



CUPERTINO

Administration

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

Division Summary

Administration - Summary

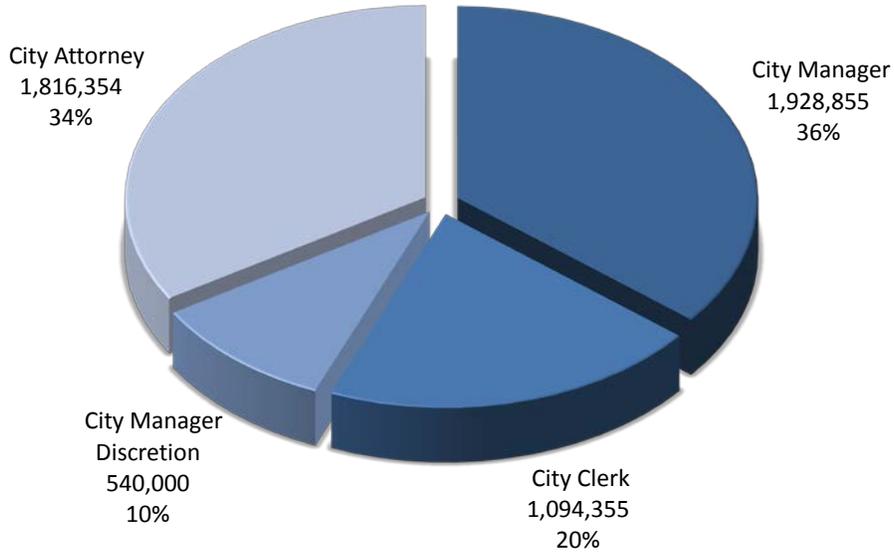
Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	326,907	259,314	210,393	2,833,992
Fines and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

FINAL ADOPTED BUDGET

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

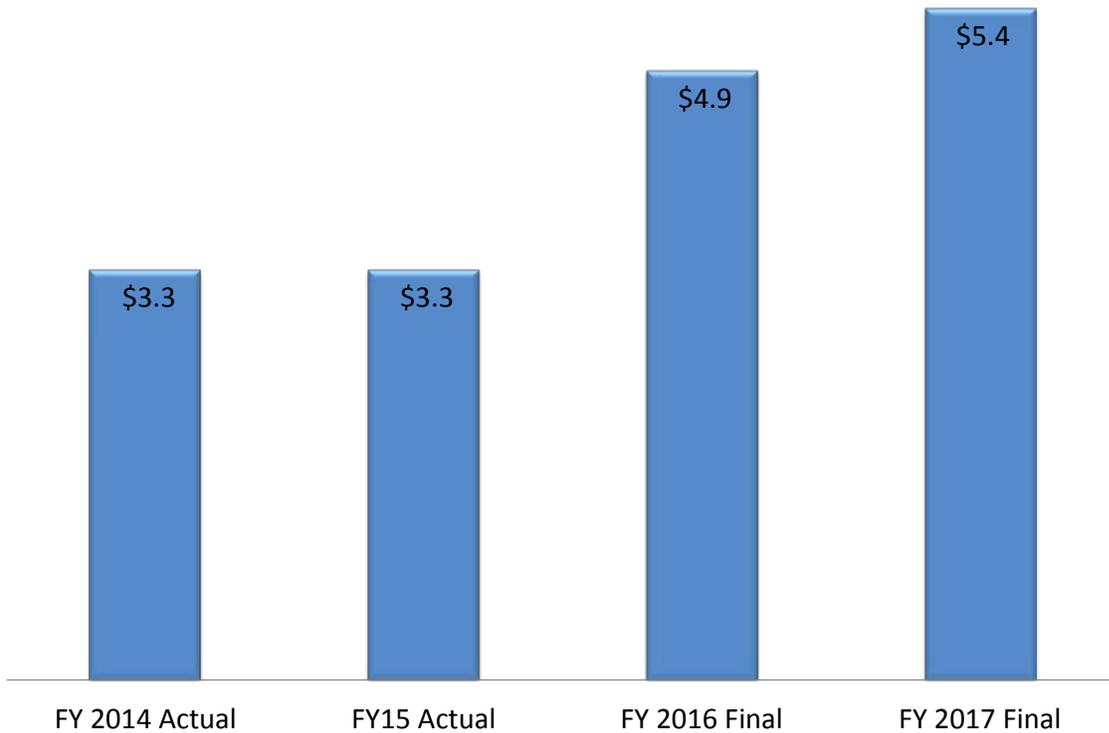
This budget is funded from \$2,833,992 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$2,545,572 contribution from the general fund.

Adopted Expenditures Fiscal Year 2016-2017



4 Year Expenditure History

In Millions



City of Cupertino

Fiscal Year 2015-16

FISCAL GENERAL SERVICES

Legislative/Administrative



CUPERTINO

ADMINISTRATON

David Brandt, City Manager

Randolph Hom, City Attorney

Grace Schmidt, City Clerk

BUDGET AT A GLANCE

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

KEY PERFORMANCE MEASURES BY DIVISION

City of Cupertino

FY16/17 Budget Performance Measures

City Clerk Department

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

Enabled by...

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

Enabled by...

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

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

So that...

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



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

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

Enabled by...

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



Enabled by...

Engaged community partners and volunteers supporting CAP implementation.



So that...

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



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

City of Cupertino

Fiscal Year 2016-2017



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY MANAGER

Budget Unit 100-12-120

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,016,065
Total Expenditures	1,166,272
Fund Balance	-
	General Fund Costs \$ 150,207
Total Staffing	2.95
% Funded by General Fund Dollars	12.9%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

FINAL ADOPTED BUDGET

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

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

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

Administration - City Manager

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

STAFFING

Total current authorized positions – 3.30

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

Total authorized positions – 2.95

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

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

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

City of Cupertino

Fiscal Year 2016-2017

FISCAL GENERAL SERVICES

Other General

CITY MANAGER- SUSTAINABILITY

Budget Unit 100-12-122

General Fund

BUDGET AT A GLANCE

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

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

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

FINAL ADOPTED BUDGET

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

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

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

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

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

SPECIAL PROJECTS

This budget includes funding for the following special projects:

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

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

Administration - Sustainability

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

STAFFING

Total current authorized positions – 1.55

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

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

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

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

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

City of Cupertino

Fiscal Year 2016-2017

FISCAL GENERAL SERVICES

Legislative/Administrative



CITY MANAGER- ECONOMIC DEVELOPMENT

Budget Unit 100-12-125

General Fund

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

Administration - Economic Development

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

City of Cupertino

Fiscal Year 2016-2017



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY CLERK

Budget Unit 100-13-130

General Fund

BUDGET AT A GLANCE

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

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$723,658 be adopted for City Clerk. This represents an increase of \$151,634 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix late in the 2015-2016 Fiscal Year.

This budget is funded from \$398,724 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$324,934 contribution from the general fund.

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

Administration - City Clerk

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	42,709	14,400	27,252	398,724
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 42,709	\$ 14,400	\$ 27,252	\$ 398,724
<u>Expenditures</u>				
Employee Compensation	214,659	257,360	292,005	286,942
Employee Benefits	78,458	92,194	124,918	121,175
Materials	15,702	32,792	19,123	19,509
Contract Services	38,650	34,087	38,650	54,295
Cost Allocation	156,374	95,640	91,551	237,115
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	5,777	4,622
TOTAL EXPENDITURES	\$ 503,843	\$ 512,073	\$ 572,024	\$ 723,658
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 461,134	\$ 497,673	\$ 544,772	\$ 324,934

STAFFING

Total current authorized positions – 3.00

There are no changes to the current level of staffing.

Total authorized positions – 3.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
130 City Clerk				
05 - Employee compensation				
500.501 - Salaries Full Time	200,853	241,148	284,773	276,050
500.502 - Salaries Part Time	9,666	7,790	-	-
500.503 - Excess Med Pay	191	-	191	-
500.505 - Overtime	949	5,306	3,200	5,600
500.506 - Car Allowance	3,000	3,115	3,000	4,200
500.507 - Taxable Life Premium		-	841	1,092
500.509 - Internet Allowance		-	-	-
500.510 - Employee Agency Serv		-	-	-
05 - Employee compensation Total	214,659	257,360	292,005	286,942
10 - Employee benefits				
501.500 - Retirement System	50,064	61,977	78,212	74,618
501.502 - Pers 1959 Surv Empr	142	66	142	-
501.505 - Health Insurance	13,972	14,255	25,416	25,416
501.506 - Dental Insurance	2,525	2,891	2,851	2,871
501.507 - Medicare	3,102	3,884	4,088	3,983
501.508 - Life Insurance	1,590	1,797	1,940	1,940
501.509 - Long Term Disability	1,069	1,496	1,969	1,925
501.510 - Workers Compensation	3,894	780	3,894	3,894
501.511 - Vision Insurance	483	552	538	540
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	1,616	4,496	5,868	5,988
10 - Employee benefits Total	78,458	92,194	124,918	121,175
15 - Materials				
600.601 - General Office Supplies	884	4,020	884	1,000
600.602 - Printing and Duplication	122	-	122	122
600.608 - Small Tools and Equipment	38	6,644	150	150
600.613 - General Supplies	930	1,024	930	1,200
600.618 - Utilities and Phone	-	-	4,112	-
600.619 - Advertising and Legal Notices	6,691	14,557	10,000	10,000
600.629 - Conference and Meeting	2,502	3,061	2,502	2,502
600.632 - Mileage Reimbursement	423	177	423	423
600.642 - Telephone and Data Services	4,112	3,308	-	4,112
15 - Materials Total	15,702	32,792	19,123	19,509

20 - Contract services				
700.701 - Training and Instruction	3,295	1,357	3,295	3,295
700.702 - General Service Agreement	32,903	29,823	32,903	47,903
700.703 - Maintenance of Equipment	2,452	2,907	2,452	3,097
20 - Contract services Total	38,650	34,087	38,650	54,295
25 - Cost allocation				
800.801 - Equipment Reimbursement	6,690	9,864	5,780	-
800.802 - IT Reimbursement	71,620	27,360	27,356	48,063
800.803 - City Channel Reimb	74,528	54,252	54,254	-
800.804 - Web Site Reimbursement	3,536	4,164	4,161	-
800.823 - Strategic Support CAP				189,052
25 - Cost allocation Total	156,374	95,640	91,551	237,115
35 - Contingencies				
719.705 - Contingencies	-	-	5,777	4,622
35 - Contingencies Total	-	-	5,777	4,622
130 City Clerk Total	503,843	512,073	572,024	723,658

City of Cupertino

Fiscal Year 2016-2017

FISCAL GENERAL SERVICES

Legislative/Administrative



CITY CLERK- DUPLICATING AND MAIL SERVICES

Budget Unit 100-13-132

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		73,829
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 73,829
Total Staffing		0.60
% Funded by General Fund Dollars		100.0%

PROGRAM OVERVIEW

The City Clerk's office provides mail service for all City Departments.

SERVICE OBJECTIVES

- Administer mail services to each department and satellite facilities in a timely manner.
- Process and deliver routine incoming and outgoing mail and packages daily to each department and satellite facilities.
- Provide weekly delivery of documents to members of the City Council.
- Provide additional special deliveries as needed to commissions and committees.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$73,829 be adopted for Duplicating and Mail Services. This represents a decrease of \$2,099 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in materials and cost allocation.

This budget is funded from a \$73,829 contribution from the general fund.

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

Administration - City Clerk - Duplication

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	33,179	28,929	16,222	23,725
Employee Benefits	15,335	13,739	237	237
Materials	34,333	41,221	34,333	32,000
Contract Services	9,699	14,001	14,000	14,000
Cost Allocation	4,531	6,300	6,303	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	4,833	3,867
TOTAL EXPENDITURES	\$ 97,076	\$ 104,190	\$ 75,928	\$ 73,829
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 97,076	\$ 104,190	\$ 75,928	\$ 73,829

STAFFING

Total current authorized positions – 0.60

There are not recommended changes to the current staffing level.

Total authorized positions – 0.60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
132 Duplicating/Mail Services				
05 - Employee compensation				
500.501 - Salaries Full Time	30,425	27,507	-	0
500.502 - Salaries Part Time	2,632	1,324	15,750	18,250
500.505 - Overtime	122	97	-	0
500.507 - Taxable Life Premium		-	-	0
500.513 - Sick Leave			472	5,470
05 - Employee compensation Total	33,179	28,929	16,222	23,725
10 - Employee benefits				
501.500 - Retirement System	6,395	6,490	-	237
501.502 - Pers 1959 Surv Empr	30	32	-	0
501.505 - Health Insurance	5,959	4,551	-	0
501.506 - Dental Insurance	540	540	-	0
501.507 - Medicare	540	440	237	0
501.508 - Life Insurance	248	252	-	0
501.509 - Long Term Disability	188	191	-	0
501.510 - Workers Compensation	779	-	-	0
501.511 - Vision Insurance	103	103	-	0
501.513 - Rec Bucks		-	-	0
501.516 - HRA City Contribution	552	1,142	-	0
10 - Employee benefits Total	15,335	13,739	237	237
15 - Materials				
600.601 - General Office Supplies	15,061	10,923	15,061	12,000
600.604 - Postage	19,272	30,291	19,272	20,000
600.632 - Mileage Reimbursement		7	-	0
15 - Materials Total	34,333	41,221	34,333	32,000
20 - Contract services				
700.702 - General Service Agreement		-	-	0
700.703 - Maintenance of Equipment	9,699	14,001	14,000	14,000
20 - Contract services Total	9,699	14,001	14,000	14,000
25 - Cost allocation				
800.802 - IT Reimbursement	3,824	5,472	5,471	0
800.804 - Web Site Reimbursement	707	828	832	0
25 - Cost allocation Total	4,531	6,300	6,303	0
35 - Contingencies				
719.705 - Contingencies	-	-	4,833	3,867
35 - Contingencies Total	-	-	4,833	3,867
132 Duplicating/Mail Services Total	97,076	104,190	75,928	73,829

City of Cupertino

Fiscal Year 2016-2017



CUPERTINO

FISCAL GENERAL SERVICES

Legislative/Administrative

CITY CLERK- ELECTIONS

Budget Unit 100-13-133

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		296,868
Fund Balance		-
	General Fund Costs	\$ 296,868
Total Staffing		-
% Funded by General Fund Dollars		0.0%

PROGRAM OVERVIEW

The City Clerk's office administers the legislative process including management of local elections and filings of Fair Political Practices Commission documents.

SERVICE OBJECTIVES

- Administer elections and Fair Political Practices Commission filings in compliance with State law.
- Conduct a local election in even-numbered years and ballot measure elections as necessary, in compliance with the California Elections Code.
- Facilitate timely filing of required and voluntary documentation from candidates and election committees, including Nomination Papers, Candidate Statements of Qualification, Campaign Financial Disclosure Statements, and Statements of Economic Interest, as well as candidate biographies and photographs.
- Make election-related information available to the public and news media in a timely manner.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$296,868 be adopted for Elections. This represents an increase of \$296,868 over the FY 2015-16 Adopted Budget. The increase is due to the General Municipal Election occurring in even years and the inclusion of ballot measures.

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

Administration - City Clerk - Elections

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	159	5,660	-	15,700
Contract Services	10,932	57,393	-	281,168
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
TOTAL EXPENDITURES	\$ 11,091	\$ 63,053	\$ -	\$ 296,868
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 11,091	\$ 63,053	\$ -	\$ 296,868

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
133 Elections				
15 - Materials				
600.601 - General Office Supplies	159	80	-	100
600.619 - Advertising and Legal Notices		5,580	-	15,600
15 - Materials Total	159	5,660	-	15,700
20 - Contract services				
700.702 - General Service Agreement	10,932	57,393	-	281,168
20 - Contract services Total	10,932	57,393	-	281,168
25 - Cost allocation				
800.814 - Finance CAP Allocation				0
25 - Cost allocation Total				0
35 - Contingencies				
719.705 - Contingencies	-	-	-	0

35 - Contingencies Total	-	-	-	0
133 Elections Total	11,091	63,053	-	296,868

City of Cupertino

Fiscal Year 2016-2017



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY MANAGER- DISCRETIONARY FUND

Budget Unit 100-14-123

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		540,000
Fund Balance		-
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	General Fund Costs	\$ 540,000
Total Staffing		-
% Funded by General Fund Dollars		100.0%

PROGRAM OVERVIEW

This fund is established to meet city wide unexpected expenses that may occur during the year. In FY 2013-14, an Appropriations for Contingency expenditure category was added to each General Fund department to serve as a contingency for any unexpected expenditures that might occur. This category is 10% of each program's budgeted materials and contract services. A second level of contingency was also built in for unexpected expenditures that may occur over the 10% contingency. For all programs within the General Fund, 5% of the total budgeted materials and contract services were placed in this program. This brings total Appropriations for Contingencies for the General Fund to 15% of total budgeted materials and contract services. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommended 5-15% contingency. Any unspent contingency funds will go to fund balance at the end of the year. It is anticipated that this budget along with appropriations for contingency levels in program budget will decrease over the next few years to somewhere between the 5-10% level based on historical trends.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$540,000 for the City Manager – Discretionary Fund Budget. This budget is unchanged from the FY 2015-16 Final Adopted Budget.

This budget is funded from a \$540,000 contribution from the general fund.

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

Administration - City Manager - Discretionary Fund

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	-	1,114	-	-
Employee Benefits	-	20	-	-
Materials	-	1,357	-	-
Contract Services	-	45,354	35,000	35,000
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	505,000	505,000
TOTAL EXPENDITURES	\$ -	\$ 47,845	\$ 540,000	\$ 540,000
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 47,845	\$ 540,000	\$ 540,000

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
14 City Manager Discretion				
123 City Manager Contingency				
05 - Employee compensation				
500.505 - Overtime		1,113.52	0.00	0
05 - Employee compensation Total		1,114	-	0
10 - Employee benefits				
501.507 - Medicare		20	-	0
10 - Employee benefits Total		20	-	0

15 - Materials			
600.605 - Meeting Expenses	1,357.08	0.00	0
15 - Materials Total	1,357	-	0
20 - Contract services			
700.702 - General Service Agreement	45,354	35,000	35,000
20 - Contract services Total	45,354	35,000	35,000
35 - Contingencies			
719.705 - Contingencies	-	505,000	505,000
35 - Contingencies Total	-	505,000	505,000
123 City Manager Contingency Total	47,845	540,000	540,000

City of Cupertino

Fiscal Year 2016-2017



FISCAL GENERAL SERVICES

Counsel

CITY ATTORNEY

Budget Unit 100-15-141

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 1,387,751
Total Expenditures	1,816,354
Fund Balance	-
General Fund Costs	\$ 428,603
Total Staffing	3.00
% Funded by General Fund Dollars	23.6%

PROGRAM OVERVIEW

The City Attorney is the legal counsel to the City Council, City Commissions, City Manager and staff. These legal services include providing legal advice, research and analysis, preparing and reviewing legislation including ordinances and resolutions and drafting or reviewing legal documents, contracts and agreements. The City Attorney also represents the City, its departments and City staff in any litigation, code enforcement, claims or administrative actions involving City business.

SERVICE OBJECTIVES

- Attend City Council meetings and provide the Council with high quality legal advice and services, staff Planning Commission meetings and attend other Commission and staff meetings as requested.
- Provide legal services to the City Manager and staff necessary to accomplish their objectives in a timely and cost-effective manner.
- Administer general liability claims filed against the City in a manner that minimizes City exposure and liability.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,816,354 for the City Attorney Budget. This represents a decrease of \$95,486 from the FY 2015-16 Final Adopted Budget. The decrease is primarily attributed to the removal of a temporary one-year limited-term Deputy City Attorney that had been recommended in the prior year.

This budget is funded from \$1,387,751 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$428,603 contribution from the general fund.

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

Administration - City Attorney

Category	2013-2014	2014-2015	2015-2016	2016-17
	Actuals	Actuals	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	60,162	44,934	27,198	1,387,751
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 60,162	\$ 44,934	\$ 27,198	\$ 1,387,751
<i>Expenditures</i>				
Employee Compensation	534,667	580,217	560,643	409,396
Employee Benefits	165,018	184,725	196,260	151,524
Materials	44,885	42,854	59,546	59,546
Contract Services	327,681	534,597	949,417	969,497
Cost Allocation	67,373	66,576	66,570	162,867
Capital Outlay	-	-	-	-
Special Projects	496,548	18,920	-	-
Appropriations for Contingency	-	-	79,404	63,524
TOTAL EXPENDITURES	\$ 1,636,172	\$ 1,427,889	\$ 1,911,840	\$ 1,816,354
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 1,576,010	\$ 1,382,955	\$ 1,884,642	\$ 428,603

STAFFING

Total current authorized positions – 3.00

There are no recommended changes to authorized positions.

Total authorized positions – 3.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
141 City Attorney				
05 - Employee compensation				
500.501 - Salaries Full Time	467,186	537,925	524,111	376,249
500.502 - Salaries Part Time	60,339	34,392	26,675	26,675
500.503 - Excess Med Pay	-	-	-	-
500.505 - Overtime	2,942	3,538	2,000	2,000
500.506 - Car Allowance	4,200	4,362	4,200	2,400
500.507 - Taxable Life Premium		-	2,857	1,272
500.509 - Internet Allowance		-	-	-
500.510 - Employee Agency Serv		-	-	-
500.512 - Vacancy Salary Savings	-	-	-	-
500.513 - Sick Leave			800	800
05 - Employee compensation Total	534,667	580,217	560,643	409,396
10 - Employee benefits				
501.500 - Retirement System	117,194	137,633	143,881	99,752
501.502 - Pers 1959 Surv Empr	159	86	53	-
501.504 - Employee Benefits	-	-	1,789	-
501.505 - Health Insurance	27,544	25,338	20,860	26,712
501.506 - Dental Insurance	2,772	2,896	2,868	2,871
501.507 - Medicare	8,601	8,973	7,524	5,429
501.508 - Life Insurance	2,129	2,250	2,709	2,079
501.509 - Long Term Disability	1,567	1,888	2,605	2,543
501.510 - Workers Compensation	2,522	-	5,610	5,610
501.511 - Vision Insurance	530	553	537	540
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	2,001	5,107	7,824	5,988
10 - Employee benefits Total	165,018	184,725	196,260	151,524
15 - Materials				
600.601 - General Office Supplies	7,771	10,997	11,750	11,750
600.608 - Small Tools and Equipment	5,890	2,883	3,000	3,000
600.613 - General Supplies	17,937	16,150	20,154	20,154
600.618 - Utilities and Phone	1,438	979	12,867	12,867
600.621 - Calrecylce City Payment Prgm Adm	-	-	-	-
600.629 - Conference and Meeting	3,726	3,754	10,525	10,525
600.632 - Mileage Reimbursement	406	351	1,250	1,250
600.642 - Telephone and Data Services	7,719	7,741	-	-
15 - Materials Total	44,885	42,854	59,546	59,546
20 - Contract services				
700.701 - Training and Instruction	805	8,921	5,300	5,300
700.702 - General Service Agreement	275,716	479,745	879,420	899,500
700.703 - Maintenance of Equipment	4,047	5,087	5,000	5,000
700.704 - Insurance Fees, Claims, Premiums		-	-	-

700.706 - Rent Expense	47,113	40,844	59,697	59,697
20 - Contract services Total	327,681	534,597	949,417	969,497
25 - Cost allocation				
800.802 - IT Reimbursement	19,120	29,856	29,856	42,063
800.803 - City Channel Reimb	44,717	32,556	32,553	-
800.804 - Web Site Reimbursement	3,536	4,164	4,161	-
800.823 - Strategic Support CAP				120,804
25 - Cost allocation Total	67,373	66,576	66,570	162,867
31 - Special projects				
900.923 - Apple Campus 2	496,548	18,920	-	-
900.945 - Fixed Asset Acquisition	-	-	-	-
31 - Special projects Total	496,548	18,920	-	-
35 - Contingencies				
719.705 - Contingencies	-	-	79,404	63,524
35 - Contingencies Total	-	-	79,404	63,524
141 City Attorney Total	1,636,172	1,427,889	1,911,840	1,816,354