



CUPERTINO

Administrative Services

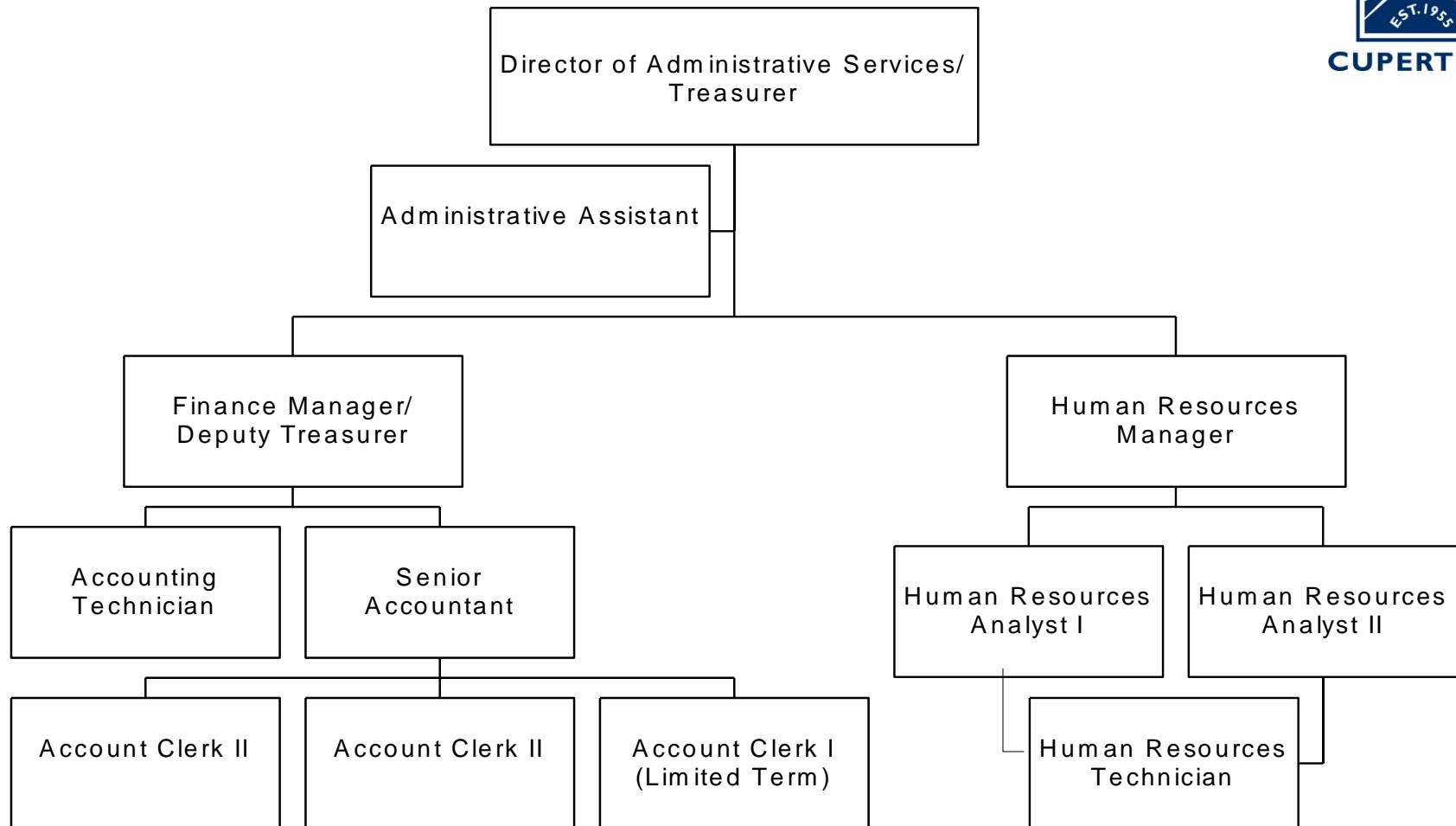
Administration

Finance

Human Resources



CUPERTINO





CUPERTINO

Administrative Services

	Proposed 2015-16
Page Administration	\$ 461,327
Gl Org	
100-40-400 Administration	461,327
100-40-402 Library Service	-
100-40-403 Neighborhood Watch	-
Finance	\$ 1,009,092
Gl Org	
100-41-405 Accounting	894,134
100-41-406 Business Licensing	114,958
City Clerk	\$ -
Gl Org	
100-42-408 City Clerk	-
100-42-409 Duplicating and Mail Services	-
100-42-410 Elections	-
Emergency Preparedness	\$ -
Gl Org	
100-43-411 Emergency Preparedness	-
Human Resources	\$ 3,626,059
Gl Org	
100-44-412 Human Resources	840,692
642-44-414 Retiree Medical Liability	1,000,495
100-44-417 Insurance Administration	540,697
620-44-418 Workers' Compensation	719,365
641-44-419 Long Term Disability	84,810
641-44-420 Compensated Absences	440,000



CUPERTINO

Administrative Services

Proposed
2015-16

Page	Code Enforcement	\$	-
	Gl Org		
	100-45-421 Code Enforcement		-
Information Technology (IT)		\$	-
	Gl Org		
	580-90-001 Information Technology		-
	580-90-907 Equipment Acquisition		-
TOTAL ADMINISTRATIVE SERVICES		\$	5,096,478

Division Summary

Administrative Services - Summary

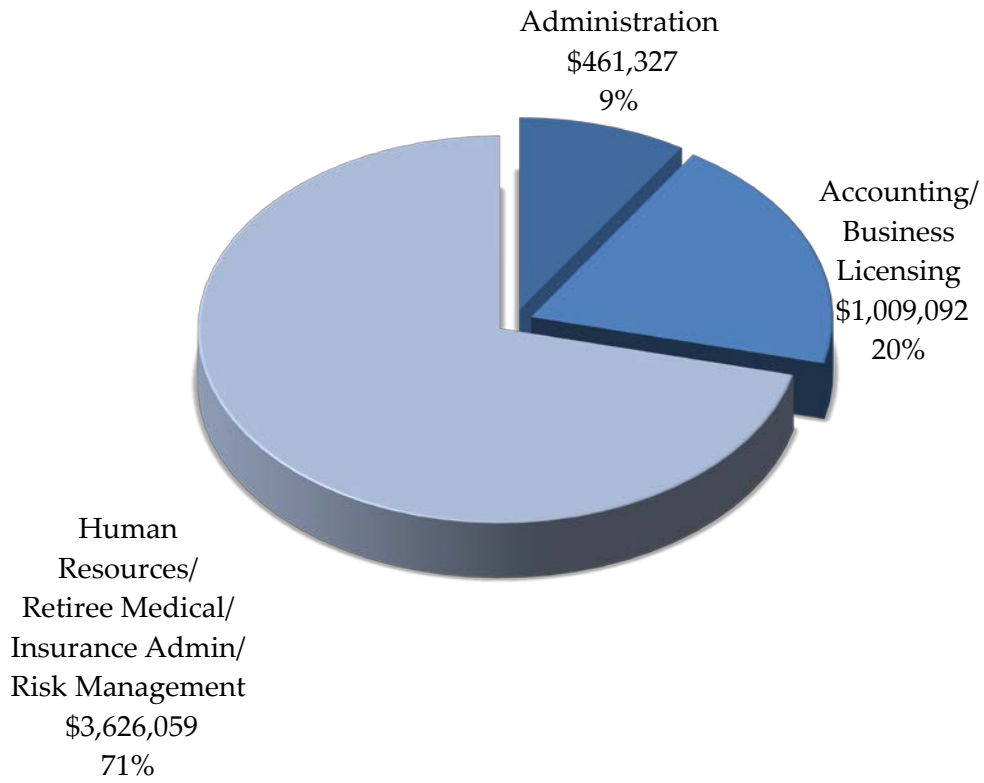
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	484,650	359,123	1,153,298
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	222,234	10,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 581,357	\$ 1,163,298
<u>Expenditures</u>				
Employee Compensation	2,044,572	983,693	1,137,418	1,236,514
Employee Benefits	3,027,992	2,465,413	1,490,305	1,577,145
Materials	307,902	91,459	84,309	97,172
Contract Services	2,425,909	1,170,962	1,078,423	1,825,193
Appropriations for Contingency	-	-	116,274	183,476
Cost Allocation	392,969	173,895	176,978	176,978
Capital Outlay	219,572	29,095	-	-
Special Projects	-	180,693	-	-
TOTAL EXPENDITURES	\$ 8,418,917	\$ 5,095,209	\$ 4,083,707	\$ 5,096,478
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 8,418,917	\$ 4,610,559	\$ 3,502,350	\$ 3,933,180

RECOMMENDED PROPOSED

It is recommended that a budget of \$5,096,478 be approved for the Administrative Services Department. This represents an increase of \$1,012,710 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily due to increased contract costs associated with increased workers' compensation costs, labor negotiation costs and outside legal counsel on human resources matters.

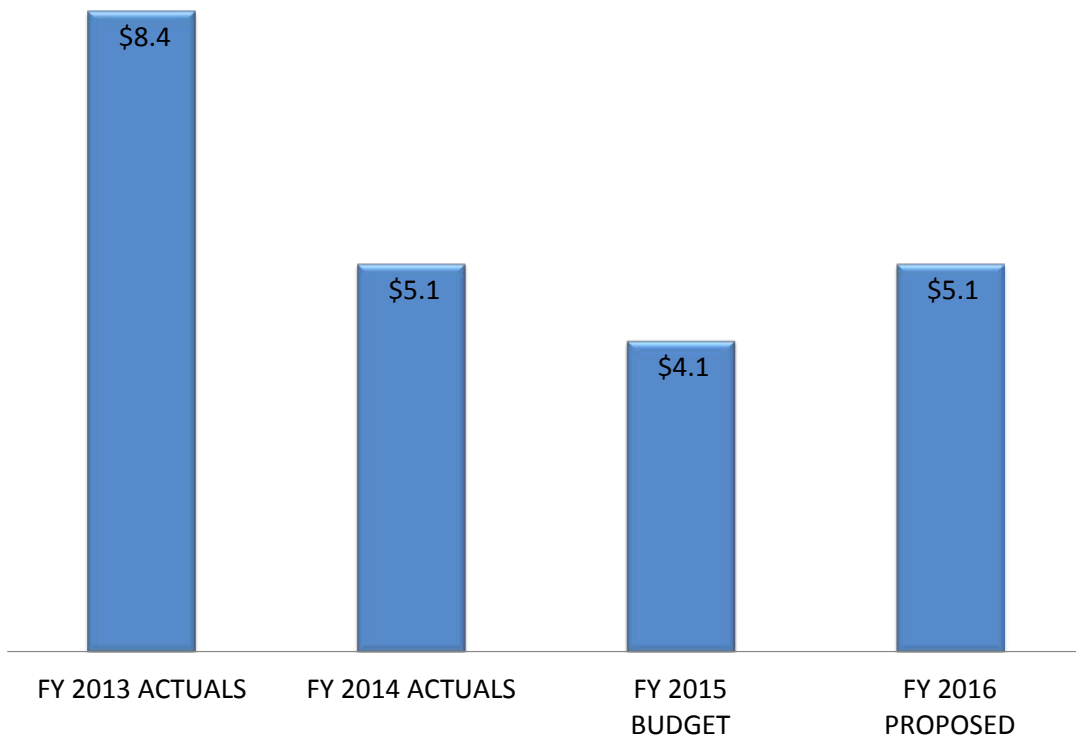
This budget is funded from \$1,163,298 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP), a \$3,933,180 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions





CUPERTINO

FISCAL GENERAL SERVICES

Legislative/Administrative

ADMINISTRATIVE SERVICES

Kristina Alfaro, Director

BUDGET AT A GLANCE

Total Revenue	\$1,163,298
Total Expenditures	5,096,478
Fund Balance	-
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General Fund Costs	\$3,933,180
Total Staffing	12.30
% Funded by General Fund	77.2%

KEY PERFORMANCE MEASURES BY DIVISION

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Finance

Goal: Deploy tools to empower and boost the efficiency of our employees					
Launch state-of-art online payment portal (cloud based).	Attain banking expansion with Wells Fargo. Track user experience in payment portal through user survey.	Positive customer experience surveys. # of payments processed via old system (online/in person ratio). # of payments processed in new system (online/in person ratio).	Allow our customers the ability to quickly and securely make payments using their devices.		Payment system implementation complete. Customer payment process simplified.
Launch Full-Service Employee portal.	New World Systems, time card entry purchased, implementation in-progress. User survey pre-and-post implementation to learn time savings, ease of use, change in capabilities.	Positive customer experience surveys. # of users, click through rate. HR/Admin services survey pre-and-post implementation to learn #requests addressed in-person vs. new tool.	Employee dashboard to complete time cards, review leave balances, and initiate personal and benefit changes.		New World Systems implementation complete. Employees trained and utilizing tool.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Implement Telework policy and associated technology needs to enable remote working options for City employees.	Develop draft policy for review by Department Heads. Work with IT to determine and source technology needs. Pilot policy. Adjust where needed and deploy globally.	# of employees approved to participate. # of hours logged @ home. GHG and fuel savings cataloged.	Develop a City Telework policy that allows flexibility to work outside City offices in a productive and environmentally-beneficial manner.	Build a flexible work arrangement that reduces commutes and associated emissions, benefits the employee, departments and customers by making more efficient use of staff time.
	Establish standard departmental workstations and conference room set-up to expand technology access and user experience.	Standard established. User experience surveys administered pre-and-post deployment.	# of workstations upgraded. # of conference rooms upgraded. Positive user experience recorded and improvement recommendations prioritized.	Consistent hardware and software technology at each workstation for improved efficiencies. Conference rooms equipped with same audio/video technology.	Employee productivity improved. Technology staff time reduced for workstation and conference room trouble-shooting.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome

HR

Goal: Diversify employee training opportunities across all work classifications.				
Offer web or computer-based supervisory trainings; intra-departmental mentorships and cross-trainings; explore personal & professional growth opportunities.	Send out surveys to learn employee training needs. Compile training rosters and offer evaluation forms to provide feedback.	Training needs survey received from all employees. Attendee satisfaction. Training roster attendance.	Explore internal opportunities for mentorship (mentee-driven).	Create training catalog/schedule.



FISCAL GENERAL SERVICES
Legislative/Administrative

**ADMINISTRATIVE SERVICES-
ADMINISTRATION**
Budget Unit 100-40-400
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 59,085
Total Expenditures	461,327
Fund Balance	-
	General Fund Costs \$ 402,242
Total Staffing	2.50
% Funded by General Fund	87.2%

PROGRAM OVERVIEW

Oversees and coordinates the Human Resources/Risk Management, Information Technology, Finance, and Treasury divisions.

Staff support is provided to the Fiscal Strategic and Audit Committees. In addition, the department oversees the Sheriff and animal control contracts, and funds the allocation for additional library hours.

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$461,327 be approved for the Administration Budget. This represents an increase of \$100,096 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the reallocation of staff to better reflect time spent on this program.

This budget is funded from \$59,085 in charges to user departments and a \$402,242 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, last year's final adopted budget and this years Proposed Budget.

Administrative Services - Administration

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	109,371	59,085	59,085
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 109,371	\$ 59,085	\$ 59,085
<u>Expenditures</u>				
Employee Compensation	280,358	259,813	216,508	278,064
Employee Benefits	103,924	92,262	90,384	115,064
Materials	23,322	21,635	16,261	28,461
Contract Services	9,491	537	1,150	1,550
Appropriations for Contingency	-	-	1,741	3,001
Cost Allocation	-	42,749	35,187	35,187
Capital Outlay	23,400	9,445	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 440,495	\$ 426,441	\$ 361,231	\$ 461,327
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 440,495	\$ 317,070	\$ 302,146	\$ 402,242

STAFFING

Total current authorized positions – 1.80

Increase of .70 due to the reallocation of the Director and vacant Senior Management Analyst position to reflect additional time in other divisions.

Total recommended authorized positions – 2.50

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
40 Administrative Services				
400 Admin Services Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	262,435.45	246,972.98	208,706.00	271,707.00
500.502 - Salaries Part Time	17,922.93	9,240.61	3,580.00	3,580.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime			0.00	0.00
500.506 - Car Allowance	3,599.96	3,599.96	2,880.00	1,800.00
500.507 - Taxable Life Premium			1,342.00	870.00
500.513 - Sick Leave				107.00
05 - Employee compensation Total	283,958.34	259,813.55	216,508.00	278,064.00
10 - Employee benefits				
501.500 - Retirement System	69,687.17	65,017.02	57,942.00	72,742.00
501.502 - Pers 1959 Surv Empr	0.00	126.35	0.00	42.00
501.504 - Employee Benefits	0.00	0.00	0.00	1,031.00
501.505 - Health Insurance	20,574.43	12,485.50	16,735.00	21,780.00
501.506 - Dental Insurance	2,136.77	2,239.67	2,821.00	2,390.00
501.507 - Medicare	4,000.19	3,766.34	3,026.00	3,901.00
501.508 - Life Insurance	1,499.77	1,590.98	1,108.00	1,594.00
501.509 - Long Term Disability	1,013.51	1,233.55	1,399.00	1,842.00
501.510 - Workers Compensation	1,002.59	3,503.03	3,503.00	4,404.00
501.511 - Vision Insurance	409.37	428.23	329.00	448.00
501.516 - Hra City Contribution		1,871.53	3,521.00	4,890.00
10 - Employee benefits Total	100,323.80	92,262.20	90,384.00	115,064.00
15 - Materials				
600.601 - General Office Supplies	7,355.01	6,923.23	8,000.00	8,000.00
600.602 - Printing and Duplication			0.00	10,000.00
600.605 - Meeting Expenses	818.69	418.47	900.00	900.00
600.608 - Sml Tools and Equipment		1,703.57	0.00	2,000.00
600.613 - General Supplies	1,581.75	2,198.49	2,697.00	2,697.00
600.618 - Utilities and Phone	1,715.67	1,196.19	1,664.00	1,664.00
600.621 - Calrecylce City Payment				
Prgm Adm	8,761.00	7,918.53	0.00	0.00
600.629 - Conference and Meeting	3,012.50	1,071.75	3,000.00	3,000.00
600.632 - Mileage Reimbursement	77.33	205.58	0.00	200.00
15 - Materials Total	23,321.95	21,635.81	16,261.00	28,461.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	150.00	850.00
700.702 - General Service Agreement	9,490.97	0.00	1,000.00	0.00
700.703 - Maintenance of Equipment		537.07	0.00	700.00
20 - Contract services Total	9,490.97	537.07	1,150.00	1,550.00
25 - Cost allocation				

800.802 - IT Reimbursement	23,400.00	17,208.00	16,414.00	16,414.00
800.803 - City Channel Reimb		22,358.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		3,183.00	2,497.00	2,497.00
25 - Cost allocation Total	23,400.00	42,749.00	35,187.00	35,187.00
30 - Capital outlays				
900.905 - Facility Improvements		9,445.07	0.00	0.00
30 - Capital outlays Total		9,445.07	0.00	0.00
31 - Special projects				
900.958 - Fee Study			0.00	0.00
31 - Special projects Total			0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,741.00	3,001.00
35 - Contingencies Total		0.00	1,741.00	3,001.00
400 Admin Services Administration Total	440,495.06	426,442.70	361,231.00	461,327.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES
Legislative/Administrative

ADMINISTRATIVE SERVICES-
LIBRARY SERVICE

Budget Unit 100-41-402
General Fund

In Fiscal Year 2013-14 this program was transferred to the Recreation and Community Services Department. A complete discussion of this program can be found under that department.

Administrative Services - Library Extra Hours

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	-	-	-	-
Contract Services	334,788	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 334,788	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 334,788	\$ -	\$ -	\$ -

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
403 Library Extra Hours				
20 - Contract services				
700.702 - General Service Agreement	334,788.00	0.00	0.00	0.00
20 - Contract services Total	334,788.00	0.00	0.00	0.00
403 Library Extra Hours Total	334,788.00	0.00	0.00	0.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Other General

**ADMINISTRATIVE SERVICES-
NEIGHBORHOOD WATCH**

Budget Unit 100-40-403

General Fund

In Fiscal Year 2013-14 this program was transferred to the Recreation and Community Services Department as part of a citywide reorganization and a complete discussion of this program can be found under that department.

Administrative Services - Neighborhood Watch

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	28,674	-	-	-
Employee Benefits	2,163	-	-	-
Materials	4,910	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	3,500	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 39,248	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 39,248	\$ -	\$ -	\$ -

STAFFING

There is no staffing associated with this budget.

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
404 Neighborhood Watch				
05 - Employee compensation				
500.502 - Salaries Part Time	28,673.82	0.00	0.00	0.00
05 - Employee compensation Total	28,673.82	0.00	0.00	0.00
10 - Employee benefits				
501.507 - Medicare	1,393.86	0.00	0.00	0.00
501.510 - Workers Compensation	769.45	0.00	0.00	0.00
10 - Employee benefits Total	2,163.31	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	4,910.45	0.00	0.00	0.00
600.618 - Utilities and Phone	0.00	0.00	0.00	0.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	4,910.45	0.00	0.00	0.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	0.00	0.00
700.702 - General Service Agreement	0.00	0.00	0.00	0.00
20 - Contract services Total	0.00	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,500.00	0.00	0.00	0.00
25 - Cost allocation Total	3,500.00	0.00	0.00	0.00
404 Neighborhood Watch Total	39,247.58	0.00	0.00	0.00



CUPERTINO

FISCAL GENERAL SERVICES

Finance

**ADMINISTRATIVE SERVICES-
 FINANCE**

Budget Unit 100-41-405

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 137,433
Total Expenditures	894,134
Fund Balance	-
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	General Fund Costs \$ 756,701
Total Staffing	5.20
% Funded by General Fund	84.6%

PROGRAM OVERVIEW

The Finance Division oversees accounting and treasury functions for the City. Accurate and timely maintenance of all City financial records, including 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 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$894,134 be approved for the Finance Budget. This budget is relatively unchanged from the Proposed Budget.

This budget is funded from \$137,433 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$756,701 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, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Finance

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	207,426	137,433	137,433
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 207,426	\$ 137,433	\$ 137,433
<i>Expenditures</i>				
Employee Compensation	398,409	391,740	478,449	497,433
Employee Benefits	151,911	146,566	222,943	222,215
Materials	17,081	11,445	15,538	12,875
Contract Services	67,183	56,332	86,200	77,469
Appropriations for Contingency	-	-	10,174	9,034
Cost Allocation	35,100	78,010	75,108	75,108
Capital Outlay	-	-	-	-
Special Projects	-	180,693	-	-
TOTAL EXPENDITURES	\$ 669,684	\$ 864,787	\$ 888,412	\$ 894,134
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 669,684	\$ 657,361	\$ 750,979	\$ 756,701

STAFFING

Total current authorized positions – 5.60

The reallocation of a limited account clerk between finance and business licenses.

Total recommended authorized positions – 5.20

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
41 Finance				
405 Accounting				
05 - Employee compensation				
500.501 - Salaries Full Time	395,644.54	359,258.21	478,449.00	480,824.00
500.502 - Salaries Part Time	0.00	29,363.86	0.00	6,000.00
500.503 - Excess Med Pay	2,764.19	893.62	0.00	2,522.00
500.505 - Overtime	0.00	2,224.42	0.00	0.00
500.506 - Car Allowance			360.00	360.00
500.507 - Taxable Life Premium			3,490.00	3,210.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	4,337.00
500.513 - Sick Leave				180.00
05 - Employee compensation Total	398,408.73	391,740.11	482,299.00	497,433.00
10 - Employee benefits				
501.500 - Retirement System	102,612.39	92,003.34	126,774.00	137,992.00
501.502 - Pers 1959 Surv Empr	0.00	235.85	0.00	79.00
501.504 - Employee Benefits	0.00	0.00	0.00	3,868.00
501.505 - Health Insurance	32,333.62	30,525.09	52,064.00	41,880.00
501.506 - Dental Insurance	4,152.66	3,869.43	8,776.00	4,687.00
501.507 - Medicare	5,782.64	6,009.30	6,939.00	6,903.00
501.508 - Life Insurance	2,827.65	2,608.75	3,394.00	3,100.00
501.509 - Long Term Disability	1,987.06	1,699.36	3,327.00	3,300.00
501.510 - Workers Compensation	1,421.07	5,840.03	5,840.00	9,867.00
501.511 - Vision Insurance	793.89	739.32	1,025.00	885.00
501.516 - Hra City Contribution		3,035.46	10,954.00	9,654.00
10 - Employee benefits Total	151,910.98	146,565.93	219,093.00	222,215.00
15 - Materials				
600.601 - General Office Supplies	12,992.14	7,944.83	7,000.00	8,581.00
600.602 - Printing and Duplication	108.60	0.00	0.00	54.00
600.606 - Software		273.00	0.00	273.00
600.608 - Sml Tools and Equipment		822.40	3,000.00	822.00
600.613 - General Supplies	1,040.25	449.00	500.00	609.00
600.618 - Utilities and Phone	1,560.56	1,713.74	1,638.00	1,599.00
600.629 - Conference and Meeting	1,144.00	194.00	3,000.00	775.00
600.632 - Mileage Reimbursement	235.43	48.51	400.00	162.00

15 - Materials Total	17,080.98	11,445.48	15,538.00	12,875.00
20 - Contract services				
700.701 - Training and Instruction	617.88	305.00	1,200.00	711.00
700.702 - General Service Agreement	66,565.31	55,131.76	85,000.00	76,004.00
700.703 - Maintenance of Equipment	0.00	895.07	0.00	754.00
700.707 - Bank Charges	0.00	0.00	0.00	0.00
20 - Contract services Total	67,183.19	56,331.83	86,200.00	77,469.00
25 - Cost allocation				
800.802 - IT Reimbursement	35,100.00	50,347.00	51,064.00	51,064.00
800.803 - City Channel Reimb		22,358.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		5,305.00	7,768.00	7,768.00
25 - Cost allocation Total	35,100.00	78,010.00	75,108.00	75,108.00
31 - Special projects				
900.906 - Financial Software		180,693.39	0.00	0.00
31 - Special projects Total		180,693.39	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	10,174.00	9,034.00
35 - Contingencies Total		0.00	10,174.00	9,034.00
405 Accounting Total	669,683.88	864,786.74	888,412.00	894,134.00



FISCAL GENERAL SERVICES

Finance

**ADMINISTRATIVE SERVICES-
FINANCE-
BUSINESS LICENSING**

Budget Unit 100-41-406
Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	114,958
Fund Balance	-
<hr/>	
General Fund Costs	\$ 114,958
Total Staffing	1.10
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Monitor 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$114,958 be approved for the Business License Budget. This represents an increase of \$49,555 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in salaries and benefits due to the reallocation of limited term Account Clerk position.

This budget is funded from an \$114,958 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, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Business Licenses

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	35,066	35,454	35,932	69,724
Employee Benefits	13,704	15,738	18,027	34,241
Materials	780	1,522	782	1,022
Contract Services	3,992	4,818	4,846	4,196
Appropriations for Contingenc	-	-	563	522
Cost Allocation	12,000	3,776	5,253	5,253
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 65,543	\$ 61,308	\$ 65,403	\$ 114,958
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 65,543	\$ 61,308	\$ 65,403	\$ 114,958

STAFFING

Total current authorized positions – .50

Increased limited term Account Clerk allocation by .60, previously included in finance.

Total recommended authorized positions – 1.10

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
406 Business Licenses				
05 - Employee compensation				
500.501 - Salaries Full Time	35,066.47	35,113.98	34,732.00	69,301.00
500.502 - Salaries Part Time		145.72	1,200.00	0.00
500.505 - Overtime	0.00	194.48	0.00	0.00
500.507 - Taxable Life Premium			207.00	423.00
05 - Employee compensation Total	35,066.47	35,454.18	36,139.00	69,724.00
10 - Employee benefits				
501.500 - Retirement System	8,842.53	8,872.59	9,642.00	18,266.00
501.502 - Pers 1959 Surv Empr	0.00	26.35	0.00	9.00
501.505 - Health Insurance	3,186.39	4,131.79	4,649.00	9,425.00
501.506 - Dental Insurance	464.59	467.76	784.00	1,033.00
501.507 - Medicare	511.10	514.85	504.00	995.00
501.508 - Life Insurance	284.92	286.85	277.00	527.00
501.509 - Long Term Disability	200.38	202.78	246.00	487.00
501.510 - Workers Compensation	125.69	648.00	648.00	1,150.00
501.511 - Vision Insurance	88.68	89.25	92.00	197.00
501.516 - Hra City Contribution		498.01	978.00	2,152.00
10 - Employee benefits Total	13,704.28	15,738.23	17,820.00	34,241.00
15 - Materials				
600.601 - General Office Supplies	0.00	664.64	0.00	222.00
600.604 - Postage	0.00	0.00	0.00	0.00
600.618 - Utilities and Phone	780.29	856.87	782.00	800.00
600.629 - Conference and Meeting	0.00	0.00	0.00	0.00
15 - Materials Total	780.29	1,521.51	782.00	1,022.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	500.00	0.00
700.703 - Maintenance of Equipment		89.52	0.00	90.00
700.707 - Bank Charges	3,992.03	4,728.82	4,346.00	4,106.00
20 - Contract services Total	3,992.03	4,818.34	4,846.00	4,196.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,000.00	3,187.00	4,559.00	4,559.00
800.804 - Web Site Reimbursement		589.00	694.00	694.00
25 - Cost allocation Total	12,000.00	3,776.00	5,253.00	5,253.00
35 - Contingencies				
719.705 - Contingencies		0.00	563.00	522.00
35 - Contingencies Total		0.00	563.00	522.00
406 Business Licenses Total	65,543.07	61,308.26	65,403.00	114,958.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES
Legislative/Administrative

CITY CLERK-

Budget Unit 100-42-408
Internal Service Fund

In Fiscal Year 2013-14 this program was transferred to the Administration Department as part of a citywide reorganization. A complete discussion of this program can be found on under that department.

Administrative Services - City Clerk

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	182,434	-	-	-
Employee Benefits	87,083	-	-	-
Materials	23,105	-	-	-
Contract Services	47,765	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	31,000	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 371,388	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 371,388	\$ -	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
42 City Clerk				
408 City Clerk				
05 - Employee compensation				
500.501 - Salaries Full Time	172,594.50	0.00	0.00	0.00
500.502 - Salaries Part Time	5,169.53	0.00	0.00	0.00
500.503 - Excess Med Pay	733.20	0.00	0.00	0.00
500.505 - Overtime	3,936.61	0.00	0.00	0.00
500.506 - Car Allowance	2,999.88	0.00	0.00	0.00
500.510 - Employee Agency Serv	13,236.49	0.00	0.00	0.00
05 - Employee compensation Total	198,670.21	0.00	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	44,443.58	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.505 - Health Insurance	18,195.56	0.00	0.00	0.00
501.506 - Dental Insurance	2,174.80	0.00	0.00	0.00
501.507 - Medicare	2,698.40	0.00	0.00	0.00
501.508 - Life Insurance	1,340.73	0.00	0.00	0.00
501.509 - Long Term Disability	939.06	0.00	0.00	0.00
501.510 - Workers Compensation	638.89	0.00	0.00	0.00
501.511 - Vision Insurance	415.98	0.00	0.00	0.00
10 - Employee benefits Total	70,847.00	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	5,692.23	125.65	0.00	0.00
600.613 - General Supplies	465.00	0.00	0.00	0.00
600.618 - Utilities and Phone	4,527.17	0.00	0.00	0.00
600.619 - Advertising and Legal				
Notices	9,045.48	0.00	0.00	0.00
600.629 - Conference and Meeting	3,257.10	0.00	0.00	0.00
600.632 - Mileage Reimbursement	118.37	0.00	0.00	0.00
15 - Materials Total	23,105.35	125.65	0.00	0.00
20 - Contract services				
700.701 - Training and Instruction	740.00	0.00	0.00	0.00
700.702 - General Service Agreement	47,025.00	0.00	0.00	0.00
700.703 - Maintenance of Equipment	0.00	0.00	0.00	0.00
20 - Contract services Total	47,765.00	0.00	0.00	0.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	7,800.00	0.00	0.00	0.00
800.802 - IT Reimbursement	23,200.00	0.00	0.00	0.00
25 - Cost allocation Total	31,000.00	0.00	0.00	0.00
408 City Clerk Total	371,387.56	125.65	0.00	0.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Other General

**CITY CLERK-
DUPLICATING AND MAIL SERVICE**

Budget Unit 100-42-409

General Fund

In Fiscal Year 2013-14 this program was transferred to the Administration Department as part of a citywide reorganization. A complete discussion of this program can be found under that department.

Administrative Services - Duplicating and Mail Services

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	28,254	-	-	-
Employee Benefits	13,157	-	-	-
Materials	44,095	-	-	-
Contract Services	25,657	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	2,700	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 113,862	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 113,862	\$ -	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
409 Duplication and Mail Servic				
05 - Employee compensation				
500.501 - Salaries Full Time	27,488.47	0.00	0.00	0.00
500.502 - Salaries Part Time	765.07	0.00	0.00	0.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	28,253.54	0.00	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	6,601.85	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.505 - Health Insurance	5,056.25	0.00	0.00	0.00
501.506 - Dental Insurance	493.01	0.00	0.00	0.00
501.507 - Medicare	421.90	0.00	0.00	0.00
501.508 - Life Insurance	226.80	0.00	0.00	0.00
501.509 - Long Term Disability	160.80	0.00	0.00	0.00
501.510 - Workers Compensation	101.71	0.00	0.00	0.00
501.511 - Vision Insurance	94.21	0.00	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	13,156.53	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	21,589.06	0.00	0.00	0.00
600.604 - Postage	22,505.84	(1.17)	0.00	0.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	44,094.90	(1.17)	0.00	0.00
20 - Contract services				
700.703 - Maintenance of Equipment	25,657.01	0.00	0.00	0.00
20 - Contract services Total	25,657.01	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,700.00	0.00	0.00	0.00
25 - Cost allocation Total	2,700.00	0.00	0.00	0.00
409 Duplication and Mail Servic Total	113,861.98	(1.17)	0.00	0.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES
Other General

**CITY CLERK-
ELECTIONS**

Budget Unit 100-42-410
General Fund

In Fiscal Year 2013-14 this program was transferred to the City Clerk Program in the Administration Department as part of a citywide reorganization. A complete discussion of this program can be found under that department.

Administrative Services -Elections

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	54	-	-	-
Contract Services	518	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 573	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 573	\$ -	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
410 Elections				
15 - Materials				
600.601 - General Office Supplies	54.31	0.00	0.00	0.00
15 - Materials Total	54.31	0.00	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	518.23	0.00	0.00	0.00
20 - Contract services Total	518.23	0.00	0.00	0.00
410 Elections Total	572.54	0.00	0.00	0.00



CRIMINAL JUSTICE/PUBLIC PROTECTION
Other Protection

EMERGENCY DISASTER PREPAREDNESS

Budget Unit 100-43-411

General Fund

In Fiscal Year 2012-13 this program was transferred to the Public Affairs Division as part of a citywide reorganization.

Administrative Services - Emergency Disaster Preparedness

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	31,647	-	-	-
Employee Benefits	2,516	-	-	-
Materials	2,684	-	-	-
Contract Services	41,445	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	3,800	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 82,092	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 82,092	\$ -	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
411 Disaster Preparedness				
05 - Employee compensation				
500.502 - Salaries Part Time	31,646.74	0.00	0.00	0.00
500.505 - Overtime	0.00	0.00	0.00	0.00
05 - Employee compensation Total	31,646.74	0.00	0.00	0.00
10 - Employee benefits				
501.507 - Medicare	1,662.77	0.00	0.00	0.00
501.510 - Workers Compensation	852.91	0.00	0.00	0.00
10 - Employee benefits Total	2,515.68	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	5,252.46	(80.00)	0.00	0.00
600.618 - Utilities and Phone	1,212.47	0.00	0.00	0.00
600.619 - Advertising and Legal Notices	200.00	0.00	0.00	0.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.632 - Mileage Reimbursement	19.43	0.00	0.00	0.00
600.635 - Special Departmental Exp	(4,000.00)	0.00	0.00	0.00
15 - Materials Total	2,684.36	(80.00)	0.00	0.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	0.00	0.00
700.702 - General Service Agreement	41,444.78	0.00	0.00	0.00
20 - Contract services Total	41,444.78	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,800.00	0.00	0.00	0.00
25 - Cost allocation Total	3,800.00	0.00	0.00	0.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
31 - Special projects Total	0.00	0.00	0.00	0.00
411 Disaster Preparedness Total	82,091.56	(80.00)	0.00	0.00



FISCAL GENERAL SERVICES

Legislative/Administrative

ADMINISTRATIVE SERVICES-
HUMAN RESOURCES-
PERSONNEL
 Budget Unit 100-44-12
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 162,605
Total Expenditures	840,692
Fund Balance	-
	General Fund Costs \$ 678,087
Total Staffing	3.15
	% Funded by General Fund 80.7%

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 for 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$840,692 be approved for the Human Resources Budget. This represents an increase of \$132,518 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases contracts due to upcoming negotiations and outside legal counsel for HR issues.

This budget is funded from \$162,605 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$678,087 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, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Human Resources

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	167,853	162,605	162,605
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 167,853	\$ 162,605	\$ 162,605
<u>Expenditures</u>				
Employee Compensation	237,773	263,573	372,104	353,777
Employee Benefits	125,516	148,743	168,254	193,789
Materials	49,435	56,848	51,728	54,810
Contract Services	138,342	82,728	50,220	168,520
Appropriations for Contingency	-	-	10,195	14,123
Cost Allocation	33,200	44,636	55,673	55,673
Capital Outlay	-	19,650	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 584,266	\$ 616,178	\$ 708,174	\$ 840,692
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 584,266	\$ 448,325	\$ 545,569	\$ 678,087

STAFFING

Total current authorized positions – 3.75

Staffing is decreasing due to the reallocation of the Senior Management Analyst position from HR division to the Administration division of Administrative Services.

Total recommended authorized positions – 3.15

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
412 Human Resources				
05 - Employee compensation				
500.501 - Salaries Full Time	212,777.80	262,641.98	372,104.00	348,483.00
500.502 - Salaries Part Time	18,322.81	0.00	0.00	0.00
500.503 - Excess Med Pay	2,344.29	931.06	0.00	1,903.00
500.505 - Overtime	4,328.53	0.00	0.00	0.00
500.506 - Car Allowance	0.00	0.00	360.00	1,800.00
500.507 - Taxable Life Premium			1,575.00	1,591.00
500.509 - Internet Allowance			0.00	0.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	237,773.43	263,573.04	374,039.00	353,777.00
10 - Employee benefits				
501.500 - Retirement System	55,064.65	71,809.14	103,304.00	98,959.00
501.502 - Pers 1959 Surv Empr	7,104.00	8,706.41	0.00	7,579.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	18,345.74	24,323.80	34,864.00	27,220.00
501.506 - Dental Insurance	2,174.02	2,540.90	5,877.00	3,012.00
501.507 - Medicare	2,889.56	2,587.91	5,396.00	5,003.00
501.508 - Life Insurance	1,516.64	1,105.13	2,466.00	2,051.00
501.509 - Long Term Disability	1,165.65	1,307.90	2,563.00	2,363.00
501.510 - Workers Compensation	864.81	3,828.00	3,828.00	7,988.00
501.511 - Vision Insurance	417.46	640.53	686.00	565.00
501.512 - Employee Asst Program	7,453.65	7,943.03	0.00	7,445.00
501.513 - Rec Bucks	28,519.33	22,133.46	0.00	25,443.00
501.516 - Hra City Contribution		1,816.37	7,335.00	6,161.00
10 - Employee benefits Total	125,515.51	148,742.58	166,319.00	193,789.00
15 - Materials				
600.601 - General Office Supplies	28,805.67	32,465.97	25,000.00	29,218.00
600.602 - Printing and Duplication	108.60	0.00	0.00	54.00
600.605 - Meeting Expenses	0.00	0.00	40.00	40.00
600.608 - Sml Tools and Equipment		1,703.57	0.00	1,704.00
600.613 - General Supplies	15,681.27	16,670.38	21,100.00	19,135.00

600.618 - Utilities and Phone	1,560.56	1,713.74	1,600.00	1,599.00
600.620 - Gas Service			0.00	0.00
600.629 - Conference and Meeting	3,212.00	3,969.42	2,700.00	2,855.00
600.632 - Mileage Reimbursement	67.02	324.95	1,288.00	205.00
15 - Materials Total	49,435.12	56,848.03	51,728.00	54,810.00
20 - Contract services				
700.701 - Training and Instruction	9,171.50	11,440.46	8,000.00	8,892.00
700.702 - General Service Agreement	121,837.64	60,529.51	30,020.00	150,000.00
700.703 - Maintenance of Equipment	148.79	660.67	1,200.00	626.00
700.704 - Insurance Fees, Claims, Premiums	7,184.20	10,097.59	11,000.00	9,002.00
20 - Contract services Total	138,342.13	82,728.23	50,220.00	168,520.00
25 - Cost allocation				
800.802 - IT Reimbursement	33,200.00	18,801.00	34,195.00	34,195.00
800.803 - City Channel Reimb		22,358.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		3,477.00	5,202.00	5,202.00
25 - Cost allocation Total	33,200.00	44,636.00	55,673.00	55,673.00
30 - Capital outlays				
900.905 - Facility Improvements		7,443.77	0.00	0.00
30 - Capital outlays Total		7,443.77	0.00	0.00
31 - Special projects				
900.906 - Financial Software		12,205.87	0.00	0.00
31 - Special projects Total		12,205.87	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	10,195.00	14,123.00
35 - Contingencies Total		0.00	10,195.00	14,123.00
412 Human Resources Total	584,266.19	616,177.52	708,174.00	840,692.00



FISCAL GENERAL SERVICES

Legislative/Administrative

**ADMINISTRATIVE SERVICES-
HUMAN RESOURCES-
RETIREE MEDICAL LIABILITY**

Budget Unit 642-
Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	1,000,495
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,000,495
Total Staffing	-
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Provides administration of 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,000,495 be approved for the Retiree Medical Liability Budget. This represents an increase of \$25,495 under the FY 2014-15 Final Adopted Budget. The increase is based on preliminary actuary estimates.

This budget is funded from \$1,000,495 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, last year’s final adopted budget and this years Proposed Budget:

Administrative Services - Retiree Medical

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
Employee Benefits	2,214,719	2,048,732	975,000	995,000
Materials	-	-	-	-
Contract Services	10,000	6,485	-	5,495
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 2,224,719	\$ 2,055,217	\$ 975,000	\$ 1,000,495
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 2,224,719	\$ 2,055,217	\$ 975,000	\$ 1,000,495

STAFFING

There is no staffing associated with this budget.

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
414 HR Retiree Benefits				
10 - Employee benefits				
501.514 - Retirees Health Insurance		786,660.90	779,967.42	475,000.00
501.515 - Retiree Health Long Term		1,428,058.10	1,268,765.00	500,000.00
10 - Employee benefits Total		2,214,719.00	2,048,732.42	975,000.00
20 - Contract services				
700.702 - General Service Agreement		10,000.00	6,485.00	0.00
20 - Contract services Total		10,000.00	6,485.00	0.00
414 HR Retiree Benefits Total		2,224,719.00	2,055,217.42	975,000.00



FISCAL GENERAL SERVICES

Legislative/Administrative

**ADMINISTRATIVE SERVICES-
 HUMAN RESOURCES-
 INSURANCE ADMINISTRATION**
 Budget Unit 100-44-417
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	540,697
Fund Balance	-
<hr/>	
General Fund Costs	\$ 540,697
Total Staffing	0.15
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

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.
- Promotes work environment that emphasizes safe work practices.

RECOMMENDED PROPOSED

It is recommended that a budget of \$540,697 be approved for the Insurance Administration Budget. This represents an increase of \$253,636 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in potential claims costs.

This budget is funded from a \$540,697 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, last year’s final adopted budget and this years Proposed Budget:

Administrative Services - Insurance Administration

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	11,491	13,237	13,483	14,993
Employee Benefits	4,307	5,456	6,352	7,091
Materials	-	4	-	4
Contract Services	260,373	453,174	241,500	470,030
Appropriations for Contingency	-	-	24,150	47,003
Cost Allocation	3,100	1,133	1,576	1,576
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 279,272	\$ 473,005	\$ 287,061	\$ 540,697
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 279,272	\$ 473,005	\$ 287,061	\$ 540,697

STAFFING

Total current authorized positions – .15

There are no recommended changes to the current level of staffing.

Total recommended authorized positions – .15

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
417 Insurance Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	11,306.34	13,237.44	13,483.00	14,910.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	184.77	0.00	0.00	0.00
500.507 - Taxable Life Premium			77.00	83.00
05 - Employee compensation Total	11,491.11	13,237.44	13,560.00	14,993.00
10 - Employee benefits				
501.500 - Retirement System	2,887.74	3,411.53	3,743.00	4,234.00
501.502 - Pers 1959 Surv Empr	0.00	7.93	0.00	3.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	996.58	1,273.27	1,395.00	1,300.00
501.506 - Dental Insurance	119.65	143.62	234.00	143.00
501.507 - Medicare	94.02	121.93	195.00	214.00
501.508 - Life Insurance	83.68	100.38	98.00	97.00
501.509 - Long Term Disability	62.25	74.93	94.00	102.00
501.510 - Workers Compensation	40.68	195.00	195.00	678.00
501.511 - Vision Insurance	22.86	27.36	27.00	27.00
501.516 - Hra City Contribution		100.42	294.00	293.00
10 - Employee benefits Total	4,307.46	5,456.37	6,275.00	7,091.00
15 - Materials				
600.601 - General Office Supplies		4.37	0.00	4.00
15 - Materials Total		4.37	0.00	4.00
20 - Contract services				
700.703 - Maintenance of Equipment		29.81	0.00	30.00
700.704 - Insurance Fees, Claims, Premiums	260,373.31	453,143.76	241,500.00	470,000.00
20 - Contract services Total	260,373.31	453,173.57	241,500.00	470,030.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,100.00	956.00	1,368.00	1,368.00
800.804 - Web Site Reimbursement		177.00	208.00	208.00
25 - Cost allocation Total	3,100.00	1,133.00	1,576.00	1,576.00
35 - Contingencies				
719.705 - Contingencies		0.00	24,150.00	47,003.00
35 - Contingencies Total		0.00	24,150.00	47,003.00
417 Insurance Administration Total	279,271.88	473,004.75	287,061.00	540,697.00

City of Cupertino
Fiscal Year 2015-2016



CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

CODE ENFORCEMENT

Budget Unit 100-45-421

General Fund

In Fiscal Year 2013-14 this program was transferred to the Law Enforcement Division as part of a citywide reorganization. A complete discussion of this program can be found under that division.

Administrative Services - Code Enforcement

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingenc	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
416 Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time			0.00	
500.503 - Excess Med Pay	0.00	0.00	0.00	
05 - Employee compensation Total	0.00	0.00	0.00	
10 - Employee benefits				
501.500 - Retirement System	0.00	0.00	0.00	
501.505 - Health Insurance	0.00	0.00	0.00	
501.506 - Dental Insurance	0.00	0.00	0.00	
501.507 - Medicare	0.00	0.00	0.00	
501.508 - Life Insurance	0.00	0.00	0.00	
501.509 - Long Term Disability	0.00	0.00	0.00	
501.510 - Workers Compensation			0.00	
501.511 - Vision Insurance	0.00	0.00	0.00	
10 - Employee benefits Total	0.00	0.00	0.00	
15 - Materials				
600.618 - Utilities and Phone			0.00	
15 - Materials Total			0.00	
20 - Contract services				
700.701 - Training and Instruction			0.00	
20 - Contract services Total			0.00	
416 Code Enforcement Total	0.00	0.00	0.00	

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



CUPERTINO

ADMINISTRATIVE SERVICES- WORKERS' COMPENSATION INSURANCE

Budget Unit 620- 44-418

Internal Service Fund

BUDGET AT A GLANCE

Total Revenue	\$	719,365
Total Expenditures		719,365
Fund Balance		-
	General Fund Costs	\$ -
Total Staffing		0.20
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

Provides oversight of our 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$719,365 be approved for the Workers Compensation Insurance program. This represents an increase of \$276,798 over the FY 2014-15 Final Adopted Budget. The increase is primarily driven by increased workers' compensation costs as recommended in the City's workers' compensation fund actuary. In FY 2015-16 staff will evaluate if the City can achieve the same level of service in a different insurance pool.

This budget is funded from \$10,000 in charges to other departments and \$709,365 in fund balance.

The following table details revenue, total expenditures, changes in fund balance and general fund costs by category for the two prior fiscal years, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Workers' Compensation

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	709,365
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	10,970	10,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 10,970	\$ 719,365
<i>Expenditures</i>				
Employee Compensation	19,070	19,875	20,942	22,523
Employee Benefits	7,052	7,915	9,344	9,745
Materials	-	4	-	-
Contract Services	689,592	337,312	371,000	620,833
Appropriations for Contingency	-	-	37,100	62,083
Cost Allocation	-	3,591	4,181	4,181
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 715,714	\$ 368,697	\$ 442,567	\$ 719,365
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 715,714	\$ 368,697	\$ 431,597	\$ -

STAFFING

Total current authorized positions – .20

There are no recommended changes to the current level of staffing.

Total recommended authorized positions – .20

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
418 Workers Compensation Insurance				
05 - Employee compensation				
500.501 - Salaries Full Time	18,884.97	19,874.95	20,942.00	22,439.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	184.77	0.00	0.00	0.00
500.507 - Taxable Life Premium			84.00	84.00
05 - Employee compensation Total	19,069.74	19,874.95	21,026.00	22,523.00
10 - Employee benefits				
501.500 - Retirement System	4,857.99	5,152.33	5,814.00	6,372.00
501.502 - Pers 1959 Surv Empr	0.00	10.67	0.00	4.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	1,453.17	1,604.34	1,860.00	1,685.00
501.506 - Dental Insurance	184.90	186.94	313.00	191.00
501.507 - Medicare	205.72	217.35	304.00	322.00
501.508 - Life Insurance	142.35	143.37	139.00	139.00
501.509 - Long Term Disability	104.51	106.47	144.00	153.00
501.510 - Workers Compensation	68.20	258.97	259.00	452.00
501.511 - Vision Insurance	35.46	35.77	36.00	36.00
501.516 - Hra City Contribution		198.88	391.00	391.00
10 - Employee benefits Total	7,052.30	7,915.09	9,260.00	9,745.00
15 - Materials				
600.601 - General Office Supplies		4.37	0.00	0.00
15 - Materials Total		4.37	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	2,250.00	0.00	0.00	750.00
700.703 - Maintenance of Equipment		29.81	0.00	30.00
700.704 - Insurance Fees, Claims, Premiums	687,341.93	337,282.24	371,000.00	620,053.00
20 - Contract services Total	689,591.93	337,312.05	371,000.00	620,833.00
25 - Cost allocation				
800.802 - IT Reimbursement		1,275.00	1,824.00	1,824.00
800.804 - Web Site Reimbursement		236.00	277.00	277.00
800.806 - CM CAP Allocation		404.00	404.00	404.00
800.807 - ENV Affairs CAP Allo		128.00	128.00	128.00
800.808 - ECON Dev CAP Allo		98.00	98.00	98.00
800.813 - Admin Serv CAP Allocation		308.00	308.00	308.00
800.814 - Finance CAP Alloc		584.00	584.00	584.00
800.815 - Human resources CAP Alloc		558.00	558.00	558.00
25 - Cost allocation Total		3,591.00	4,181.00	4,181.00
35 - Contingencies				
719.705 - Contingencies		0.00	37,100.00	62,083.00
35 - Contingencies Total		0.00	37,100.00	62,083.00
418 Workers Compensation Insurance Total	715,713.97	368,697.46	442,567.00	719,365.00

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



ADMINISTRATIVE SERVICES- LONG TERM DISABILITY

Budget Unit 641-44-419

Internal Service Fund

BUDGET AT A GLANCE

Total Revenue	\$	84,810
Total Expenditures		84,810
Fund Balance		-
<hr/>		
	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

Oversee claims and premiums associated with long term disability.

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$84,810 be approved for the Long Term Disability Budget. This represents an increase of \$3,952 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased premium costs and corresponding contingency cost.

This budget is funded from \$84,810 in estimated department revenue.

The following table details revenue, total expenditures, changes in fund balance and general fund costs by category for the two prior fiscal years, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Long Term Disability

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	84,810
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 84,810
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	78,195	67,793	73,507	77,100
Appropriations for Contingency	-	-	7,351	7,710
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 78,195	\$ 67,793	\$ 80,858	\$ 84,810
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 78,195	\$ 67,793	\$ 80,858	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
419 Long Term Disability				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	78,194.65	67,792.74	73,507.00	77,100.00
20 - Contract services Total	78,194.65	67,792.74	73,507.00	77,100.00
35 - Contingencies				
719.705 - Contingencies		0.00	7,351.00	7,710.00
35 - Contingencies Total		0.00	7,351.00	7,710.00
419 Long Term Disability Total	78,194.65	67,792.74	80,858.00	84,810.00

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



CUPERTINO

ADMINISTRATIVE SERVICES- COMPENSATED ABSENCES

Budget Unit 641-44-420

Internal Service Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		440,000
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 440,000
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Provide 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$440,000 be approved for the Compensated Absences Budget. This represents a \$165,000 increase over the FY 2014-15 Final Adopted Budget. The increase is primarily due to an increased number of employees with large leave balances becoming eligible for retirement.

This budget is funded from a 440,000 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, last year's final adopted budget and this years Proposed Budget:

Administrative Services - Compensated Absences

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	211,264	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 211,264	\$ -
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	168,536	161,784	250,000	400,000
Appropriations for Contingency	-	-	25,000	40,000
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 168,536	\$ 161,784	\$ 275,000	\$ 440,000
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 168,536	\$ 161,784	\$ 63,736	\$ 440,000

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
420 Compensated Absence				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	168,535.79	161,783.51	250,000.00	400,000.00
20 - Contract services Total	168,535.79	161,783.51	250,000.00	400,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	25,000.00	40,000.00
35 - Contingencies Total		0.00	25,000.00	40,000.00
420 Compensated Absence Total	168,535.79	161,783.51	275,000.00	440,000.00

City of Cupertino
Fiscal Year 2015-2016



CUPERTINO

FISCAL GENERAL SERVICES

Other General

**ADMINISTRATIVE SERVICES-
INFORMATION TECHNOLOGY**

Budget Unit 610-46-422

General Fund

In Fiscal Year 2013-14 this program was transferred to the Public Affairs Division. This program remains part of this department in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

Administrative Services - Information Technology

Category	2012-2013 Actual	2013-2014 Actual	2014-2015 Final Adopted Budget	2015-2016 Proposed 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	399,490	1,985	-	-
Employee Benefits	153,893	65	-	-
Materials	130,187	(2,472)	-	-
Contract Services	343,536	-	-	-
Appropriations for Contingenc	-	-	-	-
Cost Allocation	193,649	2,397	-	-
Capital Outlay	-	-	-	-
Special Projects	-	(49,357)	-	-
TOTAL EXPENDITURES	\$ 1,220,755	\$ (47,382)	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 1,220,755	\$ (47,382)	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
422 Information Management				
05 - Employee compensation				
500.501 - Salaries Full Time	384,103.69	0.00	0.00	0.00
500.502 - Salaries Part Time	5,290.64	1,953.75	0.00	0.00
500.503 - Excess Med Pay	1,499.16	30.80	0.00	0.00
500.505 - Overtime	8,596.36	0.00	0.00	0.00
500.510 - Employee Agency Serv			0.00	
05 - Employee compensation Total	399,489.85	1,984.55	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	99,250.52	8.06	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.01	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	36,172.38	2.40	0.00	0.00
501.506 - Dental Insurance	3,740.53	0.27	0.00	0.00
501.507 - Medicare	5,814.44	54.16	0.00	0.00
501.508 - Life Insurance	2,733.86	0.22	0.00	0.00
501.509 - Long Term Disability	1,940.48	0.00	0.00	0.00
501.510 - Workers Compensation	3,524.33	0.00	0.00	0.00
501.511 - Vision Insurance	716.45	0.05	0.00	0.00
10 - Employee benefits Total	153,892.99	65.17	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	40,654.26	0.00	0.00	0.00
600.602 - Printing and Duplication	108.60	0.00	0.00	0.00
600.606 - Software	0.00	0.00	0.00	0.00
600.618 - Utilities and Phone	79,326.91	(2,471.84)	0.00	0.00
600.629 - Conference and Meeting	10,031.38	0.00	0.00	0.00
600.632 - Mileage Reimbursement	65.62	0.00	0.00	0.00
15 - Materials Total	130,186.77	(2,471.84)	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	74,454.12	0.00	0.00	0.00
700.703 - Maintenance of Equipment	269,082.20	0.00	0.00	0.00
700.705 - Law Enforcement Services			0.00	
20 - Contract services Total	343,536.32	0.00	0.00	0.00
900.945 - Fixed Asset Acquisition	0.00	(49,357.38)	0.00	0.00
31 - Special projects Total	0.00	(49,357.38)	0.00	0.00
800.904 - Depreciation Expenses	193,649.26	2,397.36	0.00	0.00
50 - Other financing uses Total	193,649.26	2,397.36	0.00	0.00
422 Information Management Total	1,220,755.19	(47,382.14)	0.00	0.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Other General

**ADMINISTRATIVE SERVICES-
INFORMATION TECHNOLOGY-
EQUIPMENT ACQUISITION**

Budget Unit 610-90-981

Internal Service Fund

In Fiscal Year 2013-14 this program was transferred to the Public Affairs Division. This program remains part of this department in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

Administrative Services - Equipment Acquisition

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	5,960	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	3,130	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	180,153	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 189,243	\$ -	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 189,243	\$ -	\$ -	\$ -

STAFFING

There is no staffing associated with this budget.