



# Administrative Services

Administration

Finance

Human Resources

# Administrative Services

Budget Unit	Program	2019 Adopted Budget
<b>Administrative Services</b>		<b>\$ 966,135</b>
100-40-400	Administrative Services Administration	\$ 966,135
<b>Finance</b>		<b>\$ 1,484,115</b>
100-41-405	Accounting	\$ 1,294,931
100-41-406	Business Licenses	\$ 189,184
<b>Human Resources</b>		<b>\$ 4,342,006</b>
100-44-412	Human Resources	\$ 1,201,425
642-44-414	Retiree Benefits	\$ 1,128,005
100-44-417	Insurance Administration	\$ 954,886
620-44-418	Workers Compensation Insurance	\$ 472,652
641-44-419	Long Term Disability	\$ 162,266
641-44-420	Compensated Absences	\$ 422,772
<b>Total</b>		<b>\$ 6,792,256</b>

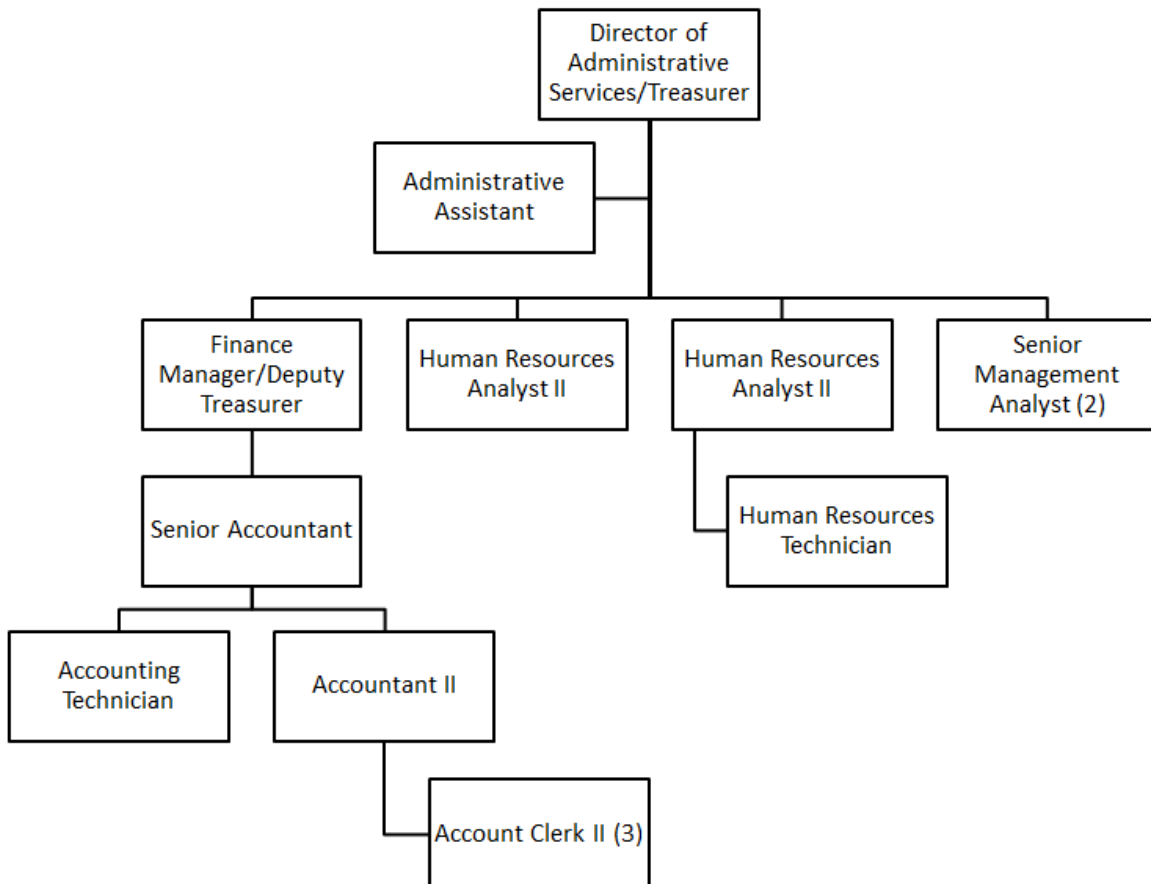
# Department Overview

## Budget at a Glance

2019 Adopted Budget	
Total Revenues	\$ 3,304,912
Total Expenditures	\$ 6,792,256
Fund Balance	\$ (134,569)
General Fund Costs	\$ 3,352,775
% Funded by General Fund	49.4 %
Total Staffing	14.0 FTE

## Organization

**Kristina Alfaro**, Director of Administrative Services



## Performance Measures

### Finance

**Goal: Financial Stability – Provide a sustainable level of core services that are funded from ongoing and stable revenue sources.**

**Benefit: Citizens can enjoy high quality of services that meet community priorities.**

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
General fund balance as a % of budgeted appropriations	53%	61%	35%
Credit Rating	AA+	AA+	AA+
Funding allocated to high priority services (Public Works, Community Development, Law Enforcement)	49%	59%	63%
Actual revenue vs. budget (within x% budget)	24%	58%	10%
Actual expenditures (% below budget)	14%	68%	5%

### Human Resources

**Goal: To create a thriving organization with meaningful careers in public service.**

**Benefit: The agency supports a professional and engaged workforce offering diverse and quality community services.**

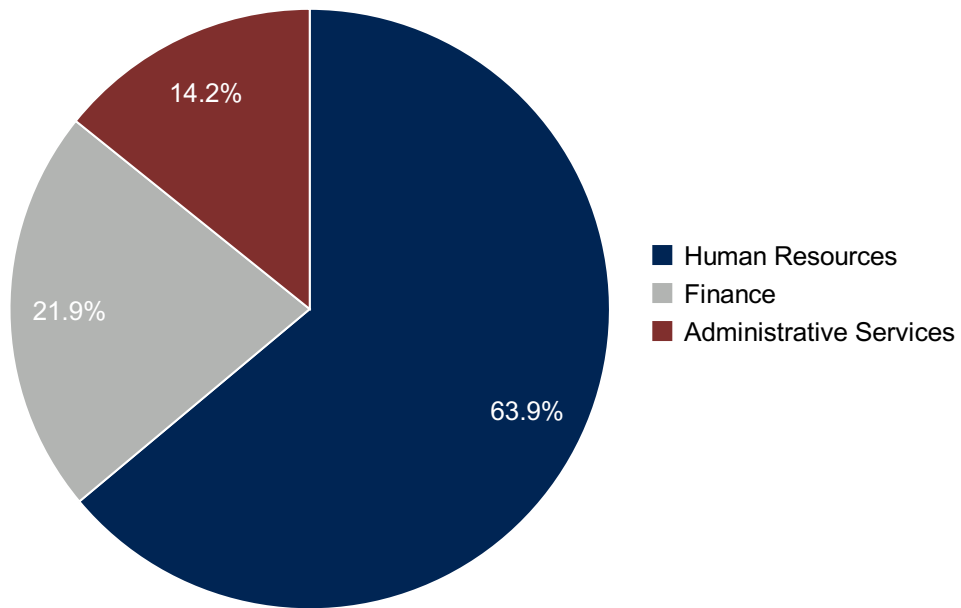
Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
# of Worker's Compensation Cases	12	7	0
Total Recordable Injury Rate YTD	5.2%	2.8%	0%
% absenteeism (% of total annual work hours)	2.3%	2%	2%
% turnover rate	9.06%	1%	1%
% employee satisfaction	N/A	N/A	100%
% employee participation in wellness activities	63%	55%	75%
Average # of applications received per recruitment	76	37	50
Recruitment timeline - # days from hiring request to offer letter	81	97	60
# of employees using the Telework program	17	16	17
% utilization of full-service employee portal	100%	100%	100%

## Adopted Budget

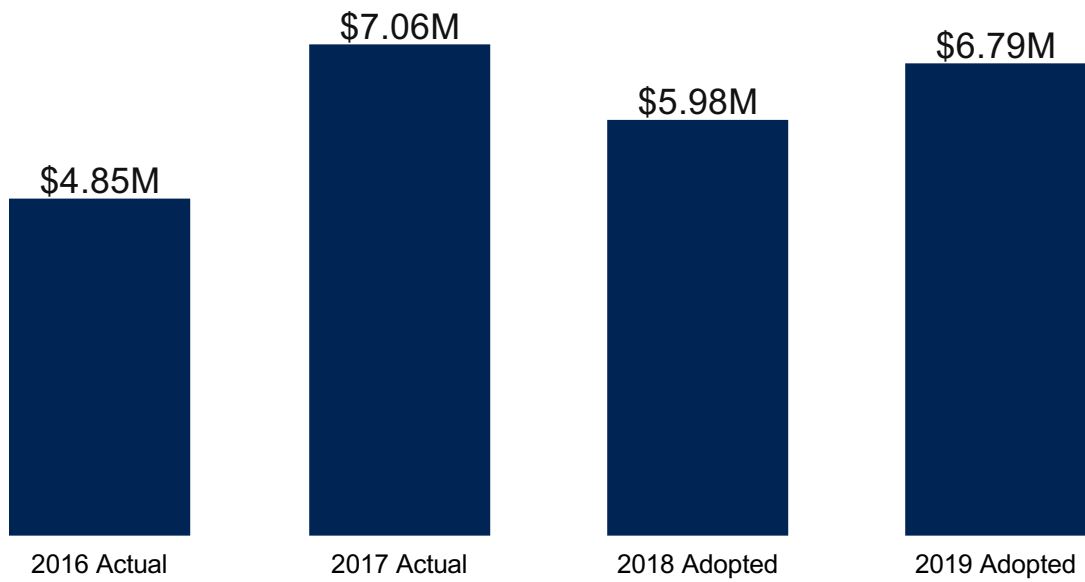
On June 5, 2018, City Council approved a budget of \$6,792,256 for the Administrative Services department. This represents an increase of \$812,449 (13.6%) from the FY 2018 Adopted Budget.

The increase is primarily due to negotiated employee compensation and benefits changes due to take effect in July 2018, the addition of a limited-term Senior Management Analyst, the addition of an Account Clerk I/II at Mid-Year, and reoccurring costs for part-time staffing. Furthermore, the increase is due to outsourcing the treasury investment function, the city's annual required contribution (ARC) for Other Post-Employment Benefits (OPEB), additional liability insurance, and short-term disability costs. The increases are partially offset by decreases in contingencies.

## Adopted Expenditures by Division



## Department Expenditure History



## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 359,148	\$ 3,563,702	\$ 3,002,232	\$ 3,295,912
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 188,325	\$ 3,488	-	\$ 9,000
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 547,473</b>	<b>\$ 3,567,191</b>	<b>\$ 3,002,232</b>	<b>\$ 3,304,912</b>
<b>Expenditures</b>				
Employee Compensation	\$ 1,151,260	\$ 1,336,351	\$ 1,394,052	\$ 1,758,713
Employee Benefits	\$ 1,355,605	\$ 1,734,876	\$ 1,621,692	\$ 1,951,996
Materials	\$ 122,740	\$ 148,459	\$ 130,274	\$ 130,274
Contract Services	\$ 1,928,007	\$ 2,139,135	\$ 2,409,263	\$ 2,519,543
Cost Allocation	\$ 176,988	\$ 1,689,699	\$ 277,742	\$ 299,513
Capital Outlay	\$ 37,264	\$ 8,783	-	-
Special Projects	\$ 77,332	\$ 7,505	-	-
Appropriations for Contingency	-	-	\$ 146,784	\$ 132,217
<b>Total Expenditures</b>	<b>\$ 4,849,197</b>	<b>\$ 7,064,808</b>	<b>\$ 5,979,807</b>	<b>\$ 6,792,256</b>
<b>Fund Balance</b>	<b>\$ 107,616</b>	<b>\$ (1,842,792)</b>	<b>\$ 93,383</b>	<b>\$ (134,569)</b>
<b>General Fund Costs</b>	<b>\$ 4,409,339</b>	<b>\$ 1,654,825</b>	<b>\$ 3,070,958</b>	<b>\$ 3,352,775</b>

# Administrative Services Administration

Budget Unit 100-40-400

General Fund - Administrative Services - Administrative Services Administration

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 49,347
Total Expenditures	\$ 966,135
Fund Balance	-
General Fund Costs	\$ 916,788
% Funded by General Fund	94.9 %
Total Staffing	3.8 FTE

## Program Overview

The Administrative Services Administration program oversees and coordinates the Human Resources/Risk Management, Finance, Budget, and Treasury divisions. Staff support is provided to the Fiscal Strategic and Audit Committees.

## Service Objectives

- Manage the City's investment portfolio to obtain safety of funds, liquidity and a reasonable rate of return.
- Provide short and long-term fiscal planning including the implementation of the Fiscal Strategic Plan.
- Perform special projects for the City Manager.
- Manage the City's Contract for Law Enforcement Services with the Santa Clara County Sheriff's Office.
- Manage the City's budget process.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$966,135 for the Administrative Services Administration program. This represents an increase of \$175,625 (22.2%) from the FY 2018 Adopted Budget.

The increase is primarily due to the addition of a limited-term Senior Management Analyst to assist the department with current projects. The projects include CalPERS retirement analysis, efficiency improvements, budget analysis, and reporting in the City's Enterprise Resource Planning system. In addition, the Senior Management Analyst would continue to improve a tool to increase the efficiency of budget book publication. The tool enables staff to collaborate on the book and allows changes in budget or actual numbers to automatically populate the financial schedules, ensuring timely and accurate financial information. The increase is partially offset by a reduction in contract services.

## Revenues and Expenditures

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



Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 59,076	\$ 266,505	\$ 67,899	\$ 49,347
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 59,076</b>	<b>\$ 266,505</b>	<b>\$ 67,899</b>	<b>\$ 49,347</b>
<b>Expenditures</b>				
Employee Compensation	\$ 241,226	\$ 336,640	\$ 378,630	\$ 547,116
Employee Benefits	\$ 94,416	\$ 139,709	\$ 174,269	\$ 251,438
Materials	\$ 41,661	\$ 50,196	\$ 31,924	\$ 31,924
Contract Services	\$ 26,855	\$ 42,252	\$ 147,827	\$ 81,977
Cost Allocation	\$ 35,184	\$ 327,462	\$ 55,459	\$ 47,985
Capital Outlay	\$ 37,264	\$ 8,783	-	-
Special Projects	\$ 45,200	-	-	-
Appropriations for Contingency	-	-	\$ 2,401	\$ 5,695
<b>Total Expenditures</b>	<b>\$ 521,806</b>	<b>\$ 905,041</b>	<b>\$ 790,510</b>	<b>\$ 966,135</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 462,730</b>	<b>\$ 638,536</b>	<b>\$ 722,611</b>	<b>\$ 916,788</b>

## Staffing

Total current authorized positions - 2.80

Staffing is increasing due to the addition of a limited-term Senior Management Analyst.

Total recommended positions - 3.80

# Accounting

Budget Unit 100-41-405

General Fund - Finance - Accounting

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 1,206,427
Total Expenditures	\$ 1,294,931
Fund Balance	-
General Fund Costs	\$ 88,504
% Funded by General Fund	6.8 %
Total Staffing	6.4 FTE

## Program Overview

The Finance Division oversees all financial accounting and treasury functions for the City. Accurate and timely maintenance of all City financial records, including financial reporting, revenue collection, banking and investments, disbursement of all funds, and payroll processing are handled by the Finance Division. All required Federal, State and other regulatory reporting with respect to the City's financial condition are prepared in the Accounting program of Finance. In addition, Finance monitors the City's two investment policies, manages budget-to-actual activities for both operational and capital budgets, performs all financial analyses, conducts research, and prepares reports on all fiscal matters of the City for internal and external customers.

## Service Objectives

- Process all financial transactions of the City of Cupertino, including general ledger accounting, cash management and investment of City funds, payroll, accounts payable, revenue collections, banking, and miscellaneous billing.
- Record all City financial transactions prudently and within all regulatory requirements.
- Produce timely and accurate financial reports.
- Maintain a high level of professionalism when fulfilling the City's financial policies, processing its financial transactions, and representing the City to its residents.
- Respond promptly to inquiries from the public and other City departments.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$1,294,931 for the Accounting program. This represents an increase of \$160,457 (14.1%) from the FY 2018 Adopted Budget.

Salary and benefits have increased in this program due to reoccurring part-time staffing to maintain operational efficiency and the addition of a full-time Account Clerk I/II at Mid-Year. In addition, contract services have increased to outsource the treasury investment function and to account for annual training and conferences for staff to attend.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 137,448	\$ 1,156,570	\$ 906,996	\$ 1,197,427
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	\$ 9,000
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 137,448</b>	<b>\$ 1,156,570</b>	<b>\$ 906,996</b>	<b>\$ 1,206,427</b>
<b>Expenditures</b>				
Employee Compensation	\$ 434,398	\$ 541,522	\$ 573,535	\$ 667,528
Employee Benefits	\$ 184,768	\$ 231,570	\$ 259,004	\$ 293,358
Materials	\$ 21,813	\$ 23,839	\$ 36,171	\$ 36,171
Contract Services	\$ 388,510	\$ 324,623	\$ 178,215	\$ 205,104
Cost Allocation	\$ 75,096	\$ 569,026	\$ 80,321	\$ 80,706
Capital Outlay	-	-	-	-
Special Projects	\$ 32,132	\$ 7,505	-	-
Appropriations for Contingency	-	-	\$ 7,228	\$ 12,064
<b>Total Expenditures</b>	<b>\$ 1,136,717</b>	<b>\$ 1,698,085</b>	<b>\$ 1,134,474</b>	<b>\$ 1,294,931</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 999,269</b>	<b>\$ 541,515</b>	<b>\$ 227,478</b>	<b>\$ 88,504</b>

## Staffing

Total current authorized positions - 6.90

There are no changes to the current level of staffing.

Total recommended positions - 6.40

# Business Licenses

Budget Unit 100-41-406

General Fund - Finance - Business Licenses

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 189,184
Fund Balance	-
General Fund Costs	\$ 189,184
% Funded by General Fund	100.0 %
Total Staffing	0.6 FTE

## Program Overview

The Business Licenses program monitors business licensing activity for compliance with the City Municipal Code and applicable state law.

## Service Objectives

- Issue business licenses to entities conducting business within the city limits of Cupertino.
- Collect appropriate business license fees.
- Monitor compliance with the Business License Tax Code and provide useful information related to business activity to City departments.
- Identify non-compliant business activity.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$189,184 for the Business Licenses program. This represents a decrease of \$24,751 (-11.6%) from the FY 2018 Adopted Budget.

Decreases in cost allocation are primarily due to decreased costs of services provided by the administrative services, human resources, and building maintenance programs.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	\$ 69,802	\$ 41,361	\$ 47,895	\$ 48,757
Employee Benefits	\$ 31,194	\$ 20,451	\$ 25,640	\$ 22,941
Materials	\$ 1,324	\$ 1,026	\$ 6,022	\$ 6,022
Contract Services	\$ 51,614	\$ 87,866	\$ 34,196	\$ 34,196
Cost Allocation	\$ 5,256	\$ 106,815	\$ 99,764	\$ 75,257
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 418	\$ 2,011
<b>Total Expenditures</b>	<b>\$ 159,191</b>	<b>\$ 257,519</b>	<b>\$ 213,935</b>	<b>\$ 189,184</b>
<b>Fund Balance</b>	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 159,191</b>	<b>\$ 257,519</b>	<b>\$ 213,935</b>	<b>\$ 189,184</b>

## Staffing

Total current authorized positions - 1.10

There are no changes to the current level of staffing.

Total recommended positions - 0.60

# Human Resources

Budget Unit 100-44-412

General Fund - Human Resources - Human Resources

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 788,243
Total Expenditures	\$ 1,201,425
Fund Balance	-
General Fund Costs	\$ 413,182
% Funded by General Fund	34.4 %
Total Staffing	2.85 FTE

## Program Overview

The Human Resources Division is responsible for the administration of a full range of human resource, employee benefit, and labor relations programs including personnel selection, classification, compensation, equal employment opportunity, labor negotiations, employee relations, employee development, benefits, and retirement. In addition, Human Resources administers risk management, safety and wellness programs, and a self-insured workers' compensation program. Funding for retiree medical insurance is also covered in the Human Resources budget.

## Service Objectives

- Provide a working environment where respect for the individual is encouraged and safeguarded.
- Provide timely personnel services to departments and divisions in a fair, objective, and equitable manner.
- Enter into agreements with employee groups concerning terms and conditions of employment.
- Provide an employee development program addressing immediate and long-term training needs.
- Provide departments a listing of qualified persons for employment consideration within sixty days of an authorized vacant position.
- Ensure equal employment opportunities.
- Administer classification plan.
- Administer employee benefits.
- Provide personnel services consistent with the operational needs of the user department.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$1,201,425 for the Human Resources program. This represents an increase of \$222,543 (22.7%) from the FY 2018 Adopted Budget.

The increase is primarily due to increased part-time salary costs associated with a part-time Human Resources Manager position that was previously budgeted in the Administration budget of the department under contract services and increased benefit costs due to a change in the City's Rec Bucks Program resulting in increased use and costs. Finally, increased cost allocation costs are due to one-time project expenses and a change in allocation methodology for IT charges.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 162,624	\$ 2,140,627	\$ 708,222	\$ 788,243
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 500	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 162,624</b>	<b>\$ 2,141,127</b>	<b>\$ 708,222</b>	<b>\$ 788,243</b>
<b>Expenditures</b>				
Employee Compensation	\$ 366,508	\$ 376,686	\$ 352,907	\$ 453,609
Employee Benefits	\$ 110,203	\$ 181,240	\$ 187,257	\$ 249,068
Materials	\$ 57,911	\$ 73,377	\$ 56,153	\$ 56,153
Contract Services	\$ 263,723	\$ 234,705	\$ 352,620	\$ 363,761
Cost Allocation	\$ 55,680	\$ 657,056	\$ 18,646	\$ 57,838
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 11,299	\$ 20,996
<b>Total Expenditures</b>	<b>\$ 854,024</b>	<b>\$ 1,523,064</b>	<b>\$ 978,882</b>	<b>\$ 1,201,425</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 691,400</b>	<b>\$ (618,062)</b>	<b>\$ 270,660</b>	<b>\$ 413,182</b>

## Staffing

Total current authorized positions - 2.85

There are no changes to the current level of staffing.

Total recommended positions - 2.85

# Retiree Benefits

Budget Unit 642-44-414

Retiree Medical - Human Resources - Retiree Benefits

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 1,128,005
Fund Balance	\$ 3,469
General Fund Costs	\$ 1,131,474
% Funded by General Fund	100.3 %
Total Staffing	0 FTE

## Program Overview

The Retiree Benefits program administers the City's Other Post Employment Benefits (OPEB).

## Service Objectives

- Provide investment oversight and appropriate funding for the City's retiree medical liability. The City established a trust account with Public Agency Retirement Services (PARS) that will fund the future liability. Annual contributions from the City are deposited into the trust and invested in a portfolio of equity, bond, and money market funds.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$1,128,005 for the Retiree Benefits program. This represents an increase of \$159,519 (16.5%) from the FY 2018 Adopted Budget.

The increase is due to an increase in the City's Annual Required Contribution (ARC) based on the City's latest actuarial valuation report.

## Revenues and Expenditures

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



Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	\$ 919,219	\$ 1,104,232	\$ 957,466	\$ 1,116,765
Materials	-	-	-	-
Contract Services	-	-	\$ 5,495	\$ 5,495
Cost Allocation	-	\$ 5,840	\$ 5,525	\$ 5,745
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 919,219</b>	<b>\$ 1,110,072</b>	<b>\$ 968,486</b>	<b>\$ 1,128,005</b>
<b>Fund Balance</b>	<b>\$ 81,281</b>	<b>\$ (1,110,072)</b>	<b>-</b>	<b>\$ 3,469</b>
<b>General Fund Costs</b>	<b>\$ 1,000,500</b>	<b>-</b>	<b>\$ 968,486</b>	<b>\$ 1,131,474</b>

## Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00

# Insurance Administration

Budget Unit 100-44-417

General Fund - Human Resources - Insurance Administration

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 788,243
Total Expenditures	\$ 954,886
Fund Balance	-
General Fund Costs	\$ 166,643
% Funded by General Fund	17.5 %
Total Staffing	0.15 FTE

## Program Overview

The Insurance Administration program manages Risk Management safety programs and self-insured Workers' Compensation and General Liability programs.

## Service Objectives

- Satisfy statutory regulations regarding Workers' Compensation and employee safety.
- Promote work environment that emphasizes safe work practices.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$954,886 for the Insurance Administration program. This represents an increase of \$78,503 (9.0%) from the FY 2018 Adopted Budget.

The increase is due to costs associated with additional liability insurance that was purchased by the City.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	\$ 718,112	\$ 788,243
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 188,325	\$ 2,988	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 188,325</b>	<b>\$ 2,988</b>	<b>\$ 718,112</b>	<b>\$ 788,243</b>
<b>Expenditures</b>				
Employee Compensation	\$ 15,682	\$ 16,575	\$ 16,897	\$ 17,133
Employee Benefits	\$ 6,703	\$ 7,629	\$ 7,893	\$ 8,059
Materials	\$ 18	\$ 8	\$ 4	\$ 4
Contract Services	\$ 620,596	\$ 660,798	\$ 813,030	\$ 875,230
Cost Allocation	\$ 1,572	\$ 2,103	\$ 956	\$ 10,698
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 37,603	\$ 43,762
<b>Total Expenditures</b>	<b>\$ 644,571</b>	<b>\$ 687,114</b>	<b>\$ 876,383</b>	<b>\$ 954,886</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 456,246</b>	<b>\$ 684,126</b>	<b>\$ 158,271</b>	<b>\$ 166,643</b>

## Staffing

Total current authorized positions - 0.15

There are no changes to the current level of staffing.

Total recommended positions - 0.15

# Workers Compensation Insurance

Budget Unit 620-44-418

Workers' Compensation - Human Resources - Workers Compensation Insurance

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 472,652
Total Expenditures	\$ 472,652
Fund Balance	-
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	0.2 FTE

## Program Overview

This program provides oversight of the Workers' Compensation program, including claims, proactive Risk Management, return to work accommodations and excess workers compensation insurance.

## Service Objectives

- Monitor costs associated with claims.
- Analyze and implement proactive measures to curtail costs.
- Implement a return to work policy.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$472,652 for the Workers Compensation Insurance program. This represents a decrease of \$25,588 (-5.1%) from the FY 2018 Adopted Budget.

The decrease is primarily due to decreased contingency costs. The City has decreased the budget program contingencies from 8% of materials and contract services to 5% to better align with actual usage.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	\$ 601,003	\$ 472,652
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	<b>\$ 601,003</b>	<b>\$ 472,652</b>
<b>Expenditures</b>				
Employee Compensation	\$ 23,644	\$ 23,567	\$ 24,188	\$ 24,570
Employee Benefits	\$ 9,102	\$ 50,043	\$ 10,163	\$ 10,367
Materials	\$ 13	\$ 13	-	-
Contract Services	\$ 57	\$ 388,768	\$ 400,780	\$ 400,780
Cost Allocation	\$ 4,200	\$ 18,117	\$ 13,442	\$ 16,896
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 49,667	\$ 20,039
<b>Total Expenditures</b>	<b>\$ 37,016</b>	<b>\$ 480,508</b>	<b>\$ 498,240</b>	<b>\$ 472,652</b>
<b>Fund Balance</b>	<b>\$ (37,016)</b>	<b>\$ (479,316)</b>	<b>\$ 102,763</b>	<b>-</b>
<b>General Fund Costs</b>	<b>-</b>	<b>\$ 1,192</b>	<b>-</b>	<b>-</b>

## Staffing

Total current authorized positions - 0.20

There are no changes to the current level of staffing.

Total recommended positions - 0.20

# Long Term Disability

Budget Unit 641-44-419

Compensated Absence/LTD - Human Resources - Long Term Disability

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 162,266
Fund Balance	\$ (162,266)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	0 FTE

## Program Overview

This program oversees claims and premiums associated with Long Term Disability.

## Service Objectives

- Monitor employee injuries and provide proactive risk management for disability avoidance.
- Obtain and manages insurance policy.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$162,266 for the Long Term Disability program. This represents an increase of \$78,383 (93.4%) from the FY 2018 Adopted Budget.

The increase is primarily due to short-term disability costs that were inadvertently missed from this program the prior fiscal year.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	\$ 82,201	\$ 128,812	\$ 77,100	\$ 153,000
Cost Allocation	-	\$ 607	\$ 615	\$ 1,616
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 6,168	\$ 7,650
<b>Total Expenditures</b>	<b>\$ 82,201</b>	<b>\$ 129,419</b>	<b>\$ 83,883</b>	<b>\$ 162,266</b>
<b>Fund Balance</b>	<b>\$ (82,201)</b>	<b>\$ (129,419)</b>	<b>\$ (83,883)</b>	<b>\$ (162,266)</b>
<b>General Fund Costs</b>	-	-	-	-

## Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00

# Compensated Absences

Budget Unit 641-44-420

Compensated Absence/LTD - Human Resources - Compensated Absences

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 422,772
Fund Balance	\$ 24,228
General Fund Costs	\$ 447,000
% Funded by General Fund	105.7 %
Total Staffing	0 FTE

## Program Overview

This program provides for payment of liabilities associated with employees retiring or leaving service.

## Service Objectives

- Properly account and disburse benefits as set forth in the employee contracts.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$422,772 for the Compensated Absences program. This represents a decrease of \$12,242 (-2.8%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

## Revenues and Expenditures

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



Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	\$ 494,451	\$ 271,311	\$ 400,000	\$ 400,000
Cost Allocation	-	\$ 2,673	\$ 3,014	\$ 2,772
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 32,000	\$ 20,000
<b>Total Expenditures</b>	<b>\$ 494,451</b>	<b>\$ 273,984</b>	<b>\$ 435,014</b>	<b>\$ 422,772</b>
<b>Fund Balance</b>	<b>\$ 145,553</b>	<b>\$ (123,984)</b>	<b>\$ 74,503</b>	<b>\$ 24,228</b>
<b>General Fund Costs</b>	<b>\$ 640,004</b>	<b>\$ 150,000</b>	<b>\$ 509,517</b>	<b>\$ 447,000</b>

## Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00