



CUPERTINO

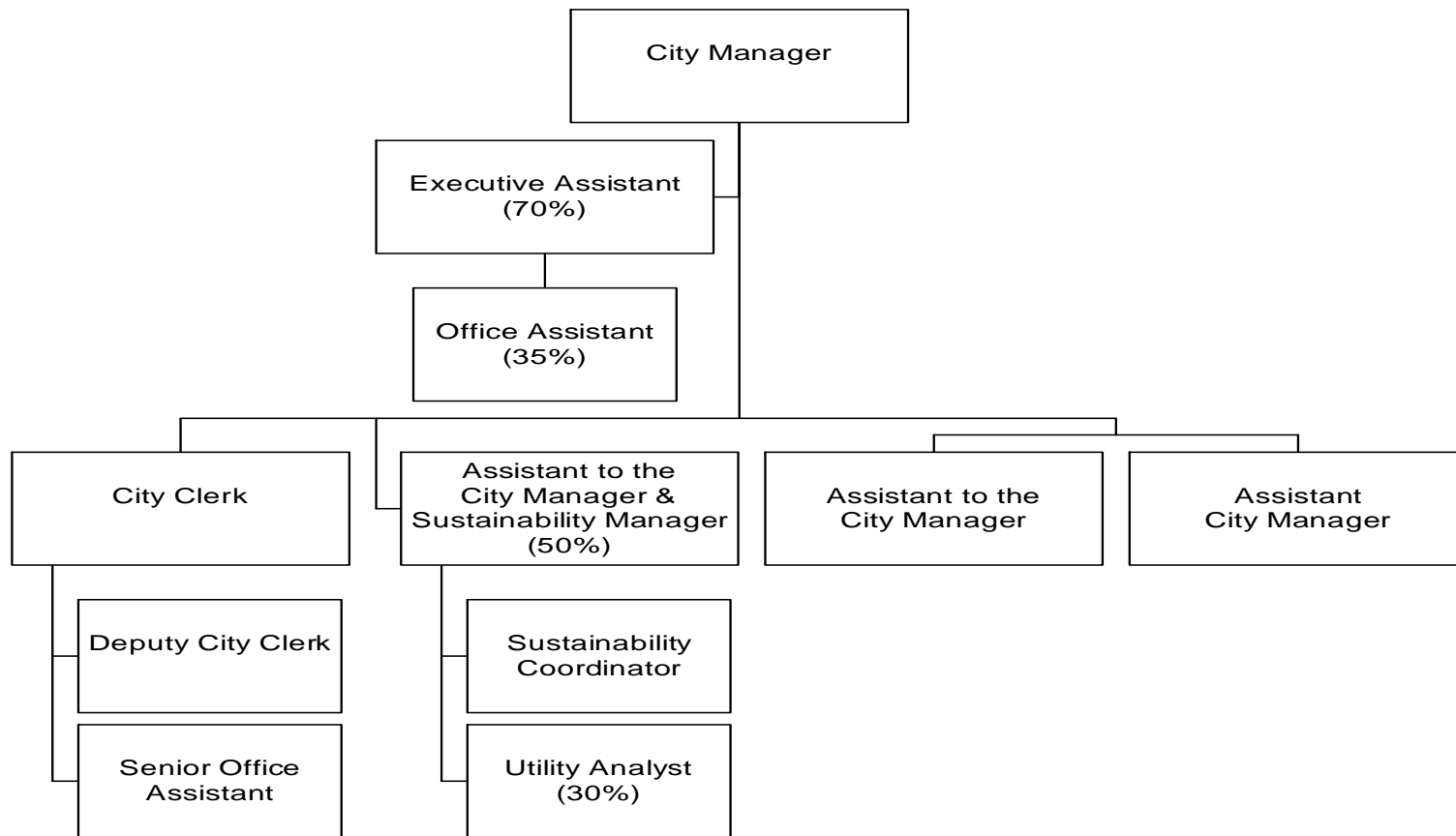
Administration

City Manager

City Clerk

City Attorney

Environmental Affairs





CUPERTINO

Administration

		Proposed 2015-16
Page	City Manager	\$ 1,829,072
	Gl Org	
	100-12-120 City Manager	841,345
	100-12-121 Community Outreach	-
	100-12-122 Environmental Affairs	987,727
	100-12-125 Economic Development	-
City Clerk		\$ 647,952
	Gl Org	
	100-13-130 City Clerk	572,024
	100-13-132 Duplicating and Mail Services	75,928
	100-13-133 Elections	-
City Manager Discretionary Fund		\$ 540,000
	Gl Org	
	100-14-123 City Manager Discretionary Fund	540,000
City Attorney		\$ 1,851,840
	Gl Org	
	100-15-141 City Attorney	1,851,840
TOTAL ADMINISTRATION		\$ 4,868,864

Division Summary

Administration - Summary

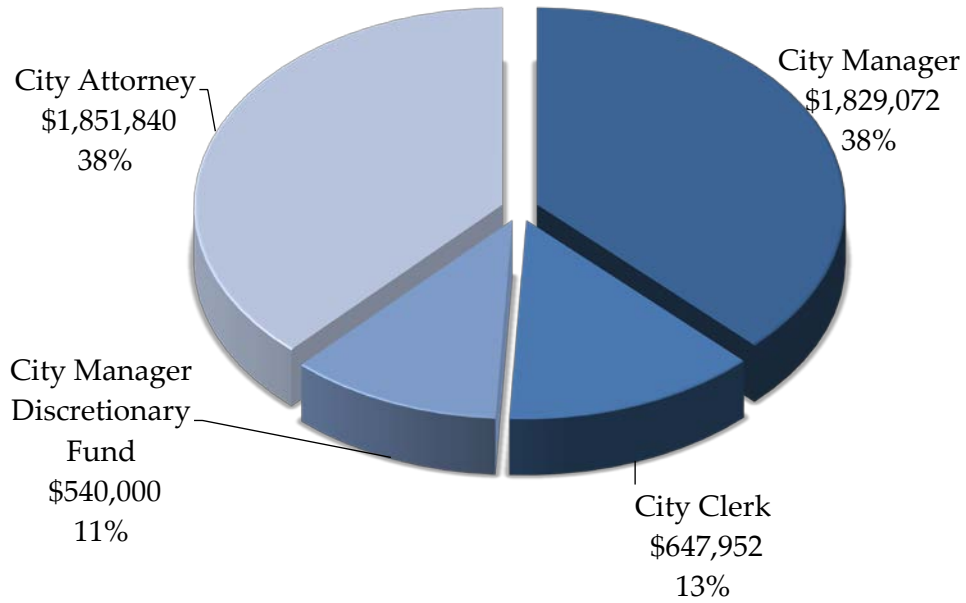
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	326,907	241,525	210,393
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	55,000	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 381,907	\$ 241,525	\$ 210,393
<i>Expenditures</i>				
Employee Compensation	751,663	1,272,322	1,416,824	1,617,556
Employee Benefits	269,118	426,823	514,888	619,601
Materials	92,190	167,977	197,341	159,143
Contract Services	308,136	458,029	808,510	974,187
Appropriations for Contingency	-	-	539,277	614,532
Cost Allocation	55,600	380,823	315,165	294,809
Capital Outlay	4,609	49,126	-	587,500
Special Projects	-	496,548	25,000	1,536
TOTAL EXPENDITURES	\$ 1,481,317	\$ 3,251,649	\$ 3,817,005	\$ 4,868,864
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 1,481,317	\$ 2,869,742	\$ 3,575,480	\$ 4,658,471

RECOMMENDED PROPOSED

It is recommended that a budget of \$4,868,864 be approved for the Administration Department. This represents an increase of \$1,051,859 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to special projects and increases to staffing and employee compensation.

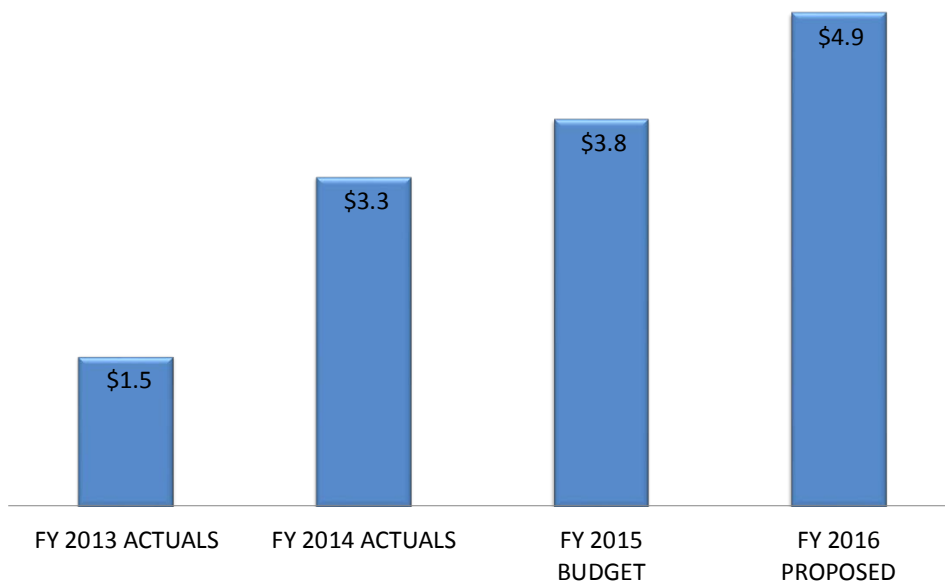
This budget is funded from \$210,393 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$4,658,471 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions



City of Cupertino

Fiscal Year 2015-16



CUPERTINO

FISCAL GENERAL SERVICES

Legislative/Administrative

ADMINISTRATOR

David Brandt, City Manager

Carol Korade, City Attorney

Grace Schmidt, City Clerk

BUDGET AT A GLANCE

Total Revenue	210,393
Total Expenditures	4,868,864
Fund Balance	-
<hr/>	
General Fund Costs	\$ 4,658,471
Total Staffing	11.85
% Funded by General Fund Dollars	95.7%

KEY PERFORMANCE MEASURES BY DIVISION

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Sustainability					
Goal: Establish indicators for sustainability that will enable short and long-term Climate Action monitoring reporting and continuous improvement.					
	Lead data gathering, assessment and reporting of metrics of sustainability measures for the purpose of driving accountability and improvements across municipal operations and the community at large.	Reporting templates, open data platform.	Number of programs out of total for which an effective data collection and management tools has been found and is in use across all departments/divisions.	Each of Sustainability Division's programs has an effective data collection and management tool. Reporting on program metrics is simplified by having templates and data collection system in place. Each City department considers	Data for each program is efficiently collected and easily analyzed; results of programs are efficiently reported out to Council and community, and synched to open data platform

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
				sustainability-related metrics on all projects.	
Goal: Demonstrate technologies and municipal practices that promote sustainability both in the City's own operations and in those of its suppliers.					
	Develop planning tools to enable comparative analysis of procurement decisions and to support long-term economic, environmental and socially responsible decision-making.	Employee survey. Planning tools and user guide.	Number of employees using or inputting into the tool. Number of employees accessing the user guide.	Develop employee survey to assess needs and define use cases. Design and pilot procurement tool. Refine based upon feedback.	Survey administered to employees and baseline results calculated. Pilot users become power users and champions to other purchasing staff.
Goal: Build Cupertino as sustainability leader among comparable cities through innovative, cost-effective, resource-saving initiatives and partnerships.					
	Continue and expand collaborative procurement, grant, technical assistance and fellowships efforts to grow programs and enable advanced technology acquisition.	Updated Green Purchasing Policy, new Technology Demonstration Policy, tracking tools	Policies and tracking tools developed.	EPP and Demonstration internal policies finalized. Tracking tool and database developed and relevant staff trained on its use.	City staff has an approved IT-endorsed green purchasing policy and PW-endorsed technology demonstration policy with which to make decisions. Grant, award, technical/fellowship assistance database and tracking tool in place and utilize across relevant departments.
Goal: Lead outreach to ensure that all community members acquire the knowledge, skills,					

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	and tools to meet current and future sustainability challenges.				
	Elevate awareness of and participation in of existing and pilot sustainability initiatives among residents and businesses, to advance ecological citizenship models.	Number of new surveying tools that produce meaningful or actionable results; program participation, satisfaction, retention.	How many people take the surveys; number/percent of people aware of each program/service/survey question. Number of program participants from baseline, over time.	Development and roll out of resident and business surveys.	Have baseline idea of how knowledgeable residents and businesses are of programs, services, technologies. Produce list of discrepancies between services offered and results of community interest surveys. Initiate outreach campaign development.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome

City Clerk

	Goal: Streamline information processing.				
	All employees receive Records Retention policy and procedures.	Clerk's office receives signed acknowledgment that employee received and reviewed policy and procedures. Also, employee will answer two questions about the policy and/or procedures.	Percentage of employees who sign acknowledgment and answer questions successfully.	50% of employees sign acknowledgment and answer questions successfully.	Success enabled by having simple, clear instructions and/or policies for records retention, formatting staff reports and attachments, and drafting agenda items in Legistar; training individuals on these instructions/policies; support from City Manager and Department Heads to respect packet deadlines.
	Identify employees who draft Council agenda items and/or create commission	Clerk's office receives signed acknowledgment from employee and trainer	Percentage of users who sign acknowledgment.	75% of users sign acknowledgment.	All users trained and sufficient in program.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	agendas and train them on Granicus Legistar/ Insite.	that instructions were received and employee was trained.			
	Final approval of Council agenda items by 4:00 p.m. on packet day. Clerk's office will post packet and send information to Council members no later than 6:30 p.m. on packet day.	Clerk's office will track when each department's Council agenda items were approved by the Dept. Head and City Manager.	Percentage of time each department's Council agenda items are approved and packet ready by specified deadline.	50% of the time, each Dept. Head and City Manager will have Council agenda items approved and Clerk's office will have packet prepared by specified deadline.	All departments aware of and adhere to deadlines. Packets processed no later than 5pm on packet day.

City of Cupertino

Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY MANAGER

Budget Unit 100-12-120

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 124,491
Total Expenditures	841,345
Fund Balance	-
General Fund Costs	\$ 716,854
Total Staffing	3.30
% Funded by General Fund Dollars	85.2%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$841,345 be approved for the City Manager Budget. This represents an increase of \$105,412 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increases salaries and benefits due to negotiated increases as approved by Council, the reclassification of a Sustainability Manager to Assistant to the City Manager and changes to staffing allocations.

This budget is funded from \$124,491 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$716,854 contribution from the general fund.

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

Administration - City Manager

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actuals	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	143,649	124,491	124,491
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 143,649	\$ 124,491	\$ 124,491
<i>Expenditures</i>				
Employee Compensation	293,215	350,259	447,984	494,422
Employee Benefits	100,339	122,133	133,041	189,290
Materials	29,000	36,361	31,756	31,529
Contract Services	3,490	2,370	10,732	12,040
Appropriations for Contingency	-	-	4,249	4,357
Cost Allocation	22,900	131,050	108,171	108,171
Capital Outlay	4,609	-	-	-
Special Projects	-	-	-	1,536
TOTAL EXPENDITURES	\$ 453,553	\$ 642,172	\$ 735,933	\$ 841,345
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 453,553	\$ 498,523	\$ 611,442	\$ 716,854

STAFFING

Total current authorized positions – 2.55

A reallocation of staff within the City Manager’s Office is recommended to reflect where actual work is being performed. An additional 35% of an Executive Assistant to the City Manager, 25% of an Assistant to the City Manager, and 15% of an Office Assistant will be allocated here from other programs.

Total authorized positions – 3.30

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 PROPOSED BUDGET
12 City Manager				
120 City Manager				
05 - Employee compensation				
500.501 - Salaries Full Time	246,887	339,253	407,984	480,812
500.502 - Salaries Part Time	46,327	6,584	40,000	6,500
500.505 - Overtime	0	221	0	0
500.506 - Car Allowance	3,231	4,200	4,200	4,200
500.507 - Taxable Life Premium			0	1,095
500.509 - Internet Allowance			0	0
500.510 - Employee Agency Serv	3,241	0	0	1,620
500.513 - Sick Leave				195
05 - Employee compensation Total	299,686	350,259	452,184	494,422
10 - Employee benefits				
501.500 - Retirement System	63,929	86,374	113,271	135,740
501.502 - Pers 1959 Surv Empr	0	120	0	40
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	16,875	21,531	0	28,354
501.506 - Dental Insurance	1,607	2,139	0	3,149
501.507 - Medicare	7,742	5,089	5,933	6,902
501.508 - Life Insurance	1,185	1,576	1,712	2,189
501.509 - Long Term Disability	1,209	1,216	2,470	3,169
501.510 - Workers Compensation	1,012	2,144	0	2,700
501.511 - Vision Insurance	308	409	467	592
501.516 - Hra City Contribution		1,535	4,988	6,455
10 - Employee benefits Total	93,867	122,133	128,841	189,290
15 - Materials				
600.601 - General Office Supplies	6,336	655	1,500	1,000
600.602 - Printing and Duplication		81	0	100
600.605 - Meeting Expenses	0	0	434	500
600.608 - Sml Tools and Equipment		2,665	500	500
600.613 - General Supplies	1,228	2,497	2,676	2,600
600.618 - Utilities and Phone	2,853	3,030	3,129	3,129
600.629 - Conference and Meeting	2,347	9,547	8,404	8,400
600.632 - Mileage Reimbursement	7,264	10,660	9,813	10,000
600.635 - Special Departmental Exp	10,000	299	0	0
600.636 - WV Mayors CM Meeting	(1,028)	1,927	300	300
600.637 - Mayor's Fund		5,000	5,000	5,000
15 - Materials Total	29,000	36,361	31,756	31,529
20 - Contract services				
700.702 - General Service Agreement	3,490	176	10,000	10,000
700.703 - Maintenance of Equipment		2,194	732	2,040
20 - Contract services Total	3,490	2,370	10,732	12,040
25 - Cost allocation				
800.802 - IT Reimbursement	22,900	16,252	23,252	23,252
800.803 - City Channel Reimb		111,792	81,382	81,382
800.804 - Web Site Reimbursement		3,006	3,537	3,537
25 - Cost allocation Total	22,900	131,050	108,171	108,171
31 - Special projects				

900.945 - Fixed Asset Acquisition	4,609.38	0.00	0.00	1,536.00
31 - Special projects Total	4,609.38	0.00	0.00	1,536.00
35 - Contingencies				
719.705 - Contingencies		0	4,249	4,357
35 - Contingencies Total		0	4,249	4,357
120 City Manager Total	453,553	642,172	735,933	841,345

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Other General

CITY MANAGER- SUSTAINABILITY

Budget Unit 100-12-122

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	31,452
Total Expenditures		987,727
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 956,275
Total Staffing		1.55
% Funded by General Fund Dollars		96.8%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$987,727 be approved for the Sustainability Budget. This represents an increase of \$762,506 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to costs related to implementation of the City's Climate Action Plan, adopted by Council on January 20th, 2015.

Sustainability Division expenses for this fiscal year are attributed to the hiring of two positions (\$153,500), which will be shared across several mission-aligned divisions, and for the advancement of a Community Choice Energy (CCE) Project (CAP Measure C-E-7) (\$525,000) running in partnership with Sunnyvale, Mountain View, and unincorporated Santa Clara County. Enabled by Assembly Bill 117 in 2002, Community Choice Aggregation (CCA) allows cities and counties not currently served by a public utility to aggregate the electric load of their residents, businesses, and municipal facilities in order to purchase or develop electricity on their behalf. To date, there are two CCEs operational in Northern California - Marin Clean Energy and Sonoma Clean Power - and one soon launching in Southern California in the City of Lancaster. There are several other jurisdictions throughout the Bay Area investigating CCE for its economic and environmental potential in their communities, including the Counties of San Mateo and Alameda. An initial study commissioned by the partner agencies will be presented to Council in May, describing the risks, opportunities, costs, and timeline of forming a CCE program, coupled with a decision to proceed with the more costly technical feasibility study, included in this year's budget. Note that the City can expect full reimbursement for costs incurred during the exploration, formation and start-up of the CCE program, which are being tracked through our partnership.

This budget is funded from \$31,452 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$956,275 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Community Choice Energy (CAP Measure C-E-7)	\$525,000	\$0	General Fund*	Technical Study, Formational Costs, JPA Attorney Fees
Low-to-Moderate Income Energy Efficiency Pilot Grant Match (CAP Measure C-E-3)	\$37,500	\$0	General Fund	Housing Division partnership to improve residential energy and water conservation
Drought Tolerant Demonstration Garden, Training, Signage (CAP Measure M-F-7)	\$25,000	\$0	General Fund	Highly visible demonstration garden and associated trainings to lead-by-example

*Costs fully recovered if program commences

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

Administration - Environmental Affairs

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actuals	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	45,518	31,452	31,452
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	55,000	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 100,518	\$ 31,452	\$ 31,452
<i>Expenditures</i>				
Employee Compensation	-	80,090	79,915	145,416
Employee Benefits	-	28,584	29,232	65,824
Materials	-	9,110	10,900	14,612
Contract Services	-	67,017	51,700	137,000
Appropriations for Contingency	-	-	6,260	15,161
Cost Allocation	-	19,437	22,214	22,214
Capital Outlay	-	19,216	-	587,500
Special Projects	-	-	25,000	-
TOTAL EXPENDITURES	\$ -	\$ 223,455	\$ 225,221	\$ 987,727
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 122,937	\$ 193,769	\$ 956,275

STAFFING

Total current authorized positions – .60

Proposed for this fiscal year are staffing changes to the Sustainability Division to both account for the reassignment of the Sustainability Manager to a new role as Assistant to the City Manager and to support the Division’s implementation of the City’s Climate Action Plan, as guided by Council’s adoption in January 2015. First, to reflect the Sustainability Manager’s reassignment, this position allocation will shift responsibilities to this Division of .25FTE, to City Manager Administration of .25FTE and to Public Works’ Environmental Programs, waged through its Resource Recovery Fund, of .50FTE.

Additional staffing requested to execute Council priorities outlined in the City’s Climate Action Plan include a Sustainability Coordinator (1.0FTE) and a two-year limited-term Utility Analyst

(0.3FTE assigned to this program). The Division's Sustainability Coordinator will monitor, track, implement and market the 219 Climate Action Plan measures throughout the Plan's respective time horizons (i.e. 2020, 2035, and 2050). This position follows Council's direction to limit mandatory requirements originally proposed in the draft CAP (i.e. Residential Energy Conservation Ordinance, increased Green Building Requirements) by prioritizing voluntary programs, services and outreach targeting resource efficiencies and associated emissions reductions across all sectors, thereby reducing costs that would have been associated with the development, noticing, and enforcement of such mandates. This individual will also support the Planning Division in its streamlined environmental review of projects enabled by the CAP's adherence to the California Environmental Quality Act (CEQA) Guidelines Section 15183.5, Tiering and Streamlining the Analysis of Greenhouse Gas Emissions, yielding cost savings to both the Division and future project developers. This position reallocates a minimum of \$62,000/year for the Division by replacing the City's previous partnership with Acterra Green@Home (\$20,000), Climate Corps Bay Area member (\$27,000), CivicSpark AmeriCorps partnership (\$10,000), and part-time staffing (\$5,000).

The two-year limited-term Utility Analyst will be a cross-departmental position supporting the Sustainability (City Manager – 0.3FTE), Finance (Administrative Services – 0.3FTE), Facilities and Grounds (Public Works – 0.4FTE) Division's resource accounting and conservation efforts. This position will establish a systematized energy and water utility accounting methodology by surveying current meter locations, aggregating and scrubbing existing utility consumption and cost baseline data, establishing an enterprise utility accounting tool, and conceiving of aligned open data applications to engage the community in the City's municipal utility conservation efforts. In addition, the position will be responsible for identifying system anomalies and inefficiencies and coordinating assessments, audits, proposals and financing/rebate opportunities to mitigate these inefficiencies. It is also anticipated that this individual will track and update staff on relevant utility regulatory and rate proceedings, evaluate existing user utility tax revenues, and track regional Community Choice Energy efforts. School districts across the state, including the Cupertino Union School District, have hired for a similar position and have saved approximately 25% of annual utility costs. If equivalent results were achieved in the City, this position could save the General Fund approximately \$300,000/year.

Total authorized positions – 1.55

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 PROPOSED BUDGET
122 Sustainability				
05 - Employee compensation				
500.501 - Salaries Full Time		69,329	69,915	138,640
500.502 - Salaries Part Time		10,761	10,000	5,000
500.507 - Taxable Life Premium			115	1,626
500.513 - Sick Leave				150
05 - Employee compensation Total		80,090	80,030	145,416
10 - Employee benefits				
501.500 - Retirement System		18,018	19,410	44,967
501.502 - Pers 1959 Surv Empr		32	0	32
501.505 - Health Insurance		6,800	5,578	12,347
501.506 - Dental Insurance		570	940	1,310
501.507 - Medicare		1,311	1,014	2,006
501.508 - Life Insurance		438	416	879
501.509 - Long Term Disability		317	475	966
501.510 - Workers Compensation		391	0	391
501.511 - Vision Insurance		109	110	246
501.513 - Rec Bucks			0	0
501.516 - Hra City Contribution		598	1,174	2,680
10 - Employee benefits Total		28,584	29,117	65,824
15 - Materials				
600.601 - General Office Supplies		2,225	500	2,225
600.602 - Printing and Duplication		513	1,000	1,000
600.608 - Sml Tools and Equipment		0	500	500
600.613 - General Supplies		2,482	5,200	5,200
600.618 - Utilities and Phone			0	660
600.619 - Advertising and Legal Notices		0	1,000	1,000
600.629 - Conference and Meeting		3,827	2,500	3,827
600.632 - Mileage Reimbursement		63	200	200
15 - Materials Total		9,110	10,900	14,612
20 - Contract services				
700.702 - General Service Agreement		66,501	50,000	135,000
700.703 - Maintenance of Equipment		516	0	0
700.704 - Insurance Fees, Claims, Premiums			1,700	2,000
20 - Contract services Total		67,017	51,700	137,000
25 - Cost allocation				
800.802 - IT Reimbursement		3,824	10,531	10,531
800.803 - City Channel Reimb		14,906	10,851	10,851
800.804 - Web Site Reimbursement		707	832	832
25 - Cost allocation Total		19,437	22,214	22,214
31 - Special projects				
900.943 - Climate Action Plan		19,216.09	25,000.00	587,500.00
31 - Special projects Total		19,216.09	25,000.00	587,500.00
35 - Contingencies				
719.705 - Contingencies		0	6,260	15,161
35 - Contingencies Total		0	6,260	15,161
122 Sustain ability Total		223,455	225,221	987,727

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



CITY MANAGER- ECONOMIC DEVELOPMENT

Budget Unit 100-12-125

General Fund

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

Administration - Economic Development

Category	2012-2013 Actual	2013-2014 Actuals	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	-	34,869	29,607	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 34,869	\$ 29,607	\$ -
<u>Expenditures</u>				
Employee Compensation	-	59,469	60,000	-
Employee Benefits	-	17,296	20,894	-
Materials	-	27,427	37,550	-
Contract Services	-	1,679	58,800	-
Appropriations for Contingency	-	-	9,635	-
Cost Allocation	-	2,058	16,276	-
Capital Outlay	-	29,910	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 137,839	\$ 203,155	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 102,970	\$ 173,548	\$ -

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 PROPOSED BUDGET
125 Economic Development				
05 - Employee compensation				
500.502 - Salaries Part Time	0	59,469	0	0
05 - Employee compensation Total	0	59,469	0	0
10 - Employee benefits				
501.500 - Retirement System	0	15,662	0	0
501.502 - Pers 1959 Surv Empr	0	53	0	0
501.507 - Medicare	0	894	0	0
501.510 - Workers Compensation		687	0	0
10 - Employee benefits Total	0	17,296	0	0
15 - Materials				
600.601 - General Office Supplies	0	279	0	0
600.602 - Printing and Duplication	0	1,485	0	0
600.605 - Meeting Expenses	0	1,049	0	0
600.608 - Sml Tools and Equipment			0	0
600.613 - General Supplies	0	23,016	0	0
600.629 - Conference and Meeting	0	1,478	0	0
600.632 - Mileage Reimbursement	0	70	0	0
600.635 - Special Departmental Exp	0	50	0	0
15 - Materials Total		27,427	0	0
20 - Contract services				
700.702 - General Service Agreement	0	776	0	0
700.703 - Maintenance of Equipment	0	903	0	0
20 - Contract services Total	0	1,679	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	0	6,373	0	0
800.803 - City Channel Reimb	0	22,358	0	0
800.804 - Web Site Reimbursement	0	1,179	0	0
25 - Cost allocation Total	0	29,910	0	0
30 - Capital outlays				
900.938 - Cupertino At A Glance	0	2,058	0	0
30 - Capital outlays Total	0	2,058	0	0
125 Economic Development Total		137,839	0	0

City of Cupertino

Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY CLERK

Budget Unit 100-13-130

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 27,252
Total Expenditures	572,024
Fund Balance	-
<hr/>	
General Fund Costs	\$ 544,772
Total Staffing	3.00
% Funded by General Fund Dollars	95.2%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$572,024 be approved for the City Clerk Budget. This represents an increase of \$29,697 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased advertising and legal service costs associated with display ads.

This budget is funded from \$27,252 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$554,772 contribution from the general fund.

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

Administration - City Clerk

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actuals	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	42,709	28,777	27,252
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 42,709	\$ 28,777	\$ 27,252
<u>Expenditures</u>				
Employee Compensation	-	214,659	245,685	292,005
Employee Benefits	-	78,458	119,597	124,918
Materials	-	15,702	21,098	19,123
Contract Services	-	38,650	52,915	38,650
Appropriations for Contingency	-	-	7,401	5,777
Cost Allocation	-	156,374	95,631	91,551
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 503,843	\$ 542,327	\$ 572,024
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 461,134	\$ 513,550	\$ 544,772

STAFFING

Total current authorized positions – 3.00

There are no changes to the current level of staffing.

Total authorized positions – 3.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
130 City Clerk				
05 - Employee compensation				
500.501 - Salaries Full Time		200,853	245,685	284,773
500.502 - Salaries Part Time		9,666	0	0
500.503 - Excess Med Pay		191	0	191
500.505 - Overtime		949	3,200	3,200
500.506 - Car Allowance		3,000	3,000	3,000
500.507 - Taxable Life Premium			980	841
500.509 - Internet Allowance			0	0
500.510 - Employee Agency Serv			0	0
05 - Employee compensation Total		214,659	252,865	292,005
10 - Employee benefits				
501.500 - Retirement System		50,064	65,706	78,212
501.502 - Pers 1959 Surv Empr		142	0	142
501.505 - Health Insurance		13,972	27,891	25,416
501.506 - Dental Insurance		2,525	4,701	2,851
501.507 - Medicare		3,102	3,562	4,088
501.508 - Life Insurance		1,590	1,663	1,940
501.509 - Long Term Disability		1,069	1,698	1,969
501.510 - Workers Compensation		3,894	779	3,894
501.511 - Vision Insurance		483	549	538
501.513 - Rec Bucks			0	0
501.516 - Hra City Contribution		1,616	5,868	5,868
10 - Employee benefits Total		78,458	112,417	124,918
15 - Materials				
600.601 - General Office Supplies		884	5,000	884
600.602 - Printing and Duplication		122	0	122
600.608 - Sml Tools and Equipment		38	150	150
600.613 - General Supplies		930	810	930
600.618 - Utilities and Phone		4,112	4,043	4,112
600.619 - Advertising and Legal Notices		6,691	8,453	10,000

600.629 - Conference and Meeting	2,502	2,500	2,502
600.632 - Mileage Reimbursement	423	142	423
15 - Materials Total	15,702	21,098	19,123
20 - Contract services			
700.701 - Training and Instruction	3,295	4,361	3,295
700.702 - General Service Agreement	32,903	32,554	32,903
700.703 - Maintenance of Equipment	2,452	16,000	2,452
20 - Contract services Total	38,650	52,915	38,650
25 - Cost allocation			
800.801 - Equipment Reimbursement	6,690	9,860	5,780
800.802 - IT Reimbursement	71,620	27,356	27,356
800.803 - City Channel Reimb	74,528	54,254	54,254
800.804 - Web Site Reimbursement	3,536	4,161	4,161
25 - Cost allocation Total	156,374	95,631	91,551
35 - Contingencies			
719.705 - Contingencies	0	7,401	5,777
35 - Contingencies Total	0	7,401	5,777
130 City Clerk Total	503,843	542,327	572,024

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



CITY CLERK- DUPLICATING AND MAIL SERVICES

Budget Unit 100-13-132

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		75,928
Fund Balance		-
		General Fund Costs \$ 75,928
Total Staffing		-
% Funded by General Fund Dollars		100.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$75,928 be approved for the Duplicating and Mail Services Budget. This represents a decrease of \$27,508 from the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a position reallocation to another division.

This budget is funded from a \$75,928 contribution from the general fund.

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

Administration - City Clerk - Duplication

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actuals	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	-	33,179	31,213	16,222
Employee Benefits	-	15,335	15,866	237
Materials	-	34,333	36,954	34,333
Contract Services	-	9,699	8,550	14,000
Appropriations for Contingency	-	-	4,550	4,833
Cost Allocation	-	4,531	6,303	6,303
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 97,076	\$ 103,436	\$ 75,928
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 97,076	\$ 103,436	\$ 75,928

STAFFING

Total current authorized positions – 0.60

This decrease reflects the reallocation of an Office Assistant to the City Manager’s Office and Public Affairs Division. Part-time staff will be used to complete duplication services.

Total authorized positions – 0.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
132 Duplicating/Mail Services				
05 - Employee compensation				
500.501 - Salaries Full Time		30,425	29,497	0
500.502 - Salaries Part Time		2,632	0	15,750
500.505 - Overtime		122	1,716	0
500.507 - Taxable Life Premium			300	0
500.513 - Sick Leave				472
05 - Employee compensation Total		33,179	31,513	16,222
10 - Employee benefits				
501.500 - Retirement System		6,395	6,875	0
501.502 - Pers 1959 Surv Empr		30	0	0
501.505 - Health Insurance		5,959	5,578	0
501.506 - Dental Insurance		540	940	0
501.507 - Medicare		540	428	237
501.508 - Life Insurance		248	250	0
501.509 - Long Term Disability		188	211	0
501.510 - Workers Compensation		779	0	0
501.511 - Vision Insurance		103	110	0
501.516 - Hra City Contribution		552	1,174	0
10 - Employee benefits Total		15,335	15,566	237
15 - Materials				
600.601 - General Office Supplies		15,061	13,200	15,061
600.604 - Postage		19,272	23,754	19,272
600.632 - Mileage Reimbursement			0	0
15 - Materials Total		34,333	36,954	34,333
20 - Contract services				
700.702 - General Service Agreement			0	0
700.703 - Maintenance of Equipment		9,699	8,550	14,000
20 - Contract services Total		9,699	8,550	14,000
25 - Cost allocation				
800.802 - IT Reimbursement		3,824	5,471	5,471
800.804 - Web Site Reimbursement		707	832	832
25 - Cost allocation Total		4,531	6,303	6,303
35 - Contingencies				
719.705 - Contingencies		0	4,550	4,833
35 - Contingencies Total		0	4,550	4,833
132 Duplicating/Mail Services Total		97,076	103,436	75,928

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



CITY CLERK- ELECTIONS

Budget Unit 100-13-133

General Fund

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$0 be approved for the Elections Budget. This represents a decrease of \$82,460 from the FY 2014-15 Adopted Budget. The decrease is due to no General Municipal Election occurring in odd years.

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

Administration - City Clerk - Elections

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actuals	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	-	-	-	-
Materials	-	159	2,537	-
Contract Services	-	10,932	72,427	-
Appropriations for Contingency	-	-	7,496	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 11,091	\$ 82,460	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 11,091	\$ 82,460	\$ -

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 PROPOSED BUDGET
133 Elections				
15 - Materials				
600.601 - General Office Supplies	0	159	37	0
600.619 - Advertising and Legal Notices	0	0	2,500	0
15 - Materials Total	0	159	2,537	0
20 - Contract services				
700.702 - General Service Agreement	0	10,932	72,427	0
20 - Contract services Total	0	10,932	72,427	0
35 - Contingencies				
719.705 - Contingencies	0	0	7,496	0
35 - Contingencies Total	0	0	7,496	0
133 Elections Total	0	11,091	82,460	0

City of Cupertino

Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY MANAGER- DISCRETIONARY FUND

Budget Unit 100-14-123

General Fund

BUDGET AT A GLANCE

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

PROGRAM OVERVIEW

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$540,000 be approved for the City Manager – Discretionary Fund Budget. This represents an increase of \$62,807 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to an increase materials and contracts of General Fund budgets.

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

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

Administration - City Manager - Discretionary Fund

Category	2012-2013 Actual	2013-2014 Actuals	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	7,621	-	35,000	35,000
Appropriations for Contingency	-	-	442,193	505,000
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 7,621	\$ -	\$ 477,193	\$ 540,000
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 7,621	\$ -	\$ 477,193	\$ 540,000

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
123 City Manager Contingency				
20 - Contract services				
700.702 - General Service Agreement	7,621	0	0	35,000
20 - Contract services Total		0	0	35,000
35 - Contingencies				
719.705 - Contingencies		0	0	505,000
35 - Contingencies Total		0	0	505,000
123 City Manager Contingency Total	7,621	0	0	540,000

City of Cupertino

Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Counsel

CITY ATTORNEY

Budget Unit 100-15-141

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 27,198
Total Expenditures	1,851,840
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,824,642
Total Staffing	4.00
% Funded by General Fund Dollars	98.5%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,851,840 be approved for the City Attorney Budget. This represents an increase of \$404,560 over the FY 2014-15 Final Adopted Budget. A temporary one-year limited-term Deputy City Attorney has been recommended to assist in departmental transition. In addition, the increase is attributed to the additional cost of providing the necessary legal staffing to complete requested and legally required special projects.

This budget is funded from \$27,198 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$1,824,642 contribution from the general fund.

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

Administration - City Attorney

Category	2012-2013 Actual	2013-2014 Actuals	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	-	60,162	27,198	27,198
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 60,162	\$ 27,198	\$ 27,198
<i>Expenditures</i>				
Employee Compensation	391,680	534,667	552,027	669,491
Employee Benefits	140,364	165,018	196,258	239,332
Materials	53,151	44,885	56,546	59,546
Contract Services	296,424	327,681	518,386	737,497
Appropriations for Contingency	-	-	57,493	79,404
Cost Allocation	26,500	67,373	66,570	66,570
Capital Outlay	-	-	-	-
Special Projects	-	496,548	-	-
TOTAL EXPENDITURES	\$ 908,119	\$ 1,636,172	\$ 1,447,280	\$ 1,851,840
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 908,119	\$ 1,576,010	\$ 1,420,082	\$ 1,824,642

STAFFING

Total current authorized positions – 3.00

A one-year limited-term Deputy City Attorney is being requested to assist in departmental transition.

Total authorized positions – 4.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
15 City Attorney				
141 City Attorney				
05 - Employee compensation				
500.501 - Salaries Full Time	377,935	467,186	519,654	632,959
500.502 - Salaries Part Time	13,745	60,339	30,373	26,675
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	0	2,942	2,000	2,000
500.506 - Car Allowance	5,215	4,200	4,200	4,200
500.507 - Taxable Life Premium			2,636	2,857
500.509 - Internet Allowance			0	0
500.510 - Employee Agency Serv			0	0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave				800
05 - Employee compensation Total	396,895	534,667	558,863	669,491
10 - Employee benefits				
501.500 - Retirement System	100,504	117,194	137,598	169,473
501.502 - Pers 1959 Surv Empr	0	159	0	53
501.504 - Employee Benefits	0	0	0	1,789
501.505 - Health Insurance	21,504	27,544	27,891	34,416
501.506 - Dental Insurance	2,218	2,772	4,701	3,824
501.507 - Medicare	5,990	8,601	7,405	8,935
501.508 - Life Insurance	1,706	2,129	2,079	2,709
501.509 - Long Term Disability	1,409	1,567	3,331	3,982
501.510 - Workers Compensation	1,392	2,522	0	5,610
501.511 - Vision Insurance	425	530	549	717
501.513 - Rec Bucks			0	0
501.516 - Hra City Contribution		2,001	5,868	7,824
10 - Employee benefits Total	135,148	165,018	189,422	239,332
15 - Materials				
600.601 - General Office Supplies	17,302	7,771	11,750	11,750
600.608 - Sml Tools and Equipment		5,890	0	3,000
600.613 - General Supplies	16,697	17,937	20,154	20,154
600.618 - Utilities and Phone	13,091	9,157	12,867	12,867
600.621 - Calrecycle City Payment Prgm				
Adm	0	0	0	0

600.629 - Conference and Meeting	5,850	3,726	10,525	10,525
600.632 - Mileage Reimbursement	211	406	1,250	1,250
15 - Materials Total	53,151	44,885	56,546	59,546
20 - Contract services				
700.701 - Training and Instruction	0	805	5,885	5,300
700.702 - General Service Agreement	249,663	275,716	463,000	667,500
700.703 - Maintenance of Equipment		4,047	0	5,000
700.704 - Insurance Fees, Claims, Premiums			0	0
700.706 - Rent Expense	46,761	47,113	49,501	59,697
20 - Contract services Total	296,424	327,681	518,386	737,497
25 - Cost allocation				
800.802 - IT Reimbursement	26,500	19,120	29,856	29,856
800.803 - City Channel Reimb		44,717	32,553	32,553
800.804 - Web Site Reimbursement		3,536	4,161	4,161
25 - Cost allocation Total	26,500	67,373	66,570	66,570
31 - Special projects				
900.923 - Apple Campus 2		496,548.25	0.00	0.00
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
31 - Special projects Total	0.00	496,548.25	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0	57,493	79,404
35 - Contingencies Total		0	57,493	79,404
141 City Attorney Total	908,119	1,636,172	1,447,280	1,851,840