	-	-	150,000
Lighting District #2 - Fund 251	6,395	-	343,605	343,605	-
Total Transfers-In	6,395	-	343,605	343,605	150,000
Total Revenue/Sources	18,163	1,000	344,605	648,331	150,500
Total Available	691,088	618,765	962,370	1,266,096	577,888
Expenditures					
Capital Expenditures					
80100 Street Projects	66,928	-	836,272	836,272	-
80200 Traffic Signal Projects	6,395	-	2,436	2,436	250,000
Total	73,323	-	838,708	838,708	250,000
Total Expenditures/Uses	73,323	-	838,708	838,708	250,000
FUND BALANCE, JUNE 30	**$ 617,765**	**$ 618,765**	**$ 123,662**	**$ 427,388**	**$ 327,888**

CITY OF CYPRESS
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REGIONAL TRAFFIC FEE - FUND 235

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 376,971**	**$ 377,683**	**$ 377,683**	**$ 377,683**	**$ 405,683**
Revenues					
Service Charges					
3629 Regional Traffic Impact Fees	712	500	500	28,000	500
Total Operating Revenues	712	500	500	28,000	500
Total Available	377,683	378,183	378,183	405,683	406,183
FUND BALANCE, JUNE 30	**$ 377,683**	**$ 378,183**	**$ 378,183**	**$ 405,683**	**$ 406,183**

MEASURE M - FUND 236

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 1,958,818**	**$ 1,098,007**	**$ 1,098,007**	**$ 1,098,007**	**$ 1,161,171**
Revenues					
Interest and Rent					
3400 Investment Earnings	11,876	2,500	2,500	2,500	2,000
Total	11,876	2,500	2,500	2,500	2,000
Revenue from Other Agencies					
3517 Measure M Turnback/M2	933,280	866,098	866,098	837,254	1,080,042
3525 Grants-Miscellaneous	-	-	-	-	200,000
Total	933,280	866,098	866,098	837,254	1,280,042
Other Revenue					
3711 Expense Reimbursement	55,000	-	-	-	-
Total	55,000	-	-	-	-
Total Operating Revenue	1,000,156	868,598	868,598	839,754	1,282,042
Total Available	2,958,974	1,966,605	1,966,605	1,937,761	2,443,213
Expenditures					
Capital Expenditures					
80100 Street Projects	851,982	-	-	1,976	440,000
80200 Traffic Signal Projects	38,599	100,000	179,777	174,614	110,000
Total	890,581	100,000	179,777	176,590	550,000
Uses					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	696,119	-	-	-	-
Traffic Mitigation Assessment-Fnd 234	-	-	-	-	150,000
Road Maintenance and Rehab - Fund 239	-	-	-	-	310,000
City Capital Projects - Fund 415	274,267	600,000	600,000	600,000	75,000
Total Uses	970,386	600,000	600,000	600,000	535,000
Total Expenditures/Uses	1,860,967	700,000	779,777	776,590	1,085,000
FUND BALANCE, JUNE 30	**$ 1,098,007**	**$ 1,266,605**	**$ 1,186,828**	**$ 1,161,171**	**$ 1,358,213**

CITY OF CYPRESS
FUND SUMMARIES
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GAS TAX 2103 - FUND 238

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 1,527,173**	**$ 1,252,591**	**$ 1,252,591**	**$ 1,252,591**	**$ 1,416,137**
Revenues					
Interest and Rent					
3400 Investment Earnings	9,464	5,000	5,000	2,000	2,000
Revenue from Other Agencies					
3523 State Gas Tax-2103	328,729	440,220	440,220	411,546	477,981
Total Operating Revenue	338,193	445,220	445,220	413,546	479,981
Total Available	1,865,366	1,697,811	1,697,811	1,666,137	1,896,118
Uses					
Operating Transfers-Out					
Road Maintenance and Rehab - Fund 239	-	250,000	250,000	250,000	500,000
City Capital Projects - Fund 415	612,775	-	-	-	-
Total Uses	612,775	250,000	250,000	250,000	500,000
Total Expenditures/Uses	612,775	250,000	250,000	250,000	500,000
FUND BALANCE, JUNE 30	**$ 1,252,591**	**$ 1,447,811**	**$ 1,447,811**	**$ 1,416,137**	**$ 1,396,118**

CITY OF CYPRESS
FUND SUMMARIES
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ROAD MAINTENANCE AND REHAB - FUND 239

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 516,031**	**$ 465,779**	**$ 465,779**	**$ 465,779**	**$ 707,438**
Revenues					
Interest and Rent					
3400 Investment Earnings	4,108	1,500	1,500	1,200	500
Total	4,108	1,500	1,500	1,200	500
Revenue from Other Agencies					
3515 State Gas Tax - SB1	913,431	973,971	973,971	1,005,198	1,106,248
3572 Grants - CDBG	-	-	135,481	135,481	-
Total	913,431	973,971	1,109,452	1,140,679	1,106,248
Other Revenue					
3711 Expense Reimbursement	10,673	-	-	-	-
Total	10,673	-	-	-	-
Total Operating Revenues	928,212	975,471	1,110,952	1,141,879	1,106,748
Sources					
Operating Transfers-In					
Measure M - Fund 236	-	-	-	-	310,000
Gas Tax 2103 - Fund 238	-	250,000	250,000	250,000	-
Total Transfers-In	-	250,000	250,000	250,000	310,000
Total Revenue/Sources	928,212	1,225,471	1,360,952	1,391,879	1,416,748
Total Available	1,444,243	1,691,250	1,826,731	1,857,658	2,124,186
Expenditures					
Capital Expenditures					
80100 Street Projects	680,119	1,200,000	1,204,300	1,150,220	1,750,000
Total	680,119	1,200,000	1,204,300	1,150,220	1,750,000
Uses					
Operating Transfers-Out					
City Capital Projects - Fund 415	298,345	-	-	-	-
Total Transfers-Out	298,345	-	-	-	-
Total Expenditures/Uses	978,464	1,200,000	1,204,300	1,150,220	1,750,000
FUND BALANCE, JUNE 30	**$ 465,779**	**$ 491,250**	**$ 622,431**	**$ 707,438**	**$ 374,186**

CITY OF CYPRESS
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LIGHTING DISTRICT #2 - FUND 251

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 5,600,640**	**$ 5,727,940**	**$ 5,727,940**	**$ 5,727,940**	**$ 4,962,187**
Revenues					
Property Taxes					
3001 Secured	1,087,956	1,075,200	1,075,200	1,120,000	1,140,000
3002 Unsecured	32,491	33,080	33,080	32,000	32,640
3004 Prior Years	10,855	7,200	7,200	10,000	10,200
3005 Supplemental Roll	22,411	23,800	23,800	24,000	24,500
3006 Public Utility	17,773	16,500	16,500	18,000	18,360
3007 Pass Thru Taxes	31,644	24,750	24,750	35,000	35,700
3011 Residual Tax Increment	160,651	122,480	122,480	200,000	204,000
Total	1,363,781	1,303,010	1,303,010	1,439,000	1,465,400
Interest and Rent					
3400 Investment Earnings	32,448	25,000	25,000	15,000	15,000
Total	32,448	25,000	25,000	15,000	15,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	5,302	5,820	5,820	5,600	5,780
Total	5,302	5,820	5,820	5,600	5,780
Other Revenue					
3711 Expense Reimbursement	13,884	10,000	10,000	15,000	10,000
Total	13,884	10,000	10,000	15,000	10,000
Total Operating Revenue	1,415,415	1,343,830	1,343,830	1,474,600	1,496,180
Sources					
Operating Transfers-In					
Pandemic Response - Fund 115	-	200,000	-	-	-
Total Transfers-In	-	200,000	-	-	-
Total Revenue/Sources	1,415,415	1,543,830	1,343,830	1,474,600	1,496,180
Total Available	7,016,055	7,271,770	7,071,770	7,202,540	6,458,367
Expenditures					
Public Works-Engineering	960,205	974,327	1,040,378	1,013,709	1,160,914
80200 Traffic Signal Projects	34,030	500,000	743,600	524,684	600,000
80800 Street Lighting Projects	120,304	110,000	202,236	176,298	330,000
Total	1,114,539	1,584,327	1,986,214	1,714,691	2,090,914
Uses					
Operating Transfers-Out					
General - Fund 111	167,181	207,650	207,650	152,057	174,137
Traffic Mitigation Assmnt - Fund 234	6,395	-	343,605	343,605	-
City Capital Projects - Fund 415	-	-	30,000	30,000	-
Total Transfers-Out	173,576	207,650	581,255	525,662	174,137
Total Expenditures/Uses	1,288,115	1,791,977	2,567,469	2,240,353	2,265,051
FUND BALANCE, JUNE 30	**$ 5,727,940**	**$ 5,479,793**	**$ 4,504,301**	**$ 4,962,187**	**$ 4,193,316**

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STORM DRAIN - FUND 261

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 967,474**	**$ 1,080,420**	**$ 1,080,420**	**$ 1,080,420**	**$ 1,118,060**
Revenues					
Interest and Rent					
3400 Investment Earnings	6,600	4,000	4,000	3,500	2,500
Total	6,600	4,000	4,000	3,500	2,500
Service Charges					
3631 Engineering and Inspection Fees	21,131	38,250	38,250	20,000	10,000
3632 City Services Charges	337,820	330,000	330,000	336,000	340,000
Total	358,951	368,250	368,250	356,000	350,000
Other Revenue					
3711 Expense Reimbursement	-	-	-	294	-
Total	-	-	-	294	-
Total Operating Revenue	365,551	372,250	372,250	359,794	352,500
Sources					
Operating Transfers-In					
General - Fund 111	250,000	250,000	250,000	250,000	250,000
Total Transfers	250,000	250,000	250,000	250,000	250,000
Total Revenues/Sources	615,551	622,250	622,250	609,794	602,500
Total Available	1,583,025	1,702,670	1,702,670	1,690,214	1,720,560
Expenditures					
Operating Expenditures					
Public Works-Maintenance	502,605	598,645	617,645	497,154	634,195
Total Expenditures	502,605	598,645	617,645	497,154	634,195
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	75,000	75,000	75,000	-
Total Transfers	-	75,000	75,000	75,000	-
Total Expenditures/Uses	502,605	673,645	692,645	572,154	634,195
FUND BALANCE, JUNE 30	**$ 1,080,420**	**$ 1,029,025**	**$ 1,010,025**	**$ 1,118,060**	**$ 1,086,365**

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PLAN LOCAL DRAINAGE FACILITY - FUND 262

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 819,542**	**$ 831,570**	**$ 831,570**	**$ 831,570**	**$ 994,749**
Revenues					
Interest and Rent					
3400 Investment Earnings	4,656	1,500	1,500	2,000	1,000
Total	4,656	1,500	1,500	2,000	1,000
Other Revenue					
3705 Drainage Charges	7,372	5,000	5,000	161,179	5,000
Total	7,372	5,000	5,000	161,179	5,000
Total Current Operating Revenue	12,028	6,500	6,500	163,179	6,000
Total Available	831,570	838,070	838,070	994,749	1,000,749
FUND BALANCE, JUNE 30	**$ 831,570**	**$ 838,070**	**$ 838,070**	**$ 994,749**	**$ 1,000,749**

CORPORATE CENTER MAINT DISTRICT #1 - FUND 271

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 155,914**	**$ 171,957**	**$ 171,957**	**$ 171,957**	**$ 165,829**
Revenues					
Service Charges					
3627 Assessment-Maintenance Dist	85,739	87,000	87,000	88,826	93,270
Total Operating Revenue	85,739	87,000	87,000	88,826	93,270
Total Available	241,653	258,957	258,957	260,783	259,099
Expenditures					
Public Works-Maintenance	57,805	77,477	77,477	82,568	74,792
80900 Other Projects	2,800	-	-	-	-
Total Expenditures	60,605	77,477	77,477	82,568	74,792
Uses					
Operating Transfers-Out					
General - Fund 111	9,091	11,622	11,622	12,386	13,582
Total Expenditures/Uses	69,696	89,099	89,099	94,954	88,374
FUND BALANCE, JUNE 30	**$ 171,957**	**$ 169,858**	**$ 169,858**	**$ 165,829**	**$ 170,725**

CITY OF CYPRESS
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NARCOTICS ASSET SEIZURE - FUND 281/282/283

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 3,088,775**	**$ 1,233,921**	**$ 1,233,921**	**$ 1,233,921**	**$ 1,029,676**
Interest and Rent					
3400 Investment Earnings	18,104	1,500	1,500	1,250	550
Other Revenue					
3711 Expenditure Reimbursement	1,220	10,000	10,000	5,000	10,000
3731/32/33 Asset Seizure-Federal	298,232	-	-	321,751	-
3739 Asset Seizure-Other	963	-	-	-	-
Total Other Revenue	300,415	10,000	10,000	326,751	10,000
Total Operating Revenue	318,519	11,500	11,500	328,001	10,550
Total Available	3,407,294	1,245,421	1,245,421	1,561,922	1,040,226
Expenditures					
Operating Expenses					
Police	22,144	65,632	68,732	33,474	61,516
Total Expenditures	22,144	65,632	68,732	33,474	61,516
Uses					
Operating Transfers-Out					
City Capital Projects - Fund 415	2,151,229	-	498,772	498,772	74,550
Total Transfers	2,151,229	-	498,772	498,772	74,550
Total Expenditures/Uses	2,173,373	65,632	567,504	532,246	136,066
FUND BALANCE, JUNE 30	**$ 1,233,921**	**$ 1,179,789**	**$ 677,917**	**$ 1,029,676**	**$ 904,160**

CABLE TELEVISION FRANCHISE AGREEMENT - FUND 291

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 556,539**	**$ 628,125**	**$ 628,125**	**$ 628,125**	**$ 697,625**
Revenues					
Other Taxes					
3106 Franchise Tax-Cable TV	76,083	80,000	80,000	77,500	77,500
Total Operating Revenue	76,083	80,000	80,000	77,500	77,500
Total Available	632,622	708,125	708,125	705,625	775,125
Uses					
Operating Transfers-Out					
General - Fund 111	268	8,000	8,000	8,000	-
City Capital Replacement - Fund 721	4,229	35,000	35,000	-	35,000
Total Transfers	4,497	43,000	43,000	8,000	35,000
Total Uses	4,497	43,000	43,000	8,000	35,000
FUND BALANCE, JUNE 30	**$ 628,125**	**$ 665,125**	**$ 665,125**	**$ 697,625**	**$ 740,125**

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SUPPLEMENTAL LAW ENFORCEMENT - FUND 301

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	$ -	$ -	$ -	$ -	$ -
Revenues					
Interest and Rent					
3400 Investment Earnings	257	100	100	50	50
Revenue from Other Agencies					
3525 Grants-Miscellaneous	156,731	129,096	129,096	159,849	130,301
Total Operating Revenue	156,988	129,196	129,196	159,899	130,351
Total Available	156,988	129,196	129,196	159,899	130,351
Expenditures					
Operating Expenditures					
Police	156,988	129,196	129,196	159,899	130,351
Total Expenditures/Uses	156,988	129,196	129,196	159,899	130,351
FUND BALANCE, JUNE 30	$ -	$ -	$ -	$ -	$ -

AB 2766 TRIP REDUCTION - FUND 311

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	$ -	$ -	$ -	$ -	$ -
Revenues					
Other Revenue					
3734 Trip Reduction Revenue-AB2766	64,338	63,000	63,000	61,500	63,000
Total Operating Revenue	64,338	63,000	63,000	61,500	63,000
Total Revenue/Sources	64,338	63,000	63,000	61,500	63,000
Total Available	64,338	63,000	63,000	61,500	63,000
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	64,338	63,000	63,000	61,500	63,000
Total Expenditures/Uses	64,338	63,000	63,000	61,500	63,000
FUND BALANCE, JUNE 30	$ -	$ -	$ -	$ -	$ -

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

SEWER - FUND 321

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 3,871,514**	**$ 5,253,793**	**$ 5,253,793**	**$ 5,253,793**	**$ 6,084,627**
Revenues					
Property Taxes					
3001 Secured	10,575	9,620	9,620	11,000	11,220
3002 Unsecured	224	200	200	225	240
3004 Prior Years	76	70	70	50	50
3005 Supplemental Roll	155	100	100	100	100
3006 Public Utility	482	460	460	500	510
3011 Residual Tax Increment	18,988	18,800	18,800	20,000	20,800
Total	30,500	29,250	29,250	31,875	32,920
Interest and Rent					
3400 Investment Earnings	25,146	15,000	15,000	16,000	17,500
Total	25,146	15,000	15,000	16,000	17,500
Revenue from Other Agencies					
3502 Homeowners Tax Relief	37	45	45	45	45
Total	37	45	45	45	45
Service Charges					
3631 Sewer Service Charges	1,829,091	1,760,000	1,760,000	1,778,000	1,770,000
3638 FOG Fees	32,883	40,000	40,000	46,200	47,500
Total	1,861,974	1,800,000	1,800,000	1,824,200	1,817,500
Other Revenue					
3711 Expense Reimbursement	2,778	2,800	2,800	2,442	2,500
Total	2,778	2,800	2,800	2,442	2,500
Total Operating Revenue	1,920,435	1,847,095	1,847,095	1,874,562	1,870,465
Total Available	5,791,949	7,100,888	7,100,888	7,128,355	7,955,092
Expenditures					
Operating Expenditures					
Public Works-Engineering	69,294	76,106	93,816	63,484	92,192
Public Works-Maintenance	228,967	396,707	454,905	349,175	385,902
Total	298,261	472,813	548,721	412,659	478,094
Capital Expenditures					
80400 Sanitary Sewer Projects	239,895	625,000	642,578	631,069	285,000
Total Expenditures	538,156	1,097,813	1,191,299	1,043,728	763,094
FUND BALANCE, JUNE 30	**$ 5,253,793**	**$ 6,003,075**	**$ 5,909,589**	**$ 6,084,627**	**$ 7,191,998**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

CITY CAPITAL PROJECTS - FUND 415

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 16,078,745**	**$ 15,883,059**	**$ 15,883,059**	**15,883,059**	**$ 16,665,437**
Revenues					
Revenue from Other Agencies					
3572 Grants - CDBG	-	224,000	449,000	449,000	-
Total	-	224,000	449,000	449,000	-
Sources					
Operating Transfers-In					
General - Fund 111	725,000	1,550,000	1,550,000	1,550,000	2,175,000
Pandemic Response - Fund 115	-	75,000	-	-	-
Gas Tax 2106 - Fund 232	130,761	150,000	594,239	594,239	350,000
Measure M - Fund 236	274,267	600,000	600,000	600,000	75,000
Gas Tax 2103 - Fund 238	612,775	-	-	-	500,000
RMRA - Fund 239	298,345	-	-	-	-
Lighting District #2 - Fund 251	-	-	30,000	30,000	-
Narcotics Asset Seizure - Fund 281282/283	2,151,229	-	498,772	498,772	-
Infrastructure Reserve - Fund 416	1,195,288	1,460,000	4,602,258	4,602,258	1,380,000
Total Transfers-In	5,387,665	3,835,000	7,875,269	7,875,269	4,480,000
Total Revenue/Sources	5,387,665	4,059,000	8,324,269	8,324,269	4,480,000
Total Available	21,466,410	19,942,059	24,207,328	24,207,328	21,145,437
Capital Expenditures					
80100 Street Projects	600,830	1,624,000	1,624,000	1,388,170	1,300,000
80300 Storm Drain Projects	-	75,000	75,000	6,040	100,000
80500 Parkway Projects	1,548,797	500,000	1,304,017	1,257,543	775,000
80600 Public Facility Projects	3,433,724	1,610,000	5,619,316	4,890,138	2,030,000
80900 Other Projects	-	-	-	-	50,000
Total Expenditures	5,583,351	3,809,000	8,622,333	7,541,891	4,255,000
Total Expenditures	5,583,351	3,809,000	8,622,333	7,541,891	4,255,000
FUND BALANCE, JUNE 30	**$ 15,883,059**	**$ 16,133,059**	**$ 15,584,995**	**$ 16,665,437**	**$ 16,890,437**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

INFRASTRUCTURE RESERVE - FUND 416

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 54,512,899**	**$ 65,257,754**	**$ 65,257,754**	**$ 65,257,754**	**$ 71,983,167**
Revenues					
Interest and Rent					
3400 Investment Earnings	443,888	350,000	350,000	260,000	250,000
Total Operating Revenue	443,888	350,000	350,000	260,000	250,000
Sources					
Operating Transfers-In					
General - Fund 111	1,325,000	-	4,500,000	4,500,000	400,000
CRPD General - Fund 212	845,780	1,044,000	1,044,000	6,567,671	401,918
Total Transfers-In	2,170,780	1,044,000	5,544,000	11,067,671	801,918
Total Revenue/Sources	2,614,668	1,394,000	5,894,000	11,327,671	1,051,918
Total Available	57,127,567	66,651,754	71,151,754	76,585,425	73,035,085
Uses					
Operating Transfers-Out					
City Capital Projects - Fund 415	1,195,288	1,460,000	4,602,258	4,602,258	1,380,000
Total Transfers-Out	1,195,288	1,460,000	4,602,258	4,602,258	1,380,000
Changes in Nonspendable Fund Balance					
Proceeds from the Sale of Land	14,746,774	-	-	-	-
Loan to CRPD for Sports Park	(5,421,299)	-	-	-	-
Total Changes	9,325,475	-	-	-	-
Total Uses/Changes	(8,130,187)	1,460,000	4,602,258	4,602,258	1,380,000
FUND BALANCE, JUNE 30	**$ 65,257,754**	**$ 65,191,754**	**$ 66,549,496**	**$ 71,983,167**	**$ 71,655,085**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 85,627**	**$ 54,599**	**$ 54,599**	**$ 54,599**	**$ 78,362**
Revenues					
Interest and Rent					
3400 Investment Earnings	2,615	1,500	1,500	15,800	100
Total	2,615	1,500	1,500	15,800	100
Other Revenue					
3738 Miscellaneous Revenue	6,462	6,480	6,480	36,000	6,480
Total	6,462	6,480	6,480	36,000	6,480
Total Operating Revenue	9,077	7,980	7,980	51,800	6,580
Total Available	94,704	62,579	62,579	106,399	84,942
Expenditures					
Operating Expenditures					
Community Development	40,105	28,037	28,037	28,037	62,774
Total Expenditures	40,105	28,037	28,037	28,037	62,774
FUND BALANCE, JUNE 30	**$ 54,599**	**$ 34,542**	**$ 34,542**	**$ 78,362**	**$ 22,168**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

CITY CENTRAL SERVICES - FUND 711

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 2,482,638**	**$ 2,699,117**	**$ 2,699,117**	**$ 2,699,117**	**$ 2,881,410**
Revenues					
Service Charges					
3801 Park District Admin Fee	8,548	9,201	9,201	9,180	25,393
3803 Office Rental	894,700	841,700	841,700	841,700	926,300
3804 Vehicle Rental	616,840	714,700	714,700	714,700	730,200
3805 Equipment Rental	73,370	66,500	66,500	66,500	60,900
3806 Office Equipment Rental	3,250	3,250	3,250	3,250	2,500
Total	1,596,708	1,635,351	1,635,351	1,635,330	1,745,293
Other Revenue					
3711 Expense Reimbursement	-	-	-	1,813	-
Total	-	-	-	1,813	-
Total Current Operating Revenue	1,596,708	1,635,351	1,635,351	1,637,143	1,745,293
Other Sources					
Operating Transfers-In					
Pandemic Response Fund - 115	-	110,000	-	-	-
Total Other Sources	-	110,000	-	-	-
Total Revenue & Other Sources	1,596,708	1,745,351	1,635,351	1,637,143	1,745,293
Total Available	4,079,346	4,444,468	4,334,468	4,336,260	4,626,703
Expenditures					
Operating Expenditures					
Public Works-Maintenance	1,380,229	1,596,301	1,596,301	1,454,850	1,666,173
Total Expenditures	1,380,229	1,596,301	1,596,301	1,454,850	1,666,173
FUND BALANCE, JUNE 30	**$ 2,699,117**	**$ 2,848,167**	**$ 2,738,167**	**$ 2,881,410**	**$ 2,960,530**

PRINT SHOP/WAREHOUSE - FUND 712

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 146,236**	**$ 144,021**	**$ 144,021**	**$ 144,021**	**$ 177,742**
Revenues					
Service Charges					
3802 Print Shop/Warehouse Chrgs	300,000	240,000	240,000	240,000	240,000
3807 Telephone Rental	15,000	30,000	30,000	30,000	30,000
Total	315,000	270,000	270,000	270,000	270,000
Other Revenue					
3711 Expense Reimbursement	345	-	-	256	-
Total Current Operating Revenue	315,345	270,000	270,000	270,256	270,000
Total Available	461,581	414,021	414,021	414,277	447,742
Expenditures					
Operating Expenditures					
Public Works-Maintenance	50,844	-	-	-	-
Finance and Administrative Services	266,716	268,232	268,232	236,535	266,830
Total Expenditures	317,560	268,232	268,232	236,535	266,830
FUND BALANCE, JUNE 30	**$ 144,021**	**$ 145,789**	**$ 145,789**	**$ 177,742**	**$ 180,912**

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

INFORMATION SYSTEMS - FUND 713

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 352,372**	**$ 331,347**	**$ 331,347**	**$ 331,347**	**$ 584,728**
Revenues					
Service Charges					
3808 Information Systems/Website	957,900	1,036,400	1,036,400	1,036,400	1,078,300
Total	957,900	1,036,400	1,036,400	1,036,400	1,078,300
Total Current Operating Revenue	957,900	1,036,400	1,036,400	1,036,400	1,078,300
Other Sources					
Operating Transfers-In					
General Fund - 111	-	-	17,000	17,000	-
Technology Investment Fund - 731	31,855	15,000	25,000	10,000	50,000
Total Other Sources	31,855	15,000	42,000	27,000	50,000
Total Revenue & Other Sources	989,755	1,051,400	1,078,400	1,063,400	1,128,300
Total Available	1,342,127	1,382,747	1,409,747	1,394,747	1,713,028
Expenditures					
Operating Expenditures					
Finance and Administrative Services	1,010,780	1,053,070	1,080,070	810,019	1,079,188
Total Expenditures	1,010,780	1,053,070	1,080,070	810,019	1,079,188
FUND BALANCE, JUNE 30	**$ 331,347**	**$ 329,677**	**$ 329,677**	**$ 584,728**	**$ 633,840**

CITY CAPITAL REPLACEMENT - FUND 721

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 13,302,031**	**$ 14,213,979**	**$ 14,213,979**	**$ 14,213,979**	**$ 15,417,196**
Revenues					
Revenue from Other Agencies					
3525 Other Grants	97,616	-	-	-	-
Total	97,616	-	-	-	-
Service Charges					
3804 Vehicle Rental	459,600	311,310	311,310	311,310	251,350
3805 Equipment Rental	369,810	292,290	292,290	292,290	312,750
3806 Office Equipment Rental	213,550	199,160	199,160	199,160	165,300
Total	1,042,960	802,760	802,760	802,760	729,400
Other Revenue					
3700 Sale Real/Personal Prop	7,853	-	-	-	-
3738 Miscellaneous Revenue	3,000	-	-	19,621	-
Total	10,853	-	-	19,621	-
Total Current Operating Revenue	1,151,429	802,760	802,760	822,381	729,400
Other Sources					
Operating Transfers-In					
General Fund - 111	13,564	121,842	131,842	131,842	21,840
General Grants Fund - 114	8,043	-	-	-	-
Pandemic Response Fund - 115	13,021	-	-	-	-
Storm Drainage - Fund 261	-	75,000	75,000	75,000	-
Treasury Asset Seizure Fund - 283	-	-	-	-	74,550
Cable TV Franchise Agreement - 291	4,229	35,000	35,000	-	35,000
AB 2766 Trip Reduction Fund - 311	-	63,000	63,000	61,500	63,000
Technology Investment Fund - 731	16,651	155,500	538,591	453,591	105,000
Total Other Sources	55,508	450,342	843,433	721,933	299,390

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2022-23

CITY CAPITAL REPLACEMENT - FUND 721 (continued)

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
Total Revenue & Other Sources	1,206,937	1,253,102	1,646,193	1,544,314	1,028,790
Total Available	14,508,968	15,467,081	15,860,172	15,758,293	16,445,986
Uses					
Capital Outlay/Other Expenditures	294,989	1,244,117	1,707,400	341,097	1,110,550
Total Uses	294,989	1,244,117	1,707,400	341,097	1,110,550
FUND BALANCE, JUNE 30	**$ 14,213,979**	**$ 14,222,964**	**$ 14,152,772**	**$ 15,417,196**	**$ 15,335,436**

CITY TECHNOLOGY INVESTMENT FUND - FUND 731

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimates	2022-23 Proposed
FUND BALANCE, JULY 1	**$ 2,418,507**	**$ 2,370,001**	**$ 2,370,001**	**$ 2,370,001**	**$ 1,906,410**
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	16,651	155,500	538,591	453,591	105,000
Information Systems - Fund 713	31,855	15,000	25,000	10,000	50,000
Total Transfers-Out	48,506	170,500	563,591	463,591	155,000
Total Uses	48,506	170,500	563,591	463,591	155,000
FUND BALANCE, JUNE 30	**$ 2,370,001**	**$ 2,199,501**	**$ 1,806,410**	**$ 1,906,410**	**$ 1,751,410**

STATISTICAL INFORMATION

ABOUT CYPRESS

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



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

GOVERNMENTAL STRUCTURE

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

DEMOGRAPHICS

Total Population	50,151
Age	
Age 18 and Over	78.5%
Age 65 and Over	15.7%
Median Age	36.7
Income	
Median Income (per Capita)	$40,596
Median per Household	$102,005
Housing	
Total Housing Units	16,855
People per Household	3.09
Homeowner Vacancy Rate	0.6%
Rental Vacancy Rate	2.6%
Labor Force	27,800
Unemployment Rate	9.4%
School Enrollment	4,016
Registered Voters	28,265



ABOUT CYPRESS

TOP 25 SALES TAX GENERATORS

Arco AM/PM Mini Marts
Arthrex
Audio Visual Innovations
Auto Republic
Beverages & More
Chevron Service Stations
Costco Wholesale
Diasorin Molecular
FujiFilm North America
Gosiger Machine Tools
Hobby Lobby Stores
Home Depot
Kaeser Compressors
M Q Power
Mobile Service Stations
Mori Seiki USA
P.C.I. Race Radios
Primary Color Systems
Ralph's Grocery Company
Ross Stores
Shaw Industries
Siemens Product Lifecycle Mgt Software
SoCal Office Technologies
Stater Bros Markets
Target Stores

TOP 10 PROPERTY TAX PAYERS

Cadigan Peppertree Apartments LLC
Cypress Corporate Center
G & IX Cypress Campus LP
GDP Cypress Investors LLC
IHP Los Alamitos Owner LLC
Inland American Cypress Katella
Katella Holder Street LLC
Los Alamitos Racecourse
Warland Investments
Yamaha Motor Corporation USA

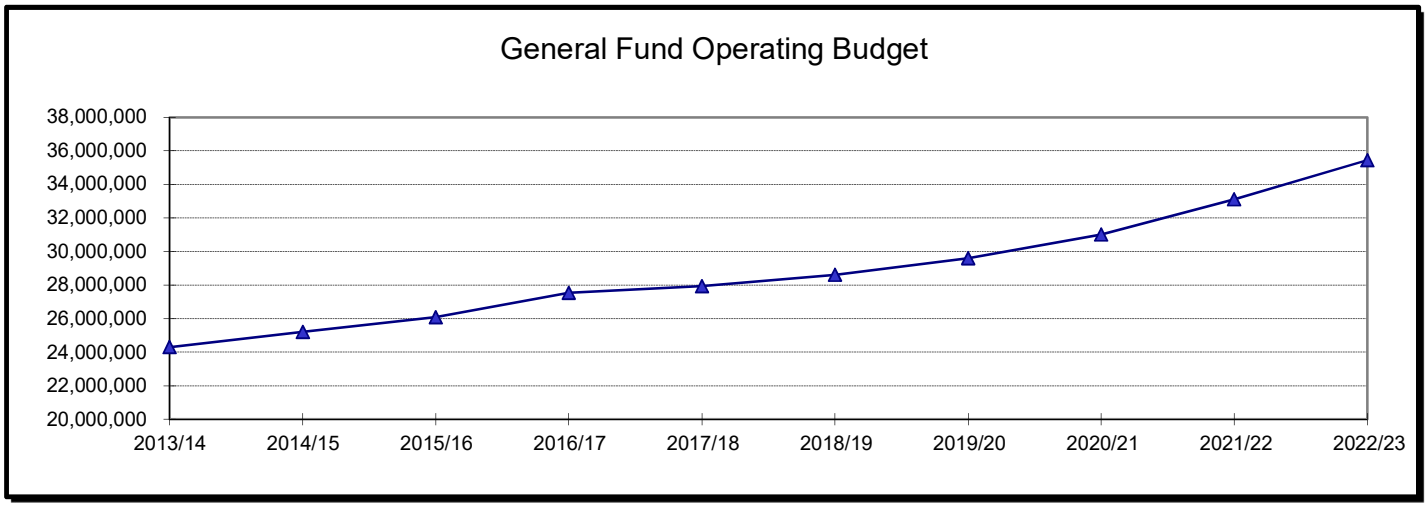
PRINCIPAL EMPLOYERS

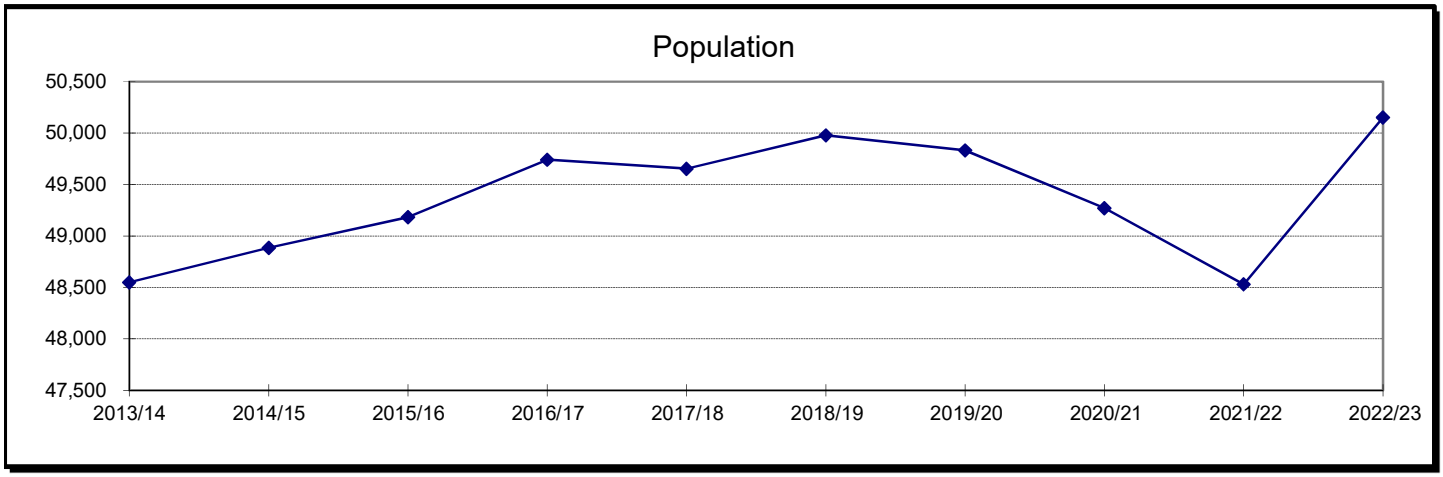
Amazon
Christie Digital Systs USA
Costco – Cypress
Cypress College
Cypress School Dicstrict
Hybrid Apparel
Safran Cabin Inc
Siemens Corporation
UnitedHealth Group
Yamaha Motor Corp USA

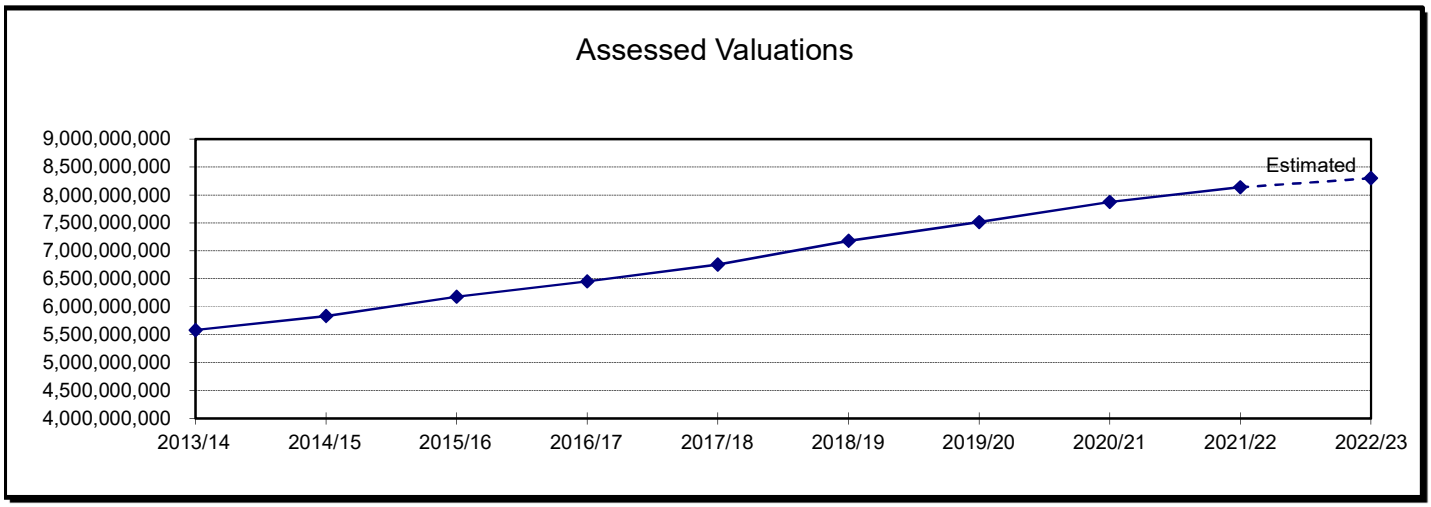


(AS OF APRIL 2022)

CITY OF CYPRESS
TEN YEAR TREND ANALYSIS







Fiscal Year 2022/23 assessed valuations are not currently available; therefore, the amount presented is estimated.

CITY OF CYPRESS
Ten Year Financial Trend Indicators

Fiscal Year	Population	General Fund Operating Budget	General Fund Per Capita	Total City Budget*	Total Budget Per Capita
2013-14	48,547	24,302,720	501	40,334,661	831
2014-15	48,886	25,197,576	515	39,384,306	806
2015-16	49,184	26,081,377	530	46,215,078	940
2016-17	49,743	27,543,635	554	39,692,443	798
2017-18	49,655	27,928,333	562	37,896,645	763
2018-19	49,978	28,610,222	572	40,966,861	820
2019-20	49,833	29,596,181	594	40,786,248	818
2020-21	49,272	31,008,794	629	39,659,947	805
2021-22	48,531	33,110,674	682	42,250,111	871
2022-23	50,151	35,449,185	707	46,469,261	927

* Includes Adopted Operating Budget, Capital Project Budget, Capital Outlay Budget and Debt Budget for all funds of the City.

CITY OF CYPRESS
Property Tax Base Rate
Tax Rate Area - 19-001

	Rate		Assessed Value of Property $500,000
City of Cypress	7.83%	$	392
Cypress Recreation & Park District	7.28%		364
City Lighting District	1.60%		80
City of Cypress Sewer Fund	0.00%		-
Subtotal - City/CRPD Share	**16.71%**	**$**	**836**
Cypress Elementary School District	28.16%		1,408
Education Revenue Augmentation Fund	14.62%		731
Anaheim Union High School District	12.67%		634
Orange County Fire Authority	8.31%		416
North Orange Co Community College District	5.16%		258
Orange County General Fund	4.56%		228
Orange County Department of Education	2.74%		137
Orange County Sanitation District	2.38%		119
Orange County Flood Control District	1.46%		73
Orange County Library District	1.23%		62
Orange County Harbors, Beaches & Parks	1.13%		57
Orange County Water District	0.56%		28
Orange County Transit Authority	0.21%		11
Orange County Vector Control	0.08%		4
Orange County Water District Reserve	0.01%		1
Subtotal - All Others	**83.28%**	**$**	**4,164**
Total	**99.99%**	**$**	**5,000**

The above schedule represents a breakdown of the basic levy component included on the typical property tax bill. The City of Cypress unrestricted portion is 7.83% of each property tax dollar paid. For a home with an assessed value of $500,000, the City would receive $392 annually to use for providing police, street maintenance and other City services.

GLOSSARY

GLOSSARY OF BUDGET TERMS

ADOPTED BUDGET: The official budget as approved by the City Council at the start of each fiscal year.

AMENDED BUDGET: The official budget as adopted and as amended by the City Council through the course of a fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the City) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the City Manager to the City Council.

CAPITAL PROJECTS FUND: In governmental accounting, a fund that accounts for financial resources to be used for the acquisition or construction of capital facilities. The total cost of a capital project is accumulated in a single expenditure program which accumulates until the project is completed, at which time the program ceases to exist and the asset is capitalized for financial accounting purposes.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the assessment of long-term needs. It sets forth each project in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or infrastructure improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

CAPTIAL OUTLAY: Expenditures which result in the acquisition of or additions to fixed assets. Examples include machinery, equipment and vehicles.

CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT): Federal grant funds distributed from the U.S. Department of Housing and Urban Development that are passed through to the City from the County of Orange. The City primarily uses these funds for housing rehabilitation and eligible capital improvements.

GLOSSARY OF BUDGET TERMS

CONTRACTED SERVICES: Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

DEBT SERVICE FUND: A fund established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

DIVISION: An organizational subgroup of a department.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlays (projects and assets).

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The City of Cypress' fiscal year is from July 1 to June 30.

FIXED ASSETS: Equipment costing $1,000 or more, including tax, that has a life of over one year and does not qualify as a capital improvement project.

FRINGE BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and other leave of absence time.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: A term used to express the equity (assets minus liabilities) of governmental fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

GLOSSARY OF BUDGET TERMS

GENERAL FUND: The general fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and other costs which are not paid through other restricted funds.

INTERNAL SERVICE FUND CHARGES: Charges paid to other City funds for services rendered and/or materials supplied.

INTERNAL SERVICE FUND: The Internal Service Fund is used to finance and account for activities involved in rendering services to departments within the City. Costs of materials and services used are accumulated in these funds and charged to the user departments as such goods are delivered or services rendered.

LICENSES AND PERMITS: Revenue earned by the issuance of licenses or permits levied in accordance with the benefits conferred by the license or permit.

MEASURE M: An initiative that increases sales taxes by one-half percent approved by Orange County Voters in 1990, which provides funding for transportation improvements.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

OBJECT CODE: The classification of expenditures in terms of what is bought and paid for grouped into major object codes by subject.

OPERATING TRANSFERS: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to the Capital Projects Fund.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formal adoption by the City Council. In the preliminary stage, a budget attempts to forecast current costs into the future and establishes new or modified spending proposals for the future.

PROGRAM BUDGET: A budget organized by programs. A program used in this application is a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

PROPOSED BUDGET: The budget as formulated and proposed by the City Manager. It is submitted to the City Council for review and approval.

RDA: Redevelopment Agency

REDEVELOPMENT: The planning, development, re-planning, redesign, clearance, reconstruction or rehabilitation, or any combination of these, of all or part of a survey area, and the provision of such residential, commercial, industrial, public, or other structures or spaces as may be appropriate or necessary in the interest of the general welfare, including recreational and other facilities incidental or appurtenant to them.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

RESOURCES: Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REVENUE: Money that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of City employees for salaries and wages, including overtime. Benefits include retirement/pension, health, life and disability insurance, worker's compensation and vacation, administrative, medical and other leave of absence time.

SELF-INSURANCE: A term often used to describe the retention of liabilities, arising out of the ownership of property of from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The City currently provides self-insurance for a portion of its workers' compensation and general public liability coverage. The City has purchased outside insurance for excess coverage in these areas.

SERVICES AND SUPPLIES: Payments made to vendors for goods/services used for City operations.

SUCCESSOR AGENCY: This entity was created upon the dissolution of the Redevelopment Agency on February 1, 2012 to account for former agency activities.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **1.**

FROM: Alisha Farnell, City Clerk

DATE: 05/09/2022

SUBJECT: **Receive and File Public Comments Submitted for the May 9, 2022 City Council Meeting**

RECOMMENDATION

Receive and file submitted public comments.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Submitted Public Comments

From: Jeff Lundberg
To: City Clerk
Cc: CollegePark Neighbors
Subject: No restroom at Maple Grove Park North
Date: Friday, May 6, 2022 4:33:42 PM

To: Cypress City Council

As a 36 year resident of Cypress and the College Park neighborhood. Myself and my wife are adamantly against a public restroom at out neighborhood park. A public restroom is not needed nor wanted. Public restrooms are for parks that have sports fields and parking lots. Our park has neither. Our park is not a destination for people outside of the neighborhood and is not used as a sports field as there is not enough open space. A yes vote by the City Council is in direct conflict with the wishes for the residents of Cypress College Park and is a waste of City Funds ($600,000). We have people that park by the park at night that live in their cars. A restroom will bring an unwanted element and will most assuredly bring more vagrants to the area that we live. Just because you live in Cypress does not give you the right to dictate the construction of a restroom at our neighborhood park.

Jeffrey Lundberg

From: Wayne
To: City Clerk
Subject: Maple Grove North restroom project
Date: Saturday, May 7, 2022 7:43:52 AM

Dear Mayor and City Council,

Please register our strong rejection of the plan to add a restroom to our neighborhood park. Our park is not a destination park meant to attract people from outside our neighborhood. We don't want a restroom which will attract and encourage vagrants and drug users to our park. This would put our families and children at great risk.

We were in attendance with several hundred of our neighbors (representing almost our entire community) at the meeting with Council members Peat and Minikis and we unanimously rejected this proposal.

Please cancel this project! We don't need or want a restroom in our park!!

Wayne and Gail Comeau
6473 Anguilla Avenue
Cypress CA 90630

Sent from the all new AOL app for iOS

From: John Palmer
To: City Clerk
Subject: Maple Grove North Restroom Project
Date: Saturday, May 7, 2022 10:13:23 AM

City Clerk:

I am writing to express my strong opposition to the construction of a restroom at Maple Grove North Park. It is very apparent that the far majority of my Cypress College Park neighbors do NOT want or need a restroom at our local park. It is not a necessary benefit to enhance the park. Even though the city will try to keep it safe and clean, there are no assurances that it can be kept that way. We don't want to risk bringing in issues into our quiet neighborhood that we have seen nearby in Eastgate Park in Garden Grove. As one resident put it perfectly, Maple Grove North Park is not a destination where there are organized activities or facilities, it is a neighborhood park utilized primarily by local residents. The money the city has allocated for this project can be better utilized elsewhere where the benefits will be appreciated by our city residents. This is not that project.

Thank you,

John Palmer
6359 Dominica Avenue, Cypress

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **3.**

FROM: Alisha Farnell, City Clerk

DATE: 05/09/2022

SUBJECT: **Approve Minutes - Meeting of March 28, 2022**

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

March 28, 2022 City Council Minutes

REGULAR MEETING
CYPRESS CITY COUNCIL
MARCH 28, 2022
6:00 P.M.

A regular meeting of the Cypress City Council was called to order at 6:00 p.m. by Mayor Morales in the Council Chambers, 5275 Orange Avenue, Cypress, California.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez – arrived at 6:03 p.m.
Council Member Scott Minikus
Council Member Jon Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dancs
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell

ORAL COMMUNICATIONS

None.

WORKSHOP SESSION

Review of Fiscal Strategies, Reserves, Pension Liabilities and Pension Trust

The City Manager provided introductory comments and the Director of Finance and Administrative Services provided a report on this item.

City Council discussion ensued.

No action was taken.

Mayor Morales recessed the meeting at 7:03 p.m.

RECONVENE

Mayor Morales called to order the 7:00 p.m. session of the City Council meeting at 7:08 p.m.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Public Works Doug Dancs
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell

PLEDGE OF ALLEGIANCE Council Member Jon Peat led the Pledge of Allegiance.

INVOCATION Father Binh Nguyen, St. Irenaeus Catholic Church, led the Invocation.

REPORT OF WORKSHOP AGENDA/CLOSED SESSION

The City Attorney reported that the City Council held a Workshop Session regarding its financial strategies, reserves, pension liabilities and pension trust.

PRESENTATION

The Recreation and Community Services Director provided a summary on the grand opening of Lexington Park.

Mayor Morales acknowledged Cypress resident Virginia Sewell who celebrated her 103rd Birthday on March 26, 2022.

ORAL COMMUNICATIONS (Limited to 30 minutes – three minutes per speaker, unless extended by the City Council)

Jeff Dronkers, Cypress, spoke regarding Lexington Park.

Cesar Espinoza, AYSO player, spoke regarding Lexington Park.

Christen Jackson, Cypress, spoke regarding Lexington Park.

Brittney Cook, Cypress, spoke regarding Lexington Park.

Harumi Lucak, Cypress, spoke regarding Lexington Park and at-large elections.

Ruby Chion, Cypress, spoke regarding at-large elections.

Katie Shapiro, Cypress, spoke regarding action taken by City Council in Closed Session during the March 14, 2022 meeting and spoke regarding Agenda Item No. 6.

Carrie Hayashida Katsumata, Cypress, spoke regarding the solid waste and recycling franchise agreement.

Claire Chu, Cypress, spoke regarding Lexington Park and at-large elections.

Beth Culver, Cypress, spoke regarding at-large elections.

Glenn Button, Cypress, spoke regarding Lexington Park, at-large elections and Agenda Item No. 7.

Sean Clark, La Palma, spoke on behalf of Cypress Friday Night Lights regarding Lexington Park.

The City Attorney responded to comments and an Orange County Register article about the City Council's March 14th decision related to the California Voting Rights Act challenge. The City Attorney stated that the City Council did not violate the Brown Act as alleged by the comments made.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

Mayor Morales stated that Agenda Item No. 9, the Warrant Register, includes electronic fund transfer No. 10599 for $751.22 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve

the Warrant Register, he would not be voting on electronic fund transfer No. 10599 for the reason disclosed.

Council Member Minikus stated that Agenda Item No. 9, the Warrant Register, includes electronic fund transfer No. 10598 for $286.18 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve the Warrant Register, he would not be voting on electronic fund transfer No. 10598 for the reason disclosed.

It was moved by Mayor Pro Tem Hertz-Mallari, and seconded by Council Member Peat, to approve Consent Calendar Items No. 1 through 9.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Marquez, Minikus, Peat, Hertz-Mallari and Morales
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Item No. 1: Receive and File Public Comments Submitted for the March 28, 2022 City Council Meeting

Recommendation: Receive and file submitted public comments.

Item No. 2: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 3: Approve Minutes - Meeting of February 15, 2022 and February 26, 2022

Recommendation: Approve as submitted.

Item No. 4: Receive and file the 2021 General Plan Annual Progress Report on the Implementation of the Housing Element

Recommendation: Receive and file the 2021 General Plan Annual Progress Report on the implementation of the Housing Element.

Item No. 5: Approve an Independent Auditing Services Contract Extension

Recommendation: Approve a contract extension for $97,933 to Lance, Soll & Lunghard, LLP to perform annual auditing services for the fiscal years ended June 30, 2022 and June 30, 2023, with an annual contingency of $2,000 and a one-year option for June 30, 2024

Item No 6: Consider Terminating the Proclamation of the Existence of a Local Emergency Related to the COIVD-19 Pandemic

Recommendation: Adopt a Resolution terminating the Proclamation of the Existence of a Local Emergency by the Director of Emergency Services ratified by the City Council on March 23, 2020.

RESOLUTION NO. 6881

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, TERMINATING THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES RATIFIED ON MARCH 23, 2020

Item No. 7: Establish the Business Development Manager Class Specification

Recommendation: Adopt a Resolution Establishing the Business Development Manager Class Specification.

RESOLUTION NO. 6882

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, AMENDING RESOLUTION NO. 6860 TO ESTABLISH THE CLASSIFICATION OF BUSINESS DEVELOPMENT MANAGER TO THE MID- MANAGEMENT PAY AND BENEFITS PLAN

Item No. 8: Receive and File the Investment Report for the Month Ended February 28, 2022

Recommendation: Receive and file the investment report.

Item No. 9: Approve Register of Warrants, Transfers, and Wires Issued for the Period of February 26, 2022 through March 11, 2022

Recommendation: Approve the attached payment register summarized below for the period of February 26, 2022 through March 11, 2022:

- Electronic Funds Transfers 10582 through 10613 and 10694 through 10700
- Warrants 58934 through 59010
- Payroll Transfers W1470

NEW BUSINESS

Item No. 10: Adopt the Strategic Plan and Six Month Objectives

The City Manager provided a report on this item.

City Council discussion ensued.

It was moved by Council Member Peat, and seconded by Council Member Minikus, to adopt the Strategic Plan and six month objectives.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Marquez, Minikus, Peat, Hertz-Mallari and Morales
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

ITEMS FROM CITY COUNCIL MEMBERS

Item No 11: Consider Issuing Direction to Correct to Council Member Marquez for Refusing to Sign the Civility, Conduct and Governance Policy and Code of Ethics

Mayor Pro Tem Hertz-Mallari commented on this item. She requested the City Council direct Council Member Marquez to either provide specific changes to the policy for further consideration or sign the policy as written by Monday, April 11, 2022.

Council Member Marquez submitted a signed copy of the Civility, Conduct and Governance Policy to Mayor Morales and provided a statement.

Mayor Pro Tem Hertz-Mallari thanked Council Member Marquez and provided additional comments.

No action was taken.

ORAL COMMUNICATIONS (Five minutes per speaker, unless extended by the City Council)

Edwin Kraemer, Cypress, spoke regarding Measure D, Lexington Park land donation, and in support of district elections.

Malini Nagpal, Cypress, spoke regarding the lack of opportunity for the public to respond to Council Member Reports and Remarks, Agenda Item No. 11, district elections, and the solid waste and recycling franchise agreement.

COUNCIL MEMBER REPORTS AND REMARKS

Council Member Minikus:

Attended the Joint Forces Training Base Regional Military Affairs Committee meeting. Participating this season as a coach for the Cypress Pony Baseball Champions Division.

Council Member Peat:

Attended the Cypress High School Grad Night fundraiser. Met with separately with two Cypress residents to discuss issues facing the City. Attended the Westmont Senior Living grand opening event. Responded to a resident's letter published the Event News-Enterprise. Attended the GFWC Woman's Club of Cypress Pink Flamingo Tea event. Attended the Cypress College Foundation Americana Awards and congratulated Loree Erpelding, 2022 Cypress Citizen of the Year.

Council Member Marquez:

Attended the Westmont Senior Living grand opening event. Held office hours at Lexington Park to meet with residents. Thanked a representative from Disability Rights California for assisting a family in need. Thanked Congressman Lowenthal for securing funding, part of which will go to the Boys & Girls Clubs of Greater Anaheim-Cypress. Thanked seven U.S. Army veterans, honored at the Los Alamitos Joint Forces Training Base, for their service.

Council Member Marquez requested an item be added to the next meeting agenda to discuss the termination clauses within the Valley Vista trash contract.

Council Member Peat and Mayor Morales objected.

Discussion ensued.

Council Member Marquez requested an item be added to the next meeting to discuss placing an item on a future agenda to take a closer look at the termination clause in the Valley Vista trash contract.

Mayor Pro Tem Hertz-Mallari:

Reported on her Orange County Public Libraries committee assignment and shared upcoming events and programs. Attended the Orange County Fire Authority Board meeting and congratulated OCFA Division Chief Mike Petro on his retirement. Attended the Cypress College Foundation Americana Award Ceremony and congratulated OCFA Chief Brian Fennessy and Loree Erpelding for the awards they received at the event. Attended the Woman's Club of Cypress Pink Flamingo Tea event. Thanked Congressman Alan Lowenthal for securing funds for the Boys and Girls Clubs of Greater Anaheim-Cypress.

Mayor Morales:

Responded to public comments. Attended the Woman's Club of Cypress Pink Flamingo Tea event. Attended the Westmont Senior Living grand opening event. Congratulated Loree Erpelding for receiving the Americana Award Cypress Citizen of the Year.

CITY MANAGER REMARKS

The City Manager congratulated Loree Erpelding on her Americana Award. Clarified that although the City Council has rescinded its pandemic-related emergency proclamation, the City will continue to provide the enhanced public participation opportunities for City Council meetings. Attended the Woman's Club of Cypress Pink Flamingo Tea event.

Mayor Morales announced that an organics recycling informational flyer will be mailed out to all Cypress residents.

ADJOURNMENT

Mayor Morales adjourned the meeting at 8:56 p.m. to an adjourned Regular Meeting, to be held on Monday, April 11, 2022, beginning at 5:30 p.m. in the Executive Board Room.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **4.**

FROM: Douglas Dancs, Director of Public Works

DATE: 05/09/2022

SUBJECT: **Approve the City Engineer's Report and Renew Cypress Corporate Center Landscape Maintenance District No. 1 (Stanton Channel Berm)**

RECOMMENDATION

1. Approve the City Engineer's Report for the Cypress Corporate Center Landscape Maintenance District No. 1 for Fiscal Year 2022-23; and

2. Adopt the attached Resolution declaring the City Council's intention to order the renewal of Cypress Corporate Center Landscape Maintenance District No. 1 for maintenance of the landscape and irrigation system located at the berm on the north side of the Stanton Channel and setting a public hearing for June 27, 2022.

DISCUSSION

The City formed a Maintenance District in 1985 covering all properties bounded by the Stanton Channel on the south, Katella Avenue on the north, Knott Street on the east, and Valley View Street on the west. This was done to provide a funding source for the City to maintain the landscaping along the berm when the properties developed to the north.

The 19 parcels are owned by four property owners and are assessed annually on a per-acre basis (see Attachment E and F of the City Engineer's Report). The assessment funds maintenance and irrigation of the landscaping located on the berm. The annual assessment for landscape maintenance is a routine process established over 30 years ago.

The City maintains the berm primarily through a landscape contract, which includes trimming plant material four times a year and irrigation repairs on a time and materials basis.

Every year, pursuant to the Landscaping and Lighting Act, the City Engineer prepares a report to file with the City Clerk outlining the renewal of the landscape maintenance district. The attached resolution approves the City Engineer's Report and declares the City Council's intention to renew Cypress Corporate Center Landscape Maintenance District No. 1 for Fiscal Year 2022-23 and sets a public hearing for June 27, 2022.

BUDGET IMPACT

Renewal includes a proposed maximum assessment of $95,310 to 19 parcels adjacent to the berm. The assessment is distributed proportionately based on each parcel's total square footage. The adjusted assessment reflects an 7.3% CPI increase from last year's $88,826 assessment. The annual assessment provides sufficient funding for FY 2022-23 maintenance of the berm and indirect support costs from the City.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

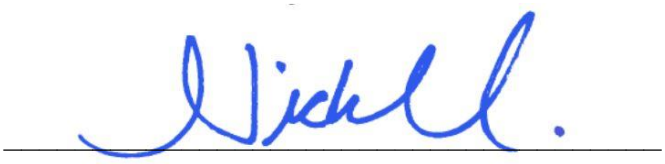
Attachments

City Engineer's Report
Resolution

CITY ENGINEER'S REPORT

for

CYPRESS CORPORATE CENTER LANDSCAPE MAINTENANCE DISTRICT NO. 1 FISCAL YEAR 2022-23



Nick Mangkalakiri, P.E.
City Engineer
City of Cypress

May 2022

CITY ENGINEER'S REPORT

MAINTENANCE ASSESSMENT DISTRICT FOR BERM

This document consists of the documents appended hereto as follows:

Attachment A.....Landscape Maintenance Specifications

Attachment B..... Landscape Plan and Section

Attachment C ..... Master Irrigation Plan

Attachment D ..... Maintenance Cost Estimate

Attachment E..... Diagram of Proposed Assessment District

Attachment F..... Assessment Distribution Cost Estimate

Attachment A

LANDSCAPE MAINTENANCE SPECIFICATIONS

A. SPECIAL PROVISIONS

1. Scope of Work

Contractor shall furnish all labor, equipment, materials and supervision to perform landscape maintenance as described herein including, but not limited to, the following:

a. Weeding and cultivating
b. Fertilizing
c. Trimming, pruning, training
d. Watering
e. Insect, varmint and pest control
f. Plant replacement
g. Clean-up
h. Tree tying and restaking
i. Reports
j. Irrigation repair
k. Other duties related to maintenance of landscape and irrigation system

2. Working Hours

a. Maintenance work shall occur between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

b. Special maintenance, if required, shall be by written authorization from the Director of Public Works or his designated representative.

3. Workmanship

The Contractor shall ensure that:

a. Work shall be performed by competent persons, supervised by a competent supervisor, with experience and technical training in landscape maintenance work.

b. Pesticide operations, where required, shall be by a state licensed pest control operator.

4. Quality of Work and Material

All material and equipment furnished by the Contractor shall be new, high grade, and free from defects and imperfections, unless otherwise hereinafter specified. Workmanship shall be in accord with the best standard practices. Both materials and workmanship shall be subject to inspection by the City. All materials used shall be approved in advance by the Director of Public Works or his designated representative.

5. Damages

The Contractor will report, without delay, any damage to equipment or property and shall be held responsible for the replacement of any such damage caused by his act hereunder. Repairs to the landscape and irrigation system resulting from damage by other than the Contractor's operations shall be reported promptly to the City. The Contractor shall make repairs immediately and shall be liable for secondary damage caused to landscaped areas. This includes dead plant material caused by lack of water. Replacement of all plant materials, shrubs, ground cover, mulch and/or other plants, shall be the responsibility of the Contractor. The Contractor shall not be liable for damages caused by vandalism. Any repair for vandalism will be included in the section under Extra Work, except as follows: It is estimated that seventy five (75) sprinkler heads per year will have to be repaired or replaced due to vandalism. The cost of repairing or replacing of up to 75 heads, including comparable parts, labor and equipment, will be included in the normal scope of the work. Damaged sprinkler heads, in part or whole, shall be returned to the City representative.

6. Cleaning

The Contractor shall maintain the premises clean of debris and litter at all times. Upon completion of any work project, the Contractor shall remove remaining excess materials, waste, rubbish, debris and his construction and installation equipment from the premises.

7. Statement of Contractor's Work Responsibilities

a. Ground Cover Areas

1. All weeds shall be removed as they appear. A broad spectrum pre-emergent weed control, such as Surflan or Balan shall be applied per manufacturer's specifications to shrub beds and ground cover beds in the spring and fall, and additional weed control shall be initiated as necessary to maintain a weed-free

condition.

2. Morning Glory shall be treated immediately when observed by spot treating with Round-Up. Grass infestations shall be treated with DowPon. Equivalent, approved products are acceptable.

3. Fertilize twice yearly with a rate of application to be 2.5 pounds actual Nitrogen per 1,000 square feet with an appropriate fertilizer 5-10-5, or an approved equal, in March and September.

4. Trim and edge as necessary to restrict growth from encroaching into adjacent areas. Trim around sprinkler heads to maintain an unobstructed and uniform application of water. Growth retardants, if properly applied, may be used. Permission to be obtained from Director of Public Works or his designated representative before applying.

5. Irrigate as required to maintain vigorous growth and healthy appearance.

6. Control pests, including rodents, snails and diseases continuously, to provide a healthy environment for plants.

b. Shrubs and Trees

1. Trim, shape and prune to maintain a neat and healthy appearance. Prior to trimming, shaping or pruning, contact the City's representative for the proper shaping of specific varieties.

2. Annually, thin out, shape and head back all trees and shrubs as needed. Contact City's representative before commencing work.

3. Control pests and diseases as needed to provide healthy environment for trees and shrubs.

4. Remove all dead, diseased or damaged branches back to a side branch.

5. Stake, retie and support trees when necessary.

6. All ties shall be checked frequently to avoid girdling.

7. Ground cover shall be cut back from trees and shrubs a minimum of six (6) inches.

8. Application of an iron chelate fertilizer shall be used as needed throughout the year, to maintain healthy, vigorous growth and foliage.

c. General Landscape Conditions

1. All operations conducted by the Contractor shall be done with concern for maximum safety to the public.

2. Leaves, paper, weeds and other debris shall be removed weekly from landscaped areas and disposed off site.

3. Contractor shall clean any areas littered or soiled by his maintenance operations to a standard acceptable to the Director of Public Works or his representative.

4. Notification of all "specialty types" maintenance operations shall be given to the City 48 hours prior to each of these operations by the Contractor. "Specialty Type" maintenance operations are defined as: fertilization, pre-emergence weed control, all pesticide applications except spot treatment, and other types of plant replacements.

5. Contractor is required, as part of this agreement, to furnish all materials to accomplish maintenance in accordance with these specifications. Contractor is further required to adequately stock items that are frequently used.

6. Contractor shall maintain an office with phone service during normal hours. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or pager. Contractor is further required to provide City with a 24-hour emergency number for contact outside normal working hours. The response time to an emergency call-out by the Contractor shall not be more than one (1) hour and shall be considered part of the normal contract work.

7. Contractor shall apply herbicides per State and County Codes and only when approved by the Director of Public Works or his designated representative.

8. Contractor shall replace or replant any ground cover shrubs or trees damaged by any pesticide used in the course of the job. This shall be at no extra charge to the City.

d. Reports

1. Sprinkler Irrigation Reports

The Contractor shall furnish monthly sprinkler irrigation reports. Controllers shall be checked weekly to insure their proper operation and any malfunctions reported to the City's representative. Non-working heads, broken risers, stations failing to turn on or off as dictated, leaking valves, main line leaks, controllers failing to keep time are all examples of irrigation failures. These failures shall be included in the above reports.

2. Periodic Maintenance Schedules

The Contractor shall furnish monthly maintenance schedules that include planned activities for all persons performing any function of the contract.

e. Maintenance of Fence and Orange County Flood Control District Maintenance Road

1. If it is found that the Orange County Flood Control District (OCFCD) fence south of the berm is damaged or vandalized to permit trespass, or if weed abatement is needed on the OCFCD Maintenance Road, the Contractor shall notify the City representative promptly and the City will notify the appropriate OCFCD Authorities to correct the deficiency.

B. SPECIFIC METHODS OF PERFORMING IRRIGATION WORK

1. Irrigation shall be done by the use of automatic or manual sprinkler systems where available and operable; however, failure of the existing irrigation system to provide full and proper coverage shall not relieve the Contractor of the responsibility to provide adequate irrigation with full and proper coverage to all areas in the work site.

2. Any damages to public or private property resulting from excessive irrigation water or irrigation water runoff shall be charged against the contract payment unless immediate repairs are made by the Contractor to the satisfaction of the

Director of Public Works.

3. The Contractor shall regularly inspect the operation of the system for any malfunction. The Contractor shall maintain all sprinkler systems, at no additional cost to the City, in such a way as to guarantee proper coverage and full working capabilities and make whatever adjustments may be necessary to prevent excessive runoff into adjacent areas.

4. Care shall be exercised to prevent a waste of water and erosion of slopes.

5. The Contractor shall be responsible for the maintenance and repair of all valves, heads, wire, automatic controllers, backflow devices, quick couplers and any other irrigation equipment in the project area.

6. The Contractor is not responsible for the payment of water bills unless negligent or excessive in his use. A heavy increase of water usage indicates negligence on the Contractor's part, in which case, the additional cost will be charged against him.

7. Landscaped slopes shall be irrigated, as required, to maintain horticulturally accepted growth and color and to promote deep rooting.

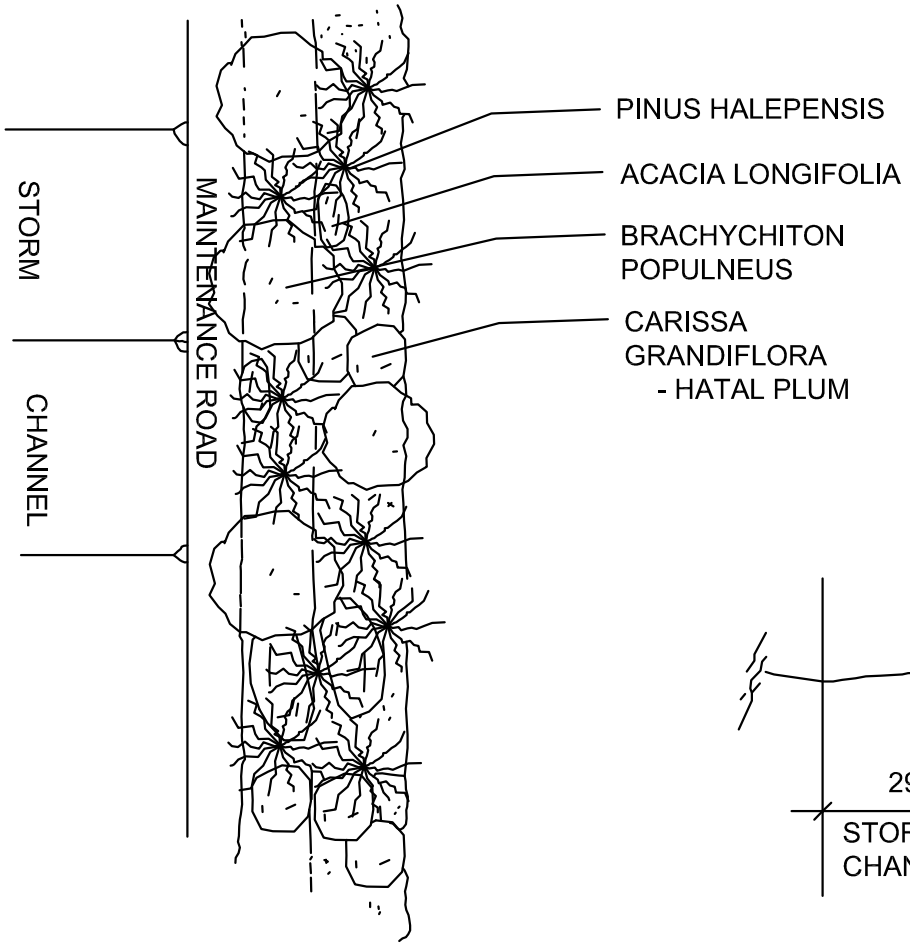
8. It is the responsibility of the Contractor to make annual Backflow Device reports to be submitted to the County of Orange and Golden State Water Company. Newly planted trees, shrubs, ground cover and turf shall receive special attention until these plants are established. Adequate water shall be applied to promote normal, healthy growth. Collection basins shall be maintained during the establishment period.

C. LANDSCAPE MAINTENANCE ACTIVITIES

1. Contractor shall perform clearance and trimming on both sides of the berm four (4) times per year.

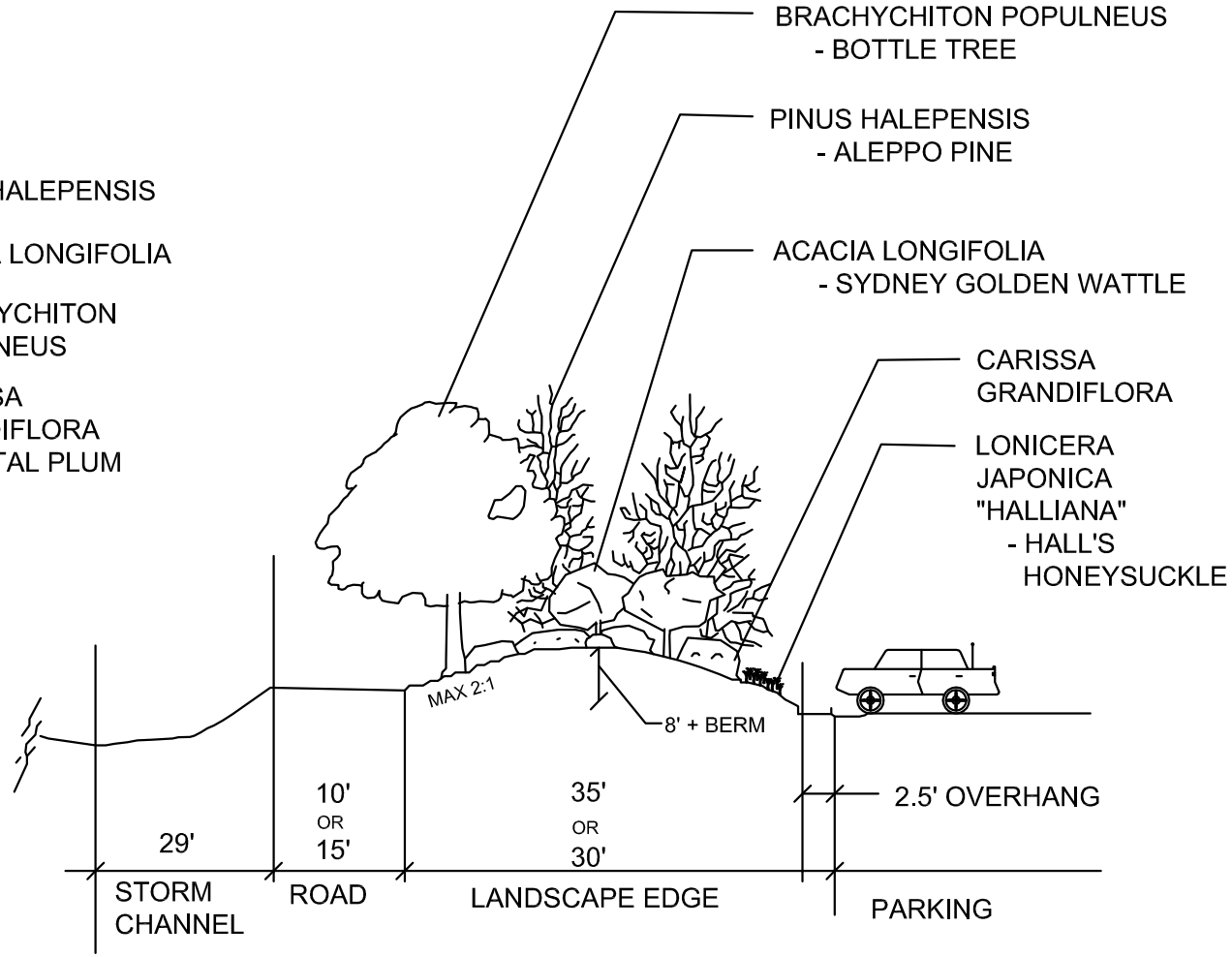
2. An allowance for irrigation repair and planting on a time and materials basis has been provided to the Contractor.

3. Contractor shall provide for maintenance of backflow devices at least one time per year.



PLAN

NOT TO SCALE



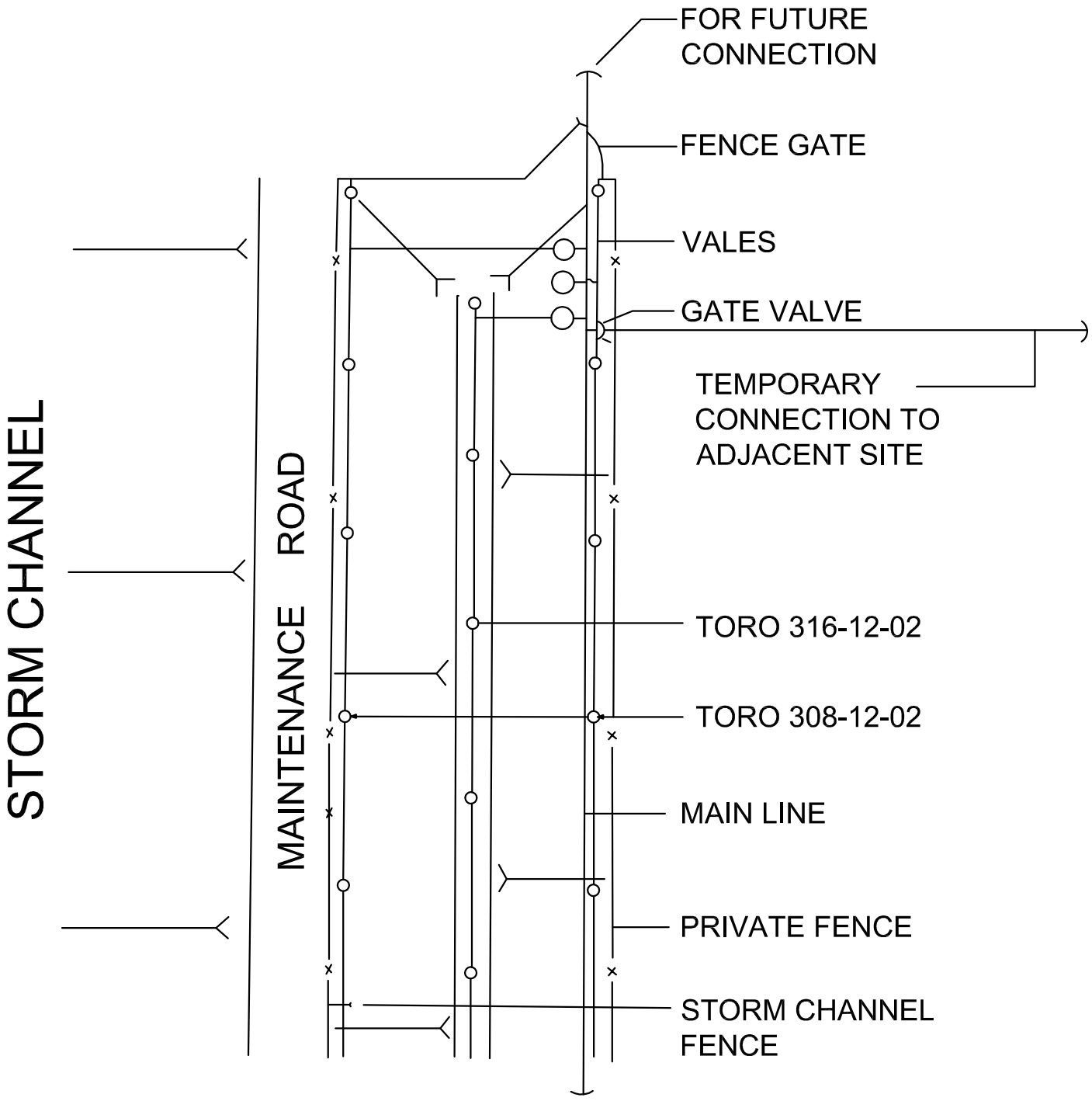
STANTON CHANNEL BERM

NOT TO SCALE

(Note: Berm section is 17'-6" wide
from Knott Street to 1000' west)

Attachment B

(NOTE: Berm section is 17' - 6"
wide from Knott Street
to 1000' west.)



MASTER IRRIGATION PLAN

SCALE: NOT TO SCALE

Attachment C

Attachment D

MAINTENANCE COST ESTIMATE

DESCRIPTION	AMOUNT
Maintenance (from 7/1/22-6/30/23)	$ 69,966
City's Indirect Support Costs	$ 4,826
Total Maintenance Costs	$ 74,792
Assessment *	**$ 95,310**

***7.3% CPI adjustment (All Urban Consumers – April 2021 to March 2022)

②	1.646 AC	1.21%
⑨	1.843 AC	1.35%
⑩	1.100 AC	0.81%
⑪	1.106 AC	0.81%
⑫	1.380 AC	1.01%
⑬	0.966 AC	0.71%
⑭	1.322 AC	0.97%

NOTE:

BOUNDARIES OF THE ASSESSMENT DISTRICT ARE THE EASTERLY R/W LINE OF VALLEY VIEW ST.; THE SOUTHERLY R/W LINE OF KATELLA AVE.; THE NORTHERLY R/W LINE OF THE STANTON CHANNEL/ AND THE WESTERLY R/W LINE OF KNOTT AVE.

E:\PW\Hal Nguyen\2011 Logos\Cypress logo.jpg

E-1

LANDSCAPED EARTH BERM ADJACENT TO STANTON CHANNEL

MAINTENANCE ASSESSMENT DISTRICT

SCALE: N.T.S	CITY OF CYPRESS	ATTACHMENT: E

I:\community development\public works\hal nguyen\for kamran\stanton channel berm\stanton channel berm2.dwg

Attachment F

Landscape Maintenance District No.1 2022-23 Assessment Distribution Based on Max Assessment of $95,310					
ASSESSMENT NUMBER	NAME	DESCRIPTION	Acreage	%	AMOUNT OF ASSESSMENT 2021-22
1	Cypress Corporate Center LLC; P.O. Box 240011, Los Angeles, CA 90024	Par 1, PM 134-4 A.P. #224-271-05	5.378	3.95%	$3,762.26
2	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 1, PM 207-35 A.P. #224-271-11	1.646	1.21%	$1,151.48
3	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 2, PM 207-35 A.P. #224-271-07	3.238	2.38%	$2,265.19
4A	Katella Holder Street LLC; PO Box 847, Carlsbad, CA 92018	Par 1, PM 155-23 A.P. #224-271-23	13.966	10.25%	$9,770.11
4B	Katella Holder Street LLC; PO Box 847, Carlsbad, CA 92018	Par 2, PM 155-23 A.P. #224-271-24	8.324	6.11%	$5,823.17
5	Duke Realty Limited Partnership; P.O. Box 40509, Indianapolis, IN 46240	Par 1, PM 167-34 A.P. #224-261-04	22.304	16.37%	$15,603.08
6	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 4, PM 247-21 A.P. #224-261-07	6.301	4.62%	$4,407.95
7	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 3, PM 247-21 A.P. #224-262-01	15.235	11.18%	$10,657.86
8	Warland Investments, Ltd. 1299 Ocean Ave., Ste. 300 Santa Monica, CA 90401	Par 1, PM 214-13 A.P. #224-271-21	11.314	8.30%	$7,914.87
9	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 2, PM 207-35 A.P. #224-271-12	1.843	1.35%	$1,289.30
10	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 3, PM 207-35 A.P. #224-271-13	1.100	0.81%	$769.52
11	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 4, PM 207-35 A.P. #224-271-14	1.106	0.81%	$773.72
12	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Lot 5, PM 207-35 A.P. #224-271-17	1.380	1.01%	$965.40
13	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 6, PM 207-35 A.P. #224-271-16	0.996	0.73%	$696.77
14	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 7, PM 207-35 A.P. #224-271-15	1.322	0.97%	$924.82
15	Warland Investments, Ltd. 1299 Ocean Ave., Ste. 300 Santa Monica, CA 90401	Par 2, PM 214-13 A.P. #224-271-22	17.504	12.85%	$12,245.17
16	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 1, PM 238-16 A.P. #224-261-08	7.177	5.27%	$5,020.77
17	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 2, PM 247-21 A.P. #224-261-10	9.211	6.76%	$6,443.68
18	Cypress Corporate Center LLC; P.O. Box 240011 Los Angeles, CA 90024	Par 2, PM 247-21 A.P. #224-261-11	6.897	5.06%	$4,824.89
		Total	**136.24**	**100%**	**$95,310.00**

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, DECLARING ITS INTENTION TO ORDER THE RENEWAL OF CYPRESS CORPORATE CENTER LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2022-23, PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972, AND FIXING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO

WHEREAS, the City Council has heretofore proposed the renewal of Cypress Corporate Center Landscape Maintenance District No. 1 (the "District") for Fiscal Year 2022-23 pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets and Highways Code, Sections 22500 et seq.) for the purpose of maintaining a landscaped berm constructed in connection with the development of the Cypress Business Park; and

WHEREAS, the City Engineer's report entitled "City Engineer's Report-Maintenance Assessment District for Berm," dated May 2022, (the "City Engineer") was ordered, prepared and presented to the City Council pursuant to Streets and Highways Code, Sections 22565 et seq.; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS HEREBY DOES FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. The City of Cypress does hereby declare its intention to order the renewal of Cypress Corporate Center Landscape Maintenance District No. 1 for Fiscal Year 2021-22, and to collect assessments pursuant to the Landscaping and Lighting Act of 1972.

SECTION 2. The District consists of that certain portion of the City of Cypress bounded on the north by Katella Avenue, on the east by Knott Street, on the south by Stanton Storm Channel, and on the west by Valley View Street.

SECTION 3. The landscaped improvements to be installed and maintained within the boundaries of the District are more particularly described in the City Engineer's Report. Said improvements have been modified since formation of said District by being extended from Knott Street westerly to 40' east of Valley View Street.

SECTION 4. A full and detailed description of the boundaries of the District and the proposed assessments upon assessable lots and parcels of land within the District are contained in the City Engineer's Report.

SECTION 5. NOTICE IS HEREBY GIVEN that on the 26th day of June, 2022, at the hour of 7:00 p.m. in the Council Chamber located at City Hall, 5275 Orange Avenue, in the City of Cypress, California, any and all persons having objections to the work or extent of the District, may appear and show cause why said work should not be done or carried out or why the District should not be renewed in accordance with the Resolution of Intention. Although the City Council will consider all oral objections at the hearing, in order for an objection to constitute a protest under Streets and Highways Code, Section 22628, such protest must be in writing and must contain a description of the property in which each signer thereof is interested, sufficient to identify the same and must be delivered to the City Clerk

of said City prior to the time set for the hearing and no other protests or objections will be considered for this purpose. If the signer of any protest is not shown upon the last equalized assessment roll of Orange County as the owner of the property described in the protests, then such protest must contain or be accompanied by written evidence that such signer is the owner of the property so described.

SECTION 6. The City Clerk shall cause this Resolution of Intention to be published at least ten days prior to the date set for the hearing, at least once in a newspaper of general circulation serving the City of Cypress, California, all as provided for in Government Code, Section 6061.

SECTION 7. The City Clerk is hereby ordered and directed to mail this Resolution of Intention to all property owners, whether resident or nonresident, within the District, at least ten days prior to the date set for the hearing, pursuant to Streets and Highways Code, Section 22627.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 9th day of May, 2022.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 9th day of May, 2022, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **5.**

FROM: Douglas Dancs, Director of Public Works

DATE: 05/09/2022

SUBJECT: **Approve Senate Bill 1 Road Maintenance and Rehabilitation Account Funding and Project List**

RECOMMENDATION

Adopt a Resolution approving the FY 2022-23 project list for Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account (RMRA) funding.

DISCUSSION

In 2017, California passed SB1 (The Road Repair and Accountability Act) which included new transportation funding and requirements through the creation of the Road Maintenance and Rehabilitation Account. Each year by July 1, Public Works submits a project list, required to be adopted by City Council Resolution, to the California Traffic Commission to be eligible for SB1 gas tax funding (attached).

Public Works recommends applying the FY 2022-23 SB1 funds towards the annual Arterial Street Rehabilitation Project, which is included in the proposed Seven-Year Capital Improvement Program. Current projections indicate the City will be eligible to receive $1,106,248 of SB1 transportation revenues in FY 2022-23. These receipts, along with available prior year fund balance amounts, will provide $1,440,000 of SB1 funding for the FY 2022-23 Arterial Street Rehabilitation Project.

BUDGET IMPACT

The estimated cost of construction, construction management and administration for the Arterial Street Rehabilitation Project is $1.75 million, with $1,440,000 in available RMRA funds applied to the project. Restricted Measure M2 monies will pay the $310,000 balance of the cost of the project. Both the proposed FY 2022-23 Budget and the Seven-Year Capital Improvement Program for FY 2022-23 through FY 2028-29 incorporates this funding plan for the Arterial Street Rehabilitation Project.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
Project List

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Cypress are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Cypress must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Cypress will receive an estimated $1,106,248 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, this is the sixth year in which the City of Cypress is receiving SB 1 funding and will enable the City of Cypress to continue essential road maintenance and rehabilitation projects that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Cypress has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Cypress used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Cypress maintain and rehabilitate various streets and transportation infrastructure throughout the City this year and similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "excellent/good" condition and this revenue will help maintain the overall quality of our road system and over the next decade; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cypress does hereby resolve, determine, and order as follows:

1. The foregoing recitals are true and correct.

2. The Fiscal Year 2022-23 list of projects planned to be funded in-part or solely with 2022-23 Road Maintenance and Rehabilitation Account revenues include:

- FY 2022-23 Arterial Street Rehabilitation Project
  - Description: This project proposes to slurry seal and/or overlay various streets. Scope of work includes thermoplastic striping, traffic loops, adjustment of manholes, and other incidental items of work.
  - Location:
    - Slurry Seal and/or Overlay
      - Various arterial streets located throughout the City of Cypress, including but not limited to the following streets:
        - Cerritos Avenue (from Denni Street to Walker Street)
        - Knott Street (from Orangewood Avenue to City limit)
        - Knott Street (from City limit to Cerritos Avenue)
        - Orangewood Avenue (from Valley View Street to Knott Avenue)
        - Orange Avenue (from Moody Street to Valley View Street)
  - Estimated Project Schedule:
    - Solicit Bids: October 2022
    - Award Contract: November 2022
    - Begin Construction: January 2023
    - Complete Construction: April 2023
    - Project Acceptance: May 2023
  - Estimated Useful Life of Project:
    - Slurry Seal: 5-7 years
    - Overlay: 10-15 years
  - Year of Construction: Fiscal Year 2022-23

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 9th day of May, 2022.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 9th day of May, 2022 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

FY 2022-23 Senate Bill 1 Project List

Agency: City of Cypress

County: Orange

Legislative Districts:

- 29th Senate District – Josh Newman
- 65th Assembly District – Sharon Quirk-Silva
- 47th Congressional District – Alan Lowenthal

Network Pavement Condition Index (PCI): 83 (2022)

Project Title: FY 2022-23 Arterial Street Rehabilitation Project

Description: This project proposes to slurry seal and/or overlay various streets. Scope of work includes thermoplastic striping, traffic loops, adjustment of manholes, and other incidental items of work.

Proposed Schedule for Completion:

- Submit Project List to CTC: May 2022
- Solicit Bids: October 2022
- Award Contract: November 2022
- Begin Construction: January 2023
- Complete Construction: April 2023
- Project Acceptance: May 2023

Estimated Useful Life:

- Slurry Seal: 5-7 Years
- Overlay: 10-15 Years

Proposed Location:

- Slurry and/or Overlay
    - Various arterial/residential streets located throughout the City of Cypress, including but not limited to the following streets:
        - Cerritos Avenue (from Denni Street to Walker Street)
        - Knott Street (from Orangewood Avenue to City limit)
        - Knott Street (from City limit to Cerritos Avenue)
        - Orangewood Avenue (Valley View Street to Knott Avenue)
        - Orange Avenue (from Moody Street to Valley View Street)

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **6.**

FROM: Alisha Farnell, City Clerk

DATE: 05/09/2022

SUBJECT: **Proclaim the Week of May 15-21, 2022 as National Police Week**

RECOMMENDATION

Proclaim the week of May 15-21, 2022 as National Police Week.

DISCUSSION

Periodically the City receives requests to publicly declare, recognize, observe, or promote awareness of a special event. As per guidelines established by the City Council, routine proclamation requests are placed on an agenda for consideration. Any new proclamation requests are forwarded to the City Council and a Council Member may request the proclamation be added to a future agenda in accordance with City Council policy.

The City Clerk received a request from the Police Department requesting the City Council officially proclaim the week of May 15-21, 2022 as National Police Week. A proclamation has been prepared for the Mayor's signature and is attached for consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Proclamation

“NATIONAL POLICE WEEK”
MAY 15 - 21, 2022

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers’ Memorial Day, and the week in which May 15th falls as National Police Week. National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, the members of the Cypress Police Department play an essential role in safeguarding the rights and freedoms of all citizens in the City of Cypress; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement peace officers, and that our peace officers recognize their fundamental duty to serve humankind by safeguarding lives and property, by protecting the citizens against violence and disorder, by safeguarding the innocent against deception and the weak against oppression, and by clearly recognizing the badge as a symbol of public faith and trust; and

WHEREAS, the men and women of the Cypress Police Department unceasingly provide a vital public service to the community.

NOW, THEREFORE, I, PAULO MORALES**,** Mayor of the City of Cypress, along with my fellow Council Members, do hereby proclaim the week of May 15 - 21, 2022, as **“NATIONAL POLICE WEEK,”** and encourage everyone to observe National Police Week with appropriate ceremonies and observances in which everyone may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

_____

PAULO M. MORALES
MAYOR OF THE CITY OF CYPRESS
Dated: May 9, 2022

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **7.**

FROM: Alisha Farnell, City Clerk

DATE: 05/09/2022

SUBJECT: **Proclaim the Week of May 15-21, 2022 as National Public Works Week**

RECOMMENDATION

Proclaim the week of May, 15-21, 2022 as National Public Works Week.

DISCUSSION

Periodically the City receives requests to publicly declare, recognize, observe, or promote awareness of a special event. As per guidelines established by the City Council, routine proclamation requests are placed on an agenda for consideration. Any new proclamation requests are forwarded to the City Council and a Council Member may request the proclamation be added to a future agenda in accordance with City Council policy.

The City Clerk received a request from the Public Works Department requesting the City Council officially proclaim the week of May 15-21, 2022 as National Public Works Week. A proclamation has been prepared for the Mayor's signature and is attached for consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Proclamation

NATIONAL PUBLIC WORKS WEEK
MAY 15 - 21, 2022

"READY AND RESILIENT"

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Cypress; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Cypress to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2022 marks the 62st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, I, **PAULO MORALES** Mayor of the City of Cypress, along with my fellow Council Members, do hereby proclaim the week of May 15 - 21, 2022 as **NATIONAL PUBLIC WORKS WEEK** in the City of Cypress, and urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

_____

Paulo Morales
Mayor of the City of Cypress
Dated: May 9, 2022

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **8.**

FROM: Fred Galante, City Attorney

DATE: 05/09/2022

SUBJECT: **Receive the Response Letter to the Brown Act Demand from Californians Aware**

RECOMMENDATION

Receive the response letter to the Brown Act demand from Californians Aware.

DISCUSSION

The City received a letter from Californians Aware ("CalAware"), dated April 14, 2022, demanding it cure and correct alleged violations of the Brown Act. The City Council considered the demand, declined to take further action and directed the City Attorney to convey its disagreement with CalAware's allegations. The City Council also directed the City Attorney's response to CalAware be presented at a City Council meeting.

The City Council's meetings related to the alleged California Voting Rights Act violation and associated threat of litigation were authorized by the Brown Act and properly reported out following closed session in accordance with the Brown Act.

Contrary to CalAware's allegation, the City faced a clear and unequivocal threat of litigation. A copy of the threat letter has been available at all relevant times when the City Council convened in closed session and has been on the City's website at all relevant times. Further details are included in the attached letter to CalAware.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney prepared this report.

APPROVED BY: Peter Grant, City Manager

Attachments

Letter to Californians Aware

Letter to Council from Californians Aware

ALESHIRE & WYNDER LLP
ATTORNEYS AT LAW

Fred Galante
fgalante@awattorneys.com
(949) 250-5410

18881 Von Karman Avenue,
Suite 1700
Irvine, CA 92612
P (949) 223-1170
F (949) 223-1180

April 29, 2022

VIA FACSIMILE AND U.S. MAIL

Shaila Nathu
Assistant General Counsel
Californians Aware
464 E. Bonita Avenue, #10
San Dimas, CA 91773
Facsimile: 714-229-6682

Re: Californians Aware's Brown Act Demand for Cure & Correction to the City of Cypress, dated April 14, 2022

Dear Ms. Nathu:

As you may be aware, I am the City Attorney for the City of Cypress ("City") and I am writing in response to your letter demanding, on behalf of Californians Aware ("CalAware"), that the City cure and correct alleged violations of the Ralph M. Brown Act ("Brown Act"), dated April 14, 2022 ("Demand").[1] Relevant to this letter, the Demand alleges that the City violated the Ralph M. Brown Act ("Brown Act") when the City Council met in closed session on March 14, 2022, concerning a threat of litigation ("Shenkman Demand") from Shenkman & Hughes, PC, ("Shenkman") on behalf of the Southwest Voter Registration Education Project ("SVREP"), which alleged that the City's at-large election system for Council Members violated the California Voting Rights Act ("CVRA").

At its April 25, 2022, meeting, the City Council directed that the Demand be rejected and accordingly, this letter serves as notice to you, as the representative of CalAware, that the City Council has rejected the Demand pursuant to Government Code Section 54960.1(c)(2). The reasons for this rejection are set forth below.

1. The Demand incorrectly alleges that the City Council must meet in closed session to first determine whether the Shenkman Demand was a proper subject of closed session pursuant to Section 54956.9.

The Demand alleges that the City Council March 14, 2022, closed session discussion should have been limited to discussing whether a closed session was warranted at a later date due to a

[1] The Demand also makes a public records request pursuant to the Public Records Act. As such, the purpose of this letter is to only respond to the demand that the City cure and correct alleged Brown Act violations.

significant exposure to litigation. In essence, the Demand asserts that the City Council could not meet in closed session concerning the substance of the Shenkman Demand until it first meets in closed session to determine whether the Shenkman Demand is a proper subject of a closed session pursuant to Section 54956.9. This is incorrect.

Section 54956.9(a) permits the City Council to meet in closed session when, "based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation." Section 54956.9(d) provides that litigation is considered pending in 4 circumstances, which includes:

> "(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency."

Although the Brown Act does separately provide a basis for meeting in closed session to determine whether the Shenkman Letter is a proper subject of a closed session due to potential litigation (see Section 54956.9(d)(3)), it does not require that this step be taken first. As stated above under subsection (2), it separately provides that, based upon the advice of legal counsel, the City Council is able to meet in closed session to confer with, or receive advice from, its legal counsel to discuss threatened litigation."[2] As you are aware, this is the exact purpose of the March 14, 2022, closed session item.

2. <u>The City clearly faces significant exposure to litigation such that the City Council was permitted to meet in closed session on March 14, 2022.</u>

The Demand alleges that existing facts and circumstances do not exist showing there is significant exposure to litigation. It further asserts that the "mere possibility that a body's action might be challenged in court is not sufficient threat to justify a closed session." Although it is acknowledged that the City has not yet been sued nor has it decided to initiate litigation in relation to the Shenkman Demand, the assertion that there are no existing facts and circumstances showing that the City has significant exposure to litigation is disingenuous and simply wrong.

As stated above, Section 54956.9(a) permits the City Council to meet in closed session to discuss a threat of litigation. To reiterate, litigation is considered pending when "A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency."[3] The term "existing facts and circumstances" is further defined, in relevant part, as follows:

[2] Section 54956.9(d)(2).
[3] Section 54956.9(d)(2).

> "**The receipt of** a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or **some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.**"[4] (emphasis added)

The City received the Shenkman Demand, which contains the following passage:

> "Given the racially polarized elections for Cypress' city council elections, we urge the City to voluntarily change its at-large system of electing its City Council. **Otherwise, on behalf of residents within the jurisdiction, we will be forced to seek judicial relief**." (emphasis added)

This language is clearly a written threat of litigation within the definition of the term "existing facts and circumstances" as defined above. It is also worth noting that the Shenkman Demand has been in the public record as early as September 20, 2021.

3. The Demand incorrectly asserts that the Shenkman Demand should have been made available as part of the March 14, 2022, Agenda in order for the City to discuss the Shenkman Demand in closed session.

The Demand cites to Fowler v. City of Lafayette (2020) 46 Cal. App. 5th 360 for the proposition that the Shenkman Demand must be included in threats of litigation in agenda materials for threats to be discussed in closed session. However, the Fowler court examined an oral threat of litigation that was later documented in writing by city staff and, further, analyzed Section 54956.9(e)(5) relating to such oral threats of litigation.[5] This is different from what occurred for the City. The Shenkman Demand is a *written* threat of litigation, and, therefore, Section 54956.9(e)(3) applies, which simply requires that the written threat of litigation "shall be available for public inspection pursuant to Section 54957.5."[6] The Shenkman Demand was available for public inspection as required and, in fact, has been posted to the City's website throughout the relevant times. See the following link to the City's website where the Shenkman Demand may be found and has been available throughout the relevant times: https://www.cypressca.org/government/public-forums-on-elections.

[4] Section 54956.9(e)(3).
[5] Fowler v. City of Lafayette (2020) 46 Cal. App. 5th 360, 369, as modified on denial of reh'g (Mar. 11, 2020), review denied (July 22, 2020).
[6] See, e.g., Poway Unified Sch. Dist. v. Superior Ct. (Copley Press) (1998) 62 Cal. App. 4th 1496, 1504 ("We find this distinction untenable, because section 54956.9 simply announces the preexisting status of the Claims Act claim itself as a disclosable public record. It is merely a matter of convenience to have the claim available to the public at the time of the meeting.").

4. Pursuant to Trancas Property Owners Assn. v. City of Malibu, the City did not use the Brown Act's closed session exemption for pending litigation to circumvent any public hearing requirements for the decision to initiate or not initiate the switch to district elections.

The Demand asserts that Trancas Property Owners Assn. v. City of Malibu prohibits the City from using the "pretense of a claim that the [CVRA] has been violated to vote on at-large elections vs. district elections in closed session." However, this is an improper application of Trancas to the present case. The Trancas case involved the approval of a settlement agreement in closed session that involved "action that by substantive law may not be taken without a public hearing and an opportunity for the public to be heard."[7]

Specifically, Trancas concerned a city's settlement agreement (approved in closed session) with a developer settling litigation concerning a proposed development in which the city agreed that it would not enact zoning applicable to the relevant property that prohibited the construction of residential units depicted on the related final map. The court ultimately determined that this was not permitted because the required procedures for such an action were not followed.[8] The Trancas court stated that "As a matter of legislative intention and policy, a statute that is part of a law enacted to assure public decision-making, except in narrow circumstances, may not be read to authorize circumvention and indeed violation of other laws requiring that decisions be preceded by public hearings, simply because the means and object of the violation are settlement of a lawsuit."[9] Thus, Trancas stood for the proposition that the City cannot use the Brown Act's closed session pending litigation exception to circumvent public hearing requirements in making a particular decision. Contrary to the Demand's allegation, the Trancas case does not support CalAware's allegations. Here, there is no settlement agreement that was approved by the City Council in closed session and there are no public hearing requirements for a decision by the City Council to not initiate the switch to district elections. In short, Trancas is simply inapplicable to the current situation.

Regarding the allegation that the CVRA claim is merely a pretense, this allegation ignores the clear threat of litigation in the Shenkman Letter. The City Council was permitted to receive legal advice and consider the merits of the Shenkman Demand in closed session as anticipated litigation and act in closed session to reject the Shenkman's threat of litigation for alleged violations of the CVRA by stating that it would not switch the City's election system to district-based elections. Essentially, the City Council is permitted "to receive legal advice and make litigation decisions [in closed session] … [but] … [such a closed session cannot] … be used as a subterfuge to reach nonlitigation oriented policy decisions. [citation omitted]"[10] Further, "under section 54956.9,

[7] Trancas Prop. Owners Assn. v. City of Malibu (2006) 138 Cal. App. 4th 172, 186.
[8] Trancas, at 181.
[9] Trancas, at 181.
[10] Trancas, at186; 71 Ops.Cal.Atty.Gen. 96, 104-105 (1988).

governing bodies may discuss with their counsel, in closed session, any settlement proposals or terms they deem worthy of consideration. And they generally may agree to such terms and settlements in closed session."[11]

In this case, the City Council made litigation decisions (i.e., rejecting the Shenkman Demand) and was not, as alleged, making nonlitigation oriented policy decisions. Although no settlement was reached, the City Council was still entitled to discuss terms and conditions which would result in eliminating the possibility that Shenkman would file a lawsuit against the City for violations of the CVRA, which includes litigation-related decisions and discussions relating to changing the City from at-large elections to district elections.

5. The use of the safe harbor provisions for anticipated litigation under Section 54954.5(c) applies.

The Demand incorrectly asserts that the closed session description used for the Shenkman Demand is false. The March 14, 2022, closed session listing for this matter was as follows:

> CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
> Pursuant to Government Code Section 54956.9(d)(2)
> Significant exposure to litigation - one potential case
> Claim of California Voting Rights Act violation from Southwest Voter Education Project

The Demand simply ignores the existence of the Shenkman Demand, which the City received on September 20, 2021. The March 14, 2022, closed session was held for the express purpose of considering the Shenkman Demand, which, as stated above, is a clear threat of litigation, and to determine City Council's response to that threat. Thus, the use of the safe harbor under Section 54954.5(c) to describe the closed session item was proper.

6. Rejection of Demand for Cure and Correction

Based upon the forgoing, there is no violation of Government Code Sections 54953, 54956.9, 54957.7(a), 54954.2(a)(2), and 54954.5(c), because the City Council complied with the requirements of the Brown Act, including, but not limited to, the requirements of Government

[11] Trancas at, 187; see also Page v. Mira Costa Cmty. Coll. Dist. (2009) 180 Cal. App. 4th 471, 498 ("That section [54956.9] "creates an exception to the Brown Act's open meeting requirements for meetings with legal counsel regarding pending litigation" and allows "'a legislative body of a local agency' to hold 'a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.'.").

Code Section and 54956.9 and, further, properly utilized the related safe harbor provisions under Government Code Section 54954.5(c).

What is more troubling is the lack of acknowledgement that the City has held at least three public forums to present the issues related to the Shenkman Demand, distributed videos describing the issues, conducted a community survey and sought community feedback on the issue. Again, I direct you to the City's website cited above describing those extensive public outreach efforts, which can be viewed under the link entitled "Public Forum Outreach Report." Given this robust public outreach effort, any argument that the City has not been overly transparent about the Shenkman Demand and options to address the clear threat of litigation contained therein is insincere.

Pursuant to Government Code Section 54960.1(c)(2), the City therefore rejects your demand that it cure and correct the alleged Brown Act violations, as provided in the Demand.

Should you have any questions regarding this letter, please contact the undersigned.

Very truly yours,

ALESHIRE & WYNDER, LLP

Fred Galante
City Attorney
City of Cypress

cc: Hon. Mayor and Members of the Cypress City Council
Peter Grant, City Manager
Alisha Farnell, City Clerk

CALIFORNIANS AWARE
THE CENTER FOR PUBLIC FORUM RIGHTS

FAX

TO:	Cypress City Clerk	FROM:	Shaila Nathu
FAX:	(714) 229-6682	FAX:	(916) 487-7000
PHONE:	(714) 229-6683	PHONE:	(909) 533-2217
SUBJECT:	Brown Act Demand & CPRA Request – March 14, 2022 City Council Meeting	DATE:	April 14, 2022

COMMENTS

CALIFORNIANS AWARE
THE CENTER FOR PUBLIC FORUM RIGHTS

April 14, 2022

VIA EMAIL AND FACSIMILE

Cypress City Clerk (*via email to cityclerk@cypressca.org and via facsimile to (714) 229-6682*)
City Hall
5275 Orange Avenue
Cypress, CA 90630

Re: *Brown Act Demand for Cure and Correction*
(Gov't. Code §§ 54960, 54960.1 & 54960.2)

AND

Public Records Act Request
(Gov't. Code § 6250, *et seq.*)

Dear City Clerk:

This demand is made on behalf of Californians Aware and a group of concerned citizens alarmed by the secret and illegal discussion and action taken by the Cypress City Council ("City Council") regarding whether to transition from at-large elections to district elections, in violation of the Ralph M. Brown Act, Government Code section 54950, *et seq.* ("Brown Act"). Such discussions and action must take place in open session to ensure that the public has a meaningful opportunity to participate in the decision-making process.

Background

At its regular meeting held on March 14, 2022, City Council recessed into closed session for item 3.1 described in the agenda[1] as:

> CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
> Pursuant to Government Code Section 54956.9(d)(2)
> Significant exposure to litigation - one potential case
> Claim of California Voting Rights Act violation from Southwest Voter Education Project

Though invoking the anticipated litigation exception to the general requirement of open and public meetings requires a "significant exposure to litigation," it has come to our attention that City Council used this closed session to consider and discuss the

[1] Available at https://drive.google.com/file/d/1EvcUvgHyEqFhMYcZHtEa5inM_cOpcWVJ/view.

implications of transitioning from at-large to district elections and vote to reject district elections without such exposure, in violation of the Brown Act.

The Brown Act is designed "to facilitate public participation in all phases of local government decisionmaking, and to curb misuse of the democratic process by secret legislation by public bodies." (*Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547, 555.) "It is the intent of the law that [the] actions [of local public agencies] be taken openly and that their deliberations be conducted openly." (Gov't Code § 54950.) The California Constitution expands this right by declaring that "[t]he people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny." (Cal. Const. Art. 1, § 3(b)(2).)

To ensure compliance with the Brown Act, "[a]ll meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter." (Gov't. Code § 54953; *see also Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors* (2003) 112 Cal.App.4th 1313, 1317 ("[w]ith few exceptions, the Ralph M. Brown Act obligates government agencies to meet and act in public").)

The Brown Act allows bodies to hold closed sessions, but only in limited, statutorily specified situations, and only after complying with notice requirements. Government Code section 54956.9 provides that a legislative body may hold "a closed session to confer with, or receive advice from, its legal counsel regarding *pending litigation*." (Emphasis added.) Litigation is considered pending when "[l]itigation, to which the local agency is a party, has been initiated formally," "[a] point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency," "based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized due to such significant exposure," and "based on existing facts and circumstances the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation." (Gov't Code § 54956.9(d)(1-4).)

Here, litigation had not been initiated and City Council had neither decided nor was deciding whether to initiate litigation. Nor was City Council's discussion limited to whether a closed session was warranted at a later date due to a significant exposure to litigation. City Council incorrectly relied on the definition of pending litigation requiring that "based on existing facts and circumstances, there is significant exposure to litigation against the local agency." (Gov't Code § 54956.9(d)(2).) But the mere possibility that a body's action might be challenged in court is not a sufficient threat to

justify a closed session. As the Attorney General's manual on the Brown Act states, "the purpose of [section 54956.9] is to permit the body to receive legal advice and make litigation decisions only; it is not to be used as a subterfuge to reach nonlitigation oriented policy decisions." (Cal. Dept. of Justice, Off. of Atty. Gen., The Brown Act (2003), p. 40.) Allowing City Council to engage in such preemptive discussion of topics of wide public concern, including weighing the pros and cons of at-large vs. district elections and voting on the form of elections, behind closed doors undercuts not only the closed session exception for pending litigation but also the Legislature's declaration that "the public commissions, board and councils, and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the [Brown Act] that their actions be taken openly and that their deliberations be conducted openly." (Gov't. Code § 54950.)

Furthermore, Government Code section 54956.9(e)(5) requires that where a legislative body claims that there is significant exposure to litigation against the local agency based on existing facts and circumstances and "a statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body," the official or employee of the local agency receiving knowledge of the threat must make a contemporaneous or other record of the statement prior to the meeting available for public inspection pursuant to Government Code section 54957.5. "Where litigation has been threatened outside a public meeting, it may be discussed in closed session under section 54956.9, subdivision (e)(5) *only* if a record of the threat is made before the meeting, which record must be made available for public inspection *pursuant to section 54957.5*. (§ 54956.9, subd. (e)(5).)" (*Fowler v. City of Lafayette* (2020) 46 Cal. App. 5th 360, 369, *as modified on denial of reh'g* (Mar. 11, 2020), review denied (July 22, 2020).) "Read together, sections 54956.9, subdivision (e)(5) and 54957.5 require public agencies to include with the agenda materials litigation threats to be discussed in closed session." (*Id.* at 370.) Here, City Council did not meet its duty to make the record of the statement threatening litigation part available for public inspection, thereby ignoring Government Code section 54956.9(e)(5)'s express directive to disclose documented threats related to a closed session agenda item.

To the extent City Council used the claim of California Voting Rights Act violation from Southwest Voter Education Project it cites in the agenda but does not provide for public inspection to vote to maintain at-large elections in closed session defies *Trancas Property Owners Assn. v. City of Malibu* (2006) 138 Cal.App.4th 172 ("*Trancas*"). In that case, the court prohibited a public agency from taking action that should have been handled in open session via a settlement agreement approved in closed session. The court explained, "[a]s a matter of legislative intention and policy, a statute that is part of a law enacted to assure public decision-making, except in narrow circumstances, may not be read to authorize circumvention and indeed violation of other laws requiring that

decisions be preceded by public hearings, simply because the means and object of the violation are settlement of a lawsuit." (*Id.* at 186.) Just as the court in *Trancas* disavowed the body's adoption of a settlement that accomplished action for which a public hearing is required by law, City Council here cannot use the pretense of a claim that the California Voting Rights Act has been violated to vote on at-large elections vs. district elections in closed session. To allow this would be to usurp the public's right to notice and opportunity to participate in the decision-making process, in contradiction to the letter and intent of the Brown Act.

Members of the public must be able to address the body before or during the consideration of any item discussed by the body. (Gov't. Code § 54954.3.) But this provision means little without giving the public the necessary information about what items are going to be discussed. Therefore, the Brown Act also requires that, prior to holding any closed session, the legislative body is mandated to disclose the item or items to be discussed. (Gov't. Code § 54957.7(a).) The body must first "post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session." (Gov't. Code § 54954.2(a)(1).) "No action of discussion shall be undertaken on any item not appearing on the posted agenda," and the body "may only consider those matters" that were included in its statement of items to be discussed in closed session. (Gov't. Code §§ 54957.7(a), 54954.2(a)(2).)

Government Code section 54954.5(c) provides closed session agenda description language that a body may use to describe a conference with its legal counsel regarding anticipated litigation.

> CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
>
> Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)
>
> (In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)
>
> Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

Describing a closed session item in substantial compliance (i.e. by including the information provided above) shields legislative bodies and elected officials from liability for violations of Government Code sections 54954.2 and 54956. However, this

protection presupposes that the legislative body is honest in its description of closed session agenda items. Failing to do so undermines the entire purpose of the statute and therefore cannot be deemed substantial compliance. Here, there was no "significant exposure to litigation," and the description therefore is false. As a result, City Council and its members are not eligible for the safe harbor.

Here, the discussion and vote on the elections systems in closed session violates Government Code sections 54953 and 54956.9 and the failure to specify that the City was considering converting from district elections to at-large elections violates Government Code sections 54957.7(a), 54954.2(a)(2), and 54954.5(c). These violations ultimately prevented the public from discussing whether this change should be undergone at all.

Demand

In order to ensure that the public has the ability to meaningfully participate in the decision-making process relating to City Council elections, CalAware hereby demands that pursuant to Government Code sections 54960 and 54960.1, City Council cure and correct its illegal actions by rescinding any "action taken" (meaning any "collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body") with regard to City Council elections, outside of a noticed, public meeting.

Additionally, pursuant to Government Code sections 54960 and 54960.2, City Council must agree to refrain from similar violations in the future.

City Council must notify this office of its decision to cure and correct as described, or of its refusal to do so, within 30 days. If the Board fails or refuses to cure and correct or respond as demanded, CalAware intends to seek judicial invalidation of the challenged actions pursuant to § 54960.1, as well as other relief set out in § 54960.

California Public Records Act Request

In order for the public to have the information it needs to participate in any further discussions about whether to maintain at-large elections or adopt district elections, CalAware would like copies of the following records pursuant to the California Public Records Act:

1. Any and all communications, including but not limited to, emails, letters, text messages, voicemails, memos, to or from any City Council member, former City

CALIFORNIANS AWARE
THE CENTER FOR PUBLIC FORUM RIGHTS

Council member, City Attorney, or any City official, employee, consultant, or contractor, including any communications that exist on personal device regarding:

a. Maintaining at-large elections and/or adopting district elections; and

b. The March 14, 2022 City Council meeting and its agenda.

2. Any and all communications, including but not limited to, emails, letters, text messages, voicemails, memos, from March 2021 to present, that were sent to or received by a majority of members of City Council regarding the format of elections.

These records should be released to CalAware and the public prior to any reconsideration of this issue to ensure that the public has the information necessary to be involved in a meaningful way in the decision-making process.

Sincerely,

Shaila Nathu
Assistant General Counsel
Californians Aware
464 E. Bonita Avenue, #10
San Dimas, CA 91773
(916) 487-7000

cc: City Council (via email only to adm@cypressca.org)
Paulo Morales, Mayor (via email only to pmorales@cypressca.org)
Anne Hertz-Mallari, Mayor Pro Tem (via email only to ahertz-mallari@cypressca.org)
Frances Marquez, City Councilmember (via email only to fmarquez@cypressca.org)
Scott Minikus, City Councilmember (via email only to sminikus@cypressca.org)
Jon Peat, City Councilmember (via email only to jpeat@cypressca.org)

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **9.**

FROM: Mark Lauderback, Chief of Police

DATE: 05/09/2022

SUBJECT: **Second Reading and Adoption of an Ordinance Approving the Police Department's Military Equipment Policy**

RECOMMENDATION

Approve the second reading and adopt an Ordinance, by title only and waive further reading, approving the Police Department's Military Equipment Policy.

DISCUSSION

On April 25, the City Council approved the first reading of an ordinance approving the Police Department's Military Equipment Policy in accordance with Assembly Bill (AB) 481. This bill requires law enforcement agencies to establish a policy for the funding, acquisition, and use of items deemed to be military equipment.

It is recommended the City Council approve the second reading and adopt the attached ordinance. The ordinance will become effective on June 9, 2022.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed and approved the attached ordinance and policy.

APPROVED BY: Peter Grant, City Manager

Attachments

Ordinance

Draft Military Equipment Policy

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA APPROVING THE CYPRESS POLICE DEPARTMENT'S MILITARY EQUIPMENT USE POLICY

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (creating Government Code Section 7070, et seq.), relating to use of military equipment by California law enforcement agencies;

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used;

WHEREAS, the Cypress Police Department is in possession of certain items of equipment that qualify under the broad definition of "military equipment" under AB 481;

WHEREAS, AB 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released and written military equipment use policy document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the Department's use of such equipment;

WHEREAS, the Policy and supporting information must be approved by the governing body by ordinance, and reviewed annually;

WHEREAS, the City Council of the City of Cypress, having received the information required under AB 481 regarding the Cypress Police Department's use of "military equipment" as defined in said law, deems it to be in the best interest of the City to approve the Military Equipment Use Policy as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds that the above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. City Council hereby approves and adopts the following:

Military Equipment Policy.

(a) The City Council has made the following determinations:

(1) The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;

(2) This military equipment use policy attached hereto as Exhibit "A" ("Policy") will safeguard the public's welfare, safety, civil rights, and civil liberties;

(3) The equipment described in the Policy is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any);

(4) Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance by way of the adoption of the Policy by this Ordinance.

(b) The Cypress Police Department has made the Policy available on the Police Department's website for at least 30 days prior to the public hearing concerning the military equipment at issue and described in the Policy.

(c) The Policy was considered by the City Council as an agenda item in an open session of a regular meeting, noticed in accordance with the Ralph M. Brown Act, at which public comment was permitted.

(d) The Policy shall be made publicly available on the Police Department's website for as long as the military equipment is available for use.

(e) The Cypress Police Department shall submit an annual military equipment report to the City Council, containing the information required in Government Code Section 7072, and the City Council shall determine whether each type of military equipment identified in that report has complied with the standards for approval set forth in (a)(1)-(4) above.

(f) The City Council shall review this Ordinance, and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with Government Code Section 7071(e)(2).

(g) The City Council approves the use of the Policy and finds that it satisfies the requirements of Government Code Section 7070(d).

SECTION 3. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute this Ordinance on behalf of the City of Cypress forthwith upon its adoption.

SECTION 4. The Deputy City Clerk shall certify as to the passage of this Ordinance and shall cause the same to be published and/or posted at the designated locations in the City of Cypress.

SECTION 5. This ordinance shall become effective thirty (30) days following its adoption.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2022

_____
Paulo Morales, Mayor

ATTEST:

_____
Alisha Farnell, City Clerk

APPROVED AS TO FORM:

_____
Fred Galante, City Attorney

Attachments incorporated by reference:

1. Exhibit A — Cypress Police Department Policy 708 “Military Equipment”

Exhibit "A"
Cypress Police Department
Military Equipment Use Policy

INSERT POLICY (AND REFERENCE EXHIBIT B FOR LIST OF EQUIPMENT

Exhibit “B”

“MILITARY EQUIPMENT” as defined by AB 481 includes:

Military Equipment

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

708.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – includes, but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue handguns.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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708.2 POLICY

It is the policy of the Cypress Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

708.3 MILITARY EQUIPMENT COORDINATOR

The Support Services Division Lieutenant will act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Cypress Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

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(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

708.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

708.4.1 FIREARM - PATROL RIFLE

Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing a single projectile through a rifled bore for every pull of the trigger.

Quantity: 47.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

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Product Description:.223 caliber Patrol rifle manufactured by Colt, Bushmaster, or Eagle Arms.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed (Policy 311.3.3).

Training Required: 16-hour POST approved course with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification twice per year.

Initial Cost: $48,000

Annual Cost: Approximately $2,400 for maintenance.

708.4.2 KINETIC ENERGY LAUNCHER

Description: Less-lethal weapon which uses a propellant cartridge to launch a kinetic energy impact projectile.

Quantity: 17

Capabilities: Fires a less-lethal kinetic energy projectile.

Expected Lifespan: 20+ years.

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Product Description: 37 MM Defense Technology Single Launcher; LMT 40 MM Single Launcher; Sage SL-6 37 MM Multi-Role Launcher; Remington 870 Less-Lethal Shotgun

Purpose and Authorized Use: Less-lethal force option (Policy 307.9.1).

Training Required: Less-lethal weapons training from POST-approved instructor.

Initial Cost: $18,000

Annual Cost: Approximately $50 for maintenance of less-lethal shotgun; $150 annual maintenance for other launchers.

708.4.3 LIGHT SOUND DIVERSIONARY DEVICE (LSDD)

Description: Device used by SWAT members that produces loud noise and bright light intended to cause disorientation and distraction.

Quantity: 12

Capabilities: Distraction device used to minimize the risks to all parties by the temporary disorientation or distraction of potentially violent or dangerous suspects.

Expected Lifespan: 5 years.

Product Description: Combined Tactical Systems Flash-Bang Model #7290

Purpose and Authorized Use: To distract/disorient potentially violent or dangerous suspects.

Training Required: Diversionary device training from POST-approved instructor.

Initial Cost: $675

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Annual Cost: N/A

708.4.4 BREACHING SHOTGUN

Description: Pump-action 12-gauge firearm used by SWAT members to defeat locking mechanisms.

Quantity: 1

Capabilities: Traditional breaching method that provides for quick breaching of multiple locking mechanisms.

Expected Lifespan: 30 years.

Product Description: Remington 870 Tactical Shotgun

Purpose and Authorized Use: May be deployed in any circumstance where the SWAT member needs to breach a door quickly and safely.

Training Required: 40-Hour explosive breaching training with quarterly update training.

Initial Cost: $925

Annual Cost: N/A

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708.4.5 FIREARM - SWAT RIFLE

Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one or more projectiles through a rifled bore for every pull of the trigger.

Quantity: 12.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 5.56 MM or.308 caliber rifle manufactured by Heckler & Koch or DPMS.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed.

Training Required: 16-hour POST approved course with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification bi-monthly.

Initial Cost: $27,650

Annual Cost: Approximately $600 for maintenance.

708.4.6 FIREARM - SWAT SUBMACHINE GUN

Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one or more projectiles through a rifled bore for every pull of the trigger.

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Quantity: 13

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 9 MM or.40 caliber submachine gun manufactured by Heckler & Koch. *Note: These firearms are not in current use but are in the Department's inventory.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the gun may be needed.

Training Required: Training from a department-authorized instructor.

Initial Cost: $27,700

Annual Cost: N/A

708.4.7 FIREARM - SWAT BOLT-ACTION RIFLE

Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one projectile through a rifled bore for every pull of the trigger.

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Quantity: 1.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 308 caliber bolt-action rifle manufactured by Remington.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed.

Training Required: 40-hour precision long-rifle training with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification bi-monthly.

Initial Cost: $1,100

Annual Cost: Approximately $50 for maintenance.

708.5 SHARED MILITARY EQUIPMENT

The following constitutes a list of qualifying equipment for the Department that may be deployed in collaboration with other law enforcement agencies. These items' potential for use within the City of Cypress comes from the Cypress Police Department's participation in the West County Special Weapons and Tactics (SWAT) Team, a collaboration of law enforcement personnel from the Cypress, Fountain Valley, Los Alamitos, Seal Beach, and Westminster Police Departments or through joint use-agreement with the Los Alamitos and Seal Beach Police Departments:

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708.5.1 SWAT ARMORED RESCUE VEHICLE

Description: An armored rescue vehicle deployed during high-risk incidents, special events, and community outreach. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

Quantity: 1.

Capabilities: Mobile armored vehicle to support high-risk deployments.

Expected Lifespan: 25 years.

Product Description: Ballistic Engineered Armored Rescue (BEARCAT) Vehicle, manufactured by Lenco.

Purpose and Authorized Use: To assist police personnel in enhancing public safety by transporting first responders and/or community members to/from high-risk situations. Provide a mobile platform to safely transport and deploy personnel.

Training Required: Formalized in-house driver operation and safety training.

Initial Cost: Refer to Westminster Police Department.

Annual Cost: N/A

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708.5.2 MOBILE COMMAND VEHICLE

Description: A customized vehicle used to enhance communication and coordination during emergency incidents, special events, or community outreach. *Note: This is a shared asset that is owned by the Cypress Police Department.

Quantity: 1.

Capabilities: On-scene incident command and control functions may be performed from a mobile command vehicle.

Expected Lifespan: 20 years.

Product Description: Modified command vehicle based on a Freightliner M2 106 chassis.

Purpose and Authorized Use: A mobile command vehicle provides a strategic location for police personnel during emergency incidents, special events, or community outreach events. Use of this equipment is also appropriate for large-scale events that require advanced coordination of large numbers of police and other safety or first responder personnel.

Training Required: Class B driver's license and additional department provided vehicle-specific, driver and operational training.

Initial Cost: $450,000 *Note: This item was purchased in 2007 using federal grant funding.

Annual Cost: Approximately $1,000. *Note: The maintenance costs for this asset are distributed evenly between the cities of Cypress, Los Alamitos, and Seal Beach.

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708.5.3 SWAT KINETIC BREACHING TOOL

Description: A hand-held breaching tool engineered to deliver high-impact energy to defeat locking mechanisms. *Note: This is a regional SWAT asset that is owned and maintained by the Seal Beach Police Department.

Quantity: 1.

Capabilities: Provides for safer and faster breaching.

Expected Lifespan: 30 years.

Product Description: Powder activated kinetic energy force entry tool.

Purpose and Authorized Use: May be deployed in any circumstance where the member needs to breach a door quickly and safely.

Training Required: Training on safe use and deployment and device functionality.

Initial Cost: Refer to the Seal Beach Police Department.

Annual Cost: N/A

708.5.4 SWAT LONG RANGE ACOUSTICAL DEVICE

Description: A public address system that delivers live or recorded messages. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

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Quantity: 1.

Capabilities: Provides public address notifications

Expected Lifespan: 10 years.

Product Description: Self-powered communication system that delivers voice messages and alert tones.

Purpose and Authorized Use: May be deployed in any outdoor circumstances where the member needs to communicate information to the public.

Training Required: Training on safe use and deployment and device functionality.

Initial Cost: Refer to the Westminster Police Department.

Annual Cost: N/A

708.5.5 SWAT UNMANNED AIRCRAFT SYSTEMS (UAS)

Description: A UAS is an unmanned aircraft and the equipment necessary for the safe and efficient operation of the aircraft. An unmanned aircraft, a component of a UAS, is defined by law as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. *Note: This is a regional SWAT asset that is owned and maintained by the Seal Beach Police Department.

Quantity: Refer to the Seal Beach Police Department.

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Capabilities: Sustained flight controlled by a remote pilot on the ground.

Expected Lifespan: Refer to the Seal Beach Police Department.

Product Description: Refer to the Seal Beach Police Department.

Purpose and Authorized Use: To assist SWAT personnel in enhancing public safety while protecting the rights and privacy of the general public.

Training Required: Refer to the Seal Beach Police Department. *Note: No Cypress Police Department personnel are trained to operate UAS.

Initial Cost: Refer to the Seal Beach Police Department.

Annual Cost: N/A

708.5.6 SWAT REMOTE CONTROL ROBOT

Description: A remotely controlled ground vehicle that moves on tracks, manufactured by Transcend. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

Quantity: Refer to the Westminster Police Department.

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Capabilities: Provides ability for SWAT members to view scenes, deliver items, open doors, and visually clear buildings.

Expected Lifespan: Refer to the Westminster Police Department.

Product Description: Refer to the Westminster Police Department.

Purpose and Authorized Use: May be deployed in any circumstances where the SWAT Commander determines remote viewing of a location or item delivery is appropriate and lawful.

Training Required: Refer to the Westminster Police Department. *Note: No Cypress Police Department personnel are trained to operate this robot.

Initial Cost: Refer to the Westminster Police Department.

Annual Cost: N/A

708.6 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

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(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

708.7 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

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708.8 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

708.9 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **10.**

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 05/09/2022

SUBJECT: Approve Register of Warrants, Transfers, and Wires Issued for the Period of April 9, 2022 through April 22, 2022

RECOMMENDATION

Approve the attached payment register summarized below for the period of April 9, 2022 through April 22, 2022:

- Electronic Funds Transfers 10990 through 11000
- Warrants 59226 through 59343
- Payroll Transfers W1473

DISCUSSION

Payments to vendors for goods and services received and/or rendered are initiated and approved by the requesting department in accordance with proper purchasing guidelines. Processing of these payments occurs centrally in the City's Finance Department with payments issued bi-weekly. A register listing of these payments is then presented to the City Council for approval. This register also includes any Electronic Funds Transfers (EFT), outgoing payroll transfers or wires issued since the previous register was presented to the City Council. Voided Payments (if any) are also included at the end of the register.

All payments are processed on the City's financial management software system. This system generates a payment batch register, sorted by warrant number (or EFT/Wire number), and presents the invoice amount and a description of the payment issued.

BUDGET IMPACT

Total warrants, transfers, and wires issued (net of any voided payments) during the period of April 9, 2022 through April 22, 2022 are $1,289,235.64.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Payment Register for the Period 04-09-22 through 04-22-22

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
10990	1480 - ARCO BUSINESS SOLUTIONS	$ 21,946.91			
			Fuel/Police 3/3-4/2	NP61893126	$ 21,946.91
10991	1480 - ARCO BUSINESS SOLUTIONS	$ 3,631.62			
			Fuel/Maint 3/3-4/2	NP61893126(A)	$ 3,631.62
10992	1480 - ARCO BUSINESS SOLUTIONS	$ 151.78			
			Fuel/Admin 3/3-4/2	NP61893126(B)	$ 151.78
10993	1480 - ARCO BUSINESS SOLUTIONS	$ 250.79			
			Fuel/CRPD 3/3-4/2	NP61893126(C)	$ 250.79
10994	168 - CalPERS-Fiscal Services Division	$ 3,856.50			
			Pension Payment/Replacement Benefit Fund/COLA Adj 2022	16757028	$ 3,856.50
10995	100505 - CITY OF CYPRESS-WORKERS COMP	$ 1,088.83			
			W/C Claims/Prof Svcs/#24956-25011	Reimb 4/15/22	$ 1,088.83
10996	100505 - CITY OF CYPRESS-WORKERS COMP	$ 15,061.68			
			W/C Claims/Medical/#24956-25011	Reimb(A) 4/15/22	$ 15,061.68
10997	100505 - CITY OF CYPRESS-WORKERS COMP	$ 4,792.08			
			W/C Claims/Perm Disability/#24956-25011	Reimb(B) 4/15/22	$ 4,792.08
10998	100505 - CITY OF CYPRESS-WORKERS COMP	$ 115.91			
			W/C Claims/Temporary Disability/#24956-25011	Reimb(C) 4/15/22	$ 115.91
10999	2085 - TRAN, KHOA	$ 265.00			
			Refund/Permit #BS-22-38	Rfd 4/15/22	$ 265.00
11000	2086 - THAI, LISA	$ 2,328.98			
			Refund/Permit #BS-21-462	Rfd 4/15/22	$ 2,328.98
59226	1346 - A1 TEST ONLY & SMOG	$ 70.00			
			Svc/Smog Test/Unit #135	1191296 3/21/22	$ 35.00
			Svc/Smog Test/Unit #136	1066514 3/22/22	$ 35.00
59227	129660 - ALAN'S LAWNMOWER & GARDEN SUPPLY	$ 493.91			
			Hedge Trimmer(1) 4/4	1085290	$ 493.91
59228	105442 - ALL CITY MANAGEMENT SERVICE INC	$ 15,268.31			
			Crossing Guard Svcs(30 Hrs)/Orange & Grindlay 3/6-3/19	76223(A)	$ 678.30
			Crossing Guard Svcs(645.29 Hrs) 3/6-3/19	76223	$ 14,590.01
59229	116745 - AMERINAT	$ 275.00			
			CDBG Loan Fee/OPotter/4516 Maybury Circle	FS-5423	$ 275.00
59230	107008 - ANDERSON, GINGER	$ 1,613.95			
			Instruct/Dance 1/3-3/7	3/7/22	$ 1,613.95
59231	110860 - AT&T	$ 824.23			
			Svc/Internet 3/22	17998849	$ 824.23
59232	110860 - AT&T	$ 1,886.39			
			PD Svc/Mobile Data 3/22	3/22(G)	$ 1,886.39
59233	110860 - AT&T	$ 4.76			
			2481347232-Admin Phone Svc 4/22	4/22	$ 4.76

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59234	110860 - AT&T	$ 1.55			
			East Wing Fax Line 3/22	3/22(F)	$ 1.55
59235	123003 - AUSMUS, SCOTT	$ 12.00			
			Meal/Response to Non-Criminal Barricades 3/28	Reimb 4/15/22	$ 12.00
59236	252 - AUTO ZONE, INC	$ 142.28			
			Replace/Horn Contact/Unit #140	5521480976	$ 14.32
			Replace/Signal Switch/Unit #140	5521481239	$ 107.31
			Replace/Warning Light Fuse/Unit #118	5521479973	$ 17.44
			Replace/Wheel Studs(2)/Unit #168	5521462750	$ 3.21
59237	960 - BARTLETT, CHRISTEN	$ 160.00			
			Advance/Property & Evidence Conference 4/25-4/29	Adv 4/25-4/29	$ 160.00
59238	630 - BATTERY SYSTEMS INC	$ 162.95			
			Vehicle Battery(1) 3/29	7505250	$ 162.95
59239	109327 - BEE REMOVERS/HONEYCOTT, INC	$ 295.00			
			Svc/Bee Removal/Lexington Park 3/12	599889	$ 295.00
59240	1822 - BENEFITS COORDINATORS CORPORATION BCC	$ 4,646.79			
			Insurance/Dental & Vision/West Comm 4/22	B0581R	$ 1,117.00
			Insurance/Vision/Claims/City & Dist	B059DM	$ 3,529.79
59241	166 - BLUE RIBBON TROPHY-LASERWERKS	$ 117.78			
			Retirement Plaque(1)/TI 3/17	8286A	$ 117.78
59242	1600 - BRIGHTVIEW LANDSCAPE SERVICES, INC	$ 5,618.49			
			Svc/Landscape/Lexington Park 3/22	7794920A	$ 5,618.49
59243	866 - C3 OFFICE SOLUTIONS	$ 6.13			
			W/C Copier Svc/Supplies 3/22	INV145382	$ 6.13
59244	111328 - CALIFORNIA BUILDING STANDARDS COMMISSION	$ 3,227.97			
			Building Standards 1/1/22-3/31/22	1/22-3/22	$ 3,227.97
59245	1921 - CATALAN CONSULTING, LLC	$ 4,167.00			
			Consult/Public Affairs/COVID-19 2/22	1008	$ 4,167.00
59246	102020 - CELEBRATIONS	$ 927.50			
			Rent/Portable Stage/Lexington Park Grand Opening 3/12	9462	$ 927.50
59247	536 - CHARLAND, MATTHEW	$ 48.00			
			Meal/First Aid-CPR 3/29	Reimb 4/15/22	$ 12.00
			Parking/InTime Online Scheduling 3/7-3/9	Reimb(A) 4/15/22	$ 36.00
59248	1617 - CONTROL AIR ENTERPRISES LLC	$ 5,317.00			
			Svc/HVAC Preventative Maint/PD Range 12/10	3070572Reissue	$ 5,317.00
59249	115003 - COUNTY OF ORANGE	$ 16,182.24			
			Agreement/Animal Shelter 1/1/22-3/31/22	AC2290056	$ 16,182.24
59250	115003 - COUNTY OF ORANGE	$ 19,955.40			
			CDBG Program Income 7/1/21-6/30/22	2021-2022	$ 19,955.40
59251	101108 - DANCS, DOUGLAS	$ 99.00			
			Executive Mgmt Wellness Program 2021-2023	Reimb 4/15/22	$ 99.00

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59252	2033 - DEMANET BITE SUITS, LLC	$ 1,640.00			
			PD Canine Bite Suit(1) 3/30	7443	$ 1,640.00
59253	104010 - DEPT OF CONSERVATION-STATE OF CALIFORNIA	$ 12,780.23			
			Strong Motion 1/1/22-3/31/22	1/22-3/22	$ 12,780.23
59254	100707 - DEPT OF JUSTICE ACCT OFFICE CASHIER UNIT	$ 50.00			
			Fee/Charitable Trust Filing/Cypress Rec & Comm Svcs Foundation	4/15/22	$ 50.00
59255	103033 - DFM ASSOC	$ 64.65			
			Book(1)/2022 CA Elections Code	4/15/22	$ 64.65
59256	1158 - DIRECTV	$ 182.24			
			W/C Svc/Satellite TV 3/25-4/24	0066762204X22032	$ 182.24
59257	1432 - DOWDELL, JAMES	$ 12.00			
			Meal/First Aid-CPR 3/15	Reimb 4/15/22	$ 12.00
59258	104530 - EXPERIAN	$ 77.00			
			PD Credit Reports 3/22	CD2212003840	$ 77.00
59259	1115 - FRONTIER	$ 1,719.07			
			W/C Phone Svc/5627955413 4/22	4/22(B)	$ 1,719.07
59260	107964 - FUN WITH HORSES CORP	$ 526.50			
			Instruct/Equestrian 2/5-2/26	2/26/22	$ 526.50
59261	100993 - GATEWAY URGENT CARE PRIMARY AND MULTI-SPECIALT	$ 1,005.00			
			DOT Test(1) 3/18	18890(B)	$ 50.00
			Pre-Place Physical(1)/City 3/30	18890(A)	$ 590.00
			Pre-Place Physical(1)/Dist 3/4	18890	$ 365.00
59262	1506 - GODOY, SERGIO	$ 24.00			
			Meals/Less Lethal Instructor 3/24-3/25	Reimb 4/15/22	$ 24.00
59263	1936 - GOGOV, INC	$ 8,040.00			
			Sub/Code Enforcement Tracking 5/1/22-4/30/23	22-059	$ 8,040.00
59264	119018 - GOLDEN STATE WATER COMPANY	$ 7,822.13			
			Svc/Athletic Fields 3/22	3/22	$ 144.54
			Svc/Parkway Maint 3/22	3/22(B)	$ 6,938.41
			Svc/Storm Drain 3/22	3/22(A)	$ 739.18
59265	977 - GRANT, PETER	$ 105.00			
			Lunch Meeting/Cypress Bistro/PG & AHM & AV & MB 3/31	Reimb 4/15/22	$ 105.00

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59266	110049 - GREAT SCOTT TREE SERVICE INC	$ 46,554.95			
			Svc/Remove Tree(1)/Right of Way 3/8	45670	$ 720.00
			Svc/Trim Trees(129)/Right of Way 3/18	45738	$ 6,450.00
			Svc/Trim Trees(16)/Right of Way 3/18	45739	$ 640.00
			Svc/Trim Trees(265)/Right of Way 3/4	45667	$ 13,210.00
			Svc/Trim Trees(38)/Right of Way 3/30	45808	$ 1,860.00
			Svc/Trim Trees(41)/Right of Way 3/14	45737	$ 2,050.00
			Svc/Trim Trees(42)/Right of Way 3/7	45669	$ 1,820.00
			Svc/Trim Trees(67)/Right of Way 3/29	45809	$ 3,230.00
			Svc/Trim Trees(68)/Right of Way 4/1	45811	$ 3,400.00
			Svc/Trim Trees(85)/Right of Way 3/14	45736	$ 4,210.00
			Svc/Trim Trees(89)/Right of Way 3/9	45668	$ 4,410.00
			Svc/Trim Trees(92)/Right of Way 3/31	45810	$ 4,554.95
59267	110815 - GRIFFIN STRUCTURES INC	$ 37,450.00			
			Construct Mgmt/Lexington Park 2/22	GSI-CCSPCM-16	$ 37,450.00
59268	103008 - HARTZOG & CRABILL	$ 2,936.25			
			Svc/Monitor Traffic Signals 2/22	22-0141	$ 1,822.50
			Svc/Traffic Plan Review/Signal Timing Support 2/22	22-0125	$ 1,113.75
59269	6 - HUNTER SECURITY, INC	$ 1,297.50			
			Svc/Restroom & Tennis Court Lockup 1/22	12063	$ 1,297.50
59270	102993 - ITERIS, INC	$ 3,659.31			
			Svc/Maintain CCTV Network 2/22	143164	$ 3,659.31
59271	2039 - KELLY SPICERS INC KELLY SPICER STORES	$ 95.59			
			Specialty Paper(3 Rms) 4/7	10916475	$ 95.59
59272	125450 - KMBS USA, INC/KONICA MINOLTA	$ 6,994.27			
			Copier Maint(10)/Citywide 1/1/22-3/31/22	9008502634	$ 6,994.27
59273	336 - LEXISNEXIS RISK DATA MANAGEMENT, INC	$ 300.00			
			PD Svc/Database 3/22	153874520220331	$ 300.00
59274	106900 - MAD SCIENCE OF WEST OC	$ 1,335.10			
			Instruct/Exploratory Laboratory 3/21-3/25	3/25/22	$ 1,335.10
59275	300 - MARSHALL, BROOK	$ 48.00			
			Meals/Tactical Rifle Instructor 3/1-3/4	Reimb 4/15/22	$ 48.00
59276	110492 - MCBAIN, MICHAEL	$ 12.00			
			Meal/First Aid-CPR 3/15	Reimb 4/15/22	$ 12.00
59277	914 - MCSHANE, CHRISTOPHER	$ 12.00			
			Meal/First Aid-CPR 3/29	Reimb 4/15/22	$ 12.00
59278	1498 - METROPOLITAN TRANSPORTATION COMMISSION	$ 1,500.00			
			Engineering Software License/StreetSaver 6/1/22-5/31/23	4926-AR12467	$ 1,500.00
59279	122124 - MIKE RAAHAUGE SHOOTING ENTERPRISES	$ 44.00			
			PD Svc/Shooting Range(2) 3/31	1678	$ 44.00
59280	109269 - MILES, HILDA	$ 1,170.00			
			Instruct/Hula Dance 3/22-4/20	4/20/22	$ 1,170.00

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59281	480 - MIWALL CORPORATION	$ 2,195.00			
			PD SWAT Rifle Ammo(1.6K Rnds) 4/4	1010917	$ 2,195.00
59282	80 - MORRIS, LETICIA	$ 230.10			
			Instruct/Zumba Gold 3/3-3/31	3/31/22	$ 230.10
59283	108944 - OFFICE DEPOT	$ 1,733.09			
			Supplies/Citywide 3/22	4/15/22	$ 1,733.09
59284	122725 - ORANGE COUNTY SANITATION DISTRICT	$ 22,921.49			
			Sewer Connect Fees 3/22	3/22	$ 22,921.49
59285	2069 - ORBIS MANAGEMENT ANDREW YEGHNAZAR	$ 2,160.00			
			Deposit/Consult/Relationship Mgmt/Festival Committee	001	$ 2,160.00
59286	110740 - P L PERRIN & ASSOC/PETE PERRIN	$ 260.00			
			PD Svc/Polygraph(1) 3/30	22-01	$ 260.00
59287	1970 - PERFORMANCE PICKLEBALL, LLC	$ 923.00			
			Instruct/Pickleball 3/23-4/15	4/15/22	$ 923.00
59288	2063 - PETER W DUNBAR	$ 3,062.50			
			PD Svc/Strategic Planning 3/22	CPD2	$ 3,062.50
59289	102666 - PREFERRED BENEFIT INSURANCE ADMIN INC	$ 5,076.48			
			Vision Ins/Admin Fee/City & W/C 2/22	EIA43716(B)	$ 262.94
			Vision Ins/Admin Fee/City 1/22	EIA43614(B)	$ 127.13
			Vision Ins/Claims/City & Dist & W/C 1/22	EIA43614(A)	$ 1,495.57
			Vision Ins/Claims/City & W/C 2/22	EIA43716(A)	$ 3,093.39
			Vision Ins/Premiums/City & Dist & W/C 2/22	EIA43614	$ 99.40
			Vision Ins/Premiums/City 3/22	EIA43716	$ (1.95)
59290	1310 - PRESTI, CAMERON	$ 12.00			
			Meal/First Aid-CPR 3/29	Reimb 4/15/22	$ 12.00
59291	1825 - PRISM PUBLIC RISK INNOVATION SOLUTIONS & MGMT	$ 894.24			
			EAP/City and West Comm(414) 4/1/22-6/30/22	22401086	$ 894.24
59292	484 - QUADIENT LEASING USA, INC-MAILFINANCE INC-HASLER	$ 244.73			
			Lease/Postage Meter 2/1/22-4/30/22	N9344770	$ 244.73
59293	580 - R.J. NOBLE COMPANY	$ 37,444.21			
			Final/Construct/Arterial Street Rehab 3/22	209034	$ 37,444.21
59294	1966 - REIHANIFAM, CHRISTOPHER	$ 36.00			
			Meal/Wiretap Course 3/8	Reimb(A) 4/15/22	$ 12.00
			Meals/Search Warrants 3/21-3/22	Reimb 4/15/22	$ 24.00
59295	1335 - REVERE, CHRISTOPHER	$ 19.25			
			PD Reimb/Flash Drive(1)/Labels(1K)/IA Investigation 4/2	Reimb 4/15/22	$ 19.25
59296	1992 - RONDA VOORHEES	$ 858.75			
			Instruct/Piano & Art 3/29-4/27	4/27/22	$ 698.75
			Instruct/Private Piano 3/22	3/22	$ 160.00

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59297	129917 - RUTAN & TUCKER	$ 2,343.00			
			Legal Svc/Comm Development/Park Development 1/22	923785	$ 1,470.00
			Legal Svc/Housing 1/22	923784	$ 785.00
			Legal Svc/Successor Agency 1/22	923783	$ 88.00
59298	676 - SHAHEEN, SHAHEEN	$ 12.00			
			Meal/First Aid-CPR 3/15	Reimb 4/15/22	$ 12.00
59299	100598 - SIMPSON BUICK PONTIAC GMC	$ 200.00			
			Svc/Diagnose Fuel Injection Pump/Unit #120	GCCS444407	$ 200.00
59300	119051 - SMART & FINAL (REC & PARKS)	$ 128.69			
			Food/Lexington Park Grand Opening 3/11	20007101	$ 18.19
			Food/Lexington Park Grand Opening 3/9	20004802	$ 33.96
			Food/Supplies/Youth Sports 3/17	20030603	$ 34.51
			Supplies/Sr Center 3/11	20006202	$ 42.03
59301	108459 - SMART & FINAL-POLICE ACCT	$ 125.06			
			PD Supplies/Breakroom 3/14	014103	$ 58.11
			PD Supplies/SWAT 3/23	005803	$ 66.95
59302	119016 - SO CAL EDISON	$ 94,731.76			
			700134894611 - Svc/Traffic Signal 3/22	3/22(A)	$ 74.94
			700370018870 - Svc/Traffic Signal 3/22	3/22	$ 101.82
			700428641933 Svc/Mackay Park 3/22	3/22(B)	$ 42.16
			Svc/Citywide 2/11-3/14	2/11/22-3/14/22	$ 94,512.84
59303	119017 - SO CAL GAS CO	$ 2,170.70			
			00840909006 Svc/Comm Center 3/22	3/22(C)	$ 547.94
			08610884002 Svc/AC Park 3/22	3/22(D)	$ 41.65
			12600890003 Svc/Maint Yard 3/22	3/22(E)	$ 162.10
			13230923008 Svc/Storm Drain 3/22	3/22(H)	$ 14.30
			18690942000 Svc/Sr Center 3/22	3/22(G)	$ 195.14
			19530910009 Svc/City Hall 3/22	3/22(F)	$ 1,209.57
59304	2083 - SONIA OLIVAS HARP ENCHANTS	$ 375.00			
			Perform/Harp/Volunteer Recognition Event 4/22	4/22/22	$ 375.00
59305	543 - SORVILLO, BRYAN	$ 9,244.00			
			Instruct/Group Tennis 3/28-4/29	4/29/22	$ 8,788.00
			Instruct/Private Tennis Lessons 3/22	3/22	$ 456.00
59306	125888 - SPARKLETTS	$ 21.84			
			Comm Center Bottled Water 3/22	4104724 3/22	$ 19.24
			Print Shop Bottled Water 3/22	4105217 3/22	$ 2.60
59307	116238 - STAPLES BUSINESS ADVANTAGE	$ 730.68			
			Supplies/Citywide 3/22	4/15/22	$ 730.68
59308	119024 - STATE COMP INSURANCE FUND	$ 934.16			
			W/C Workers Comp Insurance 3/30-4/30	10000257995	$ 934.16
59309	122963 - STERICYCLE INC	$ 41.76			
			PD Med Waste Removal 4/22	3005953219	$ 41.76

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59310	122862 - STEVEN ENTERPRISES INC	$ 767.82			
			Toners(3)/Printhead(1)/Engineering Plotter 4/4	0452214IN	$ 767.82
59311	455 - STORETRIEVE, LLC	$ 194.88			
			File Storage/Retrieval 3/22	0175612	$ 194.88
59312	1133 - SWAGIT PRODUCTIONS, LLC	$ 695.00			
			Svc/Video Stream/Council Meeting 3/22	20130	$ 695.00
59313	1988 - SWAIN, COLE	$ 36.00			
			Meals/Standard Field Sobriety Testing 2/15-2/17	Reimb 4/15/22	$ 36.00
59314	1137 - TAOIPU, PATRICK	$ 2,002.00			
			Instruct/Intermediate Hula 3/22-5/31	5/31/22	$ 2,002.00
59315	111309 - TAVERAS, RAFAEL	$ 12.00			
			Meal/First Aid-CPR 3/15	Reimb 4/15/22	$ 12.00
59316	588 - THE COUNSELING TEAM INTERNATIONAL	$ 300.00			
			PD Svc/Psych Eval(1) 3/24	81746	$ 300.00
59317	109042 - TIME WARNER CABLE/SPECTRUM	$ 110.68			
			Svc/Cable/Council Chambers 4/10-5/9	4/10/22-5/9/22	$ 110.68
59318	111260 - TRACKER PRODUCTS	$ 5,840.10			
			PD Software Maint/Barcode System 3/21/22-3/20/23	TPINV-003526	$ 5,840.10
59319	591 - TRC-VALI COOPER AND ASSOCIATES, INC	$ 46,155.93			
			Final/Inspect/Engineering Permit #21-111 10/21	34827	$ 12,584.00
			Inspect/Concrete Rehab 3/22	36309-R	$ 11,646.93
			Inspect/Katella Ave Median Restoration 1/22	35979	$ 13,552.00
			Inspect/Katella Ave Median Restoration 2/22	36304	$ 176.00
			Inspect/Park Enhancements/Citywide 2/22	36305	$ 1,056.00
			Inspect/Sewer Improvements/Lexington Park 2/22	36307	$ 4,325.00
			Inspect/Various Non-CIP Engineering Permits 2/22	36306	$ 2,816.00
59320	1994 - TRUTH BE TOLD POLYGRAPH, LLC YOLANDA GELLIS	$ 1,435.00			
			PD Svc/Polygraphs(7) 2/22	CYPD-2022/02	$ 1,435.00
59321	127207 - UNDERGROUND SVS ALERT OF SO CA	$ 113.95			
			Svc/DigAlert Tickets 3/22	320220207	$ 113.95
59322	1139 - UNIFIRST CORP	$ 636.87			
			Uniforms/Mats/Mops/Towels 3/22	3/22	$ 636.87
59323	1242 - UNIFORM DEPOT, INC-MR UNIFORM	$ 184.95			
			PD Uniform/Aide MElgowhary	6248	$ 184.95
59324	100308 - UNITED MAINTENANCE SYSTEMS	$ 19,059.00			
			Svc/Janitorial/Citywide 3/22	15169	$ 5,286.50
			Svc/Janitorial/Lexington Park Restrooms 3/10-3/31	15178	$ 847.00
			Svc/Janitorial/Park Restrooms(7) 3/22	15171	$ 4,945.50
			Svc/Janitorial/Rec & Park Facilities 3/22	15172	$ 7,980.00
59325	128320 - WEST-LITE SUPPLY CO INC	$ 480.49			
			Lamps(60)/City Hall 3/23	76462C(A)	$ 139.50
			Light(1)/Fitter(1)/Pole Holder(1)/Maint Yard 3/23	76462C	$ 340.99

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
59326	1962 - WEX HEALTH INC-WEX	$ 93.75			
			Admin Fee/FSA 3/22	0001509342IN	$ 93.75
59327	101980 - WORTHINGTON FORD	$ 3,793.75			
			Replace/Catalytic Converter/Unit #143	124707/1	$ 3,793.75
59328	2044 - YOUTH EVOLUTION ACTIVITIES	$ 1,801.80			
			Instruct/Youth Basketball 3/24-4/21	4/21/22	$ 1,801.80
59329	1974 - YUNEX LLC	$ 10,164.82			
			Repair/Traffic Signal Knockdown/Valley View & Warland 2/7	5620039280	$ 3,693.00
			Repair/Traffic Signals 2/22	5620039267	$ 2,340.75
			Traffic Signal Maint 2/22	5610280122	$ 4,131.07
59330	0 - CHANG, VERONICA	$ 67.00			
			Refund/Ballet 4/14-6/2	Rfd 4/15/22	$ 67.00
59331	0 - CHI, PEI-LING	$ 53.00			
			Refund/Karate 4/6-4/20	Rfd 4/15/22	$ 53.00
59332	0 - CHOU, YUNG LUN	$ 27.00			
			Refund/Karate 4/6-4/20	Rfd 4/15/22	$ 27.00
59333	0 - DRONKERS, JEFF	$ 129.00			
			Refund/Ballet 4/14-6/2	Rfd 4/15/22	$ 129.00
59334	0 - DUARTE, MARCOS	$ 58.00			
			Refund/Citation #CP449366	Rfd 4/15/22	$ 58.00
59335	0 - GAITHER, KIMBERLEY	$ 300.00			
			Refund/Facility Deposit/Contract #5638	Rfd 4/15/22	$ 300.00
59336	0 - NAKAKIHARA, JANET	$ 77.00			
			Refund/Ballet 4/14-6/2	Rfd 4/15/22	$ 77.00
59337	0 - NGUYEN, MAI HUONG	$ 137.00			
			Refund/Camp Cypress 8/8-8/12	Rfd 4/15/22	$ 137.00
59338	0 - PM DESIGN GROUP, INC	$ 7,502.00			
			Refund/Business Recovery Program/Zoning Fees/CUP #2022-01	Rfd 4/15/22	$ 7,502.00
59339	0 - RODRIQUEZ, RONALDO	$ 105.00			
			Refund/Citation #CP 466918	Rfd 4/15/22	$ 105.00
59340	0 - THAKRAR, JATINKUMAR	$ 300.00			
			Refund/Facility Deposit/Contract #5588	Rfd 4/15/22	$ 300.00
59341	0 - WANG, LI	$ 1,000.00			
			Refund/Recycling Deposit/BP #13014	Rfd 4/15/22	$ 1,000.00
59342	960 - BARTLETT, CHRISTEN	$ 12.00			
			Meal/Court & Temporary Holdings Facilities 8/30	Reimb 9/17/21	$ 12.00
59343	1310 - PRESTI, CAMERON	$ 36.21			
			Reimb/CA Homicide Investigators Assoc of CA 8/24-8/27	Reimb 9/17/21	$ 36.21
57715	960 - BARTLETT, CHRISTEN	$ (12.00)			
			Meal/Court & Temporary Holdings Facilities 8/30	Reimb 9/17/21	$ (12.00)
57757	1310 - PRESTI, CAMERON	$ (36.21)			
			Reimb/CA Homicide Investigators Assoc of CA 8/24-8/27	Reimb 9/17/21	$ (36.21)

City of Cypress
Payment Register
04/09/22-04/22/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
Total EFTs		$ 53,490.08			$ 53,490.08
Total Warrants		511,743.70			511,743.70
Transfer to Payroll (W1473)		724,001.86	Payroll 04/01/22-04/15/22		724,001.86
Grand Totals		$ 1,289,235.64			$ 1,289,235.64

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **11.**

FROM: Jason Machado, Senior Management Analyst

DATE: 05/09/2022

SUBJECT: **Introduce an Ordinance Establishing Regulations Prohibiting the Unlawful Possession of Catalytic Converters**

RECOMMENDATION

Introduce for first reading, by title only, an Ordinance establishing regulations prohibiting the unlawful possession of catalytic converters.

DISCUSSION

The number and frequency of catalytic converter thefts have risen dramatically over the last year in Cypress, throughout Southern California and across the nation. From 2020 to 2021, catalytic converter thefts increased 175% in Cypress, bringing the total to nearly 250 since of 2020.

The rise in catalytic converter thefts is attributed to the increase in the value of precious metals. Catalytic converters contain platinum, palladium, and rhodium, making them an attractive target for criminals. A catalytic converter is easily removed from a vehicle using a reciprocating saw. Once the catalytic converter is removed, thieves transport it to scrap metal dealers and sell it. The scrap metal dealer then extracts the precious metals for a profit.

Catalytic converter thefts are challenging for law enforcement because catalytic converters do not have serial numbers or other identifying markers. In California, a Police Officer who encounters an individual in possession of a catalytic converter under suspicious circumstances must locate the rightful owner before making an arrest. If the Police Officer cannot locate the rightful owner, the person in possession of the catalytic converter may be released absent other evidence of criminal activity. Additionally, there are no laws that regulate the recycling/sale of catalytic converters nor require proof of how a catalytic converter was obtained. As result, 97% of catalytic converter theft cases in Cypress remain unsolved.

To combat catalytic converter theft, the Police department recommends an ordinance making it unlawful to possess a catalytic converter that is not attached to a vehicle without valid documentation or proof of lawful possession. The ordinance will provide the Police

department an additional tool to protect the public and deter criminal activity. Over time, the ordinance should reduce catalytic converter thefts and:

- Deter criminals by establishing zero-tolerance for catalytic converter thefts
- Create penalties for possessing stolen catalytic converters
- Prevent criminals from profiting from the sale and recycling of stolen catalytic converters
- Provide justice to the victims of catalytic converter thefts
- Reduce Part I crimes

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed and approved the Ordinance.

APPROVED BY: Peter Grant, City Manager

Attachments

Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, ADDING SECTION 17-75 OF THE CYPRESS MUNICIPAL CODE ESTABLISHING REGULATIONS PROHIBITING THE UNLAWFUL POSSESSION OF CATALYTIC CONVERTERS IN THE CITY

WHEREAS, the citizens of Cypress have been plagued with hundreds of catalytic converter thefts from automobiles over the past several years; and

WHEREAS, catalytic converter thefts increased 175% from 2020 to 2021, bringing the total to over 238 since the beginning of 2020; and

WHEREAS, catalytic converter thefts are on the rise because individuals are incentivized to commit catalytic converter thefts for multiple reasons including, but not limited to: (1) the ease and undetectable nature of committing the thefts in a matter of seconds using common tools such as a reciprocating saw, (2) the ability to recycle catalytic converters at scrap metal yards for high dollar returns ranging from $200 to $1,200 per catalytic converter, and (3) loopholes in legislation protecting criminals from prosecution unless a victim can be identified; and

WHEREAS, there is currently no City, State, or Federal legislation applicable within the City of Cypress to define and punish catalytic converter thefts absent an identifiable victim; and

WHEREAS, there is currently no City, State, or Federal legislation applicable within the City of Cypress to define and punish the recycling or sale of unlawfully obtained catalytic converters, thus incentivizing criminal enterprise of catalytic converter thefts; and

WHEREAS, there are currently no City, State, or Federal legislation applicable within the City of Cypress requiring individuals to provide proof to law enforcement as to how they obtained catalytic converters, thus limiting law enforcement's ability to protect the public by preventing catalytic converter thefts and preventing law enforcement from seizing suspected stolen catalytic converters when no victim is present; and

WHEREAS, finding a victim of these crimes is nearly impossible due to the undetectable nature of the catalytic converter thefts and catalytic converters being untraceable to link back to a victim (no identifying markers on the catalytic converters); and

WHEREAS, due to lack of legislation defining and prosecuting these thefts, 97% of all catalytic converter theft cases in the City of Cypress have gone unsolved; and

WHEREAS, the citizens of Cypress and the Cypress Police Department are in need of legislation for multiple reasons including, but not limited to: (1) deterrence by

establishing zero-tolerance for catalytic converter thefts, (2) sanctions for possessing stolen catalytic converters, (3) preventing criminals from profiting from the sale and recycling of stolen catalytic converters, (4) providing indirect justice to the victims of catalytic converter thefts whose cases will go unsolved, and (5) reducing Part I crime statistics which catalytic converter thefts have negatively impacted.

WHEREAS, this Ordinance is necessary to provide the City of Cypress Police Department clearly established legal authority to protect the public and deter this criminal activity.

NOW, THEREFORE, the City Council of the City of Cypress DOES HEREBY ORDAIN as follows:

SECTION 1. The above recitals are true and correct and incorporated herein.

SECTION 2. Section 17-75 of the Cypress Municipal Code is hereby added to read in its entirety as follows:

"Sec. 17-75. Unlawful Possession of a Catalytic Converter.

A. It shall be unlawful to possess any catalytic converter that is not attached to a vehicle unless the possessor has valid documentation or other proof to verify they are in lawful possession of the catalytic converter.

B. For purposes of this section, "lawful possession" includes being the lawful owner of the catalytic converter or in possession of the catalytic converter with the lawful owner's written consent. It is not required to prove the catalytic converter was stolen to establish the possession is not a "lawful possession."

C. For purposes of this section, "documentation or other proof" means written document(s) that clearly identify the vehicle from which the catalytic converter originated and includes but is not limited to the following document types: bill of sale from the original owner with photographs, documentation from an auto-body shop proving the owner relinquished the catalytic converter to the auto-body shop, verifiable electronic communication from the previous owner to the possessor relinquishing ownership of the catalytic converter, photographs of the vehicle from which the catalytic converter originated, vehicle registration associated with the catalytic converter containing an etched associated license plate number or vehicle identification number. The validity of "documentation or other proof" is based on the totality of the circumstances.

D. Each and every violation of this section shall constitute a separate violation and shall be subject to all remedies and enforcement measures authorized by the Cypress Municipal Code. Each and every catalytic converter unlawfully possessed is a separate violation of this section.

E. Each and every violation of this section may, in the discretion of the District Attorney or City Attorney, be prosecuted as a misdemeanor and upon conviction be subject to a fine not to exceed $500 or imprisonment in the county jail for a period of not more than 12 months, or by both such fine and imprisonment.

F. The remedies provided herein are not to be construed as exclusive remedies. The City is authorized to pursue any proceedings or remedies provided by law."

SECTION 3. This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines because there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3).) City staff shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the passage of this Ordinance and this Ordinance shall be published as required by law and shall take effect as provided by law.

FIRST READING at a regular meeting of the City Council of the City of Cypress held on the _____ day of _____, 2022 and finally adopted and ordered posted at a regular meeting held on the _____ day of _____, 2022.

_____
Paulo Morales, Mayor

ATTEST:

_____
Alisha Farnell, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I, Alisha Farnell, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing was duly adopted at a regularly scheduled meeting of said City Council held on the ____ day of _____, 2022, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
Alisha Farnell, City Clerk

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **12.**

FROM: Douglas Dancs, Director of Public Works

DATE: 05/09/2022

SUBJECT: **Consider and Provide Direction on the Maple Grove Park North Restroom Capital Improvement Project**

RECOMMENDATION

Review the project and provide direction.

DISCUSSION

In February, the City Council received an update on the FY 2021-27 Capital Improvement Plan which includes the installation of a restroom at Maple Grove Park North. In response to neighborhood concerns about the project, Council Members Minikus and Peat held a meeting at the park. After the neighborhood meeting, and responding to comments from Council Members at the April 25 City Council meeting, it is recommended the City Council reconsider the Maple Grove Park North restroom project.

Background

The City Council unanimously approved installing a restroom at Maple Grove Park North as part of the FY 2021-22 Capital Improvement Program (CIP). While there are restrooms at Willow, Mackay, Evergreen, Arnold Cypress, Oak Knoll, Lexington, and Veterans Parks, this $600,000 project would install the first park restroom in the southern half of Cypress. Park restrooms are locked and cleaned every night and there is no evidence restrooms adversely affect public safety in Cypress parks or the surrounding neighborhoods.

The City Council awarded a task order for the project's design in July 2021 and Public Works has spent approximately $35,000 on project design. If the project proceeds, the City Council is scheduled to consider plans before the end of FY 2021-22 and the construction contract bid would be advertised this summer.

BUDGET IMPACT

If the project is canceled, the remaining unexpended budget (approximately $565,000) will return to fund balance assigned for Capital Improvement Projects in the District's General Fund.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **13.**

FROM: Scott Minikus, Council Member

DATE: 05/09/2022

SUBJECT: **Consider a Proclamation in Support of Diversity and Inclusion**

RECOMMENDATION

Approve a Proclamation in Support of Diversity and Inclusion.

DISCUSSION

Council Member Minikus requested a proclamation in support of diversity and inclusion be added to the May 9 City Council agenda. The attached proclamation was drafted using similar proclamations from governments throughout California and across the nation as a guide.

BUDGET IMPACT

None.

LEGAL REVIEW

None.

APPROVED BY: Peter Grant, City Manager

Attachments

Proclamation

PROCLAMATION IN SUPPORT OF DIVERSITY AND INCLUSION

WHEREAS, the City of Cypress' Vision Statement is, "Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper"; and

WHEREAS, the City of Cypress is a diverse and vibrant community, committed to promoting an accessible, safe, welcoming and inclusive community; and

WHEREAS, the City of Cypress welcomes and celebrates all people, of all races, colors, religions, national origins, sexes, genders, ages, abilities, neurodiversities, or cultures; and

WHEREAS, our community values all people, regardless of race, color, religion, national origin, sex, gender, age, ability, neurodiversity, or culture; and

WHEREAS, we recognize that diversity and inclusion are essential to our community; and

WHEREAS, the City of Cypress seeks to engage and include all residents, neighborhoods, community groups, and ethnic groups in their municipal government and embraces the critical role that City leaders play in fostering these values in future generations of citizens.

NOW, THEREFORE, I, PAULO M. MORALES, Mayor of the City of Cypress, along with my fellow Council Members, do hereby proclaim the City of Cypress' Support for Diversity and Inclusion, and proclaim our commitment to:

- Build awareness and embrace tolerance; and
- Every individual having the ability to live freely and express their opinions free from fear, intolerance and prejudice; and
- Invite and encourage our community to promote inclusiveness, celebrate diversity, support all community members, prevent the spread of disinformation, and reject hate and bias in all forms; and
- Encourage our residents to:
    - Include others and make them feel welcome;
    - Create an accepting community;
    - Listen and learn from others and their perspectives;
    - Speak up against unkind and hateful behaviors;
    - Make conscious choices that positively impact our community;
    - Protect others from prejudice and discrimination;

- Actively seek opportunities to unite our community and reject efforts to divide us; and
- Respect and embrace everyone for who they are.

_____

PAULO M. MORALES
MAYOR OF THE CITY OF CYPRESS
Dated: May 9, 2022

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **14.**

FROM: Scott Minikus, Council Member

DATE: 05/09/2022

SUBJECT: **Consider Directing the City Manager to Audit the Solid Waste Franchise**

RECOMMENDATION

Consider directing the City Manager to audit the Solid Waste Franchise.

DISCUSSION

Council Member Minikus requested an agenda item to direct the City Manager to audit the Solid Waste Franchise be added to the May 9 City Council agenda.

Section 8.04.1 of the Solid Waste Franchise provides the City the right to audit the Franchise:

The City reserves the right to conduct audits of Collector's payments, operations and financial records. The Collector shall cooperate with the City in connection therewith, including permitting City employees or agents, designated by the Contract Officer, to ride in the Collection vehicles, to inspect records consistent with the terms of this agreement and to review and inspect all other information and facilities necessary to conduct the audits. The Collector shall have no responsibility or liability for the salary, wages, benefits or worker compensation claims of any person designated by the Contract Officer to conduct such audits. The scope of the audit, and auditing party, will be determined by City and the scope may include, but is not limited to, Customer Service levels and Billing, tonnage, verification of weightings of cost components used in the rate adjustment formula described in Section 9, and verification of diversion rate.

If inaccuracies are found, City may expand the scope of the audit and recover from the Collector any additional audit costs resulting from the expanded scope.

The Franchise also provides that Valley Vista Services (VVS) *shall reimburse the City for the actual cost of audits ... Payment shall be deducted from the City's payment for Residential services in the month following the completion of the audit.*

Public Works review of solid waste audits by other agencies found that most examine commercial operations and recycling diversion. Reviews with broader scopes

generally examined some combination of:

- Customer service (analyzing complaints, service requests and response times)
- Finances (analyzing franchise payments and billing accuracy)*
- Regulatory compliance/reporting (analyzing recycling diversion compliance and education programs)
- Hauler operations (verifying routes, vehicle condition/maintenance, and bins and containers)

*It is important to note that many municipal waste haulers, including VVS, are private companies that do not disclose financial data in a public report. As a result, solid waste franchise audits focus on verifying that the public agency/franchisee has received full payment and that customer billing is accurate. Private waste haulers may not prepare audited financial reports and other financial information may be proprietary.

If the City Council approves this request, it should provide guidance regarding the scope of the audit. If the request is approved, the City Manager will:

1. Recommend an audit scope (based on City Council guidance) and budget appropriation at a future City Council meeting (likely May 24); then
2. Issue a Request for Proposals based on the City Council-approved scope of work (late May/early June); and then
3. Recommend a contract with a firm to conduct the audit (likely July 11).

It is anticipated the audit can be completed before the end of the calendar year.

BUDGET IMPACT

None. The City will be reimbursed by VVS for the cost of the audit.

LEGAL REVIEW

None.

APPROVED BY: Peter Grant, City Manager