

Administrative Services

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Department Overview

Budget Units

Budget Unit	Program	2022 Adopted Budget
Administrative Services		\$ 926,303
100-40-400	Administrative Services Administration	\$ 926,303
Finance		\$ 2,007,377
100-41-405	Accounting	\$ 1,603,000
100-41-406	Business Licenses	\$ 404,377
Human Resources		\$ 4,837,435
100-44-412	Human Resources	\$ 1,479,115
642-44-414	Retiree Benefits	\$ 1,241,926
100-44-417	Insurance Administration	\$ 965,352
620-44-418	Workers Compensation Insurance	\$ 434,840
641-44-419	Short Term and Long Term Disability	\$ 95,612
641-44-420	Compensated Absences	\$ 620,590
Total		\$ 7,771,115

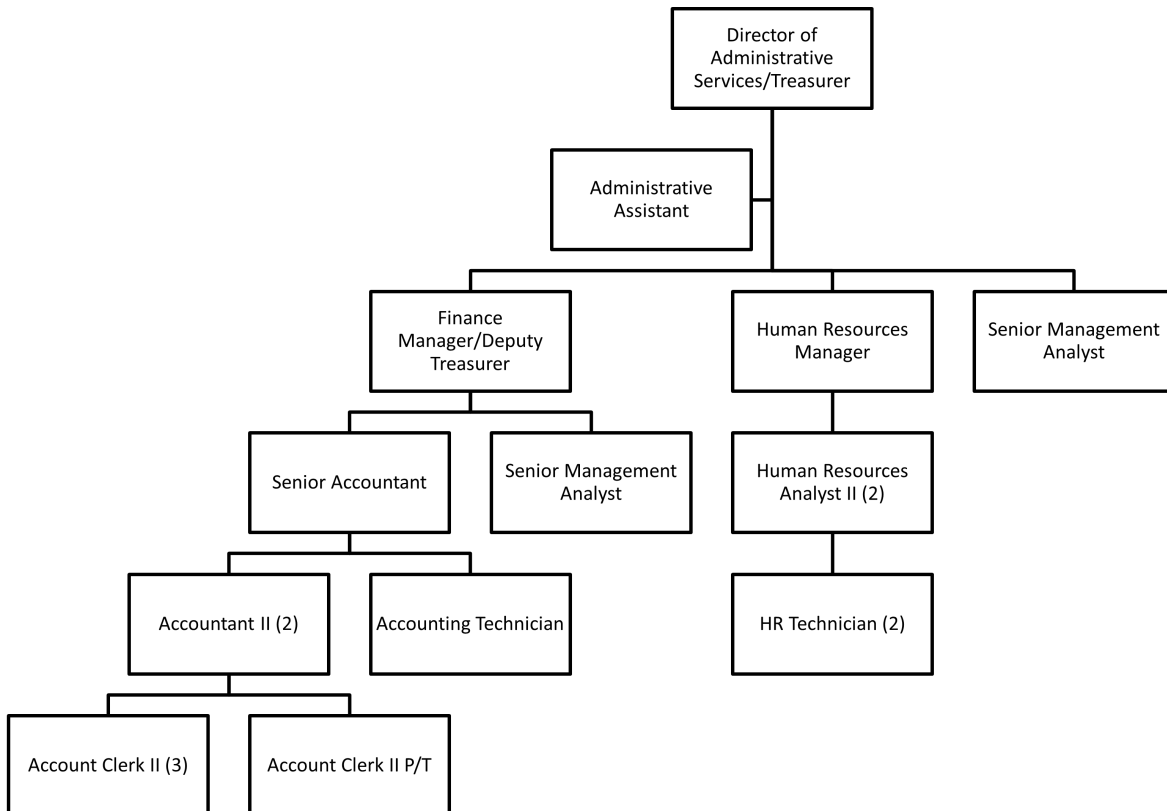
Budget at a Glance

2022 Adopted Budget

Total Revenues	\$ 4,837,735
Total Expenditures	\$ 7,771,115
Fund Balance	\$ (941,848)
General Fund Costs	\$ 1,991,532
% Funded by General Fund	25.6%
Total Staffing	16.9 FTE

Organization

Kristina Alfaro, Director of Administrative Services



Performance Measures

Finance Division

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.

Performance Measure	FY 2019 July-Jun	FY 2020 July-Jun	FY 2021 July-Dec	Ongoing Target
General fund balance as a % of budgeted appropriations	70%	69%	67%	35%
Credit Rating	AA+	AA+	AA+	AA+
Funding allocated to high priority services (Public Works, Community Development, Law Enforcement)	48%	43%	24%	63%
Actual revenue vs. budget (within x% budget)	5%	12%	-23%	10%
Actual expenditures (% below budget)	10%	17%	8%	5%

Human Resources Division

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.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
# of Worker's Compensation Cases	12	15	2	0
Total Recordable Injury Rate YTD	4.6%	5.7%	0.8%	0%
% absenteeism (% of total annual work hours)	2%	3%	2%	2%
% turnover rate	7%	3%	1%	1%
% employee satisfaction	N/A	N/A	N/A	100%
% employee participation in wellness activities	63%	47%	26%	75%
Average # of applications received per recruitment	37	41	88	50
Recruitment timeline - # days from hiring request to offer letter	68	85	74	60
# of employees using the Telework program	16	N/A	N/A	17
% utilization of full-service employee portal	100%	N/A	N/A	100%

Workload Indicators

Finance Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
# of vendor checks processed	6,536	5,668	2,306
# of payroll checks processed	10,301	9,953	3,978
# of business license applications	1,154	14,204	4,560
# of business license renewals	2,893	2,842	906
# of journal entries posted	4,521	4,637	1,847
# of purchase orders approved	600	495	305
# of receipts processed	13,913	14,204	4,560

Human Resources Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
# of regular recruitments	21	20	11
# of regular new hires	16	20	12
# of temporary new hires	105		
# of personnel payroll changes	938	1104	470
# of full-time employee exits processed	21	14	10
# of mandated training classes offered*	1	2	2
# of employees participating in the wellness program	119	91	51

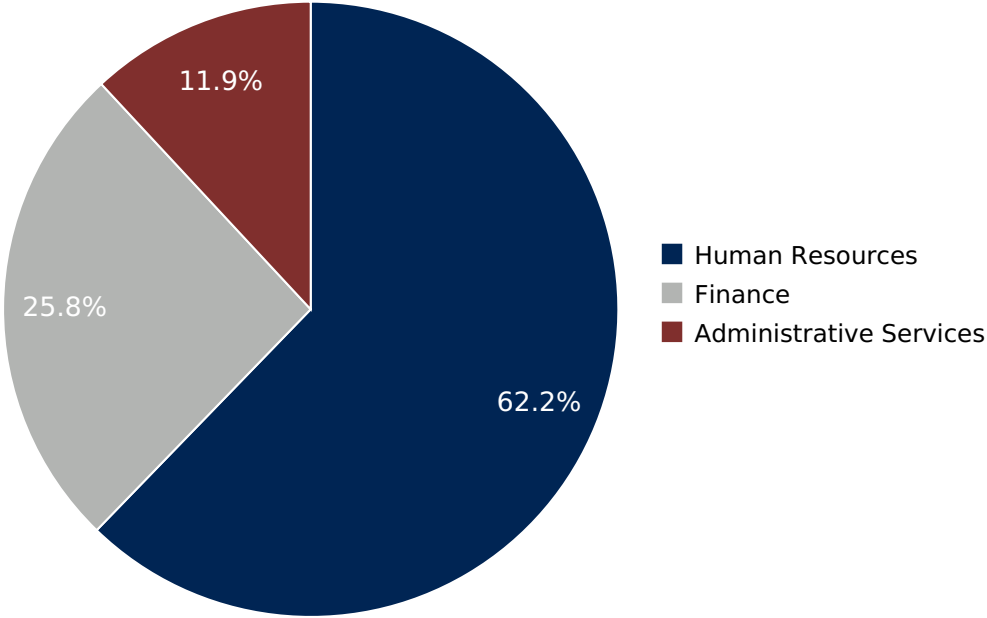
* some trainings mandated every other year, however not on the same annual schedule

Adopted Budget

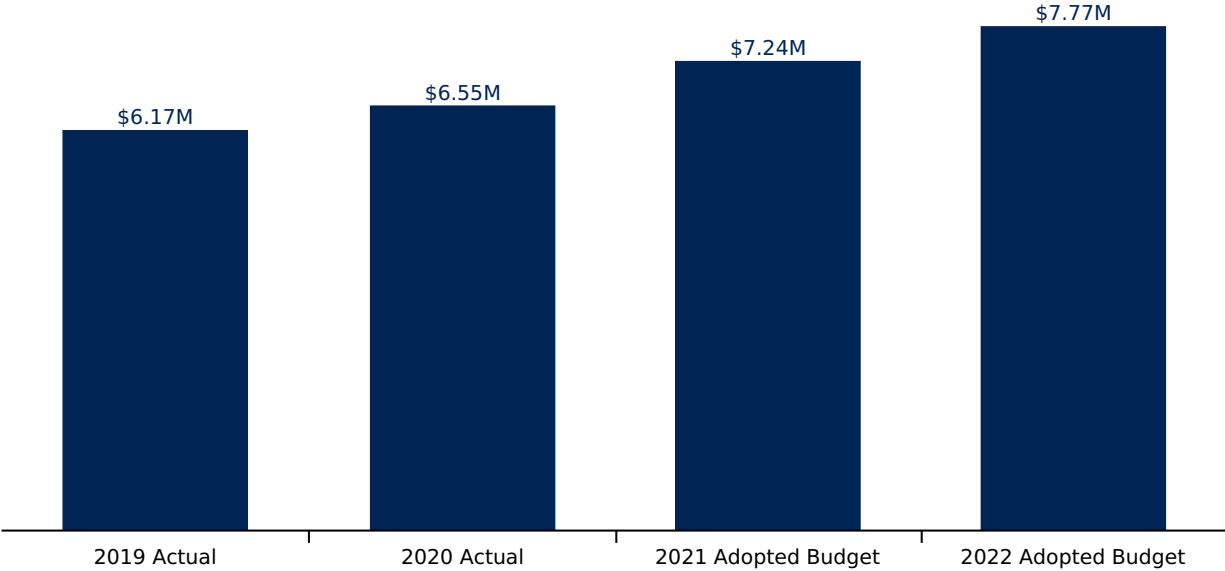
On June 15, City Council approved a budget of \$7,771,115 for the Administrative Services department. This represents an increase of \$536,099 (7.4%) from the FY 2020-21 Adopted Budget.

Increases in compensation and benefits are due to the addition of a Human Resources Technician. Increases in contract services are due to expenses for 2022 labor negotiations.

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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 3,324,380	\$ 3,898,699	\$ 4,156,788	\$ 4,837,735
Miscellaneous Revenue	\$ 60,999	\$ 35,060	\$ -	\$ -
Total Revenues	\$ 3,385,379	\$ 3,933,759	\$ 4,156,788	\$ 4,837,735
Expenditures				
Employee Compensation	\$ 1,759,429	\$ 2,028,226	\$ 2,129,859	\$ 2,259,659
Employee Benefits	\$ 1,865,631	\$ 2,096,913	\$ 2,181,294	\$ 2,321,303
Materials	\$ 140,482	\$ 184,873	\$ 160,639	\$ 166,641
Contract Services	\$ 2,104,076	\$ 1,972,395	\$ 2,360,978	\$ 2,612,344
Cost Allocation	\$ 299,513	\$ 266,331	\$ 341,705	\$ 341,693
Contingencies	\$ -	\$ -	\$ 60,541	\$ 69,475
Total Expenditures	\$ 6,169,131	\$ 6,548,738	\$ 7,235,016	\$ 7,771,115
Fund Balance	\$ 105,210	\$ 1,807,757	\$ (1,794,063)	\$ (941,848)
General Fund Costs	\$ 2,888,963	\$ 4,422,735	\$ 1,284,165	\$ 1,991,532

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ACCOUNTANT II	2.00	2.00	2.00	2.00
ACCOUNT CLERK II	2.00	2.00	3.00	3.00
ACCOUNTING TECHNICIAN	0	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	0.95	0.95
DIRECTOR OF ADMIN SERVICES	1.00	1.00	1.00	1.00
FINANCE MANAGER	1.00	1.00	0.95	0.95
HUMAN RESOURCES ANALYST II	1.00	1.00	2.00	2.00
HUMAN RESOURCES MANAGER	1.00	1.00	1.00	1.00
HUMAN RESOURCES TECH	1.00	1.00	1.00	2.00
MANAGEMENT ANALYST	1.00	0	0	0
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	1.00	2.00	2.00	2.00
Total	13.00	14.00	15.90	16.90

Administrative Services Administration

Budget Unit 100-40-400

General Fund - Administrative Services - Administrative Services Administration

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 183,169
Total Expenditures	\$ 926,303
Fund Balance	\$ -
General Fund Costs	\$ 743,134
% Funded by General Fund	80.2%
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, as well as the Santa Clara County Leadership Academy.

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.
- Provide staff support to the Santa Clara County Leadership Academy

Adopted Budget

On June 15, City Council approved a budget of \$926,303 for the Administrative Services Administration program. This represents an increase of \$38,920 (4.4%) from the FY 2020-21 Adopted Budget.

Increases in this budget program are due to negotiated labor increases in salaries and benefits.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 52,182	\$ 69,263	\$ 185,799	\$ 183,169
Miscellaneous Revenue	\$ 51,504	\$ -	\$ -	\$ -
Total Revenues	\$ 103,686	\$ 69,263	\$ 185,799	\$ 183,169
Expenditures				
Employee Compensation	\$ 586,160	\$ 541,196	\$ 576,540	\$ 594,796
Employee Benefits	\$ 242,161	\$ 239,759	\$ 260,866	\$ 280,580
Materials	\$ 48,002	\$ 76,682	\$ 45,140	\$ 46,067
Contract Services	\$ 14,179	\$ -	\$ 3,618	\$ 3,618
Cost Allocation	\$ 47,985	\$ 35,067	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,219	\$ 1,242
Total Expenditures	\$ 938,487	\$ 892,704	\$ 887,383	\$ 926,303
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 834,801	\$ 823,441	\$ 701,584	\$ 743,134

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	0.95	0.95
DIRECTOR OF ADMIN SERVICES	0.80	0.80	0.80	0.80
MANAGEMENT ANALYST	1.00	0	0	0
SENIOR MANAGEMENT ANALYST	1.00	1.00	2.00	2.00
Total	3.80	2.80	3.75	3.75

There are no changes to the current level of staffing.

Accounting

Budget Unit 100-41-405

General Fund - Finance - Accounting

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 2,175,347
Total Expenditures	\$ 1,603,000
Fund Balance	\$ -
General Fund Costs	\$ (572,347)
% Funded by General Fund	-35.7%
Total Staffing	6.9 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 15, City Council approved a budget of \$1,603,000 for the Accounting program. This represents an increase of \$1,762 (0.1%) from the FY 2020-21 Adopted Budget.

Activities in this budget program are remaining relatively unchanged over the previous fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 1,197,426	\$ 1,673,028	\$ 2,114,792	\$ 2,175,347
Miscellaneous Revenue	\$ 9,495	\$ 35,060	\$ -	\$ -
Total Revenues	\$ 1,206,921	\$ 1,708,088	\$ 2,114,792	\$ 2,175,347
Expenditures				
Employee Compensation	\$ 631,541	\$ 730,307	\$ 824,704	\$ 831,742
Employee Benefits	\$ 282,102	\$ 320,800	\$ 377,877	\$ 401,927
Materials	\$ 35,726	\$ 16,564	\$ 22,903	\$ 23,131
Contract Services	\$ 260,518	\$ 188,162	\$ 368,470	\$ 337,192
Cost Allocation	\$ 80,706	\$ 58,882	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 7,284	\$ 9,008
Total Expenditures	\$ 1,290,593	\$ 1,314,715	\$ 1,601,238	\$ 1,603,000
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 83,672	\$ (393,373)	\$ (513,554)	\$ (572,347)

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ACCOUNTANT II	1.90	1.90	1.90	1.90
ACCOUNT CLERK II	1.50	1.50	2.00	2.00
ACCOUNTING TECHNICIAN	0	1.00	1.00	1.00
FINANCE MANAGER	1.00	1.00	0.95	0.95
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00
Total	5.40	6.40	6.85	6.85

There are no changes to the current level of staffing.

Business Licenses

Budget Unit 100-41-406

General Fund - Finance - Business Licenses

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 404,377
Fund Balance	\$ -
General Fund Costs	\$ 404,377
% Funded by General Fund	100.0%
Total Staffing	1.1 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 15, City Council approved a budget of \$404,377 for the Business Licenses program. This represents a decrease of \$3,721 (-0.9%) from the FY 2020-21 Adopted Budget.

Activities in this budget program remain relatively unchanged over the previous fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 75,264	\$ 86,146	\$ 95,622	\$ 101,611
Employee Benefits	\$ 37,305	\$ 46,954	\$ 60,442	\$ 62,881
Materials	\$ 416	\$ 179	\$ -	\$ -
Contract Services	\$ 6,508	\$ 9,003	\$ -	\$ -
Cost Allocation	\$ 75,257	\$ 95,029	\$ 252,034	\$ 239,885
Total Expenditures	\$ 194,750	\$ 237,311	\$ 408,098	\$ 404,377
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 194,750	\$ 237,311	\$ 408,098	\$ 404,377

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ACCOUNTANT II	0.10	0.10	0.10	0.10
ACCOUNT CLERK II	0.50	0.50	1.00	1.00
Total	0.60	0.60	1.10	1.10

There are no changes to the current level of staffing.

Human Resources

Budget Unit 100-44-412

General Fund - Human Resources - Human Resources

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 2,122,380
Total Expenditures	\$ 1,479,115
Fund Balance	\$ -
General Fund Costs	\$ (643,265)
% Funded by General Fund	-43.5%
Total Staffing	4.9 FTE

Program Overview

The Human Resources Division is responsible for the administration of human resource, employee benefits, and labor relation programs including personnel selection, classification, compensation, equal employment opportunity, labor negotiations, employee relations, employee training and 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 15, City Council approved a budget of \$1,479,115 for the Human Resources program. This represents an increase of \$344,219 (30.3%) from the FY 2020-21 Adopted Budget.

Increases in compensation and benefits are due to the conversion of a full-time vacancy in Parks and Recreation to a Human Resources Technician. Increases in contract services represent estimated expenses for 2022 labor negotiations with OE3 and CEA/Local 21 including total compensation surveys, legal advice/Chief

Negotiator. Additional increases are estimates for services such as personnel investigations and executive recruitments.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 788,243	\$ 959,351	\$ 1,609,812	\$ 2,122,380
Total Revenues	\$ 788,243	\$ 959,351	\$ 1,609,812	\$ 2,122,380
Expenditures				
Employee Compensation	\$ 436,100	\$ 623,303	\$ 585,422	\$ 683,904
Employee Benefits	\$ 214,096	\$ 321,161	\$ 280,114	\$ 327,828
Materials	\$ 56,335	\$ 84,975	\$ 92,596	\$ 97,443
Contract Services	\$ 389,069	\$ 463,988	\$ 170,194	\$ 358,540
Cost Allocation	\$ 57,838	\$ 42,307	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,570	\$ 11,400
Total Expenditures	\$ 1,153,438	\$ 1,535,734	\$ 1,134,896	\$ 1,479,115
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 365,195	\$ 576,383	\$ (474,916)	\$ (643,265)

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
DIRECTOR OF ADMIN SERVICES	0.20	0.20	0.20	0.20
HUMAN RESOURCES ANALYST II	0.80	0.80	1.70	1.70
HUMAN RESOURCES MANAGER	1.00	1.00	1.00	1.00
HUMAN RESOURCES TECH	0.95	0.95	0.95	1.95
SENIOR MANAGEMENT ANALYST	0	0.90	0	0
Total	2.95	3.85	3.85	4.85

A full-time vacancy in Parks and Recreation was converted to a Human Resources Technician in Human Resources in FY 2020-21.

Retiree Benefits

Budget Unit 642-44-414

Retiree Medical - Human Resources - Retiree Benefits

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,241,926
Fund Balance	\$ (169,215)
General Fund Costs	\$ 1,072,711
% Funded by General Fund	86.4%
Total Staffing	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 15, City Council approved a budget of \$1,241,926 for the Retiree Benefits program. This represents an increase of \$30,593 (2.5%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Benefits	\$ 1,075,908	\$ 1,142,793	\$ 1,179,851	\$ 1,227,045
Contract Services	\$ -	\$ -	\$ 20,000	\$ -
Cost Allocation	\$ 5,745	\$ 6,262	\$ 10,982	\$ 14,881
Contingencies	\$ -	\$ -	\$ 500	\$ -
Total Expenditures	\$ 1,081,653	\$ 1,149,055	\$ 1,211,333	\$ 1,241,926
Fund Balance	\$ 49,821	\$ 1,242,945	\$ (1,165,333)	\$ (169,215)
General Fund Costs	\$ 1,131,474	\$ 2,392,000	\$ 46,000	\$ 1,072,711

Staffing

There is no staffing associated with this program.

Insurance Administration

Budget Unit 100-44-417

General Fund - Human Resources - Insurance Administration

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 965,352
Fund Balance	\$ -
General Fund Costs	\$ 965,352
% Funded by General Fund	100.0%
Total Staffing	0.2 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 15, City Council approved a budget of \$965,352 for the Insurance Administration program. This represents an increase of \$41,399 (4.5%) from the FY 2020-21 Adopted Budget.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 788,243	\$ 959,351	\$ -	\$ -
Total Revenues	\$ 788,243	\$ 959,351	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 11,054	\$ 18,312	\$ 19,372	\$ 19,005
Employee Benefits	\$ 5,186	\$ 8,734	\$ 9,623	\$ 8,730
Materials	\$ 3	\$ 2	\$ -	\$ -
Contract Services	\$ 593,373	\$ 602,487	\$ 827,910	\$ 866,155
Cost Allocation	\$ 10,698	\$ 7,789	\$ 46,350	\$ 49,808
Contingencies	\$ -	\$ -	\$ 20,698	\$ 21,654
Total Expenditures	\$ 620,314	\$ 637,324	\$ 923,953	\$ 965,352
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (167,929)	\$ (322,027)	\$ 923,953	\$ 965,352

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
HUMAN RESOURCES ANALYST II	0.05	0.05	0.10	0.10
HUMAN RESOURCES TECH	0.05	0.05	0.05	0.05
SENIOR MANAGEMENT ANALYST	0	0.05	0	0
Total	0.10	0.15	0.15	0.15

Workers Compensation Insurance

Budget Unit 620-44-418

Workers' Compensation - Human Resources - Workers Compensation Insurance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 356,839
Total Expenditures	\$ 434,840
Fund Balance	\$ (78,001)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
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

- Manage employee personal injuries and illnesses and provide proactive risk management for disability avoidance.
- Monitor costs associated with claims.
- Analyze and implement proactive measures to curtail costs.
- Implement a return to work policy.

Adopted Budget

On June 15, City Council approved a budget of \$434,840 for the Workers Compensation Insurance program. This represents an increase of \$158,617 (57.4%) from the FY 2020-21 Adopted Budget.

Increase related to reclassification of CSAC and workers compensation excess insurance premiums and unemployment insurance from 44-412 to 44-418

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 498,286	\$ 237,706	\$ 246,385	\$ 356,839
Total Revenues	\$ 498,286	\$ 237,706	\$ 246,385	\$ 356,839
Expenditures				
Employee Compensation	\$ 19,310	\$ 28,962	\$ 28,199	\$ 28,601
Employee Benefits	\$ 8,873	\$ 16,712	\$ 12,521	\$ 12,312
Materials	\$ -	\$ 6,471	\$ -	\$ -
Contract Services	\$ 235,169	\$ 160,237	\$ 205,786	\$ 356,839
Cost Allocation	\$ 16,896	\$ 16,672	\$ 24,572	\$ 28,167
Contingencies	\$ -	\$ -	\$ 5,145	\$ 8,921
Total Expenditures	\$ 280,248	\$ 229,054	\$ 276,223	\$ 434,840
Fund Balance	\$ 218,037	\$ 8,653	\$ (29,838)	\$ (78,001)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
HUMAN RESOURCES ANALYST II	0.15	0.15	0.20	0.20
SENIOR MANAGEMENT ANALYST	0	0.05	0	0
Total	0.15	0.20	0.20	0.20

There are no changes to the current level of staffing

Short Term and Long Term Disability

Budget Unit 641-44-419

Compensated Absence/LTD - Human Resources - Short Term and Long Term Disability

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 95,612
Fund Balance	\$ (95,612)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

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

Service Objectives

- Obtain and manage insurance policies
- Negotiate rates
- Coordination of claims

Adopted Budget

On June 15, City Council approved a budget of \$95,612 for the Short Term and Long Term Disability program. This represents a decrease of \$76,225 (-44.4%) from the FY 2020-21 Adopted Budget.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Contract Services	\$ 156,540	\$ 167,319	\$ 165,000	\$ 90,000
Cost Allocation	\$ 1,616	\$ 1,634	\$ 2,712	\$ 3,362
Contingencies	\$ -	\$ -	\$ 4,125	\$ 2,250
Total Expenditures	\$ 158,156	\$ 168,953	\$ 171,837	\$ 95,612
Fund Balance	\$ (158,156)	\$ (168,953)	\$ (171,837)	\$ (95,612)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

Compensated Absences

Budget Unit 641-44-420

Compensated Absence/LTD - Human Resources - Compensated Absences

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 620,590
Fund Balance	\$ (599,020)
General Fund Costs	\$ 21,570
% Funded by General Fund	3.5%
Total Staffing	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 15, City Council approved a budget of \$620,590 for the Compensated Absences program. This represents an increase of \$535 (0.1%) from the FY 2020-21 Adopted Budget.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Contract Services	\$ 448,720	\$ 381,199	\$ 600,000	\$ 600,000
Cost Allocation	\$ 2,772	\$ 2,689	\$ 5,055	\$ 5,590
Contingencies	\$ -	\$ -	\$ 15,000	\$ 15,000
Total Expenditures	\$ 451,492	\$ 383,888	\$ 620,055	\$ 620,590
Fund Balance	\$ (4,492)	\$ 725,112	\$ (427,055)	\$ (599,020)
General Fund Costs	\$ 447,000	\$ 1,109,000	\$ 193,000	\$ 21,570

Staffing

There is no staffing associated with this program.

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