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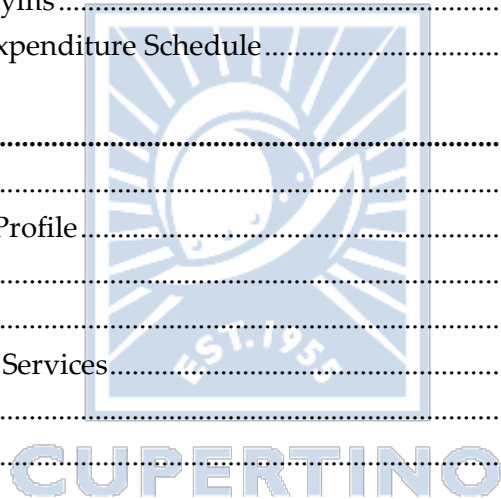


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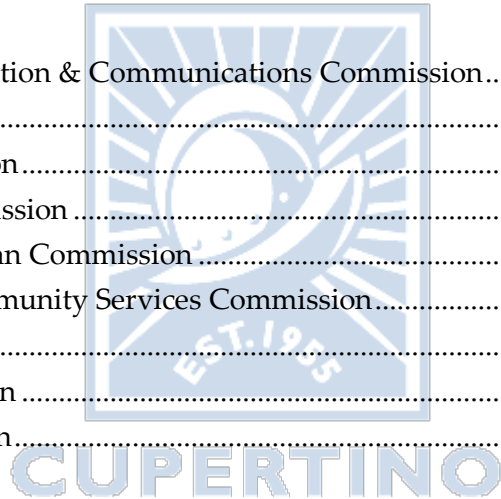


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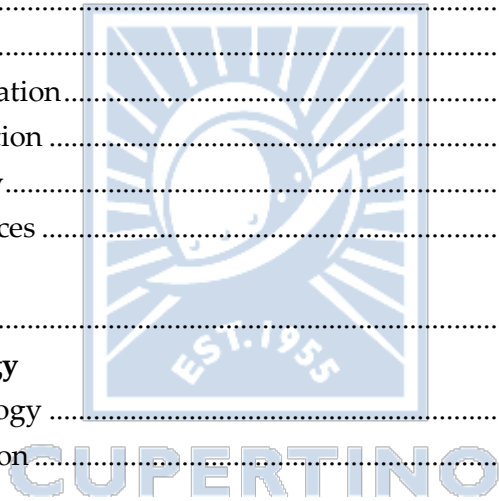
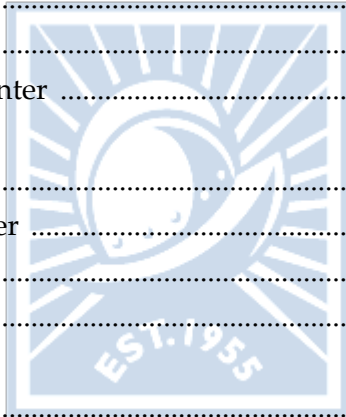


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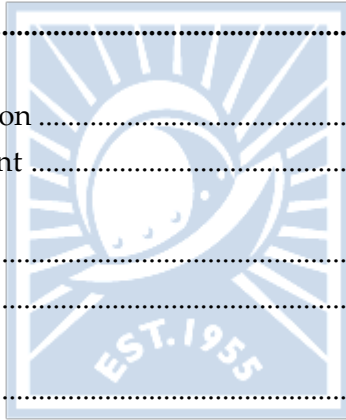
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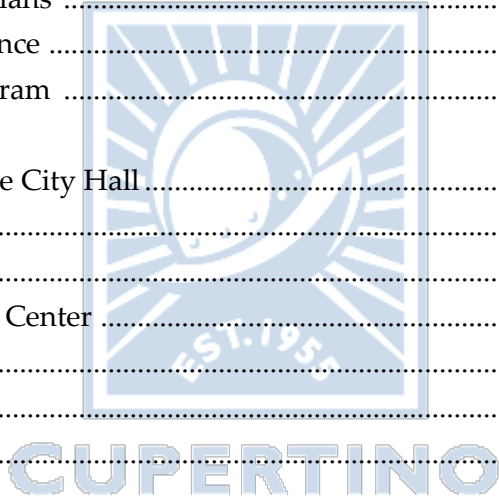
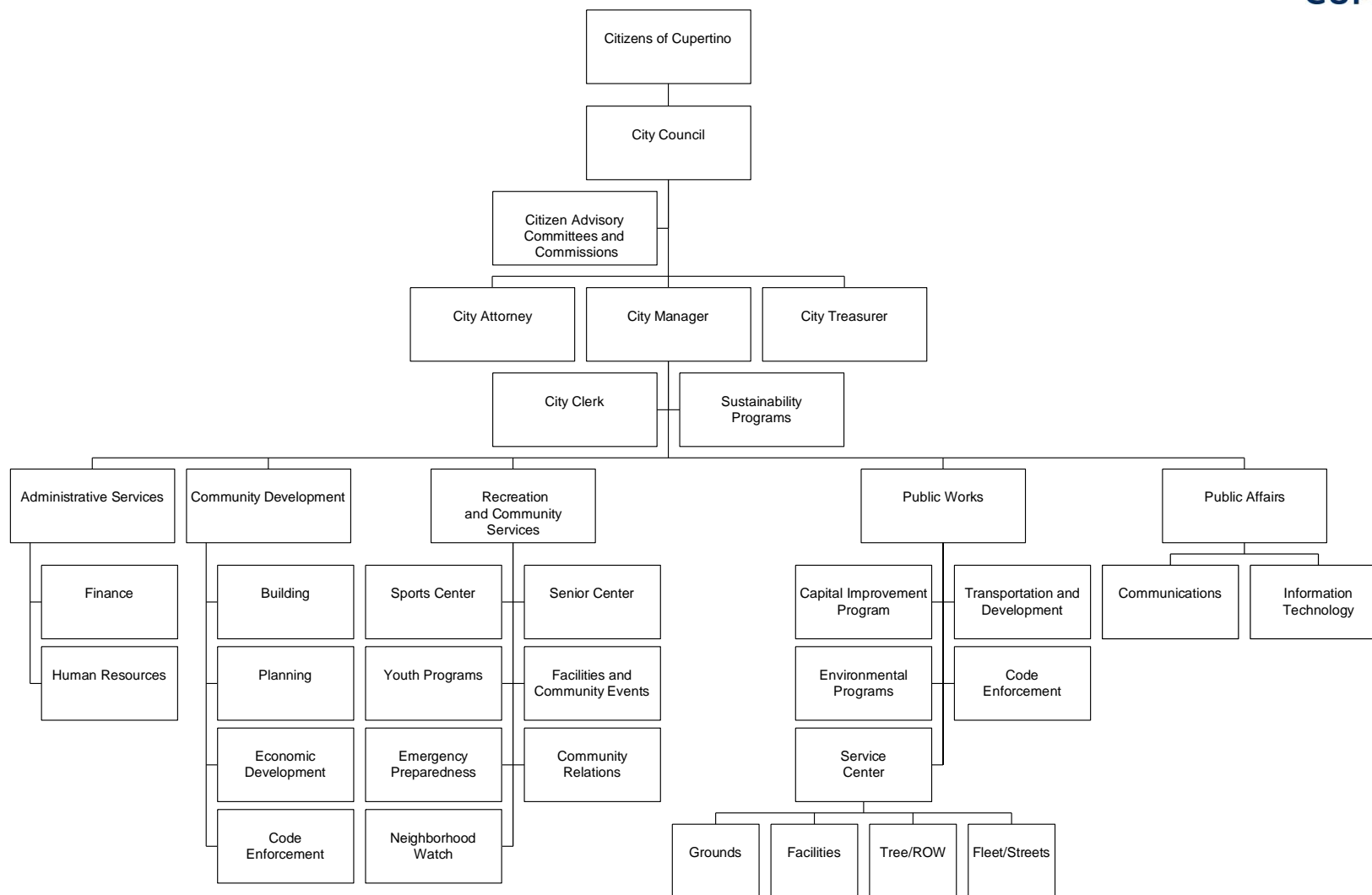


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CUPERTINO



CITY OF CUPERTINO, CALIFORNIA

Fiscal Year 2015-16

CITY COUNCIL



Rod Sinks
Mayor



Barry Chang
Vice Mayor



Savita Vaidhyanathan
Councilmember



Gilbert Wong
Councilmember



Darcy Paul
Councilmember

DIRECTORY OF CITY OFFICIALS

David Brandt – City Manager

Carol Korade – City Attorney

Timm Borden – Director of Public Works

Kristina Alfaro – Director of Administrative Services

Carol Atwood – Director of Recreation and Community Services

Aarti Shrivastava – Assistant City Manager/Director of Community Development

CITY OF CUPERTINO, CALIFORNIA

Fiscal Year 2015-16

COMMISSIONS AND COMMITTEES

AUDIT COMMITTEE

Angela Chen
Eno Schmidt
Darcy Paul
Rod Sinks
Raymond Yin

HOUSING COMMISSION

Harvey Barnett
Shirley Chu
Nicole Maroko
Rajeev Raman
Krista Wilson

FINE ARTS COMMISSION

Priya Jayachandran
Russell Leong
Rajeswari Mahaliagan
Diana Matley
Michael Sanchez

PUBLIC SAFETY COMMISSION

Bob Cascone
Andy Huang
Mike Jerbic
Robert McCoy
Gerald Tallinger

TEEN COMMISSION

Andrew Fung	Varsha Swamy
Michaela Murphy	Harshitha Sriraman
Annabelle Chan	Shail Trivedi
Ajay Prasad	Taeyoung Yun
Tyler Smithline	

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Shishir Chavan	Rod Livingood
Keita Broadwater	Wallace Iimura
Vaishali Deshpande	

RECREATION AND COMMUNITY SERVICES COMMISSION

David Fung
Carol Stanek
Helene Davis
Neesha Tambe
Judy Wilson

LIBRARY COMMISSION

Rose Grymes
Annie Ho
Gopal Kumarappan
Jerry Liu
Ann Stevenson

PLANNING COMMISSION

Geoffrey Paulsen
Margaret Gong
Winnie Lee
Don Sun
Alan Takahashi

BICYCLE PEDESTRIAN COMMISSION

Vidula Aiyer
Gary Jones
Pete Heller
Sean Lyn
Erik Lindskog

ECONOMIC DEVELOPMENT

Carol Atwood	Angela Tsui
Timm Borden	Rich Abdalah
Savita Vaidhyanathan	David Brandt
Aarti Shrivastava	Anjali Kausar
Kevin McClelland	Mike Rohde
Jason Lundegaard	Darcy Paul
Geoffrey Paulsen	

FISCAL STRATEGIC COMMITTEE

Kristina Alfaro	Aarti Shrivastava
Rod Sinks	Darcy Paul
Timm Borden	Lisa Taitano



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Cupertino
California**

For the Fiscal Year Beginning

July 1, 2014

Executive Director



CUPERTINO

Budget Message



May 1, 2015

To the Citizens of Cupertino, Honorable Mayor and Members of the City Council:

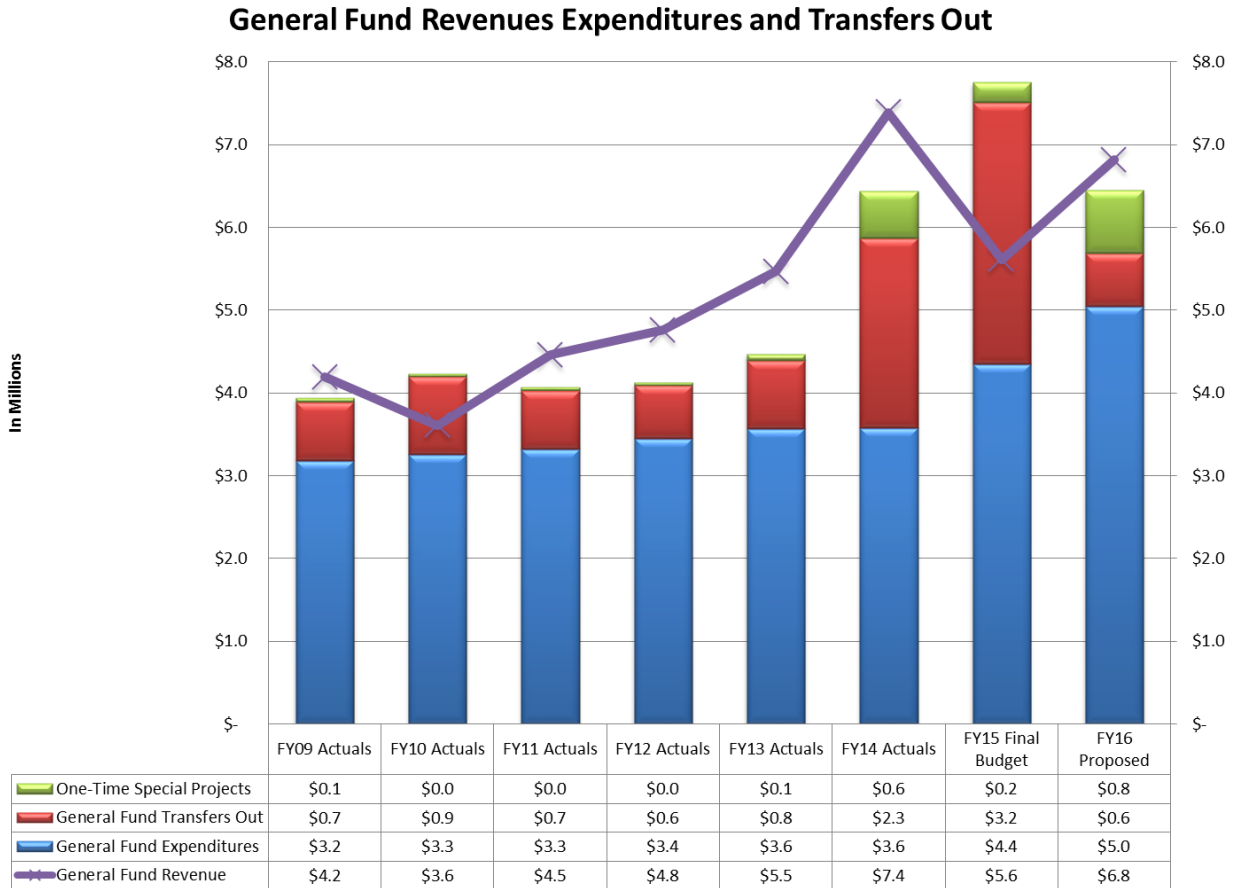
Last year marked the second year of a major overhaul in the City's budget process. In Fiscal Year (FY) 2013-14 at Council's direction, staff created a budget that was more detailed and transparent. Staff continues to focus on accountability and transparency through revamped quarterly budget reporting that builds on the work completed in the FY 2013-14 Adopted Budget.

Last year marked a budget milestone for the City with the receipt of several large one-time dollars from the Apple Campus 2 Development Agreement as reflected in the spike in revenues shown in the graph below. In FY 2014-15, this one-time windfall was used to make strategic one-time investments in capital infrastructure, transportation, and an unfunded retiree medical liability to improve the City's financial health long-term. This is reflected in the large transfer out of unassigned fund balance to the Capital Reserve, Transportation and Retiree Medical Liability in FY 2014-15.

I'm pleased to submit a balanced FY 2015-16 Proposed Budget. The budget for FY 2015-16 reflects a total City budget of \$113.6 million (all funds), a decrease of \$5.8 million or 5% when compared to the FY 2014-15 Final Budget. The City's proposed General Fund expenditure is \$64.5 million, a decrease of \$13.1 million or 17% compared to the FY 2014-15 Adopted Budget. The General Fund is expected to generate \$68.2 million in revenue in FY 2015-16 and is projected to end FY 2015-16 with approximately \$3.6 million dollars in unassigned fund balance that will be transferred to the Capital Reserve per the Reserve and One Time Use Policy as part of the City's year-end budget process. The transfer is not reflected in the Proposed Budget.

FY 2015-16 continues the trend of large one-time development-related revenues and healthy growth in the General Fund's ongoing revenue streams. Expenditures reflect continued development activity and demand for City services, while transfers out to fund capital projects

have stabilized. With healthy reserves, multiple years of budget surplus, and increased demand for service, our focus in this budget has changed to meeting operational and community needs. The graph¹ below summarizes the changes in the City’s General Fund for an eight-year period:



As demands for service grow, the City has struggled to maintain its high level of public service with limited growth in staffing. To resolve this challenge the City has begun taking a closer look at our current service delivery models and determining how best to achieve organizational and community-wide objectives over the long-term.

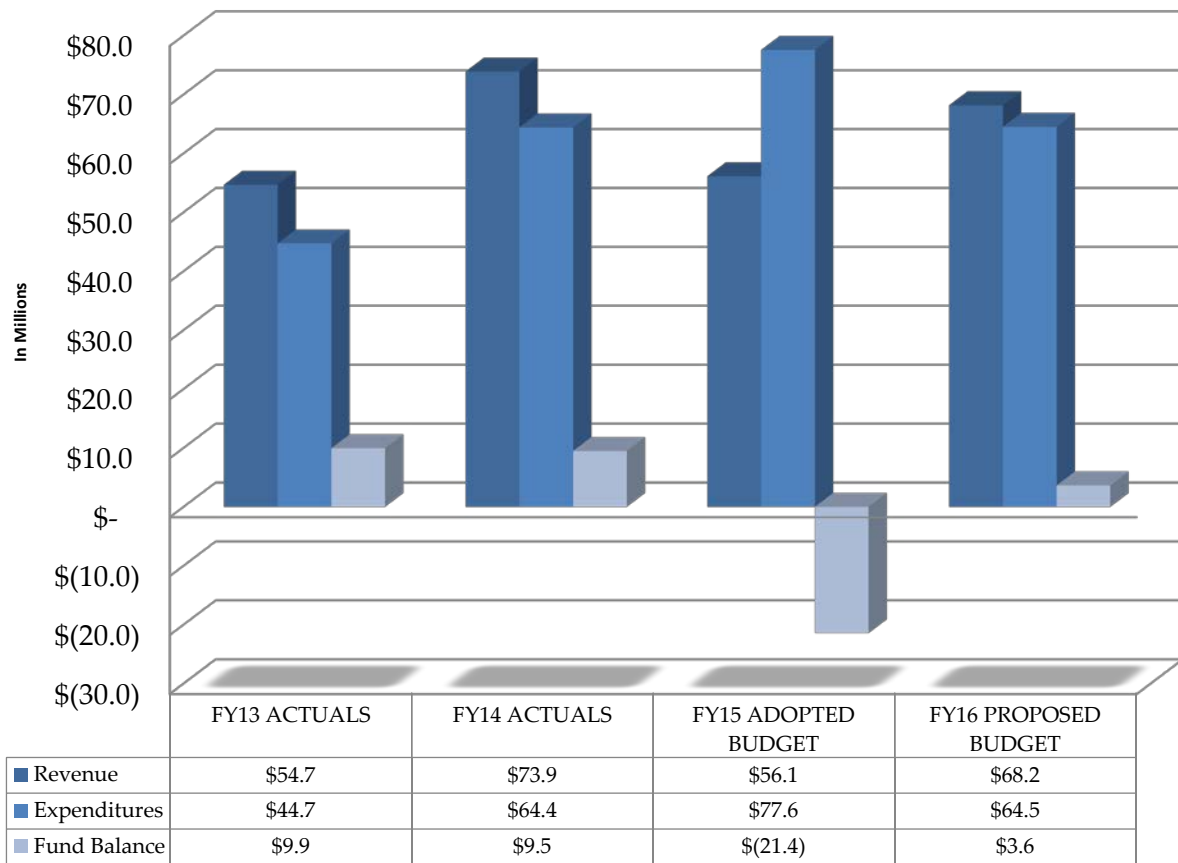
This budget continues to recommend strategic investments in capital infrastructure and also seeks to meet increasing demands for service by recommending investments in service delivery, including staffing to achieve lasting benefits for our City. In recognizing that Cupertino has a higher standard for innovation across all sectors, including those that are public serving, the

¹ The City received one-time revenue related to the sale of Pruneridge Ave in FY 2014-15. These dollars are not reflected in this graph as they had originally been expected in FY 2013-14. Actual dollars received are not normally shown until the fiscal year has closed.

City is also advancing a variety of technology and sustainability projects that will help us adapt to both economic and environmental realities and ensure the health and vitality of our agency and community alike. This Proposed Budget invests in the implementation of the Council-approved Climate Action Plan (CAP), a strategic document that provides a roadmap for our community and municipal government to accelerate our environmental leadership by strategically working to abate our climate impacts. This ambitious blueprint through an array of actions can reduce costs across all sectors, safeguard finite and increasingly scarce resources, and, ultimately, improve our quality of life. The Proposed budget also invests in staff and programming to support the new Environmental Education Center and Blacksmith Shop designed for Cupertino students to enrich their knowledge.

The following chart shows four years of total revenue, expenditures and changes to fund balance for the General Fund:

City of Cupertino
 General Fund Revenue, Expenditures and Changes in Fund Balance



CHANGES TO THE BUDGET AND POLICIES

The FY 2015-16 budget marks the third year of a revamped budget and budget process. The document and process are very similar to those of the past two years with the addition of Performance Measures as requested by Council.

Performance Measures

In partnership with Stanford University's Public Policy Practicum Program, staff developed a method to assign performance measures. Stanford students conducted research and reported their findings and recommendations to City staff. Staff used this framework to embark on City-wide performance measure development. This year's budget includes updated and new performance measures that align with government and private industry best practices. In addition, a status report on performance measures will be included in quarterly budget reports beginning in FY 2015-16.

New Enterprise Resource Planning System

In FY 2013-14, Council approved additional funding for a new Enterprise Resource Planning (ERP) System that included Human Resources, Payroll, Finance and Budget software. After selecting New World Systems as the vendor, implementation of the financial modules began in July and went live on December 19, 2014 exactly as scheduled. Although City staff is adjusting to the new system, they've already gained valuable reporting tools that were unavailable in our previous system. The payroll and human resources modules also went live as scheduled on April 20, 2015, with the first paycheck being issued from the new system on April 24, 2015. The most visible changes in payroll and HR will occur when the City implements electronic time cards and online self-service for employees.

Financial Policies, City Policies and Schedules

The budget contains the following new/revised policies and schedules as listed below:

- Revised Community Funding Policy with online fillable form
- Sankey Chart – Addition of a flow of funds Sankey chart to the financial schedules.
- The following changes in summary to the City's Administrative Rules and Regulations and Administrative Procedures:
 - Sponsorship Policy – City sponsorship of special events by outside entities will continue subject to execution of an appropriate Sponsorship Agreement by the City Manager.
 - Limited Term Position Conversions – Allow incumbents in limited-term positions to be converted to full time benefitted employees prior to the expiration of the limited term, subject to budget authority.

- o Leave Time – Granting of additional leave time for exempt employees in recognition of extraordinary efforts on particular assignments.
- o Exempt Appointments - Remove the provision that allows the City to hire a full-time benefitted employee without going through the City’s recruitment process.

The City also complies with the following additional policies and limits not listed in the Financial Policy section but are updated and/or approved annually:

Investment Policy

The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy is available on the City website as part of the May 6, 2014 City Council agenda packet.

GANN Appropriations Limit

The City’s appropriations limit for FY 2015-16 of \$80,979,979 is \$5,134,997, or 6.77% higher than the FY 2014-15 limit of \$75,844,982. For FY 2014-15, the City’s estimated appropriations of proceeds from taxes, less statutory exclusions, are \$40,835,000. This is 50.43% of the legal limit. If a city exceeds the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The appropriations limit is not expected to present a constraint on current or future budget deliberations. This reflects the prior year limit and will not be updated until the Adopted Budget when the information required for this calculation is available.

SPECIAL PROJECTS

The FY 2015-16 Proposed Budget includes funding for several one-time Special Projects. These projects are identified as part of the Special Project section within each program and are summarized in the table below. This list exclude one-time capital outlays and ongoing pavement management costs.

Program Budget	Project Name	Expenditure	Funding Source
701 Current Planning	Main Street	\$111,000	Pass Thru Revenues
	The Hamptons	\$321,310	
	City Center Office	\$518,500	
	Cupertino Inn	\$463,500	
	Marina Foods	\$463,500	
	Apple 2 Phase 2	\$240,000	

Program Budget	Project Name	Expenditure	Funding Source
	Development Applications	\$319,000	
702 Mid Long Term Planning	Parking Ordinance	\$71,950	General Fund
	Vallco Mall Redevelopment & Specific Plan	\$1,045,500	Pass Thru Revenues
	Oaks Shopping Center	\$469,000	
	Foothill Market	\$175,500	
	Senior Housing BMR	\$115,000	
714 Construction Plan Check	Digital Records conversion	\$60,000	General Fund
715 Building Code Enforcement	Apple Campus 2	\$1,761,153	Pass Thru Revenues
	Main Street	\$60,000	
	Hyatt House Hotel	\$238,000	
807 Service Center Administration	Citywide Office Improvement	\$70,000	General Fund
808 McClellan Ranch Park	Parking Lot Lights Energy Efficiency Upgrade Project	\$8,500	General Fund
809 Memorial Park	Drip Irrigation and Re-Landscape Project	\$5,000	General Fund
812 School Site Maintenance	Rebuild Kennedy Lower Baseball Field & Renovate the Garden Gate Soccer Field	\$90,000	General Fund
814 Sport Fields Jollyman CRK	Replace Irrigation Booster Pump	\$46,000	General Fund
848 Street Lighting	900.990 - Special Projects - PW	\$130,000	General Fund
825 Street Tree Maintenance	Tree and Tree Badges	\$30,000	General Fund
828 Bldg. Maint. Library	CCTV Cameras	\$5,000	General Fund
	Windows	\$10,000	
	Roof Restoration	\$ 135,000	
	Cove Base (Base Boards) Replacement	\$2,000	
	Sloan Valves Replacement	\$2,000	
829 Bldg. Maint. Service Center	Epoxy floor resurfacing	\$20,000	General Fund
	Insulation	\$5,000	
	Radio Battery Replacement	\$3,000	
	Roof Restoration	\$115,000	
	Epoxy floor resurfacing	\$ 20,000	
830 Bldg. Maint. Quinlan Center	Bollard Replacement	\$2,500	General Fund
	Mirrors Replacement	\$7,000	
	Cupertino Room Painting	\$10,000	
	Windows Replacement	\$10,000	
831 Bldg. Maint. Senior Center	Bollard Replacement	\$5,000	General Fund
832 Bldg. Maint. McClellan Ranch	Miscellaneous Improvement	\$50,000	General Fund
833 Bldg. Maint. Monta Vista Ct	Monta Vista Wall Insulation	\$15,000	General Fund

Program Budget	Project Name	Expenditure	Funding Source
	installation		
837 Bldg. Maint. Creekside	Replace Air Conditioning Unit	\$20,000	General Fund
838 Comm. Hall Bldg. Maint.	Roof Restoration	\$90,000	General Fund
	Sand Filter	\$4,500	
	UV Lights	\$3,000	
841 BBF Facilities Maintenance	Epoxy Floor	\$14,000	General Fund
	HVAC Swamp Cooler	\$3,000	
	Roof Replacement	\$50,000	
	Pool Sweep	\$6,000	
845 Traffic Signal Maintenance	Traffic Control Modification and Installation	\$150,000	General Fund
	Traffic Operations Center Furniture Upgrade	\$15,000	
711 BMR Housing	Affordable Housing Study	\$40,000	Grant Funds
836 Bldg Maint Sports Center	Pre-filters HVAC	\$2,000	Fund Balance
	Sanding Gym Floor	\$15,000	
986 GIS	City Works Asset Management System	\$8,000	Fund Balance
Total		\$7,649,413.00	

FY 2014-15 FISCAL OUTLOOK

Overview

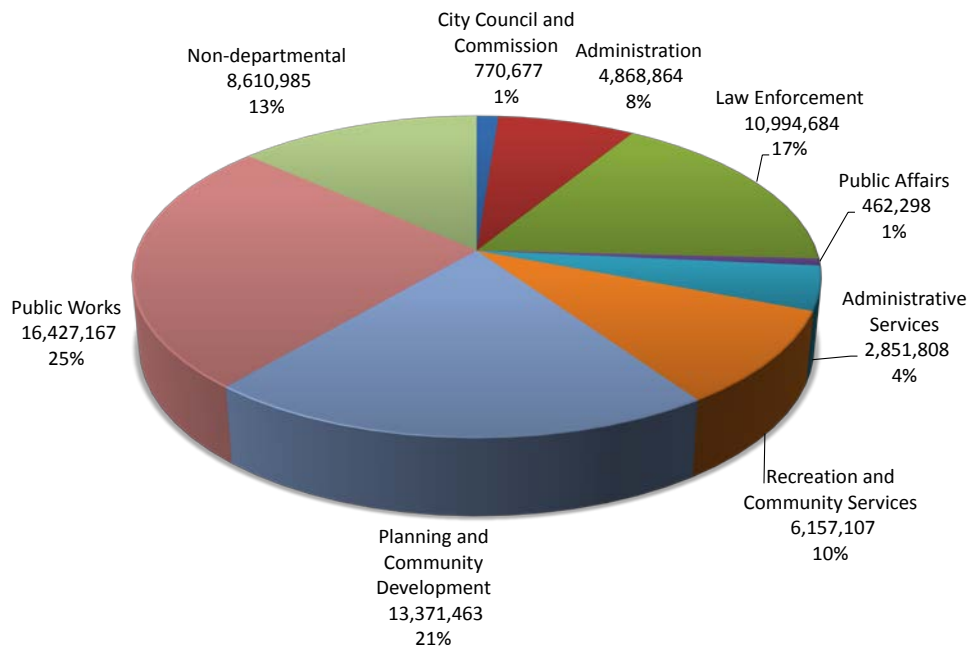
As shown in the chart below, the Final Budget is largely funded by the General Fund (76%).

Fund Type	Total Proposed Expenditures	Total Proposed Revenue	Fund Balance & One Time Funding Required
General	64,515,053	68,162,303	(3,647,250)
Special Revenue	18,466,961	10,064,966	8,401,995
Debt Service	3,171,538	0	3,171,538
Capital Projects	9,522,000	0	9,522,000
Enterprise	9,577,071	7,098,855	2,478,216
Internal Service	8,401,015	4,672,444	3,728,571
Total	\$113,653,638	\$89,998,568	\$23,655,070

Proposed Budget by Fund

General Fund

The General Fund pays for core services such as public safety, recreation and community services, planning and community development, streets and trees, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, franchise fees, charges for services, and a variety of other discretionary sources. As illustrated in the chart below, the majority of General Fund revenue supports funding for Public Works, Planning and Community Development and Law Enforcement.



General Fund revenue is estimated at \$64.5 million in the FY 2015-16 Proposed Budget (excluding fund balance). This is an overall increase of \$13.0 million (17%) when compared to the FY 2014-15 Adopted Budget. One-time revenues related to the several development projects account for the substantial increase in revenue, along with slight increases in Sales and Property Taxes.

The General Fund unassigned fund balance is projected to increase from the current year estimate of \$795,287 to \$13.4 million in FY 2015-16. As shown in the chart below, the FY 2015-16 ending fund balance is estimated to be \$38.0 million, or 6% higher than the FY 2014-15 year end estimate as presented in the FY 2014-15 Mid-Year Budget Report. The increase in unassigned fund balance is due to increases in revenue sources and decreases in expenditures mostly related to the timing of transfers out to the capital reserve. These transfers were previously included as part of the budget but will now be included as part of the year end close process to ensure only unassigned fund balance above the \$400,000 maximum is transferred.

GENERAL FUND BALANCE					
Classification	2013-14 Actual	2014-15 Final	2014-15 Estimate	2015-16 Proposed	Percent Change
Unassigned	\$18,331,549	\$836,219	\$795,287	\$13,442,537	(1590%)
All other classification	\$27,348,847	\$32,165,401	\$35,194,129	\$22,831,064	(30%)
Total Fund Bal.	\$45,680,396	\$33,001,620	\$35,194,129	\$37,972,604	(6%)

Special Revenue Funds

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds account for 8% of the citywide expenditure budget. The largest Special Revenue Fund is the one for streets, roads, and transportation. Other funds account for storm drain management, affordable housing programs, and park development. The proposed Budget for Special Revenue Funds for FY 2014-15 is \$18.5 million, an increase of \$2.2 million from FY 2014-15 Adopted Budget. The increase is primarily due to several proposed capital projects including the \$8.3 million Lawrence Mitty Park.

Budgets within the Special Revenue Funds are funded by \$10.1 million in restricted department revenue, and \$128,679 transfers from the General Fund, bringing total funding sources for the fund to \$10.2 million. This will result in a use of fund balance of \$8.3 million. The Special Revenue Funds are projected to end the year with fund balances of \$11.3 million.

Capital Projects Funds

The Capital Improvement Project Fund, Stevens Creek Corridor Park, and Capital Reserve are currently in the Capital Projects Fund type category. This fund type is typically used to account for financial resources that are used for the acquisition or construction of major capital facilities or to provide facilities for City departments, and are identified in the five-year Capital Improvement Program (CIP).

The proposed budget for the Capital Projects Funds for FY 2015-16 is \$9.5 million, comprised of \$3.3 million in new capital projects and \$6.3 million in transfers out to the Special Revenue and Enterprise funds to fund capital projects in those funds. The \$9.5 million total budget is \$4.6 million higher than FY 2014-15 final budget expenditures based on the cost of the recommended capital projects.

Enterprise Funds

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds consist of Resource Recovery for the solid waste collection franchise, Blackberry Farm for the City-owned golf course, the Cupertino Sports Center, and Recreation Programs for cultural, youth, teen, sports, and physical recreation programs.

The proposed budget for Enterprise Funds for FY 2015-16 is \$9.6 million, a decrease of \$0.6 million, or 6% from the FY 2014-15 Adopted Budget. The decrease in expenditures is primarily driven by a decrease in parks capital projects.

Budgets within the Enterprise Funds are funded by \$7 million in program revenue and \$113,657 in transfers from the general fund. The Enterprise Funds also rely on \$3.1 million of prior year fund balance, bringing total funding sources for the funds to \$10.2 million. The Enterprise Funds are projected to begin the fiscal year with \$10.7 million in fund balances and are projected to end the year with fund balances of \$7.1 million.

Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other City departments or governments on a cost-reimbursement basis. Internal Service Funds include funds and programs for information technology, City Channel, website, workers' compensation, equipment, compensated absence, long-term disability, and retiree medical insurance.

The proposed budget for the Internal Service Funds is \$8.4 million, which is \$1.1 million, 15% higher than the FY 2014-15 Final Budget. This increase is primarily attributed to the purchase of several pieces of replacement equipment and vehicles and increased workers' compensation costs.

Budgets within Internal Service Funds are funded by \$4.7 million in department revenue, \$1.4 from the General Fund, and \$2.3 million from depreciation reserves bringing total funding sources for the funds to \$7.6 million.

CURRENT ECONOMIC UPDATE AND STATE FINANCIAL CONDITION

National Economic Conditions

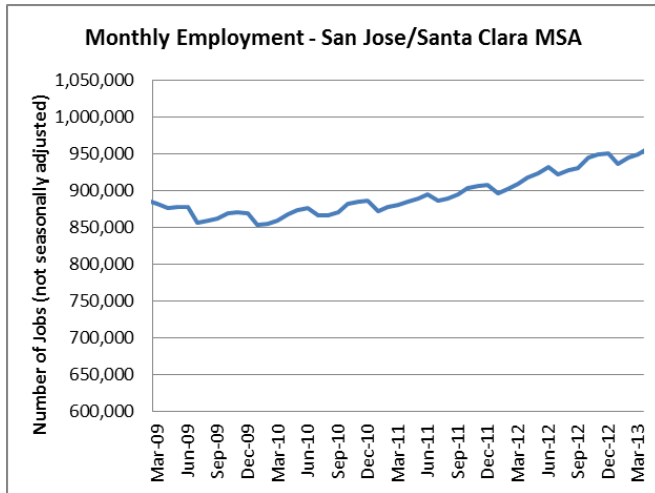
The U.S. economy is continuing to experience slow and steady growth. US Gross Domestic Product (GDP) increased 2.4% in 2014, which is the strongest growth since the recession, according to the Bureau of Economic Analysis. The increase in real GDP in 2014 primarily reflected positive contributions from personal consumption, exports, residential and nonresidential fixed investment, and private inventory investments.

Consumer confidence, as reflected by The Conference Board Consumer Confidence Index, has increased in March but declined in April and now stands at 95.2 down from 101.4 last month. This month's retreat was prompted by a softening in current conditions, likely sparked by the recent lackluster performance of the labor market, and apprehension about the short-term outlook.

Unemployment is falling and jobs are being created. The U.S. unemployment rate stood at 5.5% in March 2015 representing a 0.8 percentage point drop compared to the March 2014 unemployment rate of 6.3%, according to the Bureau of Labor Statistics. While the unemployment rate has improved from a high of 9.6% in 2010, it remains above pre-recession levels of 4-5%. The economy generated about 157,000 new jobs each month in 2015.

California’s recovery spread to more sectors of the economy in 2014. The unemployment rate fell more quickly than the national rate, to 6.5% in March 2015 from 9.8% at the end of 2012. The housing recovery continues with the prices of single family homes up 7.2% compared to March of last year according to the California Association of Realtors, sales are up 7.3%.

Cupertino Economic Conditions



The economic performance in Silicon Valley and Cupertino continues to show strength. Data from the State of California Employment Development Department paints a similar picture. Employment in the San José/Sunnyvale/Santa Clara Metropolitan Statistical Area (MSA) continues to increase. The preliminary estimate of the March 2015 employment level in the MSA was 976,800, a 4.5% increase from the March 2013 level of

934,000. The March 2015 unemployment rate of 4.1% has dropped since January and is lower than 5.8% rate experienced a year ago. The March unemployment rate is lower than the national unemployment rate of 6.7%.

Housing prices remain strong since the same period in 2014. The February 2014 median single family home price of \$1.6 million is 15.4% higher than the February 2014 median home price of \$1.3 million. Property Tax revenue is expected to increase slightly compared to last year. Construction activity remains strong in Cupertino with Apple Campus 2 driving development growth.

KEY BUDGET ASSUMPTIONS

Revenue Assumptions

The FY 2015-16 Budget assumes healthy economic growth. Revenue projections for each category were based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Revenue assumptions are discussed in detail in the Fund Summary section under Financial Policies and Schedules.

Personnel Assumptions

Budgeted expenditures are separated into several cost categories: personnel, non-personnel, and transfers. Budgeted personnel expenditures factor in salary step increases for approximately 29% of employees who have yet to reach top step in their respective classification's salary range. Typically, a step increase is equivalent to a five percent increase in salary with a range of five salary steps.

Personnel cost assumptions are completed at the employee level. Staff begins with current salaries and adjusts for any anticipated changes in compensation and benefits through the end of the current fiscal year. Once these increases have been factored in staff now has what base personnel costs will look like on July 1. Applied to this base are anticipated step, cost of living and equity increases as negotiated in the City's three year contracts with all bargaining units. Then benefit changes are added, this includes retirement rate increases which are projected to increase by 3.6% in FY 2014-15. Lastly, any newly requested positions are added.

A total of 180.75 positions are budgeted in FY 2015-16, up from 169.75 in FY 2014-15. The positions being requested are summarized below:

Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
City Attorney	Deputy City Attorney (1 Year Limited Term)	109,208	42,712	\$151,920	General Fund Transition to new City Attorney
City Manager	Analyst (Utility Analyst)	97,066	42,949	\$140,015	General Fund Implementation of Climate Action Plan
City Manager	Analyst (Sustainability Program Analyst 2 Year Limited Term)	97,066	42,949	\$140,015	General Fund Implementation of Climate Action Plan
Community	Plan Check Engineer	109,788	42,100	\$151,888	General Fund and

Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
Development	(3 Year Limited Term)				Pass Thru Revenues Increased demand for services driven by increased development in the City
Community Development and Public Works	Senior Code Enforcement Officer	85,228	36,005	\$121,233	General Fund Increased demand for inspections driven by increased development in the City
Public Affairs	GIS Technician	88,145	39,873	\$128,018	General Fund Replaces 2 part time employees
Public Works	Associate Civil Engineer (3 Year-Limited Term)	104,037	39,987	\$144,024	General Fund Focus on bicycle and pedestrian safety and the transportation impact fee
Recreation and Community Development	Recreation Coordinator	71,554	31,034	\$102,588	General Fund Service Enhancement
Recreation and Community Services	Case Manager	74,820	32,452	\$107,272	General Fund In lieu of contractor
TOTAL COST GENERAL FUND		\$974,584	\$412,492	\$1,387,076	
Public Works	Environmental Programs Assistant	81,725	33,878	\$115,603	Non-Point Source/Resource Recovery Fund Increased Regulatory Requirements
Public Works	Maintenance Worker I/II	55,947	28,553	\$84,500	Non-Point Source/Resource Recovery Fund Increased Regulatory Requirements
POSITIONS FUNDED BY OTHER FUNDS		\$137,672	\$62,431	\$84,500	
TOTAL COST ALL FUNDS		\$974,584	\$412,492	\$1,387,076	

Non-Personnel Assumptions

Non-Personnel budgets were developed based on actual expenditures in prior years, and then adjusted for FY 2015-16 funding needs. In addition, one-time projects will be separated out in FY 2015-16 to ensure that expenditure trends reflect ongoing expenditure needs. Given this tightening of budgeted expenditures, contingencies totaling 15% of the total general fund budget for contractual services and supplies and materials have been established. This contingency level is recommended by the Government Finance Officers Association. Of the 15% contingency, 10% is allocated proportionately amongst operating programs based on each program's share of General Fund budget for contractual services and supplies and materials. The remaining 5% will be allocated to the City Manager's Discretionary Program. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager's Discretionary Program will require City Manager approval.

ONGOING CHALLENGES

Revenue Volatility

The City's revenue mix is heavily reliant on volatile business-to-business sales tax, which makes up approximately 25% of the City's annual general fund revenues when taking into account tax sharing agreements, up slightly from 24% a year ago. Business-to-business sales taxes are very sensitive to economic fluctuations as evidenced by Cupertino's experience during the dotcom bust from 2000-2004. Our heavy reliance on the volatile high tech industry also makes us vulnerable. The loss of one of our top three sales tax producers in FY 2013-14 has been partially offset by renegotiation in the Apple sales tax rebate agreement; however, it will only make the city more reliant on one single major tax producer, making us more vulnerable to its business volatility.

Health Benefits

There is uncertainty around how the implementation of the Affordable Care Act (ACA) will affect the City. Beginning in 2018, the so called "Cadillac Tax" will impose an excise tax for any employer-sponsored health coverage whose value exceeds \$10,200 per year for individuals and \$27,500 for families. A 40% excise tax will be imposed on the amount that exceeds the predetermined thresholds. Some of the City's current health plans would fall under the definition of a Cadillac plan, however, CalPERS has assured cities its plans will remain under the Cadillac Tax level.

Retirement Benefits

Significant investment losses experienced by CalPERS during the great recession resulted in overall funded status of the retirement system dropping to 60.0% for public agencies. Given the recovery, the funded status has improved to 70.5% for public agencies. The desired goal is 100%

funded status, where assets on hand are equal to the desired level of assets needed to pay pension benefits. After a thorough analysis, CalPERS actuaries determined the retirement system was at significant risk of falling to dangerously low funded status levels under existing actuarial policies.

This prompted the CalPERS Board to adopt revised actuarial policies that aim to return the system to 100% funded level within 30 years. The new method includes changing the asset smoothing period from 15 years to 5 years and paying gains and losses over a fixed 30 year period with a 5-year ramp up at the beginning of the 30-year period and a 5-year ramp down at the end. The new method is expected to increase public agency retirement contributions beginning in FY 2015-16. The CalPERS rate increase for FY 2015-16 is 4%, with an expected additional increase of at least 6% in FY 2016-17. In addition to CalPERS actuarial methods, forecasted increases could result from future asset returns, changing demographics, and salary increases.

UNMET NEEDS

As the City prepared its FY 2015-16 Proposed Budget, some issues surfaced for which funding had not yet been identified. These items include:

Capital Improvement Projects – Several Capital Projects as listed in the unfunded project section of the Capital Improvement Plan (CIP). Current estimate for these unfunded projects is approximately \$7.8 million.

CONCLUSION

The FY 2015-16 Proposed Budget is a balanced and fiscally responsible spending plan. This year continues to build on the added transparency and accountability that was included as part of the FY 2013-14 Proposed Budget. While we have met our goals to update many financial policies and schedules and have made the budget document easier to read, we continue to look for ways to improve our budget in the future.

I want to take this opportunity to thank the budget team for their enormous effort in preparing the budget for Council consideration this year. I also want to thank the department heads for their work on this year's budget. Last but not least, I want to thank the Council for their leadership, guidance and support in making Cupertino the best community to live, work, and enjoy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David Brandt', with a long horizontal flourish extending to the right.

David Brandt
City Manager



Budget Guide

Mission Statement

Budget Guide

Glossary

What is a Revenue, Expenditure and

Fund Balance Table

City of Cupertino

MISSION STATEMENT

The Mission of the City of Cupertino is to provide exceptional service, encourage all members of the community to take responsibility for one another, and support the values of education, innovation and collaboration.

ELEMENTS OF THE BUDGET DOCUMENT

The budget is the City's fundamental policy document. It describes the City's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operations guide and a communications tool.

The budget guide provides an overview of the elements of the budget document. It includes a glossary of budget terminology.

ELEMENTS OF THE BUDGET DOCUMENT

The budget document includes the following key elements:

1. **Budget Message:** The Budget Message is the City Manager's transmittal letter submitting the budget to the City Council. The Budget Message summarizes the City's current and long-term financial position, highlights new programs and organizational changes addressed in the budget and outlines both short and long-term goals of our city government.
2. **Fiscal Strategic Plan:** The Fiscal Strategic Plan Committee was formed to analyze current funding gaps and present a more accurate financial picture. The committee identifies one-time, non-recurring revenue.
3. **Budget Guide:** The Budget Guide includes the City's Mission Statement and other tools to assist the reader in identify key terminology in the budget document.
4. **Community Profile:** This section describes Cupertino's history, the economic and city profiles, community statistics, recreation and community services, education, and additional areas of interest in the city.
5. **Financial and Personnel Summaries:** The Financial Summaries section provides financial information on projected revenues, expenditures, fund balances and reserves. This section includes the Budget Summary of Funds as well as detailed fund descriptions and information on all revenue sources and expenditure projections.

This section includes fund balance trends and detailed revenue and expenditure projections for the next five years.

This section includes an analysis of all City revenues by category. Our major revenue projections are based on trends, current economic indicators and other agency input. Sales tax projections are based on input from our sales tax consultants, industry trends and major company forecasts. Property tax revenues are projected by the county and adjusted by staff based on known trends. Park dedication fees are estimated based on current development

projects and other taxes are reviewed quarterly and budgets are based on this trend analysis.

7. **Departmental Operating Budgets:** The Departmental Operating Budgets section details historical and proposed expenditures by operating department. The City is organized into seven key operating functions, including Administration, Law Enforcement, Public and Environmental Affairs, Administrative Services, Recreation and Community Services, Community Development and Public Works. Each department budget includes a summary narrative, financial information regarding the department and each of its major divisions and personnel information.

Expenditures for employee compensation and benefits are based on negotiated contracts. The materials categories of expenditures are based on trends. Contract services and capital outlay are justified each year by the departments. Special Projects include any one time project or cost.

Departmental expenditures are divided into eight categories, which include the following charges:

Employee Compensation represents permanent full-time and part-time salary costs and overtime.

Employee Benefits represents PERS retirement, health insurance costs, and other benefits.

Materials represents items purchased for repair and maintenance, operational activities such as books, uniforms and recreation supplies, and office supplies.

Contract Services represents legal, consulting and other professional services, contract repair and maintenance, utility charges, training and memberships, equipment rentals, insurance and employment services.

Cost Allocation represents Cost Allocation and Internal Service charges to user departments

Appropriations for Contingency represent 10% of total budgeted materials and contract costs and is place for unexpected expenditures and/or emergencies.

Capital Outlay represents expenditures for tangible fixed assets including land, buildings, furniture, equipment and City vehicles.

Special Projects represent any one time projects or costs.

Debt Service/Other represents principal and interest payments on outstanding debt and interfund transfers.

8. **Non-Departmental Operating Budgets:** The Non-Departmental Operating Budgets section details historical and proposed expenditures for the functions of interfund transfers and debt service.
9. **Capital Improvements:** The Capital Improvements section details the proposed capital projects for 2015-16 through 2019-20. These projects are organized into five categories: Parks, Buildings, Streets, Traffic Facilities, and Storm Drainage. The five-year budget denotes funding sources and a description of each project.

The City Council approves funding of Capital Improvements on a total project basis. The project may expend the funds over multiple years.

GLOSSARY OF BUDGET TERMINOLOGY

The City's budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terminology has been included in the document.

Adopted Budget - Revenues and appropriations approved by the City Council in June for the following fiscal year.

Allocated Costs - An expense charged by one department/division to another for services performed or expenditures of a general nature that are charged to one main account and allocated to other departments/divisions by a specified formula.

Appropriation - An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

Budget - A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

Budget Amendment - A legal procedure utilized by the City Manager to revise a budget appropriation. Adjustments to expenditures within or between departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balance or new revenue sources.

Capital Improvement Program - A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

Capital Outlay - Expenditures relating to the purchase of equipment, land and other fixed assets.

Cost Allocation Plan – A plan that details how indirect costs are calculated and allocated to user departments.

Cost Recovery - The establishment of user fees that is equal to the full cost of providing services.

Department - A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Division - A unit of organization that reports to a department.

Enterprise Fund - A fund established to account for activities that are financed and operated in a manner similar to private business enterprises, in which costs of providing services are primarily recovered through user fees.

Estimated Budget - The status of appropriations between July 1 and June 30 includes the adopted budget, budget amendments, prior year encumbrances, approved carryovers, and transfers between objects, divisions and departments.

Expenditure - Utilization of fund resources. Expenditures include operating expenses, debt service and capital outlays.

Expenditure Category - A basis for distinguishing types of expenditures. The major expenditure categories used by the City are: employee compensation, employee benefits, materials, contract services, appropriations for contingency, special projects, capital outlay and debt service.

Fiscal Year - A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 for its fiscal year.

Fund - A fiscal and accounting entity for which the recording of financial transactions is made for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources.

Fund Balance - The net effect of assets less liabilities at any given point in time.

General Fund - The fund used to account for the major operating revenues and expenditures of the City, except for those financial resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes.

Goal - Broad mission statements that define the purpose of a department.

Infrastructure – Long lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roadways, bridges, and drainage systems.

Internal Service Fund - A fund used to account for the services provided by one department to other departments on a cost-reimbursement basis.

Operating Budget - A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as employee compensation, materials, contract services, capital outlay and debt service. It does not include Capital Improvement Project expenditures.

Reserve - An account used to designate a portion of the fund balance for a specific future use and is, therefore, not available for general appropriation.

Revenue - Increases in fund resources. Revenues include income from user fees, taxes, permits, and other sources.

Section - A unit or organization that reports to a division.

Self-Supporting Activity - An enterprise activity where all service costs (including principal and interest debt payments) are primarily covered solely from the earnings of the enterprise.

Subsidy - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

User Fees - Fees charged to users of a particular service provided by the City.

COMMONLY USED ACRONYMS

ABAG	Association of Bay Area Governments
AYSO	American Youth Soccer Organization
B/PAC	Bicycle/Pedestrian Advisory Committee
BAAQMD	Bay Area Air Quality Management District
BMR	Below Market Rate
CAFR	Comprehensive Annual Financial Report
CAP	Cost Allocation Plan
CMTA	California Municipal Treasures Association
CPI	Consumer Price Index
CPUC	California Public Utilities Commission
CSMFO	California Society of Municipal Finance
CYSA	California Youth Soccer Association
EAP	Employee Assistance Program
EIR	Environmental Impact Statement
EOC	Emergency Operations Center
ERAF	Education Revenue Augmentation Fund
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FPPC	Fair Political Practices Commission
FSA	Flexible Spending Account
GASB	Governmental Accounting Standards Board
GFOA	Governmental Finance Officers Association
HVAC	Heating Ventilation and Air Conditioning
IPM	Integrated Pest Management
JPA	Joint Powers Authority
LTD	Long Term Disability
MOU	Memorandum of Understanding
MTC	Metropolitan Transportation Commission
OES	Office of Emergency Services
OPEB	Other-Post Employment Benefits
PC	Planning Commission
PEMHCA	Public Employees' Medical and Hospital Care Act
PERS	(aka Calpers) Public Employees' Retirement Systems
PIO	Public Information Officer
PTA	Parent Teacher Association
RDA	Redevelopment Agency
RFP	Request for Proposals
RFQ	Requests for Qualifications
RHNA	Regional Housing Needs Allocation
RMS	Records Management System
RWQCB	Regional Water Quality Control Board
UBC	Uniform Building Code
YAC	Youth Advisory Commission
VSP	Vision Service Plan

WHAT IS A REVENUE, EXPENDITURE AND FUND BALANCE TABLE?

Administration - City Manager

Category	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Legal Budget	Recommended Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	138,497
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 138,497
<u>Expenditures</u>				
Employee Compensation	240,187	253,346	267,696	341,585
Employee Benefits	74,550	83,477	89,514	136,310
Materials	35,838	24,391	51,750	32,203
Contract Services	313	-	10,000	10,000
Appropriations for Contingency	-	-	-	4,220
Cost Allocation	3,000	2,900	22,900	131,050
Capital Outlay	-	-	14,500	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 353,888	\$ 364,114	\$ 456,360	\$ 655,368
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 353,888	\$ 364,114	\$ 456,360	\$ 516,871

REVENUE	EXPENDITURE	TOTALS
Taxes – Money received from tax revenue	Employee Compensation – Full time and part time salaries	Total Revenue – Total all revenue categories
Licenses and Permits – Money received from these sources	Employee Benefits – Employee benefits including health insurance and retirement	Total Expenditures – Total all expenditure categories
Use of Money and Property – Interest earnings, facility and concession rents	Materials – All material, conference and training costs	Fund Balance – Revenue not spent in the previous year
Intergovernmental Revenue – Funds received from Federal, State or Local government such as grants	Contract Services – All contracted goods and services	General Fund Costs – Total Expenditures minus Total Revenue minus fund balance equals General Fund Costs
Charges for Services – Fees collected for services provided by the department	Appropriations for Contingency – Fund for unexpected expenses and emergencies	
Fines and Forfeitures – Money received from fines and penalties	Cost Allocation – Cost of services from other City departments and depreciation expenses	
Miscellaneous Revenue – Money received from various sources such as donations, salvage and legal settlement	Capital Outlay – Land, Buildings, vehicles, infrastructure & assets used in operation beyond 1 yr	
Interdepartmental Revenue – Interdepartmental service charges and transfers	Special Projects – One time projects or costs	



CUPERTINO

Community Profile

History

Cupertino owes its name and earliest mention in recorded history to the 1776 expedition led by the Spaniard, Don Juan Bautista de Anza, from Sonora, Mexico to the Port of San Francisco to found the presidio of St. Francis.



Leaving the majority of the party of men, women, and children in Monterey to rest from their travels, deAnza, his diarist and cartographer, Petrus Font, and 18 other men pressed on through the Santa Clara Valley in late March to their San Francisco destination.

With the expedition encamped in what is now Cupertino, Font christened the creek next to the encampment the Arroyo San Joseph Cupertino in honor of his patron, San Guiseppe (San Joseph) of Cupertino, Italy. The arroyo is now known as Stevens Creek.

The village of Cupertino sprang up at the crossroads of Saratoga-Sunnyvale Road (now DeAnza Boulevard) and Stevens Creek Boulevard. It was first known as West Side; but by 1898 the post



office at the Crossroads needed a new name to distinguish it from other similarly named towns. John T. Doyle, a San Francisco lawyer and historian, had given the name Cupertino to his winery in recognition of the name bestowed on the nearby creek by Petrus Font. In 1904 the name was applied to the Crossroads and to the post office when the Home Union Store incorporated under the name, The Cupertino Stores, Inc.

Many of Cupertino's pioneer European settlers planted their land in grapes. Vineyards and wineries proliferated on Montebello Ridge, on the lower foothills, and on the flat lands below.

After 1906 a lot more than grape growing was going on in Cupertino. Orchards were thriving and new businesses were being started. In the late 1940's Cupertino was swept up in Santa Clara Valley's postwar population explosion. Concerned by unplanned development, higher taxes, and piecemeal annexation to adjacent cities, Cupertino's community leaders began a drive in 1954 for incorporation. Cupertino rancher Norman Nathanson, the Cupertino - Monta Vista Improvement Association, and the Fact Finding Committee played important roles in this movement.

Incorporation was approved in the September 27, 1955 election. Cupertino officially became Santa Clara County's 13th City on October 10, 1955.

A major milestone in Cupertino's development was the creation by some of the city's largest landowners of Vallco Business and Industrial Park in the early 1960's. Of the 25 property owners, 17 decided to pool their land to form Vallco Park, six sold to Varian Associates, a

thriving young electronics firm, founded by Russell Varian, and two opted for transplanting to farms elsewhere. The name Vallco was derived from the names of the principal developers: Varian Associates and the Leonard, Lester, Craft, and Orlando families.

2015 Community Economic Profile

Cupertino, with a population of 60,009 and city limits stretching across 13 square miles, is considered to be one of the San Francisco Bay Area's most prestigious cities in which to live and work.

Economic health is an essential component to maintaining a balanced city, which provides high-level opportunities, and services that create and help sustain a sense of community and quality of life. Public and private interests must be mutual so that our success as a partnership is a direct reflection of our success as a community. The cornerstone of this partnership is a cooperative and responsive government that fosters business and residential prosperity and strengthens working relationships among all sectors of the community.

Our economic development strategies are tailored to address the specific needs of Cupertino. Because this is a mature, and 90% built-out city, the focus is on business retention and revitalization. Business recruitment is site specific and targeted to industries that enhance, rather than draw from, our existing business base.

Cupertino is home to many well-known high-tech companies, and offers a dynamic and exciting business climate. Apple Inc., Verigy, Durect Corporation, and Trend Micro are headquartered in the city. DeAnza College, one of the largest single-campus community colleges in the country, is another major employer.



The City's proactive economic development efforts have resulted in a number of innovative, mutually beneficial partnerships with local companies. The City strives to retain and attract local companies through active outreach and an entitlement process that is responsive and customer oriented.

The Vallco shopping center includes JC Penney, and Sears as anchors and features many exciting entertainment and eating venues. Shoppers can enjoy the latest shows at the AMC 16-

screen theater, skating at the mall's full-size ice rink, and bowling at the chic and upscale Bowl Mor Lanes. They can begin or top off the evening with fine dining at the critically-acclaimed Alexander's Steakhouse or enjoy more casual cuisine at TGI Friday's, Benihana's, Dynasty Seafood Restaurant, California Fresh, and the international food court. The city features many other stores, including TJ Maxx and Home Goods, Whole Foods, Target, and over 160 restaurants to serve the local workforce and residents. Cupertino features five hotels: Cupertino Inn, Hilton Garden Inn, Marriott Courtyard, the Cypress Hotel, operated by the Kimpton Group and The Aloft Cupertino Hotel, operated by Starwood Hotels & Resorts.

The redevelopment of "Homestead Square," located at Homestead Road and DeAnza Boulevard, will include a 24-hour Safeway, Ulta, Ross Stores, Stein Mart and numerous other tenants to complement the area. Ride Aid, Michael's and FedEx Kinko's are also part of the project and currently open for business. Construction is scheduled to be complete by the end of the 2014.

In addition, Cupertino is excited to have new retail commercial development projects underway, including "Main Street Cupertino" on Stevens Creek Boulevard, the "Biltmore" on DeAnza Boulevard, and "Saich Way Station" on Stevens Creek Boulevard and Saich Way. Each project features mixed use to accommodate the growing retail and residential needs of the community.

The City of Cupertino has a history of providing high-level municipal services to complement the sense of community and quality of life enjoyed by our constituents. The City will continue to enhance and promote a strong local economy to provide municipal services that make Cupertino a place that people are proud to call home.

2015 City Profile

The City of Cupertino operates as a general law city with a City Council-City Manager form of government. Five council members serve four year, overlapping terms, with elections held every two years. The council meets twice a month on the first and third Tuesday at 6:45 p.m. in the Community Hall.

The City has 169.75 authorized full-time benefited employee positions. City departments include Administration (City Council, commissions, City Clerk, City Manager, City Attorney, Environmental Affairs, economic development, code enforcement); Administrative Services (finance, human resources); Community Development (planning, building, housing services); Recreation and Community Services (neighborhood watch, emergency preparedness); Public Works (engineering, maintenance, transportation, solid waste, and storm drain management); and Public and Environmental Affairs. Police service is provided by the Santa Clara County Sheriff's Department, and fire service is provided through the Santa Clara County Fire District.

Assisting the City Council are several citizen advisory commissions/committees which include housing, telecommunications, fine arts, library, planning, audit, parks and recreation, bicycle and pedestrian, teen, economic development, strategic planning, and public safety. Members of the volunteer boards are appointed by the City Council and vacancies are announced so that interested residents may apply for the positions. Residents are kept informed about city services and programs through the *Cupertino Scene*, a monthly newsletter; *The City Channel*, Cupertino's government access cable TV channel; and the city's website.

Housing

The average listing of an existing single-family home is \$1,441,342 as of 2014.

Community Health Care Facilities

Cupertino is served by the Cupertino Medical Clinic, NovaCare Occupational Health Services. Nearby hospitals include Kaiser Permanente Medical Center in Santa Clara, El Camino Hospital in Mountain View, O'Connor Hospital in San Jose, Community Hospital of Los Gatos, Stanford Hospital in Palo Alto, and the Saratoga Walk-in Clinic in Saratoga.

Utilities

Gas & Electric – Pacific Gas and Electric, 800-743-5000.

Phone – AT&T, residential service, 800-894-2355; business service, 800-750-2355.

Cable – Comcast, 800- 945-2288.

Solid Waste & Recycling – Recology, 408-725-0420.

Water – San Jose Water Company, 408-279-7900 and California Water, 650-917-0152.

Sewer Service – Cupertino Sanitary District, 408-253-7071

Tax Rates and Government Services

Residential, commercial, and industrial property is appraised at full market value, as it existed on March 1, 1975, with increases limited to a maximum of 2% annually. Property created or sold since March 1, 1975 will bear full cash value as of the time created or sold, plus the 2% annual increase. The basic tax rate is \$1.00 per \$100 full cash value plus any tax levied to cover bonded indebtedness for county, city, school, or other taxing agencies. Assessed valuations and tax rates are published annually after July 1.

Retail Sales Tax: Cupertino 1%, State General Fund 3.9375%, State and Local Revenue Fund 1.0625%, State Local Public Safety 0.5%, State Local Revenue 0.5%, County Transportation 0.25%, Local District (Valley Transportation Authority) 1.125%. Grand Total = 8.7500%.

Assessed Valuation: (Secured and Unsecured)

Cupertino: \$16,206,163,709 (7/1/14)

County: \$357,339,245,945 (7/1/14)

Transportation

Rail – CalTrain service to Gilroy and San Francisco, with local station four miles north of city; Amtrak station is 10 miles south.

Air –Mineta San Jose International Airport 11 miles south; San Francisco International Airport 30 miles north.

Bus – Santa Clara Valley Transportation Authority. Highways – Interstate Route 280, State Route 85.

Community Statistics

Facts and Figures¹

Population in City Limits	60,009
Median Household Income	\$131,517
Median Age	39
Registered Voters	25,934
Democrats	9,507
Republicans	5,479
American Independent	367
Other	297
No Political Party designated	10,284

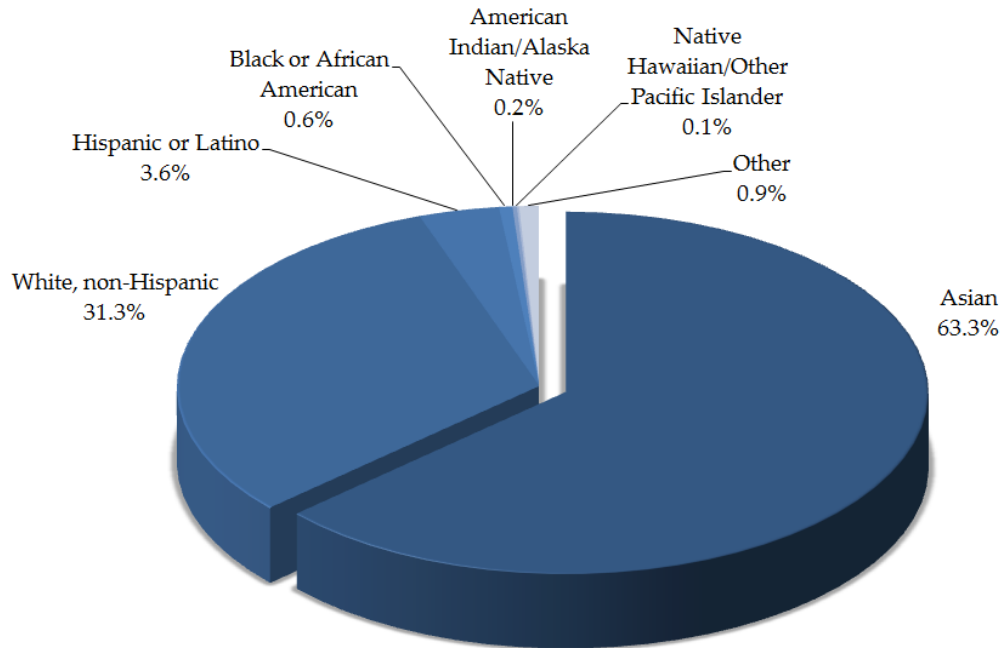
Top 40 Sales Tax Producers First Quarter 2013 (In Alphabetical Order)

A2Z Development	Elephant Restaurant	Sears
Alexander's Steakhouse	Granite Rock Company	Shane Diamond Jewelers
Apple Computers Corporation	Hewlett-Packard	Shell Service Station
Argonaut Window & Door	JC Penney Company	Staples
Benihana of Tokyo	Joy Luck Place Restaurant	Target
BJ's Restaurant & Brewery	Macy's	TJ Maxx
California Dental Arts	Marina Foods	Union 76 Service Station
Chevron Service Stations	Michael's Arts & Crafts	US Gas Service Station
Cupertino Smog Pros	Mirapath	Valero Service Station
CVS Pharmacy	Ricoh Corp.	Verigy
Cypress Hotel – Park Place Restaurant	Rohde & Schwarz	Verizon Wireless
DeAnza College Campus Center	Rotten Robbie Service Station	Whole Foods
Dynasty Restaurant	Ranch 99 Market	
Insight Direct	Scandinavian Designs	

Cupertino is ranked as #12 under the 50 Safest Cities in California listed in the Safe Wise (safewise.com) report, a source for home security and safety advice.

¹ U.S. Census Bureau

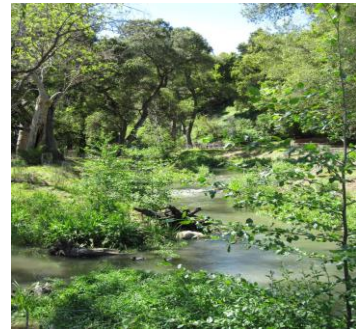
Demographic Information



Community and Recreation Services

Blackberry Farm

Blackberry Farm has been upgraded and restored to improve the natural habitat for native trees, animals, and fish. Improvements to the park include construction of a new ticket kiosk, replastered pools, a new water slide, bocce ball, horseshoe courts, and numerous upgrades to the west bank picnic area. The park is located at 21979 San Fernando Avenue. Telephone: 408-777-3140.



The Blackberry Farm golf course is located at 22100 Stevens Creek Boulevard. Telephone: 408-253-9200.

The Quinlan Community Center

The City of Cupertino's Quinlan Community Center is a 27,000 square foot facility that provides a variety of recreational opportunities.

Most prominent is the Cupertino Room - a multi-purpose room that can accommodate 300 people in a banquet format. Telephone: 408-777-3120.

Cupertino Sports Center

The Sports Center is a great place to meet friends. The facility features 17 tennis courts, complete locker room facilities, and a fully equipped fitness center featuring free weights, Cybex, and cardio equipment. A teen center is also included as well as a child watch center. The center is located at the corner of Stevens Creek Boulevard and Stelling Road. Telephone: 408-777-3160.

Cupertino Senior Center

The Senior Center provides a welcome and friendly environment for adults over age 50. There is a full calendar of opportunities for learning, volunteering, and enjoying life. There are exercise classes, a computer lab and classes, language instruction including English as a second language, and cultural and special interest classes. The center also coordinates trips and socials.

The Senior Center is located at 21251 Stevens Creek Boulevard and is open Monday through Friday 8 a.m. to 5 p.m. Telephone: 408-777-3150.

Civic Center and Library

The complex has a 6,000 square foot Community Hall, plaza with fountain, trees

and seating areas. City Council meetings are held in the Community Hall as well as Planning Commission and Parks and Recreation Commission sessions.

The 54,000 square foot library continues to be one of the busiest in the Santa Clara County Library system. For more information call 408-446-1677.

McClellan Ranch Park

A horse ranch during the 1930's and 40's, this 18-acre park has the appearance of a working ranch. Preserved on the property are the original ranch house, milk barn, livestock barn, and two historic buildings: Baer's Blacksmith Shop, originally located at DeAnza and Stevens Creek, and the old water tower from the Parish Ranch, now the site of Memorial Park.

Rolling Hills 4-H Club members raise rabbits, chickens, sheep, swine, and cattle and a Junior



Nature Museum, which features small live animal exhibits and dispenses information about bird, animal, and plant species of the area. McClellan Ranch is located at 22221 McClellan Road. Telephone: 408-777-3120.

Education

Winner of numerous state and national awards for excellence, our city's schools are widely acknowledged to be models of quality instruction.

Cupertino Union School District serves 18,000 students in a 26 square mile area that includes Cupertino and portions of five other cities. The district has 20 elementary schools and five middle schools, including several choice programs. Eighteen schools have received state and/or national awards for educational excellence.

Student achievement is exceptionally high. Historically, district test scores place Cupertino among the premier public school districts in California. The district is a leader in the development of a standards-based system of education and is nationally recognized for leadership in the use of technology as an effective tool for learning. Quality teaching and parent involvement are the keys to the district's success.



The Fremont Union High School District serves 10,000 students in a 42 square mile area covering all of Cupertino, most of Sunnyvale and portions of San Jose, Los Altos, Saratoga, and Santa Clara. The five high schools of the district have garnered many awards and recognition based on both the achievement of students and the programs designed to support student achievement. Many high schools in the district exceed their established achievement targets for the State Academic Performance Index. District students are encouraged to volunteer and/or provide service to organizations within the community. During their senior year, if students complete 80 hours of service to a non-profit community organization, they are recognized with a "Community Service Award" medal that may be worn during their graduation ceremonies.

Cupertino is served by two local institutions of higher education: DeAnza College and the University of San Francisco. In addition to these schools, Cupertino's location offers easy access to Stanford University, Santa Clara University and San Jose State University.

Building on its tradition of excellence and innovation, DeAnza College challenges students of every background to develop their intellect, character and abilities; to achieve their educational goals; and to serve their community in a diverse and changing world.

DeAnza College offers a wide range of quality programs and services to meet the work force development needs of our region. The college prepares current and future employees of Silicon Valley in traditional classroom settings and through customized training arranged by employers. Several DeAnza programs encourage economic development through college credit courses, short-term programs, services for manufacturers, technical assistance, and/or recruitment and retention services.

Things to do and See

Euphrat Museum of Art

The highly regarded Euphrat Museum of Art, at its new location next to the new Visual Arts and Performance Center at DeAnza College, traditionally presents one-of-a-kind exhibitions, publications and events reflecting the rich diverse heritage of our area. The Museum prides itself on its changing exhibitions of national and international stature, emphasizing Bay Area artists. Museum hours are 10 a.m. – 3 p.m. Monday through Thursday. Telephone: 408-864-5464.

Fujitsu Planetarium

Stargazers have a Cupertino facility catering to their interests, the Fujitsu Planetarium on the DeAnza College campus. It hosts a variety of planetarium shows and events, including educational programs for school groups and family astronomy evenings. For more information, visit the website at <http://planetarium.deanza.edu> or call 408-864-8814.

Flint Center

The cultural life of the Peninsula and South Bay is enhanced by programs presented at the Flint Center for Performing Arts located at 21250 Stevens Creek Boulevard at DeAnza College campus. The center opened in 1971 and was named in honor of Calvin C. Flint, the first chancellor of the Foothill-DeAnza Community College District. The box office is open 10 a.m. – 4 p.m. Tuesday through Friday and one and one half hours prior to any performance. Box office: 408-864-8816; administrative office: 408-864-8820.

Cupertino Historical Society

The Cupertino Historical Society was founded in 1966 by a group of 177 longtime residents and is dedicated to the preservation and exhibition of the city's history. Their museum, located at the Quinlan Community Center, 10185 N. Stelling Road, attempts to develop and expand the learning opportunities that it offers to the ethnically diverse community of the City of Cupertino. Telephone: 408-973-1495.

Farmers' Market

Residents and visitors can visit the two farmers' markets on Friday from 9:00 a.m. to 1:00 p.m. at the Vallco Shopping Mall parking lot behind JCPenney, and every Sunday from 9:00 a.m. to 1:00 p.m. at the Cupertino Oaks Shopping Center, 21275 Stevens Creek Blvd.



California History Center

The California History Center and Foundation is located on the DeAnza College campus. The center has published 37 volumes on California history and has a changing exhibit program. The center's Stocklmeir Library Archives boasts a large collection of books, a pamphlet file, oral history tapes, videotapes and a couple thousand student research papers. The library's collection is for reference only. Heritage events focusing on California's cultural or natural history are offered by the center each quarter. For more information, call 408-864-8987. The center is open September through June 9:30 a.m. to noon and 1:00 p.m. to 4:00 p.m. Tuesday through Thursday.





CUPERTINO

Financial Policies and Schedules

THE ANNUAL BUDGET PROCESS

The City's annual budget is prepared on a July 1 to June 30 fiscal year basis. The budget process is an ongoing process that includes the phases of development, proposal, adoption, monitoring and budget amendments.

The budget development phase begins in December with the preparation of budget instructions and work program development by the City Council and City Manager. During March, departments prepare the budgets for which they are responsible. These proposed department budgets are reviewed by the Finance Division using current and prior year trends data. The City Manager then reviews the proposals with the Director of Administrative Services and departmental staff and makes final decisions which form the basis of the City Managers Proposed Budget. The proposed budget is then submitted to the City Council in May.

During the months of May and June, the City Council considers the budget proposals at a study session and public hearing. At these times, the Council hears from Boards, Commissions, community groups, and the public regarding budget requests and recommendations. The final budget is adopted by resolution in June and takes effect on July 1.

Budget Amendment Process

After the budget is adopted, the City enters the budget monitoring phase. Throughout the year, expenditures are monitored by the Finance Division staff and department managers to ensure that funds are used in an approved manner. Adjustments to expenditures within or between departmental budgets are accomplished on an as-needed basis administratively throughout the year. The City Manager and Department Heads can transfer funds between their line items and/or divisions as needed.

City Council approval is required for additional appropriations from fund balances or for new revenue sources.

STRUCTURE OF CITY FINANCES

COST ACCOUNTING

The City of Cupertino has six internal service funds that account for information technology, city channel and website, equipment replacement, workers compensation, long-term disability and compensated absence, and retiree health costs experienced by City departments. Fund costs are allocated to user departments or operating funds based on salaries, equipment and software purchase price, actuarial studies and actual and projected service level. Please view the Cost Allocation Plan and Changes to the Internal Service Fund section of this document for details.

Other employee fringe benefits such as medical, dental, life insurance, and pensions are directly added to department costs as a percentage of salaries. Staff salary and benefit costs are split among departments and related funds based on the anticipated percentage of time spent working in various departments.

OVERHEAD COST ALLOCATION

All overhead costs are allocated to the appropriate program within the limits of local, State and federal laws. The City will utilize a two-step method (double step down method) where costs are first allocated among the central service department support programs to arrive at the total costs of central service programs. Beginning in FY14 overhead/indirect costs associated with service department in the General Fund will be allocated based on Cost Allocation Plan (CAP).

These total costs are then allocated to the departments and funds that are benefiting from these expenses. The corresponding revenue is collected by the General Fund for indirect/overhead costs associated with Cost Allocation Plan (CAP) and Internal Service Funds and allocated directly to the department providing the service.

BASIS OF BUDGETING

Basis of Budgeting refers to the method used to recognize revenues and expenditures in the budget. For the City of Cupertino, the basis of budgeting is the same basis used for accounting. The modified accrual basis is followed in the Governmental Funds, including the General, Capital, Debt Service, and Special Revenue funds. Under this basis, revenues are recognized when they become “susceptible to accrual”, which means they are both measurable and available. Measurable means the transaction can be determined.

The budget is split into nine divisions: City Council and Commissions, Administration, Law Enforcement, Public Affairs, Administrative Services, Parks and Recreation, Planning and Community Development, Public Works and Non Departmental (includes budget that are not attributable to any specific division). These divisions are further split into department then programs. The programs within the divisions are balanced at the department level within a given fund.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The Comprehensive Annual Financial Report (CAFR) is prepared by Maze and Associates according to “Generally Accepted Accounting Principles” (GAAP).

CITIZEN PARTICPATION

Every two years the City of Cupertino has a Community Survey completed by Godbe Research to measure resident’s satisfaction with living in the City, City Services and to identify issues facing the City. In addition, the budget study session and budget hearings are public meetings where citizen are given the opportunity to comment on the budget. The public can also provide feedback to two Council sub-committees, the Fiscal Strategic Planning and Audit Committees.

FUND STRUCTURE

For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is viewed as a collection of smaller separate businesses known as ‘funds’. Fund accounting is an accounting system emphasizing accountability rather than profitability. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

The City’s finances are structured in a variety of funds that are the basic accounting and reporting entities in governmental accounting. The funds that comprise the FY 2013-14 budget are grouped into two major categories, Governmental Funds and Proprietary Funds. The purpose of each of the various funds within these two categories is described below:

GOVERNMENTAL FUNDS

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City’s expendable financial resources and the related liabilities (except those accounted for in the proprietary funds) are accounted for through governmental funds. Governmental funds include Tax Supported Funds, Special Revenue Funds and Federal Grant Funds. They are accounted for under the modified accrual basis of accounting.

Tax Supported Funds

Tax Supported Funds include the General and Capital Improvement Funds. The General Fund is the primary operating fund for governmental services. The Capital Improvements Fund is utilized for the acquisition or construction of major capital facilities.

Tax Supported Funds	Purpose
General	The General Fund is used to pay for core services such as public safety, parks and recreation, planning and community development, public works, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, franchise fees, charges for services, and a variety of other discretionary sources.
Capital Improvement	
Capital Improvement Projects	This fund pays for the acquisition and/or construction of major capital facilities.
Stevens Creek Corridor Park Capital Projects	This fund pays for the design and construction of the Stevens Creek Corridor Park projects.

Special Revenue Funds

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, and Environmental Management/Clean Creeks funds.

Special Revenue Funds	Purpose
Storm Drain Improvement	This fund pays for the construction and maintenance of storm drain facilities, including drainage and sanitary sewer facilities.
Park Dedication	This fund pays for the activity granted by the business and professions code of the State of California in accordance with the open space and conservation element of the City's General Plan.
Environmental Management/Clean Creek/ Storm Drain	This fund pays for all activities related to operating the Non-Point Source pollution program.
Transportation	This fund pays for expenditures related to the maintenance and construction of City streets.
Housing & Community Development	This fund pays for the Federal Housing and Community Development Grant Program activities administered by the City. This fund also pays for activities related to the Below Market Rate Housing Program.

Federal Grant Funds

Federal Grant Funds include the Community Development Block Grant program. The Community Development Block Grant is a federally funded program for housing assistance and public improvements.

Federal Grant Funds	Purpose
Community Development Block Grant	This fund pays for activities related to the Community Development Block Grant (CDBG).

PROPRIETARY FUNDS

Proprietary Funds are used to account for “business-type” activities. Proprietary Funds include Enterprise Funds and Internal Service funds. They are accounted for under the full accrual basis of accounting.

Enterprise Funds

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

Enterprise Fund	Purpose
Resource Recovery	This fund pays for operating costs related to the collection, disposal, and recycling of solid waste performed under a franchise agreement with Recology.
Blackberry Farm Golf Course	This fund pays for operating costs related to the Blackberry Farm Golf Course.
Sports Center	This fund pays for operating costs related to the Sports Center.
Recreation Programs	This fund pays for operating costs related to the City’s community centers and park facilities.

Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Information Technology, City Channel and Website, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

Internal Service Funds	Purpose
Information Technology	This fund pays for all technology related expenses for the citywide management of information services. This fund pays for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide. Equipment is depreciated based on the acquisition or historical costs for the useful life of the asset using the straight line method.
City Channel and Website	This fund pays for all operating and equipment costs related to City Channel and the City Website.
Workers’ Compensation	This fund pays for claims and insurance premiums related to workers’ compensation.

Internal Service Funds	Purpose
Equipment Maintenance and Fixed Asset Acquisition	This fund pays for the purchase and maintenance of fleet and general equipment having a value greater than \$5,000 and expected life of more than one year. Assets are depreciated based on the acquisition or historical costs for the useful life of the asset and using the straight line method.
Compensated Absences & Long Term Disability	This fund pays for liabilities associated with employees retiring or leaving service and claims and premiums associated with long term disability.
Retiree Medical	This fund pays for Retiree Medical costs.

FISCAL POLICIES –Revenue Policies

PURPOSE

To establish revenue policies that assist the City in striving for and maintaining a diversified and stable revenue system to prevent undue or unbalanced reliance on any one source of funds. This revenue diversity will shelter the City from short-run fluctuations in any one revenue source.

SCOPE

All revenue sources across all funds.

POLICY

To the extent possible, maximize investment yield while maintaining a high level of liquidity for the City's anticipated capital costs.

Identify and recommend sources of revenue necessary to maintain the services desired by the community and to maintain the City's quality of life.

Perform ongoing evaluations of existing sources of revenue to maximize the City's revenue base.

Recover costs of special services through user fees.

Pursue full cost recovery and reduce the General Fund fee subsidy to the degree feasible.

Allocate all internal service and Cost Allocation Plan charges to appropriate user departments and

Ensure that Enterprise activities remain self-supporting in the long term.

FISCAL POLICIES – Expenditure Policies

PURPOSE

To establish expenditure control policies through the appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted or amended budget.

SCOPE

All expenditure categories across all funds.

POLICY

Each Department or Division Manager will be responsible for the administration of their department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limits.

Accurately charge expenditures to the appropriate chart of accounts;

Maintain operating activities at levels which are offset by revenues;

The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and tax payers are cost effective and efficient;

Evaluate expenditures at the department and project levels to ensure control;

Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed assets or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years;

All compensation planning and collective bargaining will include analysis of total cost of compensation which includes analysis of salary increases, health benefits, pension contributions, fringe benefits and other personnel costs. The City will only propose operating personnel costs which can be sustained by on-going operating revenues;

Reduce costs and improve productivity through the use of efficiency and effective measures and

Structure debt financing to provide the necessary capital while minimizing future debt service costs.

FISCAL POLCIES – Capital Improvement Policy

PURPOSE

To establish a Capital Improvement Policy to assist in future planning.

SCOPE

All anticipated Capital Improvement Projects for the current fiscal year plus four additional fiscal years.

POLICY

The City will prepare and update a five year Capital Improvement Plan (CIP) encompassing all City facilities

Projects included in the CIP will have complete information on the need for the project (project justification), description and scope of work, total cost estimates, future cost estimates, future operating and maintenance costs and how the project will be funded.

An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a priority ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.

Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Manager and City Council approval.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.

The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.

The City will utilize "pay-as-you-go" funding for capital improvement expenditures considered recurring, operating or maintenance in nature. The City may also utilize "pay-as-you-go" funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City's credit rating.

The City will consider the use of debt financing for capital projects under the following circumstances:

- When the project's useful life will exceed the terms of the financing
- When resources are deemed sufficient and reliable to service the long-term debt
- When market conditions present favorable interest rates for City financing
- When the issuance of debt will not adversely affect the City's credit rating and debt coverage ratios.

FISCAL POLCIES –Pension and Retirement Funding Policy

PURPOSE

To establish a policy for the funding of Retirement and Retiree health.

SCOPE

Retirement and Retiree Health costs citywide, across all funds.

POLICY

Fund all current pension liabilities shall be funded on an annual basis.

Monitor certain health and dental care benefits for retired employees. Funding the liability for future retiree benefits will be determined by City Council action.

FISCAL POLICIES –Long Term Financial Stability Policies

PURPOSE

To establish a policy for Long Term Financial Stability

SCOPE

All programs across all funds

POLICY

Ensure ongoing productivity through employee training and retention programs.

Pursue consolidation of resources and activities with other agencies and jurisdictions where beneficial.

Ensure financial planning flexibility by maintaining adequate fund balances and reserves.

Provide for major maintenance and repair of City buildings and facilities on a timely basis.

Provide for infrastructure asset preservation that maximizes the performance of these assets at minimum life-cycle costs.

Continually evaluate and implement long-term financial planning including technology automation, multiple year capital improvement programs, revenue and expenditure forecasting, automating and streamlining service delivery, stabilizing and repositioning revenue sources, and decreasing expenditures and risk exposure.

FISCAL POLICIES – Assigned and Unassigned Fund Balance and Use of One Time Funds Policy

PURPOSE

To establish assigned and unassigned fund balance and one time use policies.

SCOPE

The General Fund and Capital Funds.

POLICY

To maintain sufficient assigned and unassigned fund balance (general fund only) in each fund for the ability to meet following economic uncertainties:

Economic Uncertainty I –\$19,000,000 and represents two months of General Fund (GF) operating expenditures excluding transfers out plus a two year drop in total general fund revenue of 13% or approximately 1.5 months, excluding the use of reserves. Transfers out are primarily used to fund Capital Projects and do not represent on going expenditures. This assignment will change from year to year based on budgeted general fund expenditures and revenues.

- Mitigate short-term economic downturns and volatility in revenues (2 years or less)
- Sustain city services in the event of an emergency
- Meet requirements for debt reserves
- Meet operating cash flow requirements as a result of delay in the receipt of taxes, grant proceeds and other operating revenues

Economic Fluctuations – \$1,400,000 and represents the most recent transfer of local funds to the State. This reserve may change from year to year based on the Consumer Price Index (CPI).

- For shifts of City funds to the state to address State budget deficits.

PERS– \$100,000 and represents the highest retirement rate increase based on the most recent five years of rate increases. This assignment may change from year to year based on retirement rates and citywide budgeted retirement costs.

- For pension cost increases

Unassigned – \$500,000 and represents 1% of the total general fund operating budget. This assignment may change from year to year based on budgeted general fund expenditures.

- Absorb unanticipated operating needs that arise during the fiscal year that were not anticipated during the budget process
- Absorb unexpected claims or litigation settlements

Capital Improvement – \$5,000,000 and represents average dollars spent for capital projects in the last three fiscal years. This assignment may change from year to year based on actuals dollars spent on capital projects and anticipated future capital project needs.

- Meet future capital project needs so as to minimize future debt obligations

The City shall not use fund balances/reserves in lieu of revenues to pay for ongoing expenses except as specifically provided in the City’s reserve policy.

The chart below summarizes reserve policy levels as described above:

Funding Priority	Reserve	Reserve Level	Escalator ¹	Description
GENERAL FUND				
1	Economic Uncertainty	\$19,000,000	GF Budgeted Operating Expenditures ² GF Budget Revenue ³	For economic downturns and major revenue changes.
2	Economic Fluctuations	\$1,400,000	CPI	For shifts of City funds to the state to address state budget deficits.
3	PERS	\$100,000	Budgeted Citywide retirement costs	For pension cost increases.
4	Unassigned	\$500,000	Budgeted GF Operating Expenditures ⁴	For mid-year budget adjustments and redeployment into the five year budget.
CAPITAL PROJECT FUNDS				
5	Capital Improvement	\$5,000,000	None	Reserves set aside for future capital projects.

¹ Rounded to the nearest hundred thousand

² Excludes Transfers Out

³ Excludes the use of reserves

⁴ Excludes Transfers Out

Changes to Assigned Fund Balance – All reserves listed in this policy are classified as Assigned Fund Balance under Government Accounting Standards Board (GASB) Statement 54. Assigned fund balance is comprised of amounts intended to be used by the government for specific purposes that are neither committed nor restricted. Intent can be expressed by the governing body or by an official body to which the governing body delegates the authority. Changes to assigned fund balances must be approved by City Council. This policy will be reviewed annually as part of the budget process.

Replenishment process – Should the City need to utilize any of the assigned fund balances listed in this policy, with the exception of the annual Infrastructure assignment, a plan to replenish the assignment will be developed in conjunction with its use.

Excess – Funding of these reserves will come generally from one-time revenues, annual net income, and transfers from other reserves that exceed policy levels. They will be funded in the following priority order with any remaining funds to be placed in the Capital Reserve:

- 1) Economic Uncertainty
- 2) Economic Fluctuations
- 3) PERS
- 4) Unassigned

FISCAL POLICIES – Investment Policy

The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy is available on the City website as part of the May 6, 2014 City Council agenda packet.

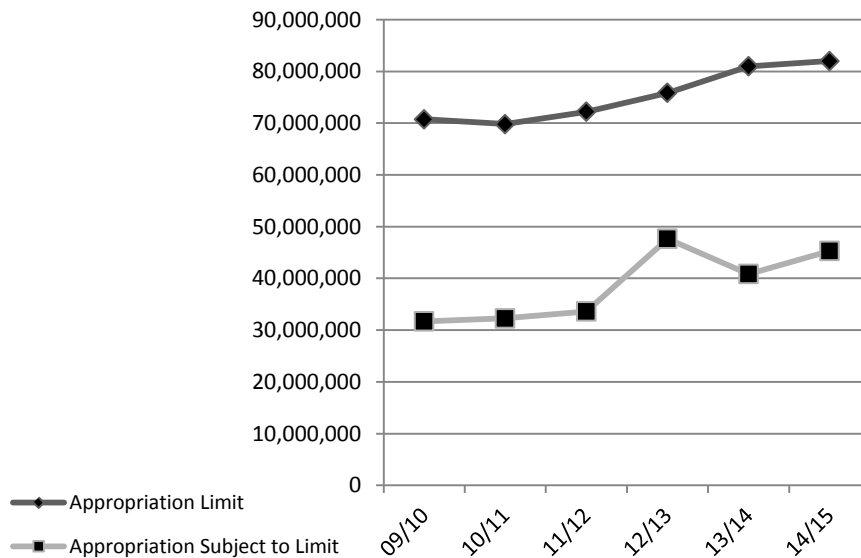
DEBT LIMIT

GANN APPROPRIATIONS LIMIT

Fiscal Year 2014-15

Article XIII B of the California State Constitution as enacted by Proposition 4, the Gann initiative of 1979, mandates a limit on the amount of proceeds of taxes that state and local governments can receive and appropriate (authorize to spend) each year. The purpose of this law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. The original Article XIII B was further modified by Proposition 111 and SB 88 approved by California voters in June of 1990. Proposition 111 allows cities more flexibility in choosing certain inflation and population factors to calculate the limit. As of the time of the printing of this document the FY 2015 debt had not been updated by the State of California Department of Finance. As part of the Final Budget the GANN appropriations limit will be updated.

Appropriations Subject to Limit



The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified those factors to allow cities to choose either the growth in California Per Capita Income or the growth in non-residential assessed valuation due to new construction in the city. Alternatively, the city could select a population growth factor represented by the

population growth in Santa Clara County. Each year the city establishes its appropriations limit for the following fiscal year.

The City's appropriations limit for FY 2014-15 of \$82,005,631 is \$1,025,652 or 1.27% higher than the fiscal year 2013/14 limit of \$80,979,979. For FY 2014-15, the City's estimated appropriations of proceeds from taxes, less statutory exclusions, are \$45,307,000. This is 55.25% of the legal limit. If a city exceeds the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The appropriations limit is not expected to present a restraint on current or future budget deliberations.

Information Technology Replacement and Capitalization Policy

Purpose

The purpose of this policy is to establish guidelines for replacing and capitalizing technology equipment and systems. Replacement is indicated when a product has run its useful life and updating/upgrading is no longer an option. Capitalization of equipment requires the set aside of funding for future replacement.

Generally, technology equipment with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Software with an expected life of at least 7 years or a cost of over \$10,000 shall also be capitalized.

Technology upgrades are determined by the Information Technology Division (IT) and user departments based on functionality, vendor support, and industry standards.

Scope

This policy covers the City of Cupertino: network infrastructure (routers, switches, firewalls, security appliances); server infrastructure (files servers, database servers, mail servers, web servers, etc); user laptops and workstations; mission-critical systems, telephone system (telephone equipment not already listed previously); desktop software; enterprise software; workgroup software; and broadcast video and audiovisual equipment.

Cell phones, printers, and tablet devices are not covered by this policy as these items do not meet the minimum criteria for capitalization. Replacement of these items are at the discretion of the department.

Policy

All technology shall be replaced according to the following:

Network infrastructure (routers, switches, firewalls) shall be replaced when no longer functional, as determined by the Information Technology Division (IT), or when parts or support are no longer available from the manufacturer. Replacement needs will be determined by IT annually as part of the operating budget process. Network infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

Server infrastructure shall be replaced when it is no longer functional (defined as not being able to meet its intended purpose), or when parts or support are no longer available from the manufacturer. These needs are evaluated annually by IT and user departments as part of the operating budget process. Servers are evaluated as they approach 3 years in service, and placed

on the schedule accordingly. Server lifetime may be extended by the purchase of additional memory or disk. Server infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

User workstations shall be replaced, on average, after 4 years as is industry standard. Zero Client work stations shall be replaced, on average, every 8 years. IT will determine the need for specific replacements. User workstations shall not be capitalized as they do not meet the minimum criteria for capitalization.

Interoperable systems are defined as a group of interdependent and/or interoperable components that together form a single functional unit. These components may be interconnected by their structural relationships, their common functional behavior, or by both. Generally, for a system to be eligible for capitalization, the cumulative value of its components should be at least \$5,000 and have a life expectancy of five years or more.

Telephone system components (desktop and user equipment) is either repaired or replaced when determined no longer functional; telephone servers may be leased over 5 years and replaced at those times; the replacement period may exceed 5 years if the products are supported by vendors and parts are readily available. Telephone system components shall not be capitalized as they do not meet the minimum criteria for capitalization. Telephone system software is maintained under agreement with vendors and kept within 2 major versions to ensure functionality and vendor support.

Enterprise Software replacement shall be determined individually by IT and the end users. Only those large enterprise systems with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized.

Desktop Software is replaced/updated according to Microsoft's releases of Windows and Office. Software shall not be more than one version out of date to ensure functionality and vendor support. IT will generally wait at least 90 days after a new release to roll out new versions. Only software with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized. Desktop software generally does not meet this criterion.

Broadcast Video and Audiovisual Equipment/Systems shall be repaired or replaced when determined no longer functional. Replaced will occur on average after 10 years. Broadcast video and audiovisual equipment/systems with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Equipment that does not meet these criteria may still be capitalized if the item is a component of interoperable systems.

COMMUNITY FUNDING POLICY

Purpose

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. This policy establishes a standard application process whereby funding decisions of non-profit requests can be addressed on a fair and consistent basis by establishing a set of criteria for evaluating requests, ensuring that all entities follow a formal application process and pre-approving a dollar limit for those requests.

Scope

All requests for funding must comply with this policy.

Policy

The applicant should identify the services provided, purpose for the funds, how the expenditure aligns to City priorities and how the funds will be used to benefit the Cupertino community.

A recurring organization should state how prior year funds, if any, were used.

The applicant should include information about the organization, its budget and its purpose.

Non-profit organizations which serve multi-jurisdictions should state what they have requested from other cities/organizations they service in regards to this program request.

Cupertino does not fund ongoing operational costs. Requests should be for one-time, project specific needs.

The organization must show that their staff has the experience to implement and manage the project. More than 75% of the budget must go to direct service costs versus administrative costs.

Staff should include all requests and funding recommendations for Council consideration. Staff report will reference City rules and regulations.

Non-profits will be notified of our process in advance and no proposals will be entertained after **March 1 of each year**.

City Council will make the final decision as part of the budget process

CHANGES TO OTHER NON FINANCIAL POLICIES

Sponsorship Policy

Sponsorship for City events by outside agencies will continue subject to execution of an appropriate Sponsorship Agreement by the City Manager. Then an administrative policy will be signed by the City Manager on the scope of the Sponsorship Agreements.

Limited Term Position Conversions

Update the City's Administrative Rules and Regulation of the Personnel Code to allow incumbents in limited-term positions to be converted to a full-time benefitted employees prior to the expiration of the limited term subject to budget authority.

Leave Time for Exempt Employees

Authorize City Manager to grant additional leave time for exempt employees working on special projects that require a significant amount of additional work time.

Exempt Appointments

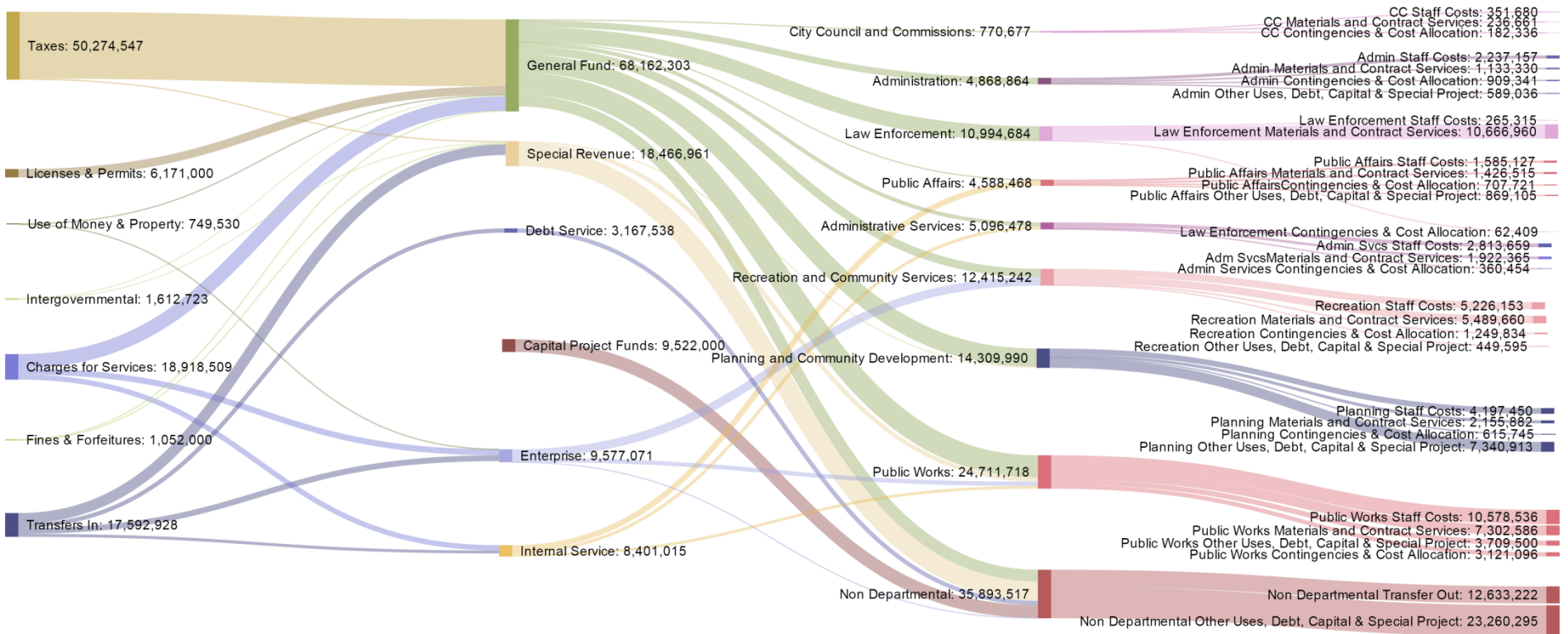
Remove the provision in the City's Administrative Procedures that allows City staff to hire a full time benefitted position without going thru a recruitment process.

FISCAL YEAR 2015-16 PROPOSED BUDGET
FINANCIAL OVERVIEW BY FUND

Revenue Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2013-2014 Proposed Budget Total
Sales Tax	\$ 20,360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,360,000
Property Tax	16,055,000	-	-	-	-	-	16,055,000
Transient Occupancy	5,072,000	-	-	-	-	-	5,072,000
Utility Tax	3,100,000	-	-	-	-	-	3,100,000
Franchise Fees	2,800,000	-	-	-	-	-	2,800,000
Other Taxes	1,400,000	766,652	-	-	-	-	2,166,652
Licenses & Permits	6,171,000	-	-	-	-	-	6,171,000
Use of Money & Property	742,530	-	-	-	7,000	-	749,530
Intergovernmental	600,000	1,012,723	-	-	-	-	1,612,723
Charges for Services	10,590,878	-	-	-	4,434,855	3,892,776	18,918,509
Fines & Forfeitures	550,000	502,000	-	-	-	-	1,052,000
Miscellaneous	720,895	-	-	-	-	-	720,895
Transfers In	-	7,913,237	3,167,538	-	4,291,990	2,220,163	17,592,928
TOTAL REVENUE	\$ 68,162,303	\$ 10,194,612	\$ 3,167,538	\$ -	\$ 8,733,845	\$ 6,112,939	\$ 96,371,237

Appropriation Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2013-2014 Proposed Budget Total
Employee Compensation	\$ 14,665,219	\$ 899,197	\$ -	\$ -	\$ 1,684,519	\$ 1,233,363	\$ 18,482,298
Employee Benefits	6,303,677	444,742	-	-	492,698	1,531,662	8,772,779
Materials	3,971,681	831,465	-	-	457,468	429,618	5,690,232
Contract Services	16,465,626	440,400	-	-	5,484,662	2,253,039	24,643,727
Contingencies	1,432,349	880,000	-	-	56,500	1,715,105	4,083,954
Cost Allocation	3,078,842	453,701	-	-	592,675	210,027	4,335,245
Special Projects	9,976,674	-	-	-	-	-	9,976,674
Capital Outlays	10,000	14,467,994	-	3,260,000	200,000	-	17,937,994
Debt Service/Other Uses	2,239,763	49,462	3,167,538	6,262,000	608,549	1,028,201	13,355,513
Transfers Out	6,371,222	-	-	-	-	-	6,371,222
TOTAL EXPENDITURES	\$ 64,515,053	\$ 18,466,961	\$ 3,167,538	\$ 9,522,000	\$ 9,577,071	\$ 8,401,015	\$ 113,649,638
Net Increase (Decrease) in Fund Balance/Retained Earnings	\$ 3,647,250	\$ (8,272,349)	\$ -	\$ (9,522,000)	\$ (843,226)	\$ (2,288,076)	\$ (17,278,401)

FISCAL YEAR 2015-16 PROPOSED BUDGET FLOW OF FUND CHART



**FISCAL YEAR 2015-16 PROPOSED BUDGET
GENERAL FUND CONTRIBUTION SCHEDULE**

Fund Type	Proposed Budget Expenditures	Projected Program Revenues	Proposed Budget Fund Balance/ Retained Earnings/ (Usage) /	Proposed General Fund Contribution
General Fund				
City Council	\$ 419,099	\$ 31,436	\$ -	\$ 387,663
City Council - Community Funding	70,000	-	-	70,000
City Council - Sister Cities	24,682	-	-	24,682
Telecommunications Commission	23,877	-	-	23,877
Library Commission	10,666	-	-	10,666
Fine Arts Commission	27,536	-	-	27,536
Public Safety Commission	12,430	-	-	12,430
Bike and Pedestrian Commission	4,400	-	-	4,400
Recreation Commission	21,087	-	-	21,087
Teen Commission	34,432	-	-	34,432
Planning Commission	100,765	-	-	100,765
Housing Commission	21,703	-	-	21,703
City Manager	841,345	124,491	-	716,854
Environmental Affairs	987,727	31,452	-	956,275
City Clerk	572,024	27,252	-	544,772
Duplicating and Postage	75,928	-	-	75,928
Elections	-	-	-	-
City Manager Discretionary Fund	540,000	-	-	540,000
City Attorney	1,851,840	27,198	-	1,824,642
Law Enforcement	10,400,180	100,000	-	10,300,180
Interoperability Project	48,000	-	-	48,000
Code Enforcement	546,504	-	-	546,504
Public Affairs	294,142	41,336	-	252,806
Cupertino Scene	103,266	-	-	103,266
Public Access Support	64,890	-	-	64,890
Administration	461,327	59,085	-	402,242
Accounting	894,134	137,433	-	756,701
Business Licenses	114,958	-	-	114,958
Human Resources	840,692	162,605	-	678,087
Insurance Administration	540,697	-	-	540,697
Employee Housing Loan	2,239,763	-	-	2,239,763
Leadership 95014	36,447	17,000	-	19,447
Recreation Administration	464,148	-	-	464,148
Park Restoration	220,859	-	-	220,859
Supervision	656,602	-	-	656,602
Blackberry Farm Picnic Area	669,461	260,000	-	409,461
Community Hall Operation	98,016	18,000	-	80,016
Cultural Programs	249,931	-	-	249,931
Quinlan Community Center	264,792	134,000	-	130,792
Administration	117,798	-	-	117,798
Youth Programs	123,541	25,000	-	98,541
Teen Programs	18,388	1,100	-	17,288
Teen Center	105,544	4,200	-	101,344
Nature Programs	414,941	22,430	-	392,511
Supervision	94,639	-	-	94,639
Creekside Park	5,367	11,000	-	(5,633)
Monta Vista Recreation Center	5,575	24,000	-	(18,425)
Senior Adult Programs	640,826	230,000	-	410,826
Senior Center Case Manager	235,261	5,000	-	230,261
Senior Adult Recreation	1,031,892	400,000	-	631,892

**FISCAL YEAR 2015-16 PROPOSED BUDGET
GENERAL FUND CONTRIBUTION SCHEDULE**

Fund Type	Proposed Budget Expenditures	Projected Program Revenues	Proposed Budget Fund Balance/ Retained Earnings/ (Usage) /	Proposed General Fund Contribution
Blue Pheasant Restaurant	15,725	100,000	-	(84,275)
Community Outreach	119,705	-	-	119,705
Disaster Preparedness	79,479	9,125	-	70,354
Neighborhood Watch	78,767	-	-	78,767
Library Service	409,403	-	-	409,403
Planning Administration	274,390	-	-	274,390
Current Planning	4,187,174	3,812,600	-	374,574
Mid and Long Range Planning	2,353,143	1,821,500	-	531,643
Annexation	137,500	-	-	137,500
Economic Development	243,176	29,607	-	213,569
Human Service Grants	40,000	-	-	40,000
General Building	579,471	700,000	-	(120,529)
Construction Plan Checking	3,436,542	2,759,153	-	677,389
Building Code Enforcement	1,812,889	1,486,000	-	326,889
Muni Code Enforcement	307,178	17,000	-	290,178
Public Works Administration	657,682	-	-	657,682
Engineering Design	1,716,277	1,930,000	-	(213,723)
Inspection Services	-	-	-	-
CIP Administration	831,277	-	-	831,277
Public Works Supervision	1,020,181	-	-	1,020,181
McClellan Ranch Park	76,121	-	-	76,121
Memorial Park	656,628	-	-	656,628
School Site Maintenance	826,357	-	-	826,357
Neighborhood Parks	1,448,321	-	-	1,448,321
Sports Fields/Jollyman/Creekside	599,760	-	-	599,760
Civic Center Maintenance	170,601	-	-	170,601
Storm Drain Maintenance	239,235	-	-	239,235
Overpasses & Medians Maintenance	1,245,715	-	-	1,245,715
Street Trees Maintenance	1,198,510	-	-	1,198,510
Elmwood Program	374,190	-	-	374,190
City Hall	538,843	-	-	538,843
Library	431,156	140,300	-	290,856
Service Center	428,142	-	-	428,142
Quinlan Community Center	369,982	-	-	369,982
Senior Center	224,873	-	-	224,873
McClellan Ranch	169,204	-	-	169,204
Monta Vista	138,390	-	-	138,390
Wilson	54,262	-	-	54,262
Portal	30,799	-	-	30,799
Creekside	74,729	-	-	74,729
Community Hall	242,868	-	-	242,868
Teen Center	36,813	-	-	36,813
Park Restrooms	129,867	-	-	129,867
BBF picnic facilities	316,094	-	-	316,094
Traffic Engineering	741,553	-	-	741,553
Traffic Signal Maintenance	812,959	-	-	812,959
Street Lighting	484,665	-	-	484,665
Environmental Materials	141,113	-	-	141,113
Transfers Out	6,371,222	-	-	6,371,222
GENERAL FUND SUBTOTAL I	\$ 64,515,053	\$ 14,699,303	\$ -	\$ 49,815,750

FISCAL YEAR 2015-16 PROPOSED BUDGET

GENERAL FUND CONTRIBUTION SCHEDULE

Fund Type	Proposed Budget Expenditures	Projected Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage) /	Proposed General Fund Contribution
<u>General Fund Revenue/Fund Balance</u>				
General Fund Revenue	-	53,463,000	-	(53,463,000)
Unassigned Fund Balance	-	-	\$ -	-
GENERAL FUND SUBTOTAL II \$	-	\$ 53,463,000	\$ -	\$ (53,463,000)
<hr/>				
TOTAL GENERAL FUND \$	64,515,053	\$ 68,162,303	\$ -	\$ (3,647,250)
<hr/>				
<u>Special Revenue Fund</u>				
Lawrence Mitty Park	8,270,994	100,000	8,170,994	-
Minor Storm Drain Improvement	75,000	100,000	(25,000)	-
Non Point Source	630,679	502,000	-	128,679
HCD General Administration	61,309	61,309	-	-
CDBG- Capital Grants	370,103	199,256	170,847	-
Public Service Grants	45,982	45,982	-	-
Below Market Rate Housing	461,133	566,652	(105,519)	-
Sidewalk, Curb and Gutter Maint	962,547	962,509	38	-
Street Pavement Maintenance	698,224	647,802	50,422	-
Street Signs/Markings	768,990	757,456	11,534	-
Orange and Byrne Sidewalk Improvement	500,000	500,000	-	-
Street Median Irrigation & Plant Replacement	220,000	220,000	-	-
Bicycle & Pedestrian Facility Improvements	700,000	700,000	-	-
Mary Ave Complete Street	3,662,000	3,662,000	-	-
McClellan Rd. Sidewalk Improvement - Phase II	935,000	935,000	-	-
Stevens Creek Blvd Pocket Extension	105,000	105,000	-	-
TOTAL SPECIAL REVENUE FUNDS \$	18,466,961	\$ 10,064,966	\$ 8,273,316	\$ 128,679
<hr/>				
<u>Debt Service</u>				
Public Facilities Corporation	3,167,538	-	-	3,167,538
TOTAL DEBT SERVICE \$	3,167,538	\$ -	\$ -	\$ 3,167,538
<hr/>				
<u>Capital Funds</u>				
Blackberry Farm Splash Pad	70,000	-	70,000	-
Sports Center - Resurface Tennis Courts	1,000,000	-	1,000,000	-
ADA Improvements	75,000	-	75,000	-
McClellan Ranch West-Simms House Removal	220,000	-	220,000	-
Quinlan Community Center-Cupertino Room Lighting	108,000	-	108,000	-
Quinlan Community Center-Fire Alarm Control Panel Upgrade	135,000	-	135,000	-
Service Center-Parking Lot Modification	176,000	-	176,000	-
Senior Center - Mary Ave Landscape	106,000	-	106,000	-
Bicycle Transportation Plan Update	50,000	-	50,000	-
Pasadena Avenue Public Improvement	827,000	-	827,000	-
Blackberry Farm Golf Course Renovation	493,000	-	493,000	-
Transfer Out	6,262,000	-	6,262,000	-
TOTAL CAPITAL FUNDS \$	9,522,000	\$ -	\$ 9,522,000	\$ -
<hr/>				
<u>Enterprise Funds</u>				
Resources Recovery	2,707,226	1,924,000	783,226	-
Golf Course	672,004	410,000	-	262,004
Sports Center	2,353,022	2,107,000	-	246,022
Sports Center Maintenance	411,710	-	-	411,710
Cultural, Youth and Teen Programs	1,983,544	1,401,800	-	581,744

**FISCAL YEAR 2015-16 PROPOSED BUDGET
GENERAL FUND CONTRIBUTION SCHEDULE**

Fund Type	Proposed Budget Expenditures	Projected Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage) /	Proposed General Fund Contribution
Sports and Physical	1,249,565	1,116,055	-	133,510
Blacksmith Shop Forge Restoration-Design	60,000	-	60,000	-
Wilson Park Building and Landscape Improvements	140,000	140,000	-	-
TOTAL ENTERPRISE FUNDS	\$ 9,577,071	\$ 7,098,855	\$ 843,226	\$ 1,634,990
<u>Internal Service Funds</u>				
Information Technology	1,866,370	1,658,064	208,306	-
Information Tech Equip Acquisition	392,000	-	392,000	-
GIS	352,589	-	352,589	-
Government Channel	1,220,119	542,544	677,575	-
Gov't Channel--Special Project	-	-	-	-
City Web Site	295,092	237,124	57,968	-
Equipment Maintenance	1,184,175	979,537	204,638	-
Equipment Fixed Asset Acquisition	846,000	451,000	395,000	-
Workers' Compensation Claims	719,365	719,365	-	-
Disability Claims	84,810	84,810	-	-
Leave Payouts	440,000	-	-	440,000
Retiree Medical Insurance	1,000,495	-	-	1,000,495
TOTAL INTERNAL SERVICE FUNDS	\$ 8,401,015	\$ 4,672,444	\$ 2,288,076	\$ 1,440,495
TOTAL ALL FUNDS \$ 113,649,638 \$ 89,998,568 \$ 20,926,618 \$ 2,724,452				

FISCAL YEAR 2015-16 PROPOSED BUDGET

FUND BALANCE REPORT

FUND	Fund Balance 7/1/2014	Projected Fund Balance 7/1/2015	Projected Program Revenue	Proposed Budget Expenditures	Projected Fund Balance 7/1/2016
110 <u>GENERAL FUND</u>	45,680,396	35,989,416	68,162,303	64,515,053	39,636,666
<u>SPECIAL REVENUE</u>					
210, Storm Drain Improvement	231,220	231,220	100,000	75,000	256,220
230 Environmental Management/ Clean Creek / Storm Drain	320,308	311,856	630,679	630,679	311,856
260, Housing & Community Development 265	1,463,461	6,354,984	873,199	938,527	6,289,656
270 Transportation	657,874	657,874	8,489,767	8,551,761	595,880
280 Park Dedication	1,637,034	8,534,028	100,000	8,270,994	363,034
TOTAL SPECIAL REVENUE FUNDS	\$ 4,309,897	\$ 16,089,962	\$ 10,193,645	\$ 18,466,961	\$ 7,816,646
<u>Debt Service</u>					
365 Public Facilities Corporation	\$ 1,686,974	\$ 1,594,136	\$ 3,167,538	\$ 3,167,538	\$ 1,594,136
<u>Capital Funds</u>					
420 Capital Improvement Fund	1,891,364	3,260,000	-	3,260,000	-
427 Stevens Creek Corridor Park	1,657,129	-	-	-	-
429 Capital Reserve	1,476,037	8,320,000	-	6,262,000	2,058,000
TOTAL CAPITAL FUNDS	\$ 5,024,530	\$ 11,580,000	\$ -	\$ 9,522,000	\$ 2,058,000
<u>Enterprise Funds</u>					
520 Resource Recovery	613,054	5,993,610	1,924,000	2,707,226	5,210,384
560 Blackberry Farm	812,677	383,844	672,004	672,004	383,844
570 Sports Center	691,799	670,106	2,764,732	2,764,732	670,106
580 Recreation Programs	3,794,683	2,048,288	3,373,109	3,433,109	1,988,288
TOTAL ENTERPRISE FUNDS	\$ 5,912,213	\$ 9,095,848	\$ 8,733,845	\$ 9,577,071	\$ 8,252,622
<u>Internal Service Funds</u>					
610 Information Technology	4,092,504	2,494,208	1,658,064	2,610,959	1,541,313
615 City Channel and Website	-	1,000,000	779,668	1,515,211	264,457
620 Workers' Compensation	247,553	172,604	719,365	719,365	172,604
630 Equipment	3,167,325	2,772,902	1,430,537	2,030,175	2,173,264
641 Compensated Absence & LTD	7,111	33,919	524,810	524,810	33,919
642 Retiree Medical	3,689,332	3,689,332	1,000,495	1,000,495	3,689,332
TOTAL INTERNAL SERVICE FUNDS	\$ 11,203,825	\$ 10,162,965	\$ 6,112,939	\$ 8,401,015	\$ 7,874,889
TOTAL ALL FUNDS	\$ 73,817,835	\$ 84,512,327	\$ 96,370,270	\$ 113,649,638	\$ 67,232,959

GENERAL FUND SUMMARY

The General Fund is the City's primary operating fund. It accounts for basic services such as public safety, public works, planning and development, park maintenance, code enforcement, and the administrative services required to support them. The fund also accounts for the City's discretionary funding sources (e.g., property tax, sales tax, transient occupancy tax and utility tax). As a rule, general fund resources are used only to fund operations that do not have other dedicated (restricted) funding sources. Operations that rely heavily upon non-general fund resources, such as street maintenance, solid waste collection, and recreation are accounted for in other funds. Information on these funds may be found in the Other Funds section of this document.

For FY 2015-16, final General Fund revenue estimates (excluding fund balance) total \$68.2 million, representing a 22.9% decrease from the FY 2014-15 Amended Budget. When fund balance carryover is included, General Fund resources total \$39.6 million, which is 10.1% above the prior year. Final General Fund expenditure estimates total \$64.5 million, representing a 34.7% decrease from FY 2014-15 Amended Budget, mostly due to one-time special projects and the transfer of General Fund unassigned fund balance to the Capital Reserve per the City's reserve policy. The General Fund's ending fund balance is projected to increase significantly by 10.1% from FY 2014-15 Final Budget level.

GENERAL FUND OPERATING SUMMARY					
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Percent
	Actual	Actual	Estimate	Proposed	Change*
Beginning Fund Balance					
Assigned/Other	\$17,795,708	\$18,082,730	\$20,508,200	\$24,691,460	20.40%
Unassigned	7,844,856	17,961,579	25,917,331	11,297,956	-56.41%
Total Beginning Fund Balance	25,640,563	36,044,309	46,425,531	35,989,416	-22.48%
Operating Revenue					
Operating Revenue	53,242,302	73,999,513	88,353,411	68,162,303	-22.85%
Operating Expenditures					
Operating Expenditures	(41,715,845)	(64,363,426)	(98,789,526)	(64,515,053)	-34.69%
Net Revenue/ Expenditures	11,526,457	9,636,087	(10,436,115)	3,647,250	-134.95%
Ending Fund Balance					
Assigned/Other	18,082,730	20,508,200	24,691,460	25,691,420	4.05%
Unassigned	17,961,579	25,917,331	11,297,956	13,945,246	23.43%
Total Ending Fund Balance	\$36,044,309	\$46,425,531	\$35,989,416	\$39,636,666	10.13%

*From Amended Budget

This section provides information on the FY 2015-16 General Fund budget including, expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

General Fund Revenue

Estimates for the FY 2015-16 beginning fund balance and for the individual general fund revenue accounts are based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. FY 2015-16 revenue estimates are based on the anticipated increase or decrease in activity and receipts over the current year. Each source of revenue can be influenced by external (outside of the City’s control) and/or internal factors. The FY 2015-16 revenue estimates are built on the assumption that the economy absorbed modest growth in FY 2014-15 and that FY 2015-16 will stabilize, resulting in nominal impact on the City’s economic performance.

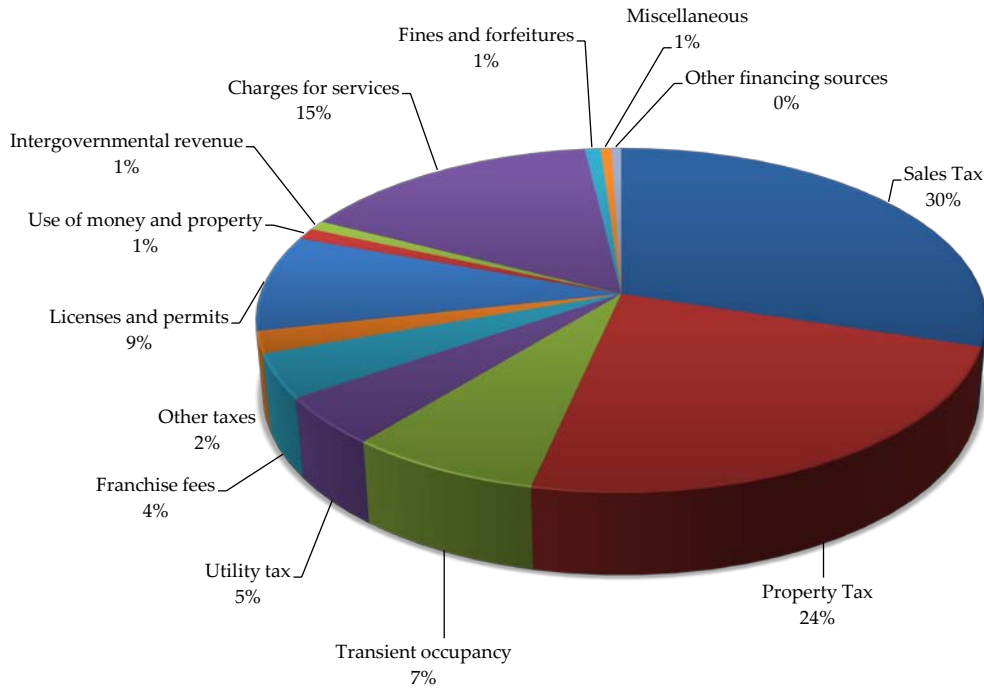
As shown in the chart below, FY 2015-16 revenues are estimated at \$68.2 million, a 22.9% decrease over the FY 2014-15 Amended Budget.

GENERAL FUND REVENUE SUMMARY				
REVENUES	FY 2013-14 Actuals	FY 2014-15 Amended	FY 2015-16 Proposed	Percent Change*
Sales Tax	19,794,036	18,288,000	20,360,000	11.3%
Property Tax	14,405,997	15,067,000	16,055,000	6.6%
Transient Occupancy	4,590,156	4,510,000	5,072,000	12.5%
Utility Tax	3,098,639	3,100,000	3,100,000	0.0%
Franchise Fees	2,775,892	2,897,000	2,800,000	-3.3%
Other Taxes	10,425,761	5,020,000	1,400,000	-72.1%
Licenses & Permits	3,679,942	1,600,000	6,171,000	285.7%
Use of Money & Property	690,483	724,000	742,530	2.6%
Intergovernmental	399,938	265,000	600,000	126.4%
Charges for Services	12,962,322	12,501,154	10,590,878	-15.3%
Fines & Forfeitures	615,085	550,000	550,000	0.0%
Miscellaneous/Non-Op	395,472	23,831,257	720,895	-97.0%
TOTAL REVENUE	73,833,722	88,353,411	68,162,303	-22.9%

*From Amended Budget

Approximately 52% of Cupertino’s General Fund operating revenues are generated by sales and property taxes followed by charges for service and other taxes made up largely by construction tax. The chart below illustrates the sources of General Fund revenue by category.

FY 2015-16 Estimated Operating General Fund Revenue



The FY 2015-16 General Fund revenue estimates are discussed by category in the material that follows.

SALES & USE TAX	
FY 13-14 Actual	19,794,036
FY 14-15 Amended	18,288,000
FY 15-16 Proposed	20,360,000
% of General Fund	29.9%
% Change from FY 14-15 Amended	11.3%

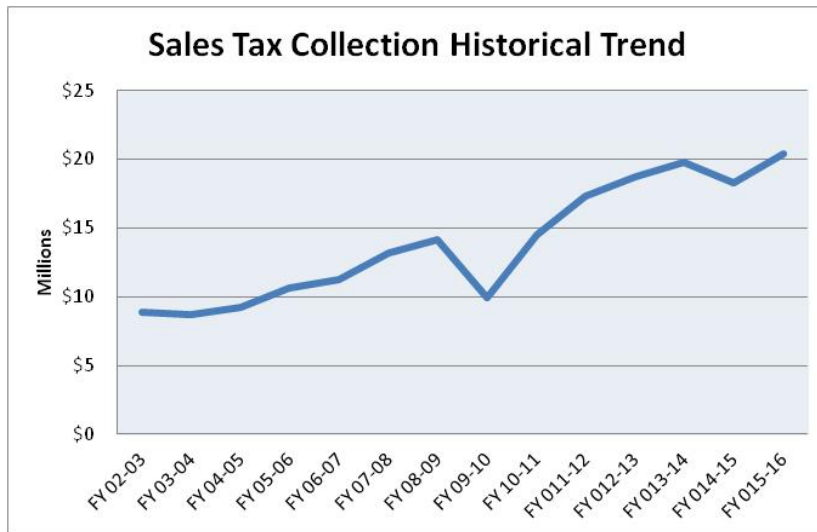
Sales tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. The Use Tax is an excise tax imposed on a person for the storage,

use, or other consumption of tangible personal property purchased from any retailer. The proceeds of sales and use taxes imposed within the boundaries of Cupertino are distributed by the State to various agencies, with the City of Cupertino receiving one percent, as shown in the chart to the right.

Agency	Sales Tax Distribution
State	6.250%
Valley Transportation Authority	1.125%
City of Cupertino	1.000%
County Transportation	0.250%
County General Purpose	0.125%
Total:	8.750%

The City’s tax revenues are generated from four principal economic categories: business-to-business 71.8% (includes electronic equipment and software manufacturers and distributors), general retail 9.3%, food products 8.6%, and construction 5.9%.

Our three largest sales tax payers in the business-to-business category represent a large part of that sector and therefore can significantly affect sales tax trends. The top tax payer’s corporate growth and increased business technology spending has caused tremendous growth in this sector. Despite the departure of Hewlett Packard, sales tax activity has increased slightly across all sectors, particularly business-to-business, general retail, food products, and construction. Given this trend, the City’s FY 2015-16 sales tax revenue is expected to increase modestly.



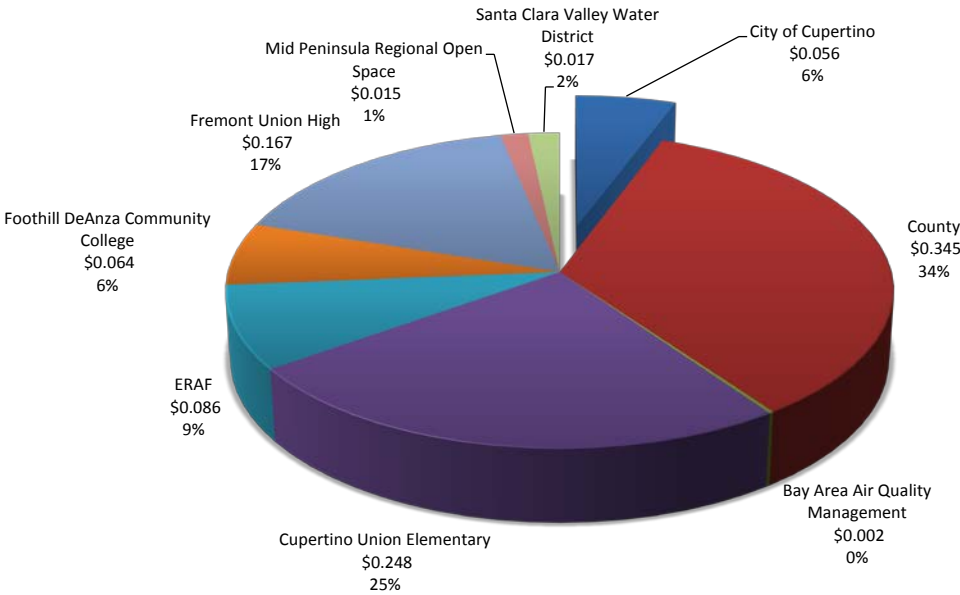
Sales and Use Tax receipts increased 8.1% in FY 2012-13 and then another 5.7% in FY 2013-14. This chart reflects the FY 2014-15 Amended Budget, however, FY 2014-15 actuals are expected to exceed the amended budget and reflect the growth trend. Sales Tax revenues are estimated to generate \$20.4 million in FY 2015-16, which is up 11.3% from the FY 2014-15 amended budget.

PROPERTY TAX

FY 13-14 Actual	14,405,997
FY 14-15 Amended	15,067,000
FY 15-16 Proposed	16,055,000
% of General Fund	22.0%
% Change from FY 14-15 Amended	6.6%

Under current law, property is assessed at actual full cash value with the maximum levy being 1% of the assessed valuation. The assessed value of real property that has not changed ownership can be adjusted by the change in the California Consumer Price Index (CCPI) up to a maximum of 2% per year. Property which changes ownership, property which is substantially altered, newly-constructed property, State-assessed property, and personal property are assessed at the full market value in the first year and subject to the two percent cap, thereafter.

In 1978, voters approved the passage of Proposition 13, which froze property tax rates and limited the amount that rates could increase each year. Cupertino had one of the lowest property tax rates in Santa Clara County receiving \$.02 for every \$1.00 paid. Subsequent legislation required Counties to provide “no/low tax” cities with a Tax Equity Allocation (TEA) equal to 7% of the property tax share, however, the property tax distribution for the no/low tax cities in Santa Clara County was limited to 55% of what other TEA cities in the state received.



A major success in FY 2006-07 was the passage of State legislation which restored a portion of Cupertino’s property tax revenue. This TEA change provided an additional \$1.35 million in property tax annually and increased the City’s share of property taxes to 5.6%, as illustrated in the graph. Cupertino, in conjunction with three other West Valley cities, continues its legislative efforts to gain parity with other no/low property tax cities in the state.



Property Tax receipts increased 13.4% in FY 2012-13 and then another 6.6% in FY 2013-14. The same trend is expected to happen in FY 2014-15, resulting in actual receipts exceeding its amended budget. Property Tax revenues are estimated to generate \$16.1 million in FY 2015-16, which is up 6.6% from the FY 2014-15 Amended Budget.

TRANSIENT OCCUPANCY TAX

FY 13-14 Actual	4,590,156
FY 14-15 Amended	4,510,000
FY 15-16 Proposed	5,072,000
% of General Fund	6.9%
% Change from FY 14-15 Amended	2.5%

Transient occupancy taxes (TOT) are levied on five hotels located in the City at the rate of 12% of room revenues. In November 2011, 83% of voters approved increasing the rate from 10% to 12%. This rate increase contributed to the upwards trend shown in the TOT Tax Historical Trend graph to the right. In addition, the new Aloft Hotel, which opened in December 2012, has increased ongoing TOT collections significantly.



UTILITY TAX

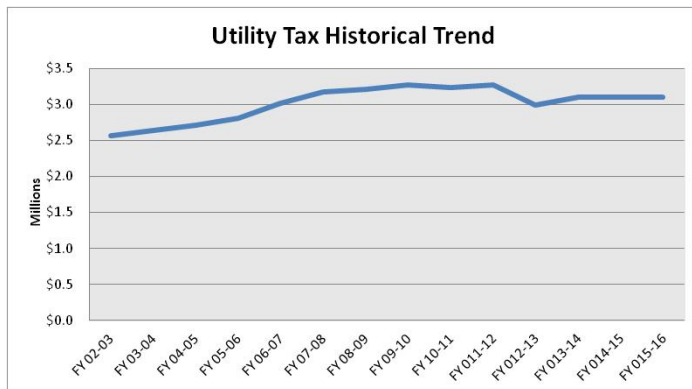
FY 13-14 Actual	3,098,639
FY 14-15 Amended	3,100,000
FY 15-16 Proposed	3,100,000
% of General Fund	4.2%
% Change from FY 14-15 Amended	0.0%

The utility user tax (UUT), approved by voters in 1990, is assessed on gas, electricity and telecommunication service provided within the City’s jurisdiction at a rate of 2.4% of billed charges. Revenues generated from this tax can be used for general City purposes.

The City’s tax rate is generally lower than that of other cities within Santa Clara County, as shown in the chart to the right. In March 2002, voters approved extending the utility tax’s sunset date from 2015 to 2030. This extension corresponded with the extended debt maturity date resulting from the refinancing of debt for capital improvement projects. To maintain tax revenues currently received from telecom services, voters passed a measure in 2009 to update the ordinance to the changing technology in this area.

Utility User Tax Comparison				
	Gas/Electric	Cable	Water	Telecom
Sunnyvale	2.00%	--	--	2.00%
Cupertino	2.40%	--	--	2.40%
Mountain View	3.00%	--	--	3.00%
Los Altos	3.50%	3.20%	3.50%	3.20%
Palo Alto	5.00%	--	5.00%	5.00%
Gilroy	5.00%	4.50%	--	4.50%
San Jose	5.00%	--	5.00%	4.50%

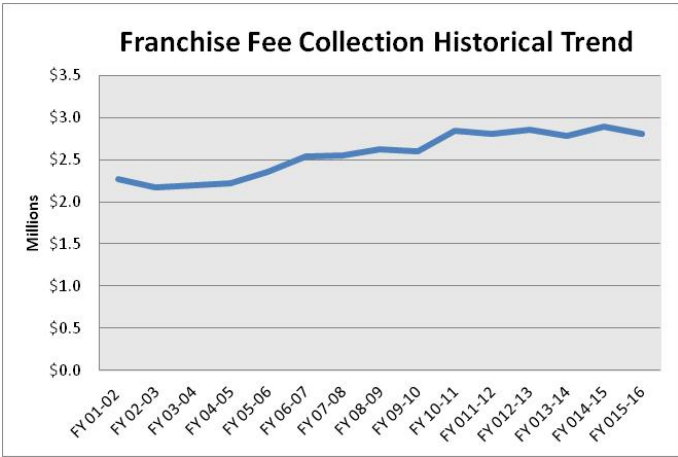
In FY 2012-13, UUT revenues declined by 8.28% compared to FY 2011-12, primarily due to lower electricity usage resulting from large investments in solar infrastructure made by educational institutions in Cupertino. UUT revenues made a slight recovery in FY 2013-14 with a 3.48% increase. Further increases are not anticipated for UUT and budgeted revenues will remain at \$3.1 million for FY 2015-16. This revenue source will be monitored closely as the fiscal year progresses.



FRANCHISE FEES

FY 13-14 Actual	2,775,893
FY 14-15 Amended	2,897,000
FY 15-16 Proposed	2,800,000
% of General Fund	3.8%
% Change from FY 14-15 Amended	1.7%

Franchise fees are received from cable, solid waste, water, gas and electricity franchisees that operate in the City. The fees range from 1% to 12% of the franchisee’s gross revenues depending on each particular agreement. As shown in the graph below, these revenues are relatively steady and not sensitive to economic fluctuations.



Franchise fee revenues declined by 2.56% in FY 2013-14 from the previous year. Budgeted revenues are expected to remain at approximately \$2.8 million for FY 2015-16. This revenue source will be monitored closely as the fiscal year progresses.

OTHER TAXES	
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FY 13-14 Actual	10,425,761
FY 14-15 Amended	5,020,000
FY 15-16 Proposed	1,400,000
% of General Fund	1.9%
% Change from FY 14-15 Amended	-72.1%

Other taxes are comprised mainly of business license taxes, construction taxes, and property transfer taxes. As shown in the graph, business license taxes are relatively steady while construction and property transfer taxes are extremely volatile and sensitive to economic fluctuations.

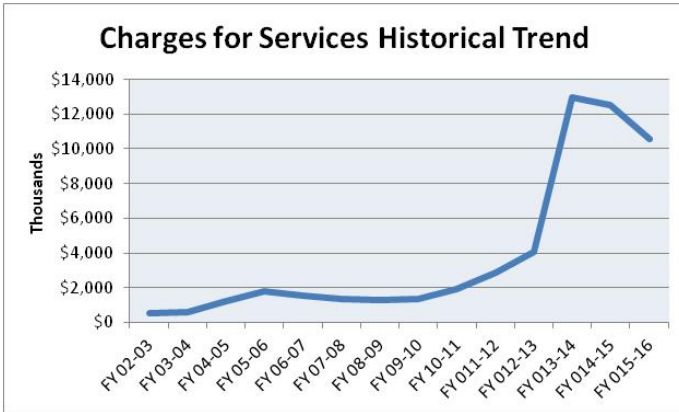
Major construction projects, including improvements at Vallco Mall (AMC Theaters), the Adobe Mixed-Use project, and Whole Foods resulted in a spike in revenues in FY 2006-07. Revenues then plummeted during the great recession. Since FY 2010-2011, several major construction projects were started and revenues began increasing dramatically. The largest of the projects included Apple Campus 2 and Main Street developments. These projects coupled with a strong housing recovery created a record year of revenues in FY 2013-14 totaling \$10,425,761 and \$5.0 million in FY 2014-15. These levels will not be sustained in FY 2015-16 as projects are in the queue, but of smaller size. These revenues are budgeted to come in just slightly at \$1.4 million next fiscal year.

CHARGES FOR SERVICES	
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FY 13-14 Actual	12,962,322
FY 14-15 Amended	12,501,154
FY 15-16 Proposed	10,590,878
% of General Fund	14.5%
% Change from FY 14-15 Amended	-15.3%

This category accounts for charges to users of City services funded by the General Fund. The City attempts to recover the cost of the services, including planning, zoning, and engineering permit processing for new property development. As such, this revenue source is sensitive to economic fluctuations, as shown in the graph below. The Apple Campus 2 generated large one-time revenues in FY 2013-14 and is expected to continue bringing in record revenue levels in FY 2014-15.

Beginning in FY 2013-14, enterprise funds, internal service funds, and special funds began charging for overhead services previously subsidized by the General Fund. These cost allocation plan (CAP) charges contributed slightly to the FY 2014-15 revenues.



Given that development project revenues are one-time in nature, but the CAP charges are ongoing, Charges for Services is expected to begin large corrections over the next two fiscal years. For FY 2015-16, Charges for Services will decline to \$10.6 million and then stabilize at \$5.3 million in the following fiscal year.

LICENSES & PERMITS

FY 13-14 Actual	3,679,972
FY 14-15 Amended	1,600,000
FY 15-16 Proposed	6,171,000
% of General Fund	8.4%
% Change from FY 14-15 Amended	285.7%

Licenses and permits include fees for reviewing building plans, building inspections, construction, tenant improvements, and commercial/residential installations for compliance with state and municipal building codes.

Past referendums limited the height and density of new construction and building of condominium housing. Some residential developers hesitated to invest in Cupertino for fear that their project will not be approved or will be reversed by voter referendum. However, this trend began to reverse in FY 2011-12 with the economic recovery.



The Apple Campus 2 project and large residential projects (Rosebowl, Biltmore expansion, Main Street) generated significant permitting revenues in FY 2013-14. The FY 2014-15 budget expected licenses and permits to dip do to the completion of several development projects. The City’s administration changed its methodology for tracking developer deposits and, as a result, both budgets for revenues and expenses were increased by anticipated deposit amounts and server new development projects were added, hence the dramatic increase in the FY 2015-16 budget level.

USE OF MONEY AND PROPERTY

FY 13-14 Actual	690,483
FY 14-15 Amended	724,000
FY 15-16 Proposed	742,530
% of General Fund	1.1%
% Change from FY 14-15 Amended	2.6%

The use of money and property category is comprised of General Fund interest earnings as well as facility and concession rental income of City-owned property. The City’s portfolio is approximately \$118.0 million. Fluctuations in this revenue category are a result of investment earnings, as rental income is fairly steady.

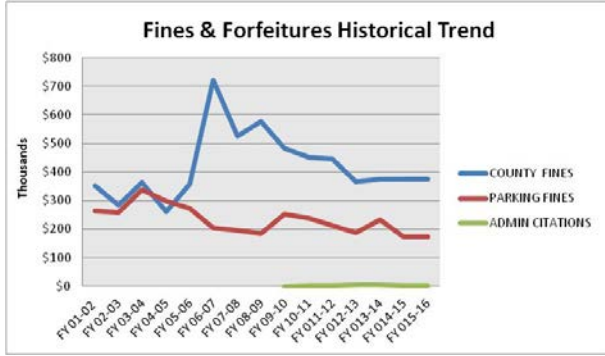
Investment earnings are a function of the amount of excess cash available for investment, current interest rates, and composition of investments. The City’s investment policy requires investments to be made in this order of priority: safety, liquidity, and yield. The unprecedented turmoil in the financial markets and state cash flow problems necessitated a weighting of the portfolio toward safety and lower average yields. The Federal Reserve has kept short-term interest rates down to almost zero and has increased money supply to support credit markets and spur the economy. As a result, the rate of return was 0.53% in the last quarter.



Investment earnings are expected to be low until the Federal Reserve increases interest rates. Economists predicted this would occur in FY 2014-15, when the unemployment rate was projected to fall below 6.5%. The unemployment rate did fall below that threshold, but the Federal Reserve did not increase rates. Revenue in this category is estimated to increase slightly in FY 2015-16 as General Fund reserves stabilize, Capital Fund reserves are spent (after absorbing one-time funding from the Apple Campus 2 project), and interest rates remain at record low levels.

FINES AND FORFEITURES

FY 13-14 Actual	615,085
FY 14-15 Amended	550,000
FY 15-16 Proposed	550,000
% of General Fund	0.8%
% Change from FY 14-15 Amended	0.0%



Fines and forfeiture account for revenues generated from vehicle, parking, and miscellaneous code violations issued by the County Sheriff and the City’s Code Enforcement officers. The recent downtrend in County fines, resulting from lower court assessed fines and forfeitures, have leveled off in recent years. Parking fine revenues have also leveled off. Fines and Forfeitures revenue

is expected to remain flat in FY 2015-16 at \$550,000.

INTERGOVERNMENTAL

FY 13-14 Actual	399,938
FY 14-15 Amended	265,000
FY 14-15 Estimate	265,000
FY 15-16 Proposed	600,000
% of General Fund	0.8%
% Change from FY 14-15 Amended	126.4%

Intergovernmental revenues are made up of federal, state, and regional grants, including the CDBG grants and miscellaneous intergovernmental revenue. The FY 2015-16 budget is markedly higher due to anticipated increases in grant awards for housing.

MISCELLANEOUS	
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FY 13-14 Actual	395,473
FY 14-15 Amended	23,831,257
FY 15-16 Proposed	720,895
% of General Fund	1.1%
% Change from FY 14-15 Amended	-97.0%

Miscellaneous revenues account for the sale of land and other miscellaneous revenues. The sale of Pruneridge Avenue to Apple, Inc. as part of the Apple Campus 2 development project closed in FY 2014-15. No significant miscellaneous revenues are anticipated in FY 2015-16.

General Fund Expenditures

Estimates for the FY 2015-16 General Fund expenditures are based upon anticipated personnel and non-personnel cost increases. This year department budgets reflect actual projected costs based on a 3-year actual trend and any anticipated/known increased costs in FY 2015-16. In addition, most budgets were given additional funds for any unexpected expenditures. Lastly, per the City's new Reserve policy and unassigned General Fund balance above the \$500,000 maximum balance will be transferred to the Capital Fund for future capital and infrastructure projects, however this transfer will now be completed as part of the year end close and not in the budget. As shown in the chart below, FY 2015-16 expenditures are estimated at \$64.5 million, a 20.2% decrease under the final budget.

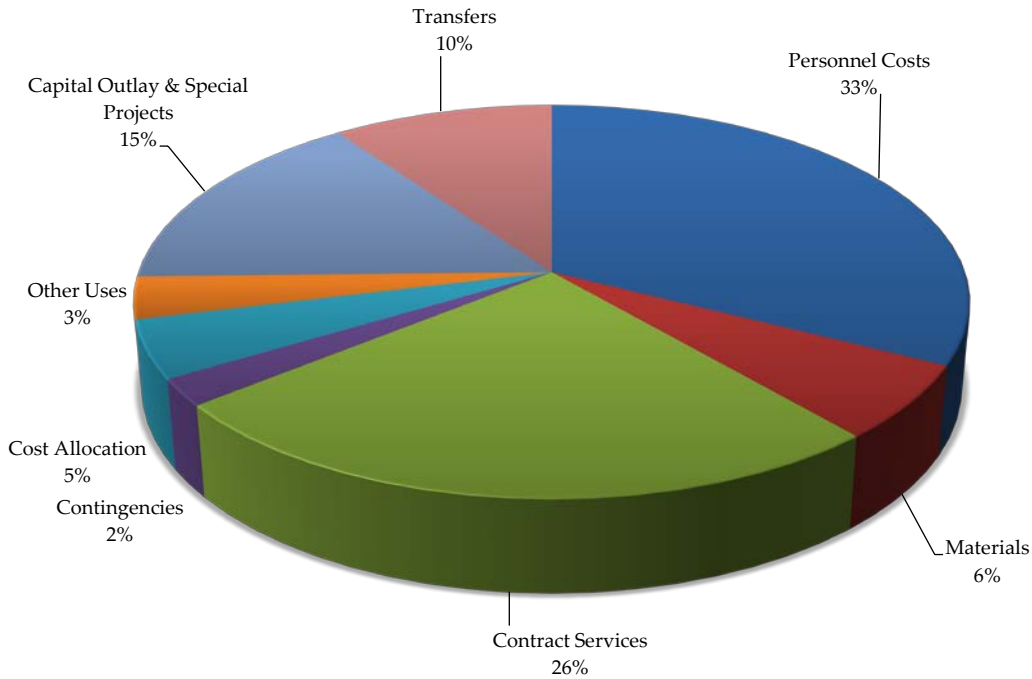
GENERAL FUND EXPENDITURE SUMMARY					
EXPENDITURES	2013-2014 Actuals	2014-2015 Final	2014-2015 Amended	2015-2016 Proposed	Percent Change
Personnel Costs					
Employee Compensation	11,915,729	13,557,481	13,656,167	14,665,219	7.55%
Employee Benefits	4,777,772	5,795,013	5,795,013	6,303,677	8.07%
Total Personnel Costs	16,693,501	19,352,494	19,451,180	20,968,896	7.71%
Non-Personnel Costs					
Materials	3,206,363	3,359,738	3,642,483	3,971,681	15.41%
Contract Services	12,998,291	14,976,577	16,879,015	16,465,626	9.04%
Contingencies	-	1,232,747	1,233,659	1,432,349	13.94%
Cost Allocation	2,875,422	3,336,132	3,336,132	3,078,842	-8.36%
Other Uses	2,903	1,256,000	1,256,000	2,239,763	43.92%
Capital Outlay & Special Projects	5,730,232	2,410,995	13,813,771	9,986,674	75.86%
Total Non-Personnel	24,813,211	26,572,189	40,161,060	37,174,935	28.52%
Transfers	22,891,804	31,627,286	39,177,286	6,371,222	-396.41%
TOTAL EXPENDITURES	64,398,516	77,551,969	98,789,526	64,515,053	-20.21%

The largest General Fund operating expenditure categories include personnel costs (33%), contract services (26%) and Capital Outlay and Special Projects (15%) as illustrated in the FY 2015-16 General Fund Expenditures by Category chart on the next page.

Personnel Costs

Personnel cost total \$19.5 million in FY 2013-14, comprising 25% of General Fund expenditures. These costs are made up of salaries and compensation for benefitted staff (70%), retirement benefits (19%), and other fringe benefits (11%), including health coverage.

FY 2015-16 General Fund Expenditures by Category



Costs were calculated by taking an extract of payroll system information. This individual position-level information was then reviewed, corrected, and updated by each department to include current vacancies and filled positions, accurate salary step status, as well as any position reallocations. Also, all categories of benefit costs in the coming year were projected. The most recent retirement plan and health plan information for each position was also updated from the payroll system. Not included in personnel costs, is the ongoing contribution for retiree healthcare which is included in the transfers category.

Life and Long Term disability rates are projected to remain flat in FY 2015-16 and retirement rates are projected to increase a net 3%.

A total of 180.75 FTEs are budgeted in FY 2015-16, up from 169.75 in FY 2014-15. This increase of 11 FTE represents a 6% increase in staffing. Positions requested as part of the Proposed Budget are summarized below:

Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
City Attorney	Deputy City Attorney (1 Year Limited Term)	109,208	42,712	\$151,920.00	General Fund Transition to new City Attorney
City Manager	Management Analyst	97,066	42,949	\$140,015.00	General Fund for implementation of Climate Action Plan
City Manager	Management Analyst	97,066	42,949	\$140,015.00	General Fund for

Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
	(2 Year Limited Term)				implementation of Climate Action Plan
Community Development	Plan Check Engineer (3 Year Limited Term)	109,788	42,100	\$151,888.00	General Fund and Pass Thru Revenues Increased demand for services driven by increased development in the City
Community Development and Public Works	Senior Code Enforcement Officer	85,228	36,005	\$121,233.00	General Fund Increased demand for inspections driven by increased development in the City
Public Affairs	GIS Technician	88,145	39,873	\$128,018.00	General Fund Replaces 2 part time employees
Public Works	Associate Civil Engineer (3 Year-Limited Term)	104,037	39,987	\$144,024.00	General Fund Focus on bicycle and pedestrian safety and the transportation impact fee
Recreation and Community Development	Recreation Coordinator	71,554	31,034	\$102,588.00	General Fund Service Enhancement
Recreation and Community Services	Case Manager	74,820	32,452	\$107,272.00	General Fund Service Enhancement
POSITIONS FUNDED BY THE GENERAL FUND		\$974,584	\$412,492	\$1,387,076.00	

Non-Personnel

Non-personnel cost total \$37.2 million in FY 2015-16, comprising 29% of General Fund expenditures. These costs are made up of contractual services (25%), cost allocation charges (5%), materials (6%), capital outlays and special projects (15%), other uses (3%), and program contingencies (2%). Costs were developed based on actual expenditures in prior years, and then adjusted for FY 14-15 funding needs. One-time projects were moved to a separated category in FY 13-14 to ensure that expenditure trends reflect ongoing expenditure needs and this continues in the current year.

Given this tightening of budgeted expenditures, contingencies totaling 15.0% of the total General Fund budget for contractual services and supplies and materials have been established. This contingency level is recommended by the Government Finance Officers Association. Of the 15.0% contingency, 10.0% is allocated proportionately amongst operating programs based on each program's share of General Fund budget for contractual services and supplies and

materials. The remaining 5.0% will be allocated to the City Manager's Discretionary Program. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager's Discretionary Program will require City Manager approval. This brings total contingencies to 15%. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommends a 5-15% contingency.

Cost Allocation expenditures related to ISF charges for service mainly driven by the new Internal Service Fund for City Channel and City website. Changes in cost allocation methodologies in Information Technology and Workers' Compensation as described in the budget message also contributed to this increase.

General Fund Transfers

Transfers out represent transfers of monies out of the General Fund to various other funds. These transfers provide resources to the receiving fund to support operating and capital project costs. For Fiscal Year 2015-16, budgets have been established for the following transfers.

Transfer Out from	Description	Amount
General Fund		
Special Revenue Funds	Non-Point Source	\$ 128,679
Debt Service Fund	Annual Debt Payment	\$ 3,167,538
Enterprise Fund	General Fund subsidy of several Recreation Enterprise Funds	1,634,510
Internal Service Funds	Compensated Absence Funding for employee accumulated leave cash-outs	\$440,000
	Retiree Health	1,000,495
TOTAL GENERAL FUND TRANSFERS OUT		\$6,371,222

GENERAL FUND—RESERVES AND CLASSIFICATION OF FUND BALANCE

The Government Accounting Standards Board (GASB) Statement No. 54 establishes five categories for the classification of fund balance: Non-spendable, Restricted, Committed, Assigned and Unassigned.

Although only the General Fund is addressed in this section, Statement No. 54 applies to the Special Revenue and Capital Project funds as well.

Non-spendable fund balance includes amounts that are not in a spendable form or are legally or contractually required to be maintained intact. Loans receivable or prepaid expenses comprise this category in the City.

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external parties (such as creditors, grant providers or contributors) or through enabling legislation. Franchise fees collected for public, educational, and governmental access purposes comprise this classification.

Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, such as the City Council. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. The City has no fund balance in this category.

Assigned fund balance is comprised of amounts intended to be used by the government for specific purposes that are neither restricted nor committed. Intent can be expressed by the governing body or by an official body to which the governing body delegates the authority. Reserves discussed in the Reserve and Use of One Time Funds Policy are assigned to this classification. General Fund assigned reserves at June 30, 2013 are projected to be at policy levels.

Unassigned fund balance is the classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

FISCAL YEAR 2015-16 PROPOSED BUDGET

GENERAL FUND ENDING FUND BALANCE CLASSIFICATION

CLASSIFICATION	Actual 2013-14	Adopted 2014-15	Mid-Year 2014-15	Projection 2014-15	Proposed Changes	Proposed 2015-16
<u>Non Spendable</u>						
Loans Receivable	3,296,637	937,011	3,296,637	1,032,275	-	1,032,275
Prepaid Items	66,428	66,428	66,428	66,428	-	66,428
Total Non Spendable	3,363,065	1,003,439	3,363,065	1,098,703	-	1,098,703
<u>Restricted</u>						
Public Access Television	-	695,564	-	761,693	-	761,653
Total Restricted	-	695,564	-	761,693	-	761,653
<u>Committed</u>						
None in this classification	-	-	-	-	-	-
Total Committed	-	-	-	-	-	-
<u>Assigned</u>						
Economic Uncertainty I	12,500,000	18,000,000	18,000,000	18,000,000	1,000,000	19,000,000
Economic Uncertainty II	1,400,000	-	-	-	-	-
Economic Fluctuation	2,000,000	1,400,000	1,400,000	1,400,000	-	1,400,000
PERS	500,000	100,000	100,000	100,000	-	100,000
One Time Revenue	-	-	-	-	-	-
Equipment Fund Loan for 1A	-	-	-	-	-	-
Reserve for Encumbrances	1,267,233	172,659	11,081,064	2,081,064	-	2,081,064
Revenue Liability	3,920,000	8,940,000	-	-	-	-
General Building	1,148,549	603,739	-	-	-	-
Wolfe Road Transportation Study	1,000,000	1,000,000	1,000,000	1,000,000	-	1,000,000
I-280 Trail Study	250,000	250,000	250,000	250,000	-	250,000
Total Assigned	23,985,782	30,466,398	31,831,064	22,831,064	1,000,000	23,831,064
<u>Unassigned</u>	18,331,549	836,219	795,287	11,297,956	-	13,945,246

Five-Year General Fund Forecast

The financial forecast is a planning tool that helps staff identify important trends and anticipate the longer term consequences of budget decisions. The forecast tools can be instrumental in modeling the effects of such recent issues as rising retirement system costs, increases in employee compensation, and potential scenarios of future revenue performance.

The forecast is not a plan but a model based on cost and revenue assumptions that are updated regularly as new information becomes available. Of these components, future costs projections based on known costs, are relatively reliable. Revenue forecasts, on the other hand, are based on assumptions related to future economic conditions, which are fraught with uncertainty. Economic forecasts in the financial markets and the media swing from optimistic to pessimistic on a seemingly daily basis and demonstrate the difficulties of committing to a particular prediction of the future. For this reason the forecast should be updated regularly.

A discussion of both the national and local economic outlooks used to develop the revenue estimates for the 2015-2016 Forecast is discussed below. Key economic forecasts were reviewed in the development of the revenue estimates, including the national, State and regional economic forecasts produced by the Congressional Budget Office and California's Legislative Analyst's Office (LAO). The City also uses a sales tax consultant to assist in the development of sales tax revenue estimates.

While economic conditions are the primary drivers for economically sensitive revenues like the sales tax and property tax categories, performance is primarily driven by other factors for non-economically sensitive categories such as the utility user tax and franchise fee categories. These revenue categories are more heavily impacted by rate changes, energy prices, and consumption levels. Collections from local, State, and federal agencies are primarily driven by the grant and reimbursement funding available from these agencies. As a result, these general fund revenues experience no significant net gain or loss in times of an economic expansion or slowdown. All revenue projections based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year.

National Economic Outlook

Moderate economic growth is likely during the next two to three years, according to several economic forecasts. Growth will be driven by the housing market recovery, auto sales, the expansion of domestic energy production resulting from the boom in natural gas, increased business spending, and stabilizing government spending. Economists are expecting the growth in the economy to be hampered by economic weakness abroad, and a less than desired rate inflation rate. Europe has been slow to emerge from its long recession hampering US exports. In addition, despite the Federal Reserve Board's aggressive monetary policy, inflation has remained low due to decreasing energy costs and stagnant wages. The CPI increased by 1.6% in 2014, below the Federal Reserve Board's core annual inflation target of 2%. According to

economists, modest inflation is a key driver for business and consumer demand as well as future property and sales taxes. Economists anticipate that will increase modestly during the forecast period.

Cupertino Economic Outlook

The outlook for Cupertino and the Silicon Valley overall has been positive, with growth likely to level off in this Forecast. Given the Silicon Valley's concentration of high tech companies, the strength in the technology sector as well as continued improvement in the housing sector are expected to grow the local economy through 2015. Property taxes, which have had a strong performance the last two years, are expected to temper as interest rates begin to rise during the forecast period. The limited supply of housing may eventually dampen growth as well.

Current residential construction projects have generated strong development-related revenue for the City's coffers and are expected to level off in FY 2015-16. The majority of revenues associated with the Apple Campus 2 project have already been collected per the development agreement. No other major projects are anticipated at this time. Development projects that have yet to be approved and permitted are not included in this Forecast out of prudence. It would be risky to rely on these one-time revenues given uncertainty around timing and general volatility of development projects.

The Forecast also assumes sales tax revenue will experience steady growth in the out years. Cupertino lost a top three sales tax generator in 2013 and the City is no longer experiencing the double-digit growth in business-to-business sales tax that had been driven by strong growth in the technology sector last year. The high stock valuations of many technology companies indicate that the current technology product cycle may be over its peak. Therefore, the Forecast assumes steady growth in the out years.

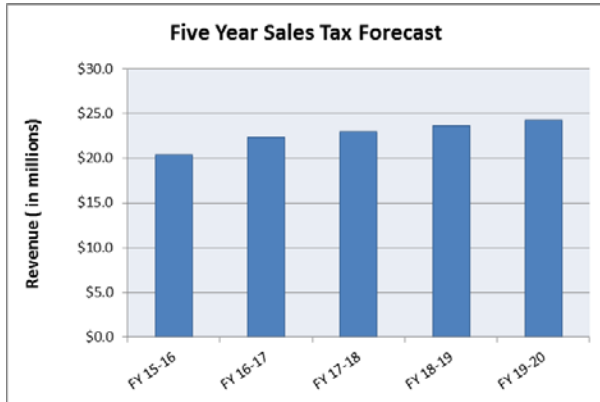
In summary, the steady recovery from the great recession is expected to continue impacting the City's revenue performance. The economically sensitive revenues, such as sales tax and property tax receipts, are expected to experience moderate growth over the forecast period. Development-related revenue such as licenses and permits, construction tax, and charges for service are expected to decline from the peak experienced in FY 2013-14 due to one-time projects.

As shown in the chart on the next page, operating revenues are expected to exceed operating expenditures in all five years of the forecast. In addition, reserve levels are projected to increase as the City proactively prepares for future expenditure liabilities. Per the City's new Reserve Policy any additional unassigned fund balance above the \$500,000 maximum will be transferred out to the Capital Reserve.

FIVE-YEAR GENERAL FUND FORECAST						
	2014-2015	2015-2016	2016-17	2017-18	2018-19	2019-20
	Amended	Proposed	Forecast	Forecast	Forecast	Forecast
BEGINNING FUND BALANCE						
Assigned/Other	35,194,129	24,691,420	31,985,920	44,484,622	46,185,328	50,835,066
Unassigned	495,287	11,297,996	11,297,996	500,000	500,000	500,000
Total BFB	35,689,416	35,989,416	43,283,916	44,984,622	46,685,328	51,335,066
Revenue	88,353,411	68,162,303	672,480,000	709,190,000	72,912,000	74,945,000
Expenditures	98,789,526	64,515,053	65,547,294	66,858,240	68,262,263	69,695,770
NET REV/EP	(10,436,115)	3,647,250	606,932,706	642,331,760	4,649,737	5,249,230
ENDING FUND BALANCE						
Assigned/Other	24,691,420	25,691,420	44,484,622	46,185,328	50,835,066	56,093,295
Unassigned	11,297,996	13,945,246	500,000	500,000	500,000	500,000
Total EFB	35,989,416	39,636,666	44,984,622	46,685,328	51,335,066	56,593,295

FIVE-YEAR SALES TAX FORECAST						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Sales Tax	\$18,288,000	\$20,360,000	\$22,371,000	\$22,975,000	\$23,595,000	\$24,232,000

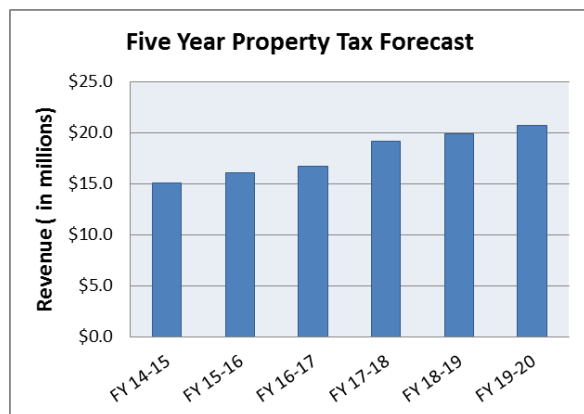
The City’s heavy reliance on the volatile business-to-business sector of its sales tax revenue base has made it vulnerable to large swings. Currently, the City’s two largest sales tax generators—both technology companies—account for approximately 67% of the City’s total sales tax. Moderate growth in base sales tax revenues are anticipated in the range of 2-3% annually in the out years, with the exception of FY 2016-17. In that fiscal year, the base is expected to increase an additional 7.3% due to Apple Campus 2 and the Main Street Retail developments opening for business in FY 2015-16.



Given the volatility of business-to-business revenue, which accounts for the vast majority of the City’s sales tax, a key goal of the City’s long-term fiscal strategic plan is to diversify its sales tax base by building up the general retail and food product sectors. Development projects such as the Rosebowl and Main Street are expected to generate new or replacement retail. Once completed, these developments should help boost retail sales and reduce the City’s reliance on business-to-business revenues.

FIVE-YEAR PROPERTY TAX FORECAST						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Property Tax	\$15,067,000	\$16,055,000	\$16,697,000	\$19,134,000	\$19,899,000	\$20,695,000

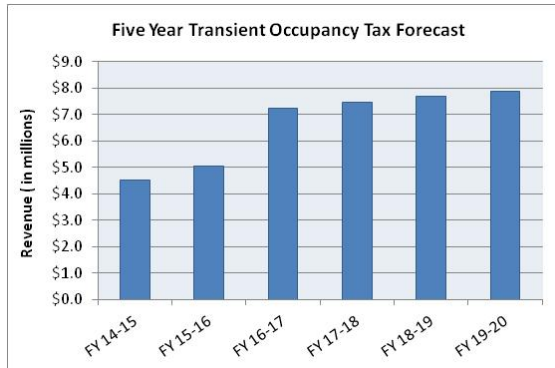
The housing recovery experienced in FY 2013-14 and FY 2014-15 is not expected to continue to create large growth in property tax revenues in FY 2015-16. Assessed values for Cupertino properties increased by \$640.3 million in FY 2013-14 but increased by only \$434.0 million in FY 2014-15. With a declining rate of growth in assessed values, FY 2015-16 and FY 2016-17 property tax revenues are projected to have



increases of 6.5% and 4.0%, respectively. In FY 2016-17 however, the Apple Campus 2 is expected to be completed which will allow the property to be reassessed. This reassessment is projected to increase FY 2017-18 property tax revenues by 14.6%.

FIVE-YEAR TRANSIENT OCCUPANCY TAX FORECAST						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Transient Occupancy	\$4,510,000	\$5,072,000	\$7,256,000	\$7,481,000	\$7,690,000	\$7,898,000

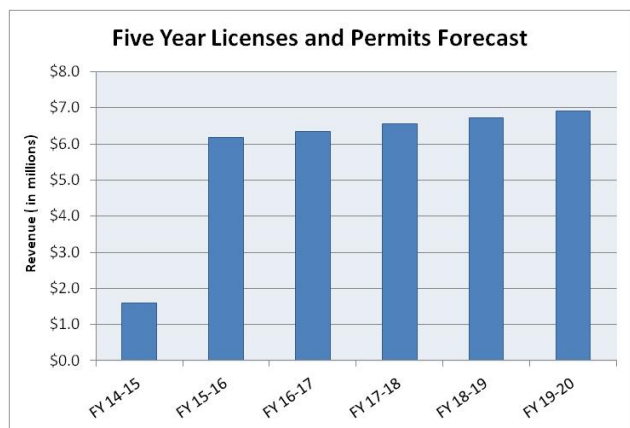
Transient occupancy tax (TOT) revenues were expected to stabilize after FY 2014-15, once the additional rooms from the Aloft Hotel came on line. The increase in TOT revenues, however, is projected to continue into FY 2015-16 as occupancy rates are at record levels. In FY 2015-16, the 302 rooms in two projects located at the Oaks Shopping Center and within the Main Street



project are expected to open for business. These additional rooms are expected to fill unmet demand and increase TOT revenues by \$2.0 million in FY 2016-17. Beyond FY 2016-17, the forecast assumes that out year growth tracks with the projected national gross domestic product (GDP) as a proxy for economic activity. Available economic forecasts project annual GDP growth to be 3.1% in FY 2017-18, 2.8% in FY 2018-19, and 2.7% in FY 2019-20.

FIVE-YEAR LICENSES & PERMITS FORECAST						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Licenses & Permits	\$1,600,000	\$6,171,000	\$6,350,000	\$6,547,000	\$6,730,000	\$6,912,000

The City's administration changed its methodology for tracking developer deposits and, as a result, both budgets for revenues and expenses were increased by anticipated deposit amounts. For FY 2015-16, this change appears as a dramatic increase in license and permit fees. If the methodology change were to be removed, fee revenues are assumed to track with the projected national gross domestic product (GDP) as a proxy for economic activity. Available economic forecasts project annual



GDP grow to be 2.9% in FY 2016-17, 3.1% in FY 2017-18, 2.8% in FY 2018-19, and 2.7% in FY 2019-20.

FIVE-YEAR CHARGES FOR SERVICES FORECAST						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Charges for Services	\$12,501,154	\$10,591,878	\$5,295,000	\$5,401,000	\$5,514,000	\$5,630,000

FY 2014-15 revenues from charges and services were extremely high due to collection of planning, zoning, and engineering permit fees related to large development projects. As these projects move out of the planning and engineering phases, revenues are expected to return to base levels. For out years, the revenue stream is expected to increase in line with CPI which is projected to be approximately 2.0%.



FIVE-YEAR FORECAST - OTHER REVENUE						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Utility User Tax	\$3,100,000	\$3,100,000	\$3,100,000	\$3,100,000	\$3,100,000	\$3,100,000
Franchise Fees	2,897,000	2,800,000	2,845,000	2,902,000	2,963,000	3,025,000
Other Taxes	5,020,000	1,400,000	1,441,000	1,486,000	1,528,000	1,569,000
Intergovernmental	265,000	600,000	600,000	600,000	600,000	600,000
Use of Money & Property	724,000	742,530	743,000	743,000	743,000	743,000
Fines & Forfeitures	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous/Non-Op	23,831,257	720,895	0	0	0	0

Utility user taxes are not sensitive to economic fluctuations as they are based on usage and rates. The forecast assumes no growth as declining consumption is offsetting projected rate increases.

Franchise fee agreements have escalators based on CPI and the forecast assumes annual growth in collections tracks with CPI. The solid waste management contract was renewed and did not significantly impact projections for this revenue source.

Other taxes made up of construction, property transfer, and business license taxes were estimated to peak in FY 2013-14 given construction taxes from the Rosebowl, Biltmore, Apple Alves Café, Main Street, and the Apple Campus 2 projects. These revenues continued to impact

FY 2014-15, but the forecast assumes collections will return to base levels in FY 2015-16 and track with GDP growth in the out years.

Intergovernmental revenues will increase in FY 2015-16 due to increased grant awards and new grants. Once this new base level is reached, grant revenues are assumed to remain at base levels throughout the forecast period.

Use of money and property is expected to be flat throughout the forecast period based on the City's current conservative investment strategy. The forecast will not be updated to account for interest rate increases until the Federal Reserve actually increases the Fed Funds rate.

Fines and Forfeitures are not anticipated to change in the forecast period. The forecast assumes collections remain flat in the out years.

Miscellaneous and non-operational revenues are not assumed in the forecast.

FIVE-YEAR GENERAL FUND FORECAST						
	2014-2015	2015-2016	2016-17	2017-18	2018-19	2019-20
	Amended	Proposed	Forecast	Forecast	Forecast	Forecast
Personnel Costs	19,451,180	20,968,896	21,304,398	21,730,486	22,186,827	22,652,750
Non-Personnel Costs (ongoing)	26,347,289	27,188,261	27,623,273	28,175,739	28,767,429	29,371,545
Non-Personnel Costs (one-time)	13,813,771	9,986,674	10,146,461	10,349,390	10,566,727	10,788,628
Total Non-Personnel	40,161,060	37,174,935	37,769,734	38,525,129	39,334,156	40,160,174
Transfers	39,177,286	6,371,222	7,371,222	7,371,222	7,371,222	7,371,222
Total Expenditures	98,789,526	64,515,053	66,445,354	67,626,837	68,892,205	70,184,145

An in-depth analysis of the general fund expenditure categories was completed to develop the FY 2015-16 expenditure estimates included in this Forecast. As displayed in the chart above, general fund expenditures are projected to decrease from \$98.8 million in FY 2014-15 to \$64.5 million in FY 2015-16 and increase by inflation over the forecast period. In the past, large swings in expenditures were mostly driven by transfer out to fund various capital projects.

It is important to note that the Forecast is adjusted to eliminate one-time additions/deletions and annualize partial year allocations that were included in the 2014-15 Adopted Budget. Various one-time additions totaling \$10.0 million scheduled to expire in June 2015 were eliminated in the out years of the Forecast.

The following discussion focuses on the assumptions used for estimating each of the expenditure categories in the general fund Forecast.

Personnel Expenditures

Personnel costs in FY 2015-16 are increasing due to negotiated salary and benefit increases and the recommendation to add 11.0 additional positions, of which four are limited term and 2.4 are non-general fund positions. As discussed in more detail below, these cost increases are driven mostly by assumed changes in salary and retirement costs.

Sick Leave Benefits for Part-Time Employees

The Healthy Workplace Healthy Family Act of 2014 (AB 1522) entitles employees, including part-time and temporary employees, to paid sick leave as of July 1, 2015. Employees covered by qualifying collective bargaining agreements are not covered by the law. With nearly 250 part-time staff, it is estimated that AB 1522 could increase the City's costs for part-time employees by 3% (roughly \$35,000) in the first year of implementation.

Retirement Benefits

The chart below shows the current breakdown of retirement costs borne by the City and employees for the three retirement tiers. Virtually all employees in the City are currently covered under the Tier 1 retirement system. Savings from the Tier 2 and Tier 3 are not expected to be substantial for another 10-15 years.

Tier	Benefits	Employer Share	Employer Pickup	Total Employer Share	Employee Share	Total Rate
I	2.7% @ 55 Highest Year	23.54%	4.50%	28.04%	3.00%	31.04%
II	2% @ 60 Highest 3 Yr Avg	23.54%	0.50%	24.04%	7.00%	31.04%
III	2% @ 62 Highest 3 Yr Avg	23.54%	0.00%	23.54%	6.25%	29.79%

Significant investment losses experienced by CalPERS during the great recession resulted in overall funded status of the retirement system dropping to 60.8%.¹ Given the economic recovery, the funded status of the system has improved to 70.5%.² However, the desired goal is 100% funded status, where assets on hand are equal to the desired level of assets needed to pay pension benefits. After a thorough analysis, CalPERS actuaries determined the retirement system was at significant risk of falling to dangerously low funded status levels under existing actuarial policies.

This prompted the CalPERS Board to adopt revised actuarial policies that aim to return the system to 100% funded level within 30 years. The new method includes changing the asset smoothing period from 15 years to 5 years and paying gains and losses over a fixed 30 year period with a 5-year ramp up at the beginning of the 30-year period and a 5-year ramp down at the end. The new method is expected to increase public agency retirement contributions beginning in FY 2017-18.

CalPERS has yet to provide the City with estimated contribution rates that factor in the new smoothing methodology. Staff, therefore, reviewed the CalPERS reports on the Final method, which provided models of how the Final change could affect public agency retirement rates. Based on staff's preliminary estimates, the average annual retirement rate increase assumed in the Forecast is 3%. Rates are predicted to level off after the 5-year ramp up period, which began in FY 2014-15.

Other Benefits

The Forecast assumes an annual minimal cost escalators for life insurance, long-term disability insurance, and the employee assistance program. Workers' compensation costs vary widely depending on the number and type of claims, which makes these costs very hard to predict. No increases were forecasted for the following benefits: car allowance, internet allowance, excess medical pay, stand by pay and recreation bucks.

¹ CalPERS Facts at a Glance. April 2015.

² Ibid.

Non-Personnel Expenditures

Non-personnel expenditures in FY 2014-15 were adjusted to remove one-time uses and build forecast projections off of base levels. For the out years of the Forecast, a growth rate based on projected CPI has been assumed from the FY 2014-15 non-personnel base levels in each of the four years. The average growth rate for the non-personnel category is 1.9% annually.

Transfers represent the general fund’s contributions to other City funds to support debt payments, pay retiree health costs, finance capital projects, replenish capital project reserves, acquire new equipment, and to subsidize enterprises and operations. With the implementation of full cost allocation in FY 2013-14, general fund expenses were shifted to other City funds causing some of those funds’ revenues to fall short of expenses and necessitating the use of fund balances to cover expenses. The cost shift initially benefited the general fund, however, as fund balances in those other funds are drawn down to minimum levels, and absent aggressive revenue or cost actions in those other funds, general fund subsidies are projected to kick in and increase in the outer years of the Forecast in order to maintain those fund balance minimums.

FIVE-YEAR GENERAL FUND ASSIGNED RESERVE FORECAST						
	2014-2015	2015-2016	2016-17	2017-18	2018-19	2019-20
	Adopted	Proposed	Forecast	Forecast	Forecast	Forecast
BEGINNING FUND BALANCE						
Economic Uncertainty I	18,000,000	19,000,000	19,000,000	19,000,000	19,000,000	19,000,000
Economic Uncertainty II	-	-	-	-	-	-
Economic Fluctuation	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
PERS	100,000	100,000	100,000	100,000	100,000	100,000
One Time Revenue	-	-	-	-	-	-
Equipment Fund Loan for 1A	-	-	-	-	-	-
Reserve for Encumbrances	172,659	2,081,064	2,081,064	2,081,064	2,081,064	2,081,064
Revenue Liability	8,940,000	-	-	-	-	-
General Building	603,739	-	-	-	-	-
Wolfe Road Transportation Study	1,000,000	1,000,000	-	-	-	-
I-280 Trail Study	250,000	250,000	-	-	-	-
Total Assigned Reserves	30,466,398	23,831,064	23,831,064	23,831,064	23,831,064	23,831,064

General fund reserves are projected to stay flat over the Forecast period.

FIVE-YEAR GENERAL FUND UNASSIGNED FUND BALANCE FORECAST					
2014-2015	2015-2016	2016-17	2017-18	2018-19	2019-20
Amended	Proposed	Forecast	Forecast	Forecast	Forecast
11,297,996	13,945,246	500,000	500,000	500,000	500,000

General fund unassigned fund balance is expected to remain relatively flat in the forecast. As mentioned several times throughout this document any General fund unassigned fund balances above the \$500,000 maximum will be transferred out to the Capital Reserve at year end.

ALL FUNDS SUMMARY

This section provides information on the FY 2014-15 Special Revenue, Debt Service, Capital Project, Enterprise and Internal Service Funds budgets including, expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

Revenue Estimates

Estimates for the FY 2014-15 beginning fund balance and for the individual revenue accounts are based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Each source of revenue can be influenced by external (outside of the City's control) and/or internal factors. The FY 2014-15 revenue estimates are built on the assumption that the economy will continue to experience modest growth, which will positively impact the City's economic performance.

Special Revenue Funds

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, and Environmental Management/Clean Creeks funds.

Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2013-14 Actuals	2014-15 Final Budget	2015-16 Proposed Budget
Other Taxes	17,121,242	200,000	766,652
Use of Money & Property	72,662	33,000	0
Intergovernmental	2,533,111	2,358,943	1,012,723
Charges for Services	489,037	365,000	0
Miscellaneous Revenue	2,136	0	0
Fines and Forfeitures	1,804	0	502,000
Transfers In	3,906,804	1,256,357	7,783,591
Total Revenue Sources	\$24,126,797	\$4,213,300	\$10,064,966

Revenues are projected decrease minimally by \$5.9 million dollars due to the transfer in of dollars from the Capital Reserve to fund several capital projects in this fund.

Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Employee Compensation	732,634	871,535	899,197
Employee Benefits	348,664	405,758	444,742
Materials	360,278	998,541	831,465
Contract Services	391,687	417,000	440,400
Contingencies	0	47,304	49,462
Cost Allocation	603,365	419,731	453,701
Special Projects	5,599,118	4,618,000	15,439,986
Transfers Out	17,350	0	0
Total Expenditures Uses	\$8,053,096	\$7,777,869	\$18,558,953

Expenditures are projected to increase by \$10.8 million dollars this is driven primarily due to new capital projects.

Fund Balance

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Beginning Balance	14,034,825	30,108,526	26,543,957
Net Increase (Decrease) in Fund Balance	16,073,701	\$ (3,564,569)	(8,493,987)
Ending Balance	\$30,108,526	\$26,543,957	\$18,049,970

The biggest drop in fund balance is due to the Lawrence Mitty project that is anticipated to use over \$8 million in Park Land fund dollars.

Debt Service Fund

The Debt Service Fund provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2013-14 Actuals	2014-15 Final Budget	2015-16 Proposed Budget
Use of Money & Property	1,151	0	0
Transfers In	3,079,000	3,171,838	3,167,538
Total Revenue Sources	\$3,080,151	\$3,171,838	\$3,167,538

Revenue is projected to decrease slightly. This is due to a decrease in the debt service payment amount in FY 2015-16.

Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2013-14 Actuals	2014-15 Final Budget	2015-16 Proposed Budget
Debt Service	3,170,428	3,171,838	3,167,538
Transfers Out	81,403	0	0
Total Expenditures Uses	\$3,251,831	\$3,171,838	\$3,167,538

Expenditures are expected to decrease slightly. This is due to a decrease in the debt service payment amount in FY 2015-16. This represents a repayment of debt and payments are fixed for the life of the loan that is set to be paid off in 2030.

Fund Balance

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Beginning Balance	1,596,697	1,425,017	1,425,017
Net Increase (Decrease) in Fund Balance	-171,681	\$ -	0
Ending Balance	\$1,425,017	\$1,425,017	\$1,425,017

Capital Project Funds

This fund pays for the acquisition and/or construction of major capital facilities.

Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Intergovernmental	130,713	0	0
Transfers In	6,624,500	15,184,787	0
Total Revenue Sources	\$6,755,213	\$15,184,787	\$0

Revenue is projected to increase by \$15.2 million dollars. This decrease is due to the timing of the transfer out of unassigned fund balance. This transfer will now occur at part of the year end process instead of in the budget.

Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Employee Compensation	16,378	0	0
Employee Benefits	257	0	0
Materials	919	0	0
Contract Services	32,088	0	0
Contingencies	5,076,899	0	0
Cost Allocation	0	0	0
Special Projects	0	4,968,000	3,260,000
Transfers Out	1,590,000	0	6,262,000
Total Expenditures Uses	\$6,716,541	\$4,968,000	\$9,522,000

Expenditures are projected to increase by \$4.6 million dollars this is due to an increase in the transfer out of funds to fund capital projects in other funds.

Fund Balance

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Beginning Balance	5,338,576	5,377,248	15,594,035
Net Increase (Decrease) in Fund Balance	38,672	\$ 10,216,787	(9,522,000)
Ending Balance	\$5,377,248	\$15,594,035	\$6,072,035

Enterprise Funds

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Use of Money & Property	24,485	30,000	7,000
Intergovernmental	15,841	0	0
Charges for Services	7,015,962	6,961,278	6,209,845
Miscellaneous Revenue	3	0	0
Transfers In	401,350	113,657	2,517,000
Total Revenue Sources	\$7,457,641	\$7,104,935	\$8,733,845

Revenue is projected to increase by \$1.6 this is driven by increased transfers in from the General Fund. As part of the budget process each fund is evaluated, funds that bringing in less revenue than they are expending require the use of fund balance or a subsidy from the General Fund. For FY 2015-16 programs within the enterprise fund required an increased subsidy.

Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Employee Compensation	1,361,895	1,492,435	1,684,519
Employee Benefits	381,415	443,968	492,698
Materials	348,910	400,014	457,468
Contract Services	4,691,849	5,076,934	5,484,662
Contingencies	0	295,454	341,869
Cost Allocation	717,720	581,095	592,675
Special Projects	180,728	952,339	534,818
Transfers Out	0	986,000	
Total Expenditures Uses	\$7,682,517	\$10,228,239	\$9,588,709

Expenditures are projected to decrease by \$0.6 million dollars. This decrease is driven primarily a reduction in transfers out.

Fund Balance

Fund balance represents a funds savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Beginning Balance	11,402,616	11,177,740	8,054,436
Net Increase (Decrease) in Fund Balance	-224,876	\$ (3,123,304)	(854,864)
Ending Balance	\$11,177,740	\$8,054,436	\$7,199,572

Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Information Technology, City Channel and Website, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Use of Money & Property	21,107	14,000	0
Charges for Services	3,799,292	0	0
Miscellaneous Revenue	25,092	4,350,386	3,892,776
Transfers In	11,395,036	0	2,220,163
Total Revenue Sources	\$15,240,527	\$4,364,386	\$6,112,939

Revenues are project to increase by \$1.8 million dollars. The increase is due to increased transfer in from the General Fund to fund increased workers' compensation costs.

Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Employee Compensation	1,246,802	1,110,406	1,233,363
Employee Benefits	2,459,931	1,450,373	1,531,662
Materials	357,203	399,353	429,618
Contract Services	1,160,574	1,575,734	2,253,039
Contingencies	41,878	193,047	262,701
Cost Allocation	249,371	210,027	210,027
Special Projects	733,940	2,352,557	2,595,605
Transfers Out	907,536	0	0
Total Expenditures Uses	\$7,157,235	\$7,291,497	\$8,516,015

Expenditures are projected to increase by \$1.20 this is due to increased costs related equipment and vehicle purchases and increased workers' compensation costs.

Retained Earning

Internal Service Funds carry retained earnings instead of fund balance. Retained earnings represent a funds savings and are calculated in the same manner as fund balance, taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO RETAINED EARNINGS	2013-14	2014-15	2015-16
	Actuals	Final Budget	Proposed Budget
Beginning Balance	19,385,982	27,469,274	24,542,163
Net Increase (Decrease) in Fund Balance	8,083,292	\$ (2,927,111)	(2,403,076)
Ending Balance	\$27,469,274	\$24,542,163	\$22,139,087



CUPERTINO

Five Year Budget Forecast

**FISCAL YEAR 2015-2016 PROPOSED BUDGET
FIVE YEAR FORECAST - GENERAL FUND REVENUE**

OBJECT	2013-14	2014-15	FY2014-15	5 YEAR FORECAST				
	Actuals	Adopted	Amended	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Sales Tax	19,794,036	18,288,000	18,288,000	20,360,000	22,371,000	22,975,000	23,595,000	24,232,000
Property Tax	14,405,997	15,067,000	15,067,000	16,055,000	16,697,000	19,134,000	19,899,000	20,695,000
Transient Occupancy	4,590,156	4,510,000	4,510,000	5,072,000	7,256,000	7,481,000	7,690,000	7,898,000
Utility Tax	3,098,639	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000
Franchise Fees	2,775,893	2,897,000	2,897,000	2,800,000	2,845,000	2,902,000	2,963,000	3,025,000
Other Taxes	10,425,761	5,020,000	5,020,000	1,400,000	1,441,000	1,486,000	1,528,000	1,569,000
Licenses & Permits	3,679,942	1,600,000	1,600,000	6,171,000	6,350,000	6,547,000	6,730,000	6,912,000
Use of Money & Property	690,483	724,000	724,000	742,530	743,000	743,000	743,000	743,000
Intergovernmental	399,938	265,000	265,000	600,000	600,000	600,000	600,000	600,000
Charges for Services	12,962,322	4,074,500	12,501,154	10,590,878	5,295,000	5,401,000	5,514,000	5,630,000
Fines & Forfeitures	615,085	550,000	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous/Other	395,473	17,000	23,831,257	720,895	0	0	0	0
TOTAL REVENUE	73,833,722	56,112,500	88,353,411	68,162,303	67,248,000	70,919,000	72,912,000	74,954,000

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - SPECIAL REVENUE FUND REVENUE**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
STORM DRAIN IMPROVEMENT								
Investment Earnings		1,000	1,000	-	1,000	1,000	1,000	1,000
Developer Fees	1,527,558	100,000	100	100,000	100,000	100,000	100,000	100,000
Transfer from General Fund	-	210,000	210,000	-	210,000	210,000	210,000	210,000
TOTAL	1,527,558	311,000	211,100	100,000	311,000	311,000	311,000	311,000
PARK DEDICATION								
Park Dedication Fee	8,369,259	200,000	200,000	100,000	200,000	200,000	200,000	200,000
Investment Earnings	11,131	1,000	1,000	-	-	-	-	-
TOTAL	8,380,390	201,000	201,000	100,000	200,000	200,000	200,000	200,000
ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN								
Investment Earnings	416	1,000	1,000	-	-	-	-	-
Fees	369,204	365,000	365,000	365,000	365,000	365,000	365,000	365,000
Transfer from General Fund	135,000	135,000	135,000	158,000	158,000	158,000	158,000	158,000
TOTAL	504,620	501,000	501,000	523,000	523,000	523,000	523,000	523,000
TRANSPORTATION								
Investment Earnings	2,184	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer from General Fund	3,350,000	7,913,357	7,913,357	1,935,000	2,000,000	2,000,000	2,000,000	2,000,000
Transfer from Capital Reserves		-	-	6,509,023	-	-	-	-
Vehicle Registration Fee	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
Grants	2,045,412	-	-					
Gasoline Tax	45,620	1,717,000	1,717,000	100,000	100,000	100,000	100,000	100,000
TOTAL	5,773,216	9,962,357	9,962,357	8,876,023	2,432,000	2,432,000	2,432,000	2,432,000

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - SPECIAL REVENUE FUND REVENUE**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
HOUSING & COMMUNITY DEVELOPMENT								
Investment Earnings	55,448	30,000	30,000	45,000	45,000	45,000	45,000	45,000
Grants	157,699	310,000	310,000	310,943	310,943	310,943	310,943	310,943
Loan Repayments	15,000	15,000	15,000	10,000	10,000	10,000	10,000	10,000
Housing Mitigation Fees	7,227,408	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer from General Fund	211,804	212,000	212,000	-	-	-	-	-
TOTAL	7,667,359	667,000	667,000	465,943	465,943	465,943	465,943	465,943
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TOTAL SPECIAL REVENUE FUNDS	23,853,143	11,642,357	11,542,457	10,064,966	3,931,943	3,931,943	3,931,943	3,931,943

FISCAL YEAR 2015-16 PROPOSED BUDGET
 FIVE YEAR FORECAST - DEBT SERVICE REVENUE

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
PUBLIC FACILITIES CORPORATION									
Investment Earnings	2,298	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-
Transfer from General Fund	3,181,000	3,079,000	3,079,000	3,167,538	3,167,538	3,167,538	3,167,538	3,167,538	
TOTAL	3,183,298	3,079,000	3,079,000	3,167,538	3,167,538	3,167,538	3,167,538	3,167,538	

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - CAPITAL PROJECT FUNDS REVENUE**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
CAPITAL IMPROVEMENT PROJECTS								
Transfers from Capital Reserves	-	590,000	590,000	-	-	-	-	-
Transfers from General Fund	4,423,000	1,933,000	1,933,000	-	-	-	-	-
Transfers from Recreation Programs	-	-	-	-	-	-	-	-
Transfers from Stevens Creek Corridor Park	-	-	-	-	-	-	-	-
Transfers from Park Dedication	-	-	-	-	-	-	-	-
Grants/Other Income	8,000	-	-	-	-	-	-	-
TOTAL	4,431,000	2,523,000	2,523,000	-	-	-	-	-
CAPITAL RESERVES								
Transfers from Stevens Creek Corridor Park	-	-	-	-	-	-	-	-
Transfers from Capital Improvement	-	-	-	-	-	-	-	-
Transfers from Transportation	-	-	-	-	-	-	-	-
Transfers from General Fund	-	5,100,000	5,100,000	-	-	-	-	-
TOTAL	-	5,100,000	5,100,000	-	-	-	-	-
STEVENS CREEK CORRIDOR PARK								
Transfers from Park Dedication	-	-	-	-	-	-	-	-
Transfers from Capital Reserves	-	-	-	-	-	-	-	-
Transfers from Recreation	-	-	-	-	-	-	-	-
Grants	-	289,000	289,000	-	-	-	-	-
TOTAL	-	289,000	289,000	-	-	-	-	-
TOTAL CAPITAL FUNDS	4,431,000	7,912,000	7,912,000	-	-	-	-	-

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - ENTERPRISE FUNDS REVENUE**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
RESOURCE RECOVERY								
Investment Earnings	6,490	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Charges for Services	2,058,409	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000	1,917,000
Grants	15,841	-	-	-	-	-	-	-
TOTAL	2,080,740	1,924,000	1,924,000	1,924,000	1,924,000	1,924,000	1,924,000	1,924,000
BLACKBERRY FARM GOLF COURSE								
Investment Earnings	-	1,000	1,000	-	-	-	-	-
Rent	12,624	15,000	15,000	150,000	150,000	150,000	150,000	150,000
Charges for Services	290,609	358,000	358,000	260,000	260,000	260,000	260,000	260,000
Transfer from General Fund	230,000	230,000	230,000	262,004	262,004	262,004	262,004	262,004
TOTAL	533,233	604,000	604,000	672,004	672,004	672,004	672,004	672,004
SPORTS CENTER								
Investment Earnings	2,343	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Tennis	1,624,741	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000
Membership	560,000	560,000	560,000	465,000	465,000	465,000	465,000	465,000
Transfer from General Fund	-	154,000	154,000	657,732	154,000	154,000	154,000	154,000
TOTAL	2,188,084	2,356,000	2,356,000	2,764,732	2,261,000	2,261,000	2,261,000	2,261,000
RECREATION PROGRAMS								
Investment Earnings	3,028	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Cultural, Youth, and Teen Programs	1,413,717	1,364,000	1,364,000	1,432,327	1,432,327	1,432,327	1,432,327	1,432,327
Physical Recreation and Sports	1,066,488	1,040,000	1,040,000	1,080,528	1,080,528	1,080,528	1,080,528	1,080,528
Transfer from General Fund	-	-	-	715,254	150,000	150,000	150,000	150,000
Transfer from Capital Reserves	-	-	-	140,000	140,000	140,000	140,000	140,000
Transfer from Capital Improvement	-	-	-	-	-	-	-	-

FISCAL YEAR 2015-16 PROPOSED BUDGET
 FIVE YEAR FORECAST - ENTERPRISE FUNDS REVENUE

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
TOTAL	2,483,233	2,409,000	2,409,000	3,373,109	2,807,855	2,807,855	2,807,855	2,807,855
TOTAL ENTERPRISE FUNDS	7,285,290	7,293,000	7,293,000	8,733,845	7,664,859	7,664,859	7,664,859	7,664,859

0.57

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - INTERNAL SERVICE FUNDS REVENUE

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
INFORMATION TECHNOLOGY								
Investment Earnings	2,728	5,000	5,000	0	0	0	0	0
Service Charges	1,399,734	1,400,000	1,400,000	1,658,064	1,658,064	1,658,064	1,658,064	1,658,064
Transfers In from General Fund	344,000	333,000	333,000	0	0	0	0	0
TOTAL	1,746,462	1,738,000	1,738,000	1,658,064	1,658,064	1,658,064	1,658,064	1,658,064
CITY CHANNEL								
Service Charges	1,678	939,000	939,000	779,668	779,668	779,668	779,668	779,668
Transfers In from General Fund	939,484	50,000	50,000	0	0	0	0	0
TOTAL	941,162	989,000	989,000	779,668	779,668	779,668	779,668	779,668
WORKERS' COMPENSATION								
Investment Earnings	1,857	2,000	2,000	-	-	-	-	-
Premiums	317,936	346,482	346,482	719,365	719,365	719,365	719,365	719,365
Transfers In from General Fund	-	10,970	10,970	0	0	0	0	0
TOTAL	319,793	359,452	359,452	719,365	719,365	719,365	719,365	719,365
EQUIPMENT								
Investment Earnings	3,000	-	-	-	-	-	-	-
Service Charges	1,099,092	1,436,672	1,436,672	1,430,537	999,537	999,537	999,537	999,537
Transfers In from General Fund	-	-	-	-	-	-	-	-
TOTAL	1,102,092	1,436,672	1,436,672	1,430,537	999,537	999,537	999,537	999,537
COMPENSATED ABSENCE & LONG-TERM DISABILITY								
Investment Earnings	-	-	-	-	-	-	-	-
LTD Premiums	-	81,000	81,000	524,810	524,810	524,810	524,810	524,810
Transfers In from General Fund	-	300,000	300,000	524,810	524,810	524,810	524,810	524,810

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - INTERNAL SERVICE FUNDS REVENUE**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
TOTAL	-	381,000	381,000	1,049,620	1,049,620	1,049,620	1,049,620	1,049,620	
RETIREE MEDICAL									
Investment Earnings	11,476	-	-	-	-	-	-	-	
Transfers In from General Fund	9,700,000	-	-	-	1,000,495	975,000	975,000	975,000	
TOTAL	9,711,476	-	-	-	1,000,495	975,000	975,000	975,000	
TOTAL ALL PROGRAMS	13,820,985	4,904,124	4,904,124	5,637,254	6,206,749	6,181,254	6,181,254	6,181,254	

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - SPECIAL REVENUE FUNDS EXPENDITURES

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
STORM DRAIN IMPROVEMENT								
9612 Storm Drain Improvements		770,000	770,000	-	-	-	-	-
9613 CIP- Minor Storm Drain Improvements		-	-	-	-	-	-	-
9614 SD MASTER PLAN UPDATE		75,000	75,000	75,000	-	-	-	-
9616 BUBB RD ELM CT SD IMPROV		-	-	-	-	-	-	-
96xx CIP-Calabazas Creek (Bollinger) Outfall		135,000	135,000	-	-	-	-	-
9620 CIP - Monta Vista Storm Drain System		-	-	-	-	-	-	-
TOTAL	-	980,000	980,000	75,000	-	-	-	-
PARK DEDICATION								
0100 Transfer to Stevens Crk Corridor Park	-	-	-	-	-	-	-	-
0100 Transfer to Capital Improvement	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-
ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN								
8004 Non Point Source	376,945	508,000	508,000	545,829	545,829	545,829	545,829	545,829
TOTAL	376,945	508,000	508,000	545,829	545,829	545,829	545,829	545,829
TRANSPORTATION								
8403 Sidewalk, Curb and Gutter Maint	100,889	387,000	387,000	956,806	956,806	956,806	956,806	956,806
8404 Street Pavement Maintenance	440,602	4,600,000	4,600,000	8,173,694	2,000,000	2,000,000	2,000,000	2,000,000
8405 Street Signs/Markings	560,105	701,111	701,111	757,002	757,002	757,002	757,002	757,002
9463 BRIDGE REHAB MINOR	-	-	-	165,000	-	-	-	-
9464 ST MEDIAN IRRG PLANT REPL	-	-	-	220,000	220,000	220,000	-	-
9465 BICYCLE PED FACILITY IMPR	-	-	-	83,000	83,000	83,000	-	-
9466 MARY PED STSCA IMPROV	-	-	-	28,000	275,000	-	-	-
9562 FIBER NTKW SIGNAL INTERCO	-	-	-	132,000	-	-	-	-
9563 SPEED BUMP VISTA LAZANEO	-	-	-	22,000	-	-	-	-
9564 PH 2 MCL SIDEWALK IMPROV	-	-	-	1,100,000	935,000	-	-	-
9565 SCB PERIMETER TURN EXT	-	-	-	110,000	-	-	-	-
94xx CIP-McClellan Sidewalk Improve-Phase 1	-	250,000	250,000	-	-	-	-	-
94xx CIP-Bridge Rehabilitation-Minor	-	-	-	-	-	-	-	-

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - SPECIAL REVENUE FUNDS EXPENDITURES**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
94xx CIP-Sidewalk Imprv-Orange & Byrne Ave	-	1,650,000	1,650,000	-	1,815,000	-	-	-
94xx CIP-Accessibility Transition Plan Update	-	50,000	50,000	-	-	-	-	-
94xx CIP-Street Median Irrig & Plant Replace	-	-	-	-	-	-	-	-
0100 Transfer to Capital Reserves	-	-	-	-	-	-	-	-
TOTAL	1,101,596	7,638,111	7,638,111	11,747,502	7,041,808	4,016,808	3,713,808	3,713,808
HOUSING & COMMUNITY DEVELOPMENT								
7401 General Administration	58,707	141,000	61,309	69,551	69,551	69,551	69,551	69,551
7403 Affordable Housing	324,887	214,000	370,103	557,000	557,000	557,000	557,000	557,000
7404 Public Service Grants	45,281	43,000	45,982	48,141	48,141	48,141	48,141	48,141
7405 Below Market Rate Housing	204,320	330,000	454,681	481,846	481,846	481,846	481,846	481,846
TOTAL	633,195	728,000	932,075	1,156,538	1,156,538	1,156,538	1,156,538	1,156,538
RDA SUCCESSOR AGENCY								
7304 Successor Agency	64,742	-	-	-	-	-	-	-
7304 Successor Housing Agency	-	-	-	-	-	-	-	-
TOTAL	64,742	-	-	-	-	-	-	-
TOTAL ALL SPECIAL REVENUE	2,176,478	9,854,111	10,058,186	13,524,869	8,744,175	5,719,175	5,416,175	5,416,175

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - DEBT SERVICE FUND EXPENDITURES**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
PUBLIC FACILITIES CORPORATION								
5301 Principal	3,176,922	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000
5301 Interest + Fees	-	1,116,838	1,116,838	1,112,538	1,112,538	1,112,538	1,112,538	1,112,538
5301 Debt Refinancing	-	-	-	-	-	-	-	-
TOTAL	3,176,922	3,171,838	3,171,838	3,167,538	3,167,538	3,167,538	3,167,538	3,167,538

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - CAPITAL PROJECT FUNDS EXPENDITURES

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
CAPITAL IMPROVEMENT PROJECTS								
9130 Wilson Park Irrigation Renovation	79,693	-	-	-	-	-	-	-
9133 McClellan Environmental Ed Center	230,992	-	-	-	-	-	-	-
9136 Scenic Circle Access	1,005	-	-	-	-	-	-	-
9140 Park Path & Park Lot Repairs Resurfacing	19,734	-	-	-	-	-	-	-
9145 Park Path & Lot Repairs Resurf-Phase 2	-	-	-	-	-	-	-	-
9141 Trail Resurfacing at School Sports Fields	128,463	-	-	-	-	-	-	-
9144 Civic Center Master Plan Projects	3,806	400	400	-	-	-	-	-
9145 Phase II Park Path Repair	126,510	-	-	-	-	-	-	-
9146 Phase II Trail Resurface	30,153	-	-	-	-	-	-	-
9149 Stevens Creek Trail to Bay Study	10,000	-	-	-	-	-	-	-
91xx Spts Ctr Tennis Court Retaining Wall	-	250	250	-	-	-	-	-
9158 Blackberry Farm Splash Pad	-	-	-	-	641,000	-	-	-
9159 McClellan Paths & Landscape Imprvmnt	-	-	-	358,000	-	-	-	-
91xx McClellan Community Garden Irrigation	-	-	-	-	-	433,000	-	-
9160 McClellan Miscellaneous Improvements	-	-	-	-	-	55,000	-	-
91xx Portal Park Renovation Master Plan	-	-	-	-	55,000	-	-	-
91xx SCCP Chain MP-McClellan to SCB	-	300	300	-	-	-	-	-
9161 Sports Center-Resurface Tennis Courts	-	-	-	235,000	481,000	-	-	-
9162 Memorial Park Master Plan	-	-	-	-	-	150,000	-	-
9163 MV Rec Ctr Preschool Play Area Impv	-	-	-	140,000	300,000	-	-	-
9164 Portal Park - Collins School Cricket Batting	-	-	-	106,000	-	-	-	-
9xxx Quinlan Ctr Preschool Play Area Impv	-	-	-	-	57,000	-	-	-
9xxx Blackberry Farm - Play Area Improvements	-	-	-	-	-	-	-	406,000
9xxx McClellan Ranch - Community Garden Fence Replacement	-	-	-	-	-	263,000	-	-
9xxx McClellan Ranch - Construct Trash Enclosure	-	-	-	-	90,000	-	-	-
9xxx Sports Center Court Lights	-	-	-	-	500,000	-	-	-
9xxx Sports Center - Interior Upgrades	-	-	-	-	20,000	-	-	-
91xx Park Path Repairs Phase 3	-	90	90	-	-	-	-	-
91xx Trail Resurfacing Sports Field Phase 3	-	30	30	-	-	-	-	-
9261 McClellan Barn Eval & Renovation	576	-	-	-	-	-	-	-
9262 McClellan Historic/Structural Assessm	7,633	-	-	-	-	-	-	-
9263 Solar Assessment Public Bldgs-Phase 1	14,964	-	-	-	-	-	-	-
9252 McClellan Ranch Repairs and Painting	46,606	-	-	-	-	-	-	-

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - CAPITAL PROJECT FUNDS EXPENDITURES

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
9259 Emergency Van Upgrade	5,358	-	-	-	-	-	-	-
92xx McClellan Restroom & Site Access	-	110	110	-	-	-	-	-
92xx Environ Ed Ctr-Solar PV System	-	50	50	-	-	-	-	-
92xx Quinlan Fiber Installation	-	50	50	-	-	-	-	-
92xx Senior Center Various Improvements	-	160	160	-	-	-	-	-
92xx Sports Center Various Improvements	-	58	58	-	-	-	-	-
92xx City Hall Distributed Antenna System	-	125	125	-	-	-	-	-
92xx Public Bldg Solar Install-Service Center	-	400	400	-	-	-	-	-
9270 Public Building Solar - Service Center	-	-	-	300,000	-	-	-	-
9271 Library Story Room Expansion	-	500	500	1,500,000	-	-	-	-
9274 Initial Civic Center Projects Design	-	-	-	2,200,000	-	-	-	-
9275 Senior Center Exercise Room Wood Floor Replace	-	-	-	79,000	-	-	-	-
9276 Senior Center - May Ave Landscaping	-	-	-	50,000	-	-	-	-
9277 Senior Center - Exterior Upgrades	-	-	-	-	250,000	-	-	-
9558 Various Trf Signal/Intersection Modify	5,748	-	-	-	-	-	-	-
9560 McClellan Road Sidewalk Study	22,516	-	-	-	-	-	-	-
9561 Traffic Mgmt Study-3 Intersections	40,604	-	-	-	-	-	-	-
9704 Streetlight & Irrigation Conservation	20,000	-	-	-	-	-	-	-
Capital Projects	794,361	2,523	2,523	4,968,000	2,394,000	901,000	-	406,000
Transfers Out:								
0100 Transfer to Recreation Programs	-	-	-	-	-	-	-	-
0100 Transfer to Capital Reserves	221,078	-	-	-	-	-	-	-
0100 Transfer to General Fund	-	-	-	-	-	-	-	-
Transfers Out from Current Operations	221,078	-	-	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT	1,015,439	2,523	2,523	4,968,000	2,394,000	901,000	-	406,000
CAPITAL RESERVES								
0100 Transfer to Capital Improvement	3,099,121	590	590	-	-	-	-	-
0100 Transfer to Transportation	-	-	-	-	-	-	-	-
0100 Transfer to Stevens Crk Corridor Park	-	-	-	-	-	-	-	-
0100 Transfer to Recreation Programs	-	-	-	-	-	-	-	-

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - CAPITAL PROJECT FUNDS EXPENDITURES**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
0100 Transfer to General Fund	-	-	-	-	-	-	-	-	
Transfers Out from Reserves	3,099,121	590	590	-	-	-	-	-	
STEVENS CREEK CORRIDOR PARK									
9112 Stevens Creek Corridor Park-Phase 1	14,483	-	-	-	-	-	-	-	
9134 Stevens Creek Corridor Park-Phase 2	284,166	289	289	-	-	-	-	-	
9135 BBF Infrastructure Upgrades	-	-	-	-	-	-	-	-	
0100 Transfer to Capital Improvement	-	-	-	-	-	-	-	-	
0100 Transfer to Capital Reserves	12,586	-	-	-	-	-	-	-	
TOTAL	311,235	289	289	-	-	-	-	-	
TOTAL ALL CAPITAL PROJECTS									
	4,425,795	3,402	3,402	9,522,000	2,394,000	901,000	-	406,000	

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - ENTERPRISE FUNDS EXPENDITURES**

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST					
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
RESOURCE RECOVERY									
8003 Solid Waste & Recycling	215,047	2,304,496	2,358,541	2,707,226	2,707,226	2,707,226	2,707,226	2,707,226	
TOTAL	215,047	2,304,496	2,358,541	2,707,226	2,707,226	2,707,226	2,707,226	2,707,226	
BLACKBERRY FARM GOLF COURSE									
6440 Golf Course	571,001	665,635	6,665,635	672,004	672,004	672,004	672,004	672,004	
9139 CIP Golf Irrigation Upgrade	-	-	-	-	80,000	-	-	-	
9139 CIP Golf Well & Pond Modifications	-	-	-	-	413,000	-	-	-	
9150 CIP Golf Course Master Plan	-	-	-	-	-	-	-	-	
TOTAL	571,001	665,635	6,665,635	672,004	1,165,004	672,004	672,004	672,004	
SPORTS CENTER									
6450 Sports and Physical	1,928,048	2,054,000	2,054,000	2,353,022	2,353,022	2,353,022	2,353,022	2,353,022	
8510 Maintenance	293,656	305,000	305,000	411,710	411,710	411,710	411,710	411,710	
TOTAL	2,221,704	2,359,000	2,359,000	2,764,732	2,764,732	2,764,732	2,764,732	2,764,732	
RECREATION PROGRAMS									
6349 Cultural, Youth and Teen Programs	1,685,280	1,811,234	1,869,438	1,983,544	1,983,544	1,983,544	1,983,544	1,983,544	
6449 Sports and Physical	1,045,483	1,264,370	1,279,515	1,249,565	1,249,565	1,249,565	1,249,565	1,249,565	
9129 CIP Stocklmeir Orchard Irrigation	-	-	-	-	-	-	-	-	
9165 Wilson Ball Safety Netting	-	-	65,000	-	-	-	-	-	
9166 Wilson Bleacher Shade Canopy	-	-	190,000	-	-	-	-	-	
9167 Wilson Renovation Master Plan	-	-	55,000	-	-	-	-	-	
9278 Wilson Building & Landscape Improvements	-	-	65,000	-	-	-	-	-	
9255 Quinlan Center Upgrades	-	-	159,000	-	-	-	-	-	
Blacksmith Shop Forge Restoration-Design	-	-	-	60,000	-	-	-	-	
Wilson Park Building and Landscape	-	-	-	140,000	-	-	-	-	
0100 Transfer to Capital Improvement	-	-	986,000	-	-	-	-	-	
TOTAL	2,730,763	3,075,604	4,668,953	3,433,109	3,233,109	3,233,109	3,233,109	3,233,109	

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - ENTERPRISE FUNDS EXPENDITURES

TOTAL ALL ENTERPRISE FUNDS	5,738,515	8,404,735	16,052,129	9,577,071	9,870,071	9,377,071	9,377,071	9,377,071
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FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - INTERNAL SERVICE FUNDS EXPENDITURES

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
INFORMATION TECHNOLOGY								
3800 Operations	2,166,963	1,525,000	1,525,000	2,218,959	2,218,959	2,218,959	2,218,959	2,218,959
0100 Transfer to General Fund	-	-	-	-	-	-	-	-
9800 Acquisitions & Projects	186,903	333,000	333,000	392,000	-	-	-	-
TOTAL	2,353,866	1,858,000	1,858,000	2,610,959	2,218,959	2,218,959	2,218,959	2,218,959
CITY CHANNEL								
3500 Government Channel	1,074,748	777,000	777,000	1,220,119	1,220,119	1,220,119	1,220,119	1,220,119
3501 Gov't Channel--Special Project	-	97,000	97,000	-	-	-	-	-
3600 City Web Site	-	231,000	231,000	295,092	295,092	295,092	295,092	295,092
9800 Acquisitions & Projects	-	50,000	50,000	-	-	-	-	-
TOTAL	1,074,748	1,155,000	1,155,000	1,515,211	1,515,211	1,515,211	1,515,211	1,515,211
WORKERS' COMPENSATION								
4550 Claims	715,714	434,000	434,000	719,365	719,365	719,365	719,365	719,365
TOTAL	715,714	434,000	434,000	719,365	719,365	719,365	719,365	719,365
EQUIPMENT								
8840 Equipment Maintenance	1,012,423	1,109,000	1,109,000	1,184,175	1,184,175	1,184,175	1,184,175	1,184,175
9820 Equipment Acquisition	772	138,000	138,000	846,000	846,000	846,000	846,000	846,000
TOTAL	1,013,195	1,247,000	1,247,000	2,030,175	2,030,175	2,030,175	2,030,175	2,030,175
COMPENSATED ABSENCE & LONG-TERM DISABILITY								
4570 Disability Claims	78,195	79,000	79,000	84,810	84,810	84,810	84,810	84,810
4571 Leave Payouts	290,502	275,000	275,000	440,000	440,000	440,000	440,000	440,000
TOTAL	368,697	354,000	354,000	524,810	524,810	524,810	524,810	524,810

RETIREE MEDICAL

FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - INTERNAL SERVICE FUNDS EXPENDITURES

PROGRAM	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
4512 Insurance	930,000	930,000	930,000	1,000,495	1,000,495	1,000,495	1,000,495	1,000,495
4512 Long Term Obligation	1,125,217	770,000	770,000	-	-	-	-	-
TOTAL	2,055,217	1,700,000	1,700,000	1,000,495	1,000,495	1,000,495	1,000,495	1,000,495
 TOTAL ALL INTERNAL SERVICE	 7,581,437	 6,748,000	 6,748,000	 8,401,015	 8,009,015	 8,009,015	 8,009,015	 8,009,015

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - SPECIAL FUNDS FUND BALANCE**

Classification	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<u>SPECIAL REVENUE</u>								
Beginning Fund Balance	15,782,669	2,233,308	2,233,308	11,286,613	11,286,613	6,474,381	4,687,149	3,202,917
Assigned	6,711,969	2,233,308	2,233,308	11,286,613	6,474,381	4,687,149	3,202,917	1,718,685
Unassigned	-	-	-	-	-	-	-	-
Total Ending Fund Balance	6,711,969	2,233,308	2,233,308	11,286,613	6,474,381	4,687,149	3,202,917	1,718,685
<u>DEBT SERVICE</u>								
Beginning Fund Balance	1,674,624	1,681,000	1,681,000	1,596,697	1,596,697	1,558,162	1,558,162	1,558,162
Assigned	1,681,000	1,588,162	1,558,162	1,596,697	1,558,162	1,558,162	1,558,162	1,558,162
Unassigned	-	-	-	-	-	-	-	-
Total Ending Fund Balance	1,681,000	1,588,162	1,558,162	1,596,697	1,558,162	1,558,162	1,558,162	1,558,162
<u>CAPITAL PROJECT</u>								
Beginning Fund Balance	3,646,072	1,866,000	1,866,000	9,952,624	9,952,624	9,952,624	9,051,624	9,051,624
Assigned	5,299,905	3,477,500	3,477,500	9,952,624	9,952,624	9,051,624	9,051,624	8,645,624
Unassigned	-	-	-	-	-	-	-	-
Total Ending Fund Balance	5,299,905	3,477,500	3,477,500	9,952,624	9,952,624	9,051,624	9,051,624	8,645,624
<u>ENTERPRISE</u>								
Beginning Fund Balance	10,057,000	8,540,000	8,540,000	7,066,796	7,066,796	4,861,584	3,149,372	1,437,160
Assigned	10,802,474	7,646,279	7,646,279	7,066,796	4,861,584	3,149,372	1,437,160	(275,052)
Unassigned	-	-	-	-	-	-	-	-
Total Ending Fund Balance	10,802,474	7,646,279	7,646,279	7,066,796	4,861,584	3,149,372	1,437,160	(275,052)
<u>INTERNAL SERVICE</u>								
Beginning Fund Balance	5,441,000	5,084,000	5,084,000	9,257,601	9,257,601	7,455,335	5,627,574	3,799,813
Assigned	4,988,272	4,598,692	4,598,692	9,257,601	7,455,335	5,627,574	3,799,813	1,972,052

FISCAL YEAR 2015-16 PROPOSED BUDGET
 FIVE YEAR FORECAST - SPECIAL FUNDS FUND BALANCE

Classification	2013-14	2014-15	FY 2014-15	5 YEAR FORECAST				
	Actuals	Final Budget	Projection	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Unassigned	-	-	-	-	-	-	-	-
Total Ending Fund Balance	4,988,272	4,598,692	4,598,692	9,257,601	7,455,335	5,627,574	3,799,813	1,972,052

**FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - GENERAL FUND EXPENDITURES**

OBJECT	2013-14	2014-15	2014-15	5 YEAR FORECAST				
	Actuals	Adopted	Amended	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Employee Compensation	11,915,729	13,557,481	13,656,167	14,665,219	14,899,863	15,197,860	15,517,015	15,842,872
Employee Benefits	4,777,772	5,795,013	5,795,013	6,303,677	6,404,536	6,532,627	6,669,812	6,809,878
Personnel Costs	16,693,502	19,352,494	19,451,180	20,968,896	21,304,398	21,730,486	22,186,827	22,652,750
Materials	3,206,363	3,359,738	3,642,483	3,971,681	4,035,228	4,115,932	4,202,367	4,290,617
Contract Services	12,998,291	14,976,577	16,879,015	16,465,626	16,729,076	17,063,658	17,421,994	17,787,856
Appropriations for Contingencies	-	1,232,747	1,233,659	1,432,349	1,455,267	1,484,372	1,515,544	1,547,370
Cost Allocation	2,875,422	3,336,132	3,336,132	3,078,842	3,128,103	3,190,666	3,257,670	3,326,081
Debt Service/Other Uses	2,903	1,256,000	1,256,000	2,239,763	2,275,599	2,321,111	2,369,855	2,419,621
Capital Outlays & Special Projects	5,730,232	2,410,995	13,813,771	9,986,674	10,146,461	10,349,390	10,566,727	10,788,628
Total Non-Personnel	24,813,210	26,572,189	40,161,060	37,174,935	37,769,734	38,525,129	39,334,156	40,160,174
Net Transfers	22,891,804	31,627,286	39,177,286	6,371,222	6,473,162	6,602,625	6,741,280	6,882,847
TOTAL EXPENDITURES	64,398,516	77,551,969	98,789,526	64,515,053	65,547,294	66,858,240	68,262,263	69,695,770
				CPI	101.6%	102.0%	102.1%	102.1%

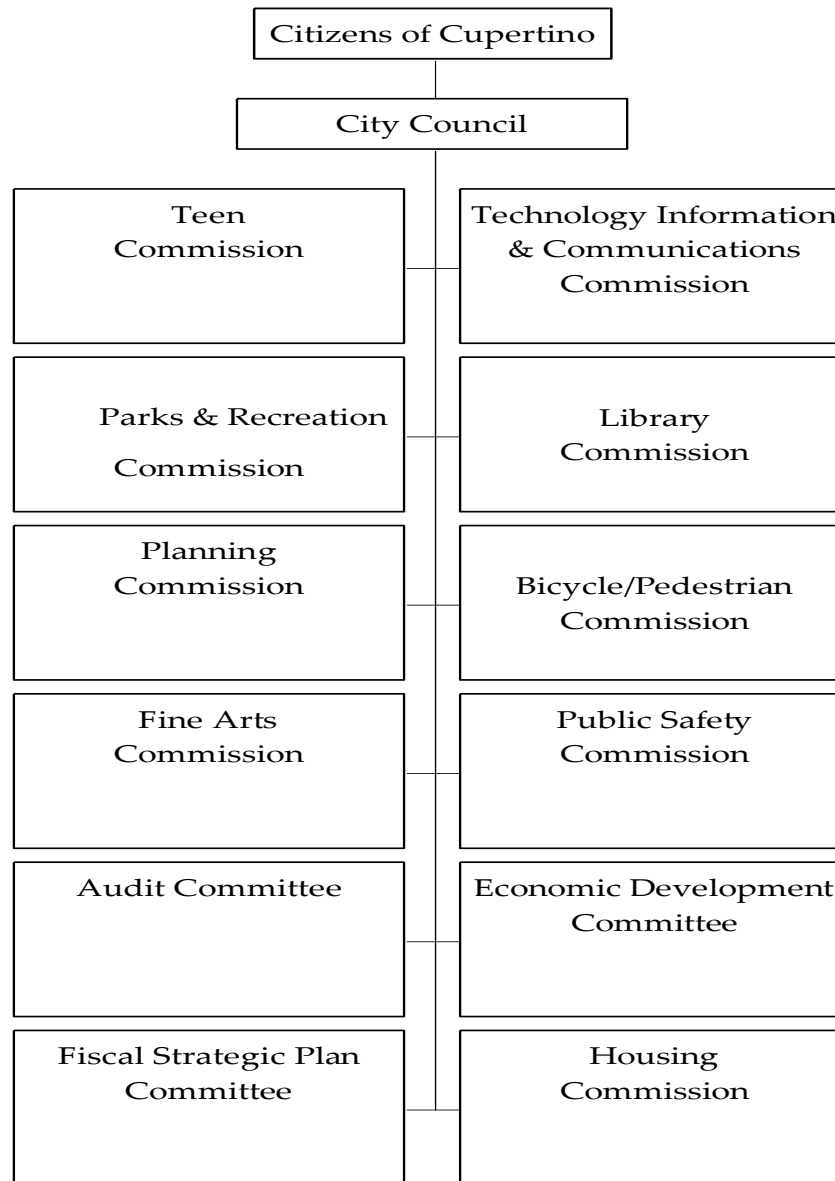
FISCAL YEAR 2015-16 PROPOSED BUDGET
FIVE YEAR FORECAST - GENERAL FUND FUND BALANCE

Classification	2013-14	2014-15	FY2014-15	5 YEAR FORECAST				
	Actuals	Adopted	Amended	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Beginning Fund Balance		45,680,396	35,989,416	39,636,666	43,283,916	44,984,622	46,685,328	51,335,066
Non Spendable		-	1,098,703	1,098,703	1,098,703	1,098,703	1,098,703	1,098,703
Restricted		-	761,653	761,653	761,653	761,653	761,653	761,653
Assigned		24,691,460	23,831,064	22,831,064	42,624,266	44,324,972	48,974,710	54,232,939
Unassigned		11,297,956	13,945,246	11,297,996	500,000	500,000	500,000	500,000
Total Ending Fund Balance	45,680,396	35,989,416	39,636,666	43,283,916	44,984,622	46,685,328	51,335,066	56,593,295



Council and Commissions

City Council
Technology, Information &
Communications
Library Commission
Public Safety
Bicycle & Pedestrian
Parks & Recreation
Teen
Planning
Housing





CUPERTINO

City Council and Commissions

		Proposed 2015-16
Page	CITY COUNCIL	\$ 513,781
	GI Org	
	100-10-100 City Council	419,099
	100-10-101 Communtiy Funding	70,000
	100-10-110 Sister Cites	24,682
COMMISSIONS		\$ 256,896
	GI Org	
	100-11-131 Technology, Information & Community Commission	23,877
	100-11-140 Library	10,666
	100-11-142 Fine Arts	27,536
	100-11-150 Public Safety	12,430
	100-11-155 Bicycle and Pedestrian	4,400
	100-11-160 Parks and Recreation	21,087
	100-11-165 Teen	34,432
	100-11-170 Planning	100,765
	100-11-175 Housing	21,703
TOTAL CITY COUNCIL AND COMMISIONS		\$ 770,677

Division Summary

City Council and Commissions - Summary

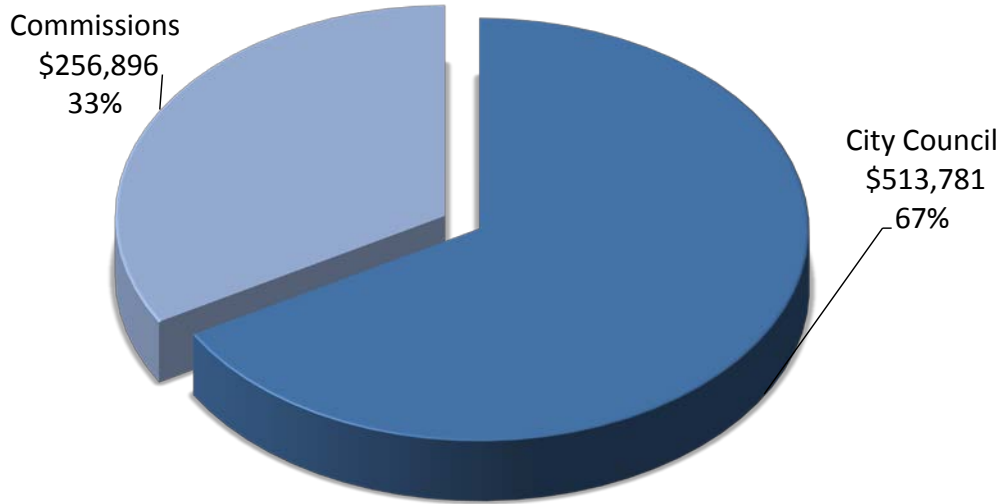
Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	112,892	31,436	31,436
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 112,892	\$ 31,436	\$ 31,436
<u>Expenditures</u>				
Employee Compensation	197,987	206,406	195,061	214,146
Employee Benefits	107,585	112,172	118,136	137,534
Materials	178,620	97,828	131,393	123,499
Contract Services	32,265	76,604	67,504	113,162
Appropriations for Contingency	-	-	15,590	19,566
Cost Allocation	7,400	213,080	162,770	162,770
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 523,856	\$ 706,089	\$ 690,454	\$ 770,677
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 523,856	\$ 593,197	\$ 659,018	\$ 739,241

RECOMMENDED PROPOSED

It is recommended that a budget of \$770,677 be approved for the programs that are a part of the City Council and Commissions Department. Overall the budget has increased by \$80,223. This increase is primarily driven by increases in contract services for increased community funding request and increases in employee compensation.

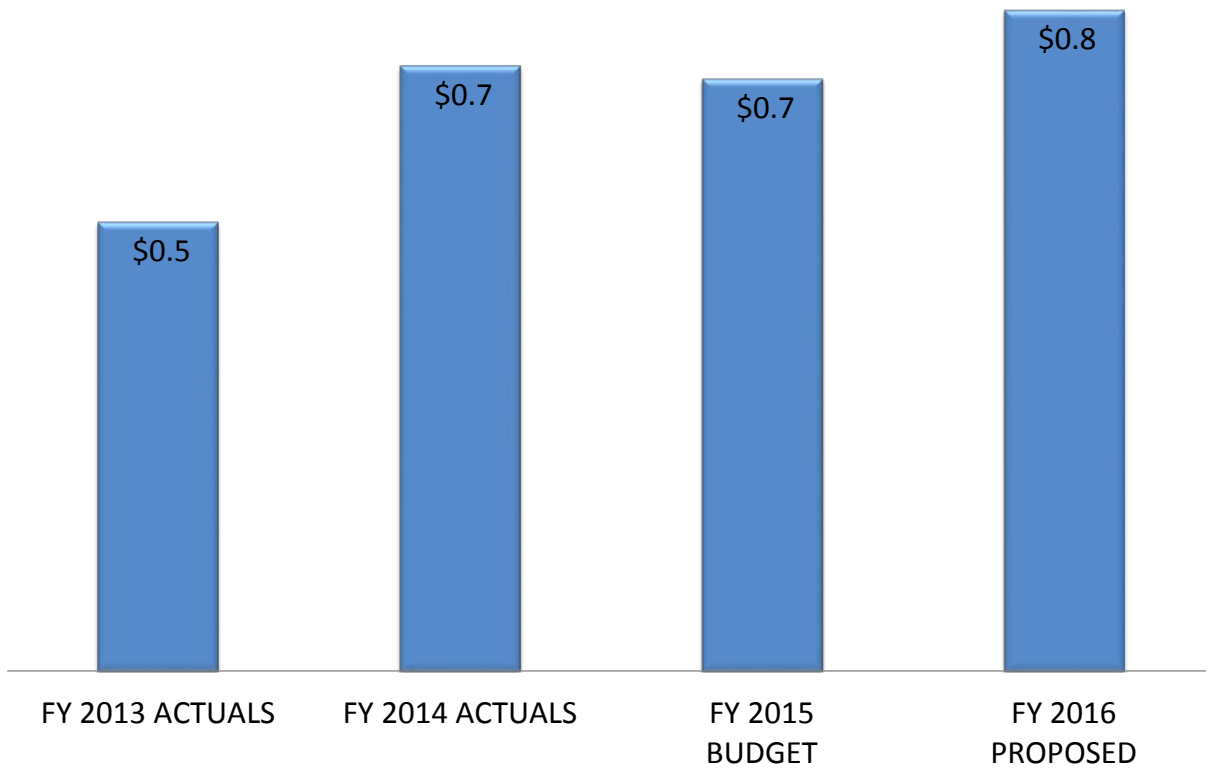
This budget is funded from \$31,436 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$739,241 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions



City of Cupertino
Fiscal Year 2015-2016



CUPERTINO

FISCAL GENERAL SERVICES
Legislative/Administrative

CITY COUNCIL AND COMMISSIONS

Rod Sinks, Mayor

Barry Chang, Vice Mayor

Darcy Paul, Council Member

Savita Vaidhyanathan, Council Member

Gilbert Wong, Council Member

BUDGET AT A GLANCE

Total Revenue	\$	31,436
Total Expenditures		770,677
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 739,241
Total Staffing		1.60
	% Funded by General Fund	95.9%

Budgets within City Council and Commissions include:

- City Council
- Community Funding
- Sister Cities
- Technology, Information and Community Commission
- Library Commission
- Fine Arts Commission
- Public Safety Commission
- Bicycle and Pedestrian Commission
- Recreation and Community Services Commission
- Teen Commission
- Planning Commission
- Housing Commission



FISCAL GENERAL SERVICES
Legislative/Administrative

CITY COUNCIL AND COMMISSIONS-
CITY COUNCIL
 Budget Unit 100-10-100
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 31,436
Total Expenditures	419,099
Fund Balance	-
<hr/>	
General Fund Costs	\$ 387,663
Total Staffing	0.45
% Funded by General Fund	92.5%

PROGRAM OVERVIEW

The Mayor and Council members, acting as the elected representatives of the residents of Cupertino, establish public policies to meet community needs and assure orderly development of the City.

SERVICE OBJECTIVES

- The City Council objectives are carried out by city staff under the sole direction of the City Manager.

RECOMMENDED PROPOSED

It is recommended that a budget of \$419,099 be approved for the City Council Budget. This represents an increase of \$8,972 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to changes in Council benefit costs.

This budget is funded from \$31,436 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$387,663 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - City Council

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	112,892	31,436	31,436
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 112,892	\$ 31,436	\$ 31,436
<u>Expenditures</u>				
Employee Compensation	80,742	86,529	79,905	82,629
Employee Benefits	65,745	70,031	70,594	82,776
Materials	102,990	80,133	97,953	90,268
Contract Services	19,715	24,220	129	387
Appropriations for Contingency	-	-	9,808	11,301
Cost Allocation	7,400	204,999	151,738	151,738
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 276,592	\$ 465,912	\$ 410,127	\$ 419,099
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 276,592	\$ 353,020	\$ 378,691	\$ 387,663

STAFFING

Total current authorized positions – .40

A reallocation of staffing within Administration is recommended to reflect where actual work is being performed. An additional 5% of an Office Assistant will be allocated to the City Council budget.

Total authorized positions – .45

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
10 City Council				
100 City Council				
05 - Employee compensation				
500.501 - Salaries Full Time	34,227	35,473	36,091	35,540
500.502 - Salaries Part Time	43,814	47,843	43,814	43,814
500.505 - Overtime	-	514	-	-
500.507 - Taxable Life Premium			575	575
500.509 - Internet Allowance	2,700	2,700	2,700	2,700
05 - Employee compensation Total	80,742	86,529	83,180	82,629
10 - Employee benefits				
501.500 - Retirement System	21,888	20,437	12,582	20,640
501.502 - Pers 1959 Surv Empr	-	279	-	93
501.505 - Health Insurance	35,572	36,309	34,648	46,440
501.506 - Dental Insurance	5,141	5,162	5,783	1,281
501.507 - Medicare	1,160	1,280	1,184	1,196
501.508 - Life Insurance	522	532	691	527
501.509 - Long Term Disability	200	213	256	230
501.510 - Workers Compensation	280	325	325	610
501.511 - Vision Insurance	982	985	1,092	1,196
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		4,509	10,758	10,563
10 - Employee benefits Total	65,745	70,031	67,319	82,776
15 - Materials				
600.601 - General Office Supplies	6,299	2,087	5,000	5,000
600.602 - Printing and Duplication			-	500
600.608 - Sml Tools and Equipment		-	3,000	3,000
600.613 - General Supplies		46,685	49,907	50,000
600.618 - Utilities and Phone	1,561	1,714	1,563	1,600
600.624 - Councilmember R Sinks	355	1,120	-	-
600.625 - Councilmember Darcy Paul	-	-	-	-
600.626 - Councilmember Mahoney	926	537	-	-
600.627 - Councilmember G. Wong	10,379	8,484	-	-
600.628 - Councilmember Savita Vaidhyanathan	-	-	-	-
600.629 - Conference and Meeting	11,612	10,414	15,000	15,000
600.630 - Councilmember B. Chang	1,212	541	-	-

600.631 - Councilmember Santoro	48,870	75	-	-
600.632 - Mileage Reimbursement			-	-
600.635 - Special Departmental Exp	98	3,650	1,816	3,000
600.637 - Mayor's Fund	21,678	4,826	21,667	12,168
15 - Materials Total	102,990	80,133	97,953	90,268
20 - Contract services				
700.702 - General Service Agreement	19,715	23,833	-	-
700.703 - Maintenance of Equipment		387	129	387
20 - Contract services Total	19,715	24,220	129	387
25 - Cost allocation				
800.802 - IT Reimbursement	7,400	3,187	4,559	4,559
800.803 - City Channel Reimb		201,223	146,485	146,485
800.804 - Web Site Reimbursement		589	694	694
25 - Cost allocation Total	7,400	204,999	151,738	151,738
35 - Contingencies				
719.705 - Contingencies		-	9,808	11,301
35 - Contingencies Total		-	9,808	11,301
100 City Council Total	276,592	465,912	410,127	419,099



FISCAL GENERAL SERVICES
Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
COMMUNITY FUNDING**

Budget Unit 100-10-101
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		70,000
Fund Balance		-
		-
	General Fund Costs	\$ 70,000
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This budget provides funding for various community activities and community-based organizations throughout the fiscal year.

SERVICE OBJECTIVES

- Provide funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public.
- Grant funding requests in a fair and equitable manner.
- Grant funding requests per the Community Funding Policy adopted by City Council on April 2, 2013.

RECOMMENDED PROPOSED

It is recommended that a budget of \$70,000 be approved for the Community Funding Budget. The increase is attributed to a \$40,000 request from KMVT. This budget is funded from a \$70,000 contribution from the general fund.

The following table shows the requests for the prior two fiscal years and the current funding requests that have been received:

Non-Profit Organization	Actual Funding
FY13-14	
Deer Hollow	\$10,000
Historical Society	10,000
Euphrat Museum	10,000
KMVT	50,000
TOTAL FY12-13	80,000
FY14-15	
Deer Hollow	10,000
Historical Society	10,000
Euphrat Museum	10,000
TOTAL FY 14-15	30,000
FY15-16	
Deer Hollow	10,000
Historical Society	10,000
Euphrat Museum	10,000
KMVT	40,000
TOTAL FY 15-16	\$70,000

In addition to the Community Funding requests shown in the table above, the City provides additional funding for community festivals through in kind contributions of staff time and use of City facilities. The City also provides \$40,000 through the Human Services grant funding from its General Fund for non-profit agencies providing services to low and very-low income Cupertino residents.

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

City Council and Commissions - Community Funding

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	-	30,000	30,000	70,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 30,000	\$ 30,000	\$ 70,000
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 30,000	\$ 30,000	\$ 70,000

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 PROPOSED BUDGET
101 Community Funding				
20 - Contract services				
700.702 - General Service Agreement		30,000	30,000	70,000
20 - Contract services Total		30,000	30,000	70,000
101 Community Funding Total		30,000	30,000	70,000



FISCAL GENERAL SERVICES
Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 SISTER CITIES**

Budget Unit 100-10-110
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		24,682
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 24,682
Total Staffing		0.05
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Cupertino has four active sister cities registered with Sister Cities International; Toyokawa, Japan; Hsinchu, Taiwan; Cupertino, Italy; and Bhubaneswar, India.

SERVICE OBJECTIVES

- To further international communication and understanding through the Sister City Program
- To foster educational, technical, economic and cultural exchanges
- To encourage student exchange programs to promote communication and understanding among people of different cultures

RECOMMENDED PROPOSED

It is recommended that a budget of \$24,682 be approved for the Sister Cities program. The increase in funding (\$5,182) is due to an anticipated funding request by one of our Sister Cities.

This budget is funded from a \$24,682 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Sister Cities

Category	2013-2014 Actual	2014-2015 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	-	3,453	6,500	4,578
Employee Benefits	-	1,312	-	2,004
Materials	-	6,465	3,000	3,100
Contract Services	-	9,320	10,000	15,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES \$	- \$	20,550 \$	19,500 \$	24,682
Fund Balance (Use of)	-	-	-	-
General Fund Costs \$	- \$	20,550 \$	19,500 \$	24,682

STAFFING

There are no full time 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
110 Sister Cities				
05 - Employee compensation				
500.501 - Salaries Full Time		3,453	-	4,564
500.502 - Salaries Part Time			6,500	-
500.507 - Taxable Life Premium			-	14
05 - Employee compensation Total		3,453	6,500	4,578
10 - Employee benefits				
501.500 - Retirement System		899	-	1,295
501.502 - Pers 1959 Surv Empr		2	-	-
501.505 - Health Insurance		276	-	421
501.506 - Dental Insurance		42	-	48
501.507 - Medicare		50	-	66
501.508 - Life Insurance		26	-	35
501.509 - Long Term Disability			-	32
501.510 - Workers Compensation			-	-
501.511 - Vision Insurance		8	-	9
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		8	-	98
10 - Employee benefits Total		1,312	-	2,004
15 - Materials				
600.601 - General Office Supplies		707	-	-
600.613 - General Supplies		1,360	-	3,100
600.635 - Special Departmental Exp		2,252	3,000	-
600.637 - Mayor's Fund		2,147	-	-
15 - Materials Total		6,465	3,000	3,100
20 - Contract services				
700.702 - General Service Agreement		9,320	10,000	15,000
20 - Contract services Total		9,320	10,000	15,000
110 Sister Cities Total		20,550	19,500	24,682

City of Cupertino
Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 TECHNOLOGY, INFORMATION &
 COMMUNICATIONS COMMISSION**

Budget Unit 100-11-131

General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		23,877
Fund Balance		-
<hr/>		
	General Fund Costs \$	23,877
Total Staffing		0.10
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Technology, Information & Communications Commission (TICC) advises the City Council and informs the community about issues relating to the rapidly changing fields of communication and technology. Commissioners also serve as a resource for the Planning Commission in offering technical guidance for antenna sightings. The Information Technology Manager serves as staff liaison.

The commission also supports public and educational access to cable services.

SERVICE OBJECTIVES

- Continue to work with appropriate companies in bringing advanced services to interested residents.
- Monitor AT&T and Comcast services and revenue.
- Negotiate and manage public access provider KMVT to insure maximum programming value for Cupertino residents.
- Work with Community Development and Public Works regarding antenna placement and negotiate agreements for communication services that serve Cupertino.

RECOMMENDED PROPOSED

It is recommended that a budget of \$23,877 be approved for the Technology, Information and Communications Commission. This represents an increase of \$2,676 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to an increase in the appropriation for contingencies.

This budget is funded from a \$23,877 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Technology, Information & Community Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	13,266	14,145	13,718	14,194
Employee Benefits	4,842	5,129	5,937	5,663
Materials	50,000	362	450	450
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	45	2,519
Cost Allocation	-	755	1,051	1,051
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 68,108	\$ 20,390	\$ 21,201	\$ 23,877
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 68,108	\$ 20,390	\$ 21,201	\$ 23,877

STAFFING

Total current authorized positions – .10

There are no changes to the current level of staffing.

Total authorized positions – .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 PROPOSED BUDGET
131 Telecommunication Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	13,266	14,145	13,718	14,170
500.506 - Car Allowance			300	-
500.507 - Taxable Life Premium			103	24
05 - Employee compensation Total	13,266	14,145	14,121	14,194
10 - Employee benefits				
501.500 - Retirement System	3,430	3,577	3,809	4,024
501.502 - Pers 1959 Surv Empr	-	5	-	2
501.505 - Health Insurance	941	942	930	842
501.506 - Dental Insurance	91	92	157	96
501.507 - Medicare	193	205	199	203
501.508 - Life Insurance	70	70	69	70
501.509 - Long Term Disability	51	57	91	94
501.510 - Workers Compensation	48	65	65	118
501.511 - Vision Insurance	18	18	18	18
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		98	196	196
10 - Employee benefits Total	4,842	5,129	5,534	5,663
15 - Materials				
600.601 - General Office Supplies	-	362	250	250
600.613 - General Supplies	-	-	200	200
600.621 - Calrecylce City Payment Prgm Adm	50,000	-	-	-
600.629 - Conference and Meeting	-	-	-	-
15 - Materials Total	50,000	362	450	450
20 - Contract services				
700.702 - General Service Agreement	-	-	-	-
20 - Contract services Total	-	-	-	-
25 - Cost allocation				
800.802 - IT Reimbursement		637	912	912
800.804 - Web Site Reimbursement		118	139	139
25 - Cost allocation Total		755	1,051	1,051
35 - Contingencies				
719.705 - Contingencies		-	45	2,519
35 - Contingencies Total		-	45	2,519
131 Telecommunication Commission Total	68,108	20,390	21,201	23,877



FISCAL GENERAL SERVICES
Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 LIBRARY COMMISSION**

Budget Unit 100-11-140

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		10,666
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 10,666
Total Staffing		0.05
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Library Commission is a five member commission appointed by the City Council to review and make recommendations related to the operations and services of the Cupertino Library. The Cupertino Library is operated by Santa Clara County Library Services. The building is provided by the City of Cupertino for which the County pays a rental fee.

County Library management serves as Commission staff and Recreation and Community Services personnel serves as City liaison.

SERVICE OBJECTIVES

- Monitor the various service activities of the library and make recommendations for improvements to appropriate bodies.
- Support library advocacy groups, including Friends of the Cupertino Library and Cupertino Library Foundation.
- Advocate library funding and service levels at the city, county, and state levels.
- Represent the Cupertino library in the local community.
- Participate in state and local library workshops and conferences.
- Participate in the long range planning of quality library services for the City.
- Develop potential resources to expand volunteer efforts in the library.
- Investigate ways to expand access to non-traditional media.
- Continue library advocacy in Cupertino activities and with other organizations.
- Initiate and coordinate the Cupertino Poet Laureate program.
- Continue emphasis on integrating additional technology into library services.

RECOMMENDED PROPOSED

It is recommended that a budget of \$10,666 be approved for the Library Commission. This represents an increase of \$244 over the FY 2014-15 Final Adopted Budget.

This budget is funded from \$10,666 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Library Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	7,018	4,733	4,850	4,971
Employee Benefits	2,656	1,922	2,187	2,200
Materials	449	148	600	700
Contract Services	1,331	1,134	2,000	2,000
Appropriations for Contingency	-	-	260	270
Cost Allocation	-	378	525	525
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 11,454	\$ 8,316	\$ 10,422	\$ 10,666
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 11,454	\$ 8,316	\$ 10,422	\$ 10,666

STAFFING

Total current authorized positions – .05

There are no changes to staffing

Total authorized positions – .05

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
140 Library Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	7,018	4,733	4,850	4,943
500.507 - Taxable Life Premium			18	28
05 - Employee compensation Total	7,018	4,733	4,868	4,971
10 - Employee benefits				
501.500 - Retirement System	1,793	1,246	1,347	1,404
501.502 - Pers 1959 Surv Empr	-	3	-	1
501.505 - Health Insurance	595	451	465	421
501.506 - Dental Insurance	58	47	78	48
501.507 - Medicare	102	69	70	71
501.508 - Life Insurance	45	36	35	35
501.509 - Long Term Disability	29	27	34	34
501.510 - Workers Compensation	25	33	33	79
501.511 - Vision Insurance	11	9	9	9
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		1	98	98
10 - Employee benefits Total	2,656	1,922	2,169	2,200
15 - Materials				
600.601 - General Office Supplies	214	33	200	200
600.613 - General Supplies	235	115	200	300
600.629 - Conference and Meeting	-	-	200	200
15 - Materials Total	449	148	600	700
20 - Contract services				
700.702 - General Service Agreement	1,331	1,134	2,000	2,000
20 - Contract services Total	1,331	1,134	2,000	2,000
25 - Cost allocation				
800.802 - IT Reimbursement		319	456	456
800.804 - Web Site Reimbursement		59	69	69
25 - Cost allocation Total		378	525	525
35 - Contingencies				
719.705 - Contingencies		-	260	270

35 - Contingencies Total		-	260	270
140 Library Commission Total	11,454	8,316	10,422	10,666



FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 FINE ARTS**

Budget Unit 100-11-142

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	27,536
Fund Balance	-
<hr/>	
General Fund Costs	\$ 27,536
Total Staffing	0.15
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Cupertino Fine Arts Commission is charged with advancing the arts in the City through a number of activities and programs. These include overseeing the “Quarter Percent for Art” requirement for developments over 50,000 square feet; promoting art in public places; making recommendations to City Council regarding arts opportunities; awarding grants to individuals and organizations; and selecting the “Distinguished Artist of the Year” and the “Emerging Artist of the Year.”

In prior years, grants had been awarded to a diverse group of individuals and organizations, including the Cherry Blossom Festival, the Euphrat Museum of Art and its Arts in Schools program, and local performing arts groups, sculptors, and artists. Budget constraints resulted in the elimination of fine arts grants for several years, although a small portion of the grant money has been reinstated and annual awards have been made to the Distinguished Artist of the Year, the Emerging Artist of the Year, the Euphrat Museum of Art, and to help defray the expenses of a professional art judge for the Fine Arts League’s annual exhibition and auction at the Fall Festival.

SERVICE OBJECTIVES

- Foster, encourage and assist the realization, preservation, advancement and development of fine arts for the benefit of the citizens of Cupertino.
- Act as a catalyst for the promotion of fine arts activities and provide liaison and coordination between fine arts activities, groups and facilities.
- Enhance the interaction between arts and business; review and approve public art projects required for developments over 50,000 square feet.
- Screen and/or review fine arts activities wishing to obtain city funds or utilize public facilities.

RECOMMENDED PROPOSED

It is recommended that a budget of \$27,536 be approved for the Final Arts Commission Budget. This represents an increase of \$685 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in employee salary and benefits associated with Council approved labor contracts.

This budget is funded from a \$27,536 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Fine Arts Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	14,862	3,180	14,792	15,252
Employee Benefits	3,764	1,272	6,578	6,583
Materials	10,550	1,611	3,250	3,450
Contract Services	2,097	270	300	300
Appropriations for Contingency	-	-	355	375
Cost Allocation	-	755	1,576	1,576
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 31,274	\$ 7,088	\$ 26,851	\$ 27,536
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 31,274	\$ 7,088	\$ 26,851	\$ 27,536

STAFFING

Total current authorized positions – .15

There are no changes to staffing

Total 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 PROPOSED BUDGET
142 Fine Arts Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	9,998	3,180	14,792	15,210
500.502 - Salaries Part Time	4,864	-	-	-
500.503 - Excess Med Pay				-
500.505 - Overtime				-
500.507 - Taxable Life Premium			43	42
05 - Employee compensation Total	14,862	3,180	14,835	15,252
10 - Employee benefits				
501.500 - Retirement System	2,453	834	4,106	4,319
501.502 - Pers 1959 Surv Empr		1	-	-
501.505 - Health Insurance	740	237	1,395	1,264
501.506 - Dental Insurance	90	27	235	143
501.507 - Medicare	289	60	214	218
501.508 - Life Insurance	69	21	97	97
501.509 - Long Term Disability	52	22	102	104
501.510 - Workers Compensation	53	65	65	118
501.511 - Vision Insurance	17	5	27	27
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution			294	293
10 - Employee benefits Total	3,764	1,272	6,535	6,583
15 - Materials				
600.601 - General Office Supplies	-	61	500	500
600.602 - Printing and Duplication			1,000	1,000
600.605 - Meeting Expenses			200	400

600.613 - General Supplies	50	50	50	50
600.623 - Grant Expenditures	10,500	1,500	1,500	1,500
600.629 - Conference and Meeting	-	-	-	-
15 - Materials Total	10,550	1,611	3,250	3,450
20 - Contract services				
700.702 - General Service Agreement	2,097	270	300	300
20 - Contract services Total	2,097	270	300	300
25 - Cost allocation				
800.802 - IT Reimbursement		637	1,368	1,368
800.804 - Web Site Reimbursement		118	208	208
25 - Cost allocation Total		755	1,576	1,576
35 - Contingencies				
719.705 - Contingencies		-	355	375
35 - Contingencies Total		-	355	375
142 Fine Arts Commission Total	31,274	7,088	26,851	27,536



FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
PUBLIC SAFETY**

Budget Unit 100-11-150
General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		12,430
Fund Balance		-
	General Fund Costs	\$ 12,430
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Cupertino Public Safety Commission (PSC), a five member board appointed by the City Council, assists the Council by reviewing and recommending public safety services associated with police, fire, emergency planning, and traffic. The Sheriff’s West Valley Patrol Division Commander, who is the City’s Chief of Police, serves as staff liaison.

SERVICE OBJECTIVES

- Review safety issues and concerns and make recommendations to the City Council.
- Promote public education programs concerning safety issues.
- Provide assistance in implementing public safety programs approved by the City Council.
- Work with various city departments to resolve issues and concerns related to public safety.

RECOMMENDED PROPOSED

It is recommended that a budget of \$12,430 be approved for the Public Safety Commission Budget. This represents a decrease of \$880 below the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to lower anticipated expenses for materials.

This budget is funded from a \$12,430 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Public Safety Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	1,061	274	1,100	300
Contract Services	6,162	6,390	11,000	11,000
Appropriations for Contingency	-	-	1,210	1,130
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 7,223	\$ 6,664	\$ 13,310	\$ 12,430
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 7,223	\$ 6,664	\$ 13,310	\$ 12,430

STAFFING

There is no staffing associated with the 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 PROPOSED BUDGET
150 Public Safety Commission				
10 - Employee benefits Total			-	-
15 - Materials				
600.601 - General Office Supplies	-	274	-	300
600.623 - Grant Expenditures			-	-
600.636 - WV Mayors CM Meeting	1,062	-	1,100	-
15 - Materials Total	1,062	274	1,100	300
20 - Contract services				
700.702 - General Service Agreement	6,162	6,390	11,000	11,000
20 - Contract services Total	6,162	6,390	11,000	11,000
35 - Contingencies				
719.705 - Contingencies		-	1,210	1,130
35 - Contingencies Total		-	1,210	1,130
150 Public Safety Commission Total	7,224	6,664	13,310	12,430



FISCAL GENERAL SERVICES
Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 BICYCLE AND PEDESTRIAN**
 Budget Unit 100-11-155
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		4,400
Fund Balance		-
		General Fund Costs \$ 4,400
Total Staffing		-
% Funded by General Fund		100.0%

PROGRAM OVERVIEW

The Cupertino Bicycle and Pedestrian Commission (BPC) is a five-member board appointed by the City Council, which assists the Council by reviewing, monitoring, and making recommendations on City transportation matters pertaining to bicycle and pedestrian traffic, parking, education, and recreation within Cupertino. The City’s Senior Civil Engineer serves as staff liaison.

SERVICE OBJECTIVES

- Review and make recommendations on City transportation infrastructure, development standards, public and private development projects, and citizen outreach and education efforts as they affect bicycle and pedestrian traffic in the City of Cupertino.
- Promote safe, efficient, and enjoyable travel for bicycle and pedestrian traffic within Cupertino.

RECOMMENDED PROPOSED

It is recommended that a budget of \$4,400 be approved for the Bicycle and Pedestrian Commission Program. The Proposed Budget is unchanged since last fiscal year

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

City Council and Commissions - Bicycle and Pedestrian Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	-	-	4,000	4,000
Appropriations for Contingency	-	-	400	400
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 4,400	\$ 4,400
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 4,400	\$ 4,400

STAFFING

There is no full time 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 PROPOSED BUDGET
155 Bike/Ped Safety Commission				
20 - Contract services				
700.702 - General Service Agreement			4,000	4,000
20 - Contract services Total			4,000	4,000
35 - Contingencies				
719.705 - Contingencies		-	400	400

35 - Contingencies Total	-	400	400
155 Bike/Ped Safety Commission Total	-	4,400	4,400



FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
PARK AND RECREATION**

Budget Unit 100-11-160

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		21,087
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 21,087
Total Staffing		0.10
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Parks and Recreation Commission is a five-member citizen’s commission appointed by the City Council to make recommendations pertaining to parks, recreation and community services. The Director of Recreation and Community Services serves as staff liaison.

SERVICE OBJECTIVES

- Engage the public in dialog regarding the design of new programs and facilities. Make recommendations regarding these projects to the City Council.
- Work with staff and the public to draft and/or revise policies for use of Recreation and Community Services facilities.
- Consider public input regarding the operation of Recreation and Community Services facilities and make recommendations for their improvement.
- Participate on a number of special committees dealing with Recreation and Community Services.
- Serve as ambassadors for the Recreation and Community Services Department.

RECOMMENDED PROPOSED

It is recommended that a budget of \$21,087 be approved for the Parks and Recreation Commission Budget. The proposed budget reflects an increase of \$14,133 in comparison to FY 2014 primarily due to the reallocation of full time staffing. This budget is funded entirely by 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Parks and Recreation Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	7,702	6,738	3,884	13,906
Employee Benefits	3,141	2,642	2,116	5,467
Materials	294	171	390	581
Contract Services	-	-	-	500
Appropriations for Contingency	-	-	39	108
Cost Allocation	-	755	525	525
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 11,137	\$ 10,306	\$ 6,954	\$ 21,087
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 11,137	\$ 10,306	\$ 6,954	\$ 21,087

STAFFING

Total current authorized positions – .05

Staff is being reallocated to better reflect actual time spent in programs.

Total authorized positions – .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 PROPOSED BUDGET
160 Recreation Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	7,702	6,738	3,884	13,557
500.502 - Salaries Part Time			-	-
500.505 - Overtime	-	-	-	-
500.506 - Car Allowance				210
500.507 - Taxable Life Premium			114	139
05 - Employee compensation Total	7,702	6,738	3,998	13,906
10 - Employee benefits				
501.500 - Retirement System	2,018	1,764	1,078	3,850
501.502 - Pers 1959 Surv Empr	-	4	-	1
501.505 - Health Insurance	767	415	465	842
501.506 - Dental Insurance	94	80	78	96
501.507 - Medicare	114	128	56	195
501.508 - Life Insurance	58	49	28	62
501.509 - Long Term Disability	45	38	27	89
501.510 - Workers Compensation	28	65	163	118
501.511 - Vision Insurance	18	15	9	18
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		83	98	196
10 - Employee benefits Total	3,141	2,642	2,002	5,467
15 - Materials				
600.601 - General Office Supplies	-	76	100	56
600.602 - Printing and Duplication	-	-	-	-
600.605 - Meeting Expenses		87	-	-
600.613 - General Supplies	190	-	190	525
600.629 - Conference and Meeting	104	8	100	-
600.632 - Mileage Reimbursement	0	0	-	-
15 - Materials Total	294	171	390	581
20 - Contract services				
700.702 - General Service Agreement			-	500
20 - Contract services Total			-	500

25 - Cost allocation				
800.802 - IT Reimbursement		637	456	456
800.804 - Web Site Reimbursement		118	69	69
25 - Cost allocation Total		755	525	525
35 - Contingencies				
719.705 - Contingencies		-	39	108
35 - Contingencies Total		-	39	108
160 Recreation Commission Total	11,137	10,306	6,954	21,087



FISCAL GENERAL SERVICES

Legislative/Administrative

CITY COUNCIL AND COMMISSIONS-TEEN

Budget Unit 100-11-165
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		34,432
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 34,432
Total Staffing		0.25
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Teen Commission is comprised of nine teens representing grades 8-12. The Teen Commission advises the City Council and staff on teen issues. A Recreation Coordinator in Recreation and Community Services serves as the staff liaison.

SERVICE OBJECTIVES

- Engage the public in dialog regarding the design of new programs, and make recommendations regarding these projects to City staff.
- Assist staff with the programming and promotion of the Teen Center.
- Assist staff with the evaluation of teen programming.
- Work with staff and the public to create new avenues to interact with teens.

RECOMMENDED PROPOSED

It is recommended that a budget of \$34,432 be approved for the Teen Commission Budget. This represents an increase of \$4,545 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in employee compensation. This budget is funded entirely by 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Teen Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	10,544	21,055	18,302	19,855
Employee Benefits	4,806	7,258	6,180	9,282
Materials	1,317	898	1,700	1,700
Contract Services	410	334	825	725
Appropriations for Contingency	-	-	253	243
Cost Allocation	-	1,888	2,627	2,627
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 17,078	\$ 31,433	\$ 29,887	\$ 34,432
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 17,078	\$ 31,433	\$ 29,887	\$ 34,432

STAFFING

Total current authorized positions – .25

There are no recommended changes to staffing.

Total authorized positions – .25

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
165 Teen Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	10,544	15,059	18,302	19,819
500.502 - Salaries Part Time		5,919	-	-
500.505 - Overtime	-	76	-	-
500.507 - Taxable Life Premium			-	36
05 - Employee compensation Total	10,544	21,055	18,302	19,855
10 - Employee benefits				
501.500 - Retirement System	2,775	3,967	5,132	5,628
501.502 - Pers 1959 Surv Empr	-	13	-	4
501.505 - Health Insurance	1,283	2,196	-	2,142
501.506 - Dental Insurance	141	241	-	235
501.507 - Medicare	153	392	265	285
501.508 - Life Insurance	86	148	139	139
501.509 - Long Term Disability	61	93	110	138
501.510 - Workers Compensation	280	163	-	177
501.511 - Vision Insurance	27	46	45	45
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		-	489	489
10 - Employee benefits Total	4,806	7,258	6,180	9,282
15 - Materials				
600.601 - General Office Supplies	1,317	172	150	150
600.613 - General Supplies		722	1,550	1,550
600.632 - Mileage Reimbursement	-	4	-	-
15 - Materials Total	1,317	898	1,700	1,700
20 - Contract services				
700.701 - Training and Instruction	225	180	225	225
700.702 - General Service Agreement	185	154	600	500
20 - Contract services Total	410	334	825	725
25 - Cost allocation				
800.802 - IT Reimbursement		1,593	2,280	2,280

800.804 - Web Site Reimbursement		295	347	347
25 - Cost allocation Total		1,888	2,627	2,627
35 - Contingencies				
719.705 - Contingencies		-	253	243
35 - Contingencies Total		-	253	243
165 Teen Commission Total	17,078	31,433	29,887	34,432



FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
 PLANNING**

Budget Unit 100-11-170

General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		100,765
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 100,765
Total Staffing		0.30
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Planning Commission is a five-member citizen board appointed by the City Council. The functions of the Planning Commission are as follows:

- Advise the City Council on land use and development policy related to the General Plan;
- Implement the General Plan through review and administration of specific plans and related ordinances;
- Review land use applications for conformance with the General Plan and ordinances; and
- Promote the coordination of local plans and programs with regional and other agencies.

SERVICE OBJECTIVES

- Conduct periodic reviews of the General Plan. These reviews test the fundamental goals and measure performance of short-term objectives.
- Conduct public hearings for approximately 80 land development applications. Ensure that decisions are made fairly and expeditiously in accordance with adopted General Plan policies, zoning ordinances, development plans, and design guidelines.
- Review specific plans, zoning ordinance amendments, and amendments to the General Plan and make recommendations to Council.
- Serve on the Planning Commission Design Review Committee, the Environmental Review Committee, and in an advisory role to the Housing Commission and Economic Development Committee.

RECOMMENDED PROPOSED

It is recommended that a budget of \$100,765 be approved for the Planning Commission Budget. This represents an increase of \$5,911 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases to employee compensation.

This budget is funded from a \$100,765 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Planning Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	58,958	60,856	39,803	44,555
Employee Benefits	20,737	20,310	16,534	17,693
Materials	11,919	7,764	22,900	22,900
Contract Services	2,550	4,935	9,250	9,250
Appropriations for Contingency	-	-	3,215	3,215
Cost Allocation	-	3,172	3,152	3,152
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES \$	94,164 \$	97,038 \$	94,854 \$	100,765
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 94,164	\$ 97,038	\$ 94,854	\$ 100,765

STAFFING

Total current authorized positions – .30

There are no recommended changes to staffing.

Total authorized positions – .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
170 Planning Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	55,449	58,156	39,803	44,014
500.502 - Salaries Part Time	3,509	2,700	-	-
500.506 - Car Allowance			360	420
500.507 - Taxable Life Premium			104	121
05 - Employee compensation Total	58,958	60,856	40,267	44,555
10 - Employee benefits				
501.500 - Retirement System	14,502	14,785	11,051	12,499
501.502 - Pers 1959 Surv Empr	-	22	-	7
501.505 - Health Insurance	4,085	3,060	2,790	2,614
501.506 - Dental Insurance	393	391	471	285
501.507 - Medicare	991	915	625	632
501.508 - Life Insurance	284	283	193	194
501.509 - Long Term Disability	206	209	265	289
501.510 - Workers Compensation	201	273	33	532
501.511 - Vision Insurance	75	75	54	54
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		297	588	587
10 - Employee benefits Total	20,737	20,310	16,070	17,693
15 - Materials				
600.601 - General Office Supplies	3,683	242	400	400
600.608 - Sml Tools and Equipment			900	900

600.613 - General Supplies		-	100	100
600.619 - Advertising and Legal Notices	120	859	4,500	4,500
600.629 - Conference and Meeting	8,116	6,664	17,000	17,000
15 - Materials Total	11,919	7,764	22,900	22,900
20 - Contract services				
700.701 - Training and Instruction		60	250	250
700.702 - General Service Agreement	2,550	4,875	9,000	9,000
20 - Contract services Total	2,550	4,935	9,250	9,250
25 - Cost allocation				
800.802 - IT Reimbursement		2,677	2,736	2,736
800.804 - Web Site Reimbursement		495	416	416
25 - Cost allocation Total		3,172	3,152	3,152
35 - Contingencies				
719.705 - Contingencies		-	3,215	3,215
35 - Contingencies Total		-	3,215	3,215
170 Planning Commission Total	94,164	97,038	94,854	100,765



FISCAL GENERAL SERVICES

Legislative/Administrative

**CITY COUNCIL AND COMMISSIONS-
HOUSING**

Budget Unit 100-11-175

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		21,703
Fund Balance		-
<hr/>		
	General Fund Costs \$	21,703
Total Staffing		0.15
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Cupertino Housing Commission (CHC) is a five-member board appointed by the City Council to assist the Planning Commission and the City Council in developing housing policies and strategies for implementation of General Plan Housing Element goals. The Commission also oversees the Community Development Block Grant (CDBG) program.

SERVICE OBJECTIVES

Make recommendations to the City Council as follows:

- Develop housing policies and strategies for implementation of general plan housing element goals.
- Develop Affordable housing proposals, innovative approaches to affordable housing development and number and type of affordable units and the target groups to be served.
- Identify sources of funds to develop and build affordable housing.
- Evaluate funding requests from CDBG and the Affordable Housing funds, possible fee waivers or other incentives.
- CDBG Action Plan.
- City’s Housing Element.

RECOMMENDED PROPOSED

It is recommended that a budget of \$21,703 be approved for the Housing Commission Budget. This represents a decrease of \$1,245 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a change in the cost of employee benefits.

This budget is funded from a \$21,703 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, Final Adopted Budget for the current and prior fiscal year:

City Council and Commissions - Housing Commission

Category	2013-2014 Actual	2014-2015 Actual	2014-15 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	4,895	5,718	13,307	14,206
Employee Benefits	1,893	2,296	8,010	5,866
Materials	40	-	50	50
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	5	5
Cost Allocation	-	378	1,576	1,576
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 6,828	\$ 8,392	\$ 22,948	\$ 21,703
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 6,828	\$ 8,392	\$ 22,948	\$ 21,703

STAFFING

Total current authorized positions – .15

There are no recommended changes to staffing.

Total 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 PROPOSED BUDGET
175 Housing Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	4,895	5,718	13,307	14,164
500.505 - Overtime				-
500.507 - Taxable Life Premium			71	42
05 - Employee compensation Total	4,895	5,718	13,378	14,206
10 - Employee benefits				
501.500 - Retirement System	1,293	1,445	3,461	3,668
501.502 - Pers 1959 Surv Empr	-	3	-	1
501.505 - Health Insurance	393	500	1,395	1,278
501.506 - Dental Insurance	45	55	235	142
501.507 - Medicare	76	78	193	203
501.508 - Life Insurance	35	42	97	97
501.509 - Long Term Disability	24	30	93	98
501.510 - Workers Compensation	19	33	2,144	59
501.511 - Vision Insurance	9	10	27	27
501.513 - Rec Bucks			-	-
501.516 - Hra City Contribution		100	294	293
10 - Employee benefits Total	1,893	2,296	7,939	5,866
15 - Materials				
600.601 - General Office Supplies	40	-	50	50
15 - Materials Total	40	-	50	50
25 - Cost allocation				
800.802 - IT Reimbursement		319	1,368	1,368

800.804 - Web Site Reimbursement	59	208	208
25 - Cost allocation Total	378	1,576	1,576
35 - Contingencies			
719.705 - Contingencies	-	5	5
35 - Contingencies Total	-	5	5
175 Housing Commission Total	6,828	8,392	22,948



CUPERTINO

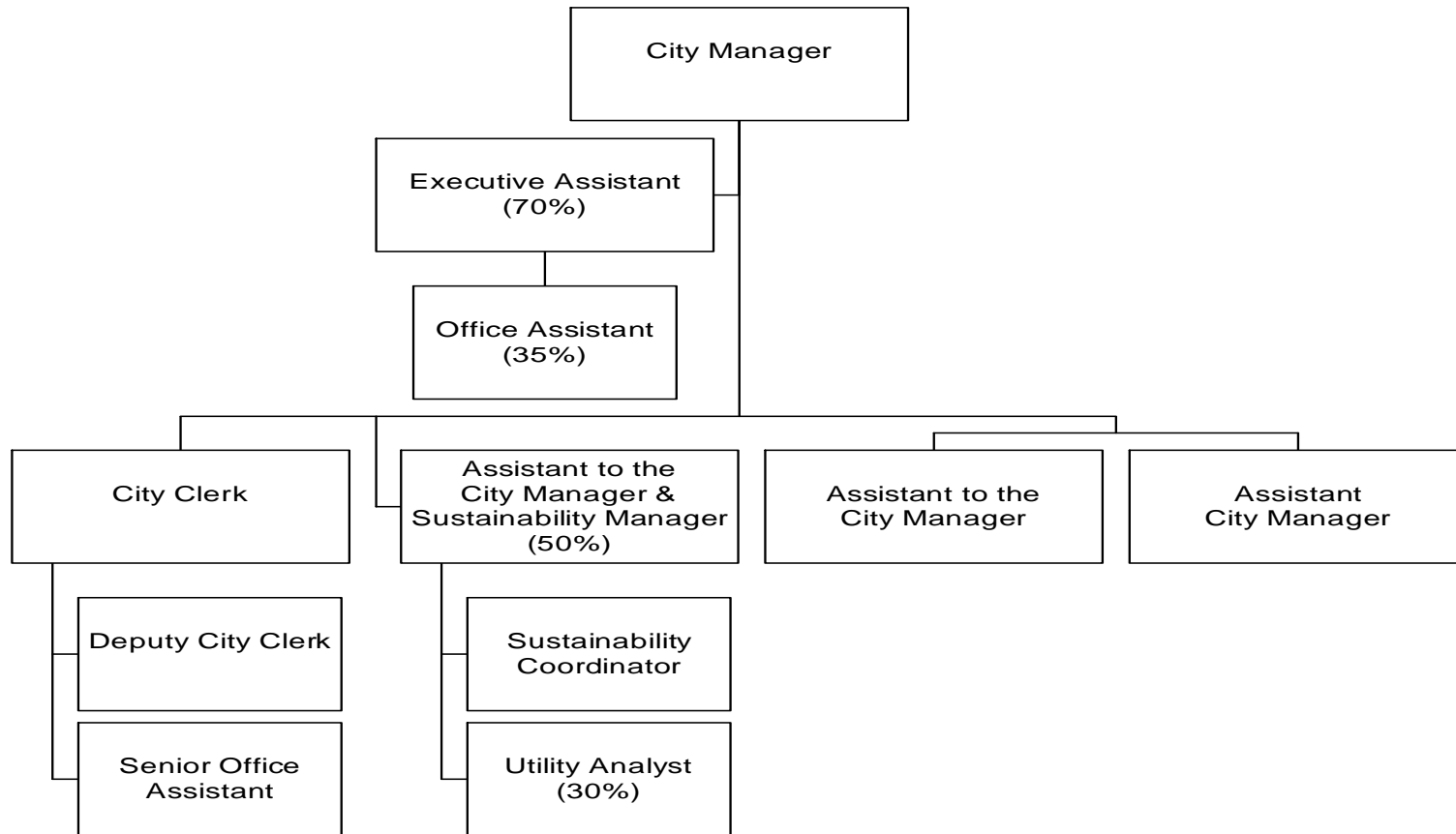
Administration

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

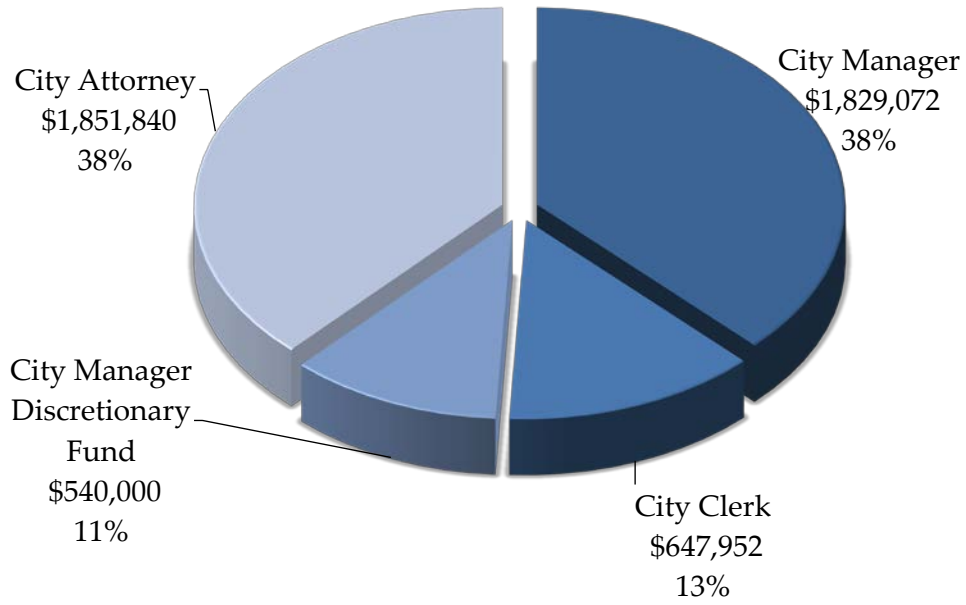
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	326,907	241,525	210,393
Fines and Forfeitures	-	-	-	-
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.

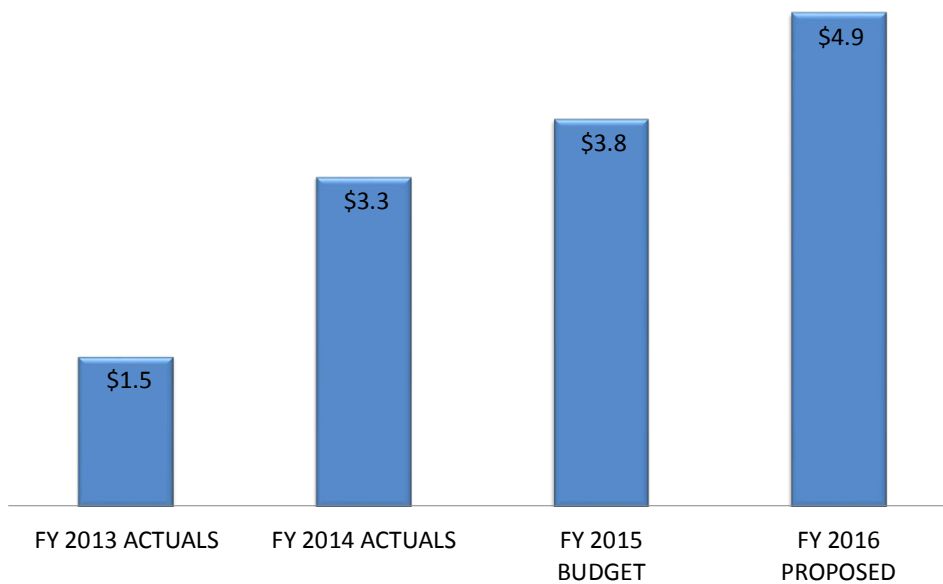
This budget is funded from \$210,393 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$4,658,471 contribution from the general fund.

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 acknowledgement and answer questions successfully.	50% of employees sign acknowledgement 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 acknowledgement.	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	-
<hr/>	
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

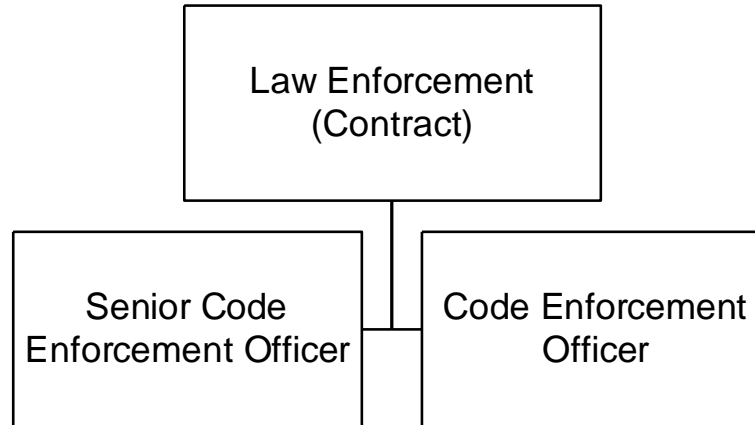
600.629 - Conference and Meeting	5,850	3,726	10,525	10,525
600.632 - Mileage Reimbursement	211	406	1,250	1,250
15 - Materials Total	53,151	44,885	56,546	59,546
20 - Contract services				
700.701 - Training and Instruction	0	805	5,885	5,300
700.702 - General Service Agreement	249,663	275,716	463,000	667,500
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



CUPERTINO

Law Enforcement

Law Enforcement
Interoperability Project
Code Enforcement
COPS Grant





CUPERTINO

Law Enforcement

	Proposed 2015-16
Page Law Enforcement	\$ 10,400,180
Gl Org	
100-20-200 Law Enforcement	10,400,180
Interoperability Project	\$ 48,000
Gl Org	
100-20-201 Interoperability Project	48,000
Code Enforcement	\$ 546,504
Gl Org	
100-20-202 Code Enforcement	546,504
COPS Grant	\$ -
Gl Org	
100-20-203 COPS Grant ¹	-
TOTAL LAW ENFORCEMENT \$ 10,994,684	

¹ This budget was transferred to the Law Enforcement budget in FY14

Division Summary

Law Enforcement- Summary

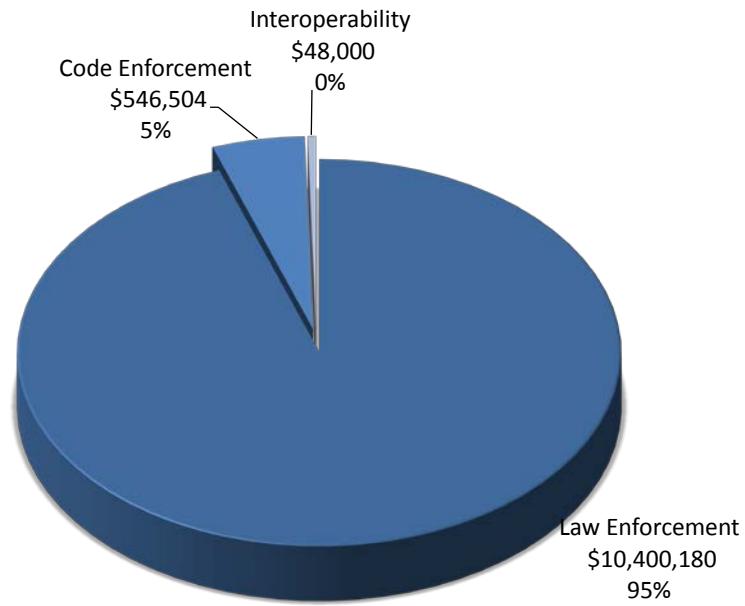
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	100,000	100,000
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 100,000	\$ 100,000
<i>Expenditures</i>				
Employee Compensation	-	165,496	175,350	183,031
Employee Benefits	-	72,317	80,158	82,284
Materials	46,800	56,571	56,657	62,333
Contract Services	8,737,085	9,299,232	9,776,503	10,604,627
Appropriations for Contingency	-	-	21,461	21,878
Cost Allocation	-	32,685	65,491	40,531
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 8,783,885	\$ 9,626,300	\$ 10,175,620	\$ 10,994,684
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 8,783,885	\$ 9,626,300	\$ 10,075,620	\$ 10,894,684

RECOMMENDED PROPOSED

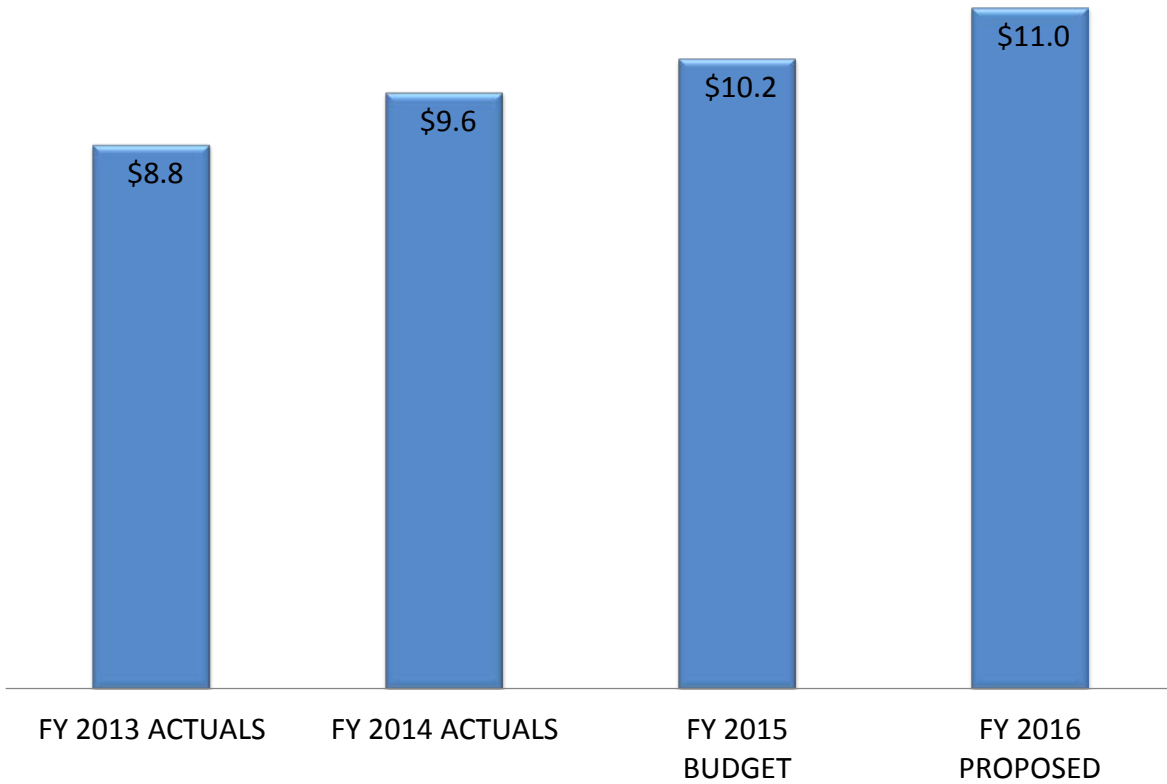
It is recommended that a budget of \$10,994,684 be approved for the Law Enforcement Department. This represents an increase of \$819,064 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the increase in contract services due to increases in the contract as outlined in the agreement.

This budget is funded from \$100,000 in estimated department revenue and a \$10,894,684 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History In Millions





CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

ADMINISTRATOR
Captain Ken Binder
Office of the Sheriff

BUDGET AT A GLANCE	
Total Revenue	\$ 100,000
Total Expenditures	10,994,684
Fund Balance	-
<hr/>	
	General Fund Costs \$ 10,894,684
Total Staffing City and Contract	2.00
% Funded by General Fund	99.1%

KEY PERFORMANCE MEASURES BY DIVISION

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Law Enforcement					
	Goal: Maintain adequate Sheriff response times to citizen calls.				
	Monitor average response time for emergency calls.	Priority one: Respond within 5 minutes. Priority two: Respond within 9 minutes. Priority three: Respond within 20 minutes.	Logged in Public safety report.	5.00 minutes per contract.	Priority one: Response 4.90 minutes. Priority two: Response 6.56 minutes. Priority three: Response 10.52 minutes.

GOAL: Provide crime prevention efforts in the schools through interaction and education.				
	Conduct Teen Academy classes	Number of Teen Academy classes held	3	2
	Conduct Code Red training and drills	Number of training/drills held	19	20
	Conduct "Every 15 Minutes" program	Number of presentations held	1	1
	Conduct school attendance review board meetings	Number of meetings held	9	12



CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

LAW ENFORCEMENT

Budget Unit 100-20-200

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 100,000
Total Expenditures	10,400,180
Fund Balance	-
<hr/>	
	General Fund Costs \$ 10,300,180
Total Staffing	-
	% Funded by General Fund 99.0%

PROGRAM OVERVIEW

This program provides for law enforcement, emergency communications, School Resource Officers, and Youth Probation Program. Services are provided by the Santa Clara County Sheriff’s Department, while communication services are provided by the Santa Clara County General Services Administration. The County’s Youth Probation Program, also managed by the Sheriff’s Department, is funded through a partnership with the Cupertino Union School District and the City of Cupertino. Other services include general law enforcement (patrol), traffic enforcement and investigation, detective services and additional resources from specialized units.

The State allocates the Citizens Option for Public Safety (COPS) grant to cities and counties for front-line law enforcement purposes. Funding is allocated proportionately based on population size with a minimum allocation of \$100,000 per jurisdiction. This grant will be used to partially offset the cost of a second School Resource Officer for the FY 2015-16 school year.

SERVICE OBJECTIVES

- Protect life and property through innovative and progressive policing methods.
- Respond to Priority 1 emergency situations within an average of less than five minutes.
- Enforce the vehicle code with the goal of increasing traffic safety.
- Divert first time/minor youth offenders from the juvenile justice system.
- Provide daily on-site interaction with our youth.

RECOMMENDED PROPOSED

It is recommended that a budget of \$10,400,180 be approved for the Law Enforcement Budget. This represents an increase of \$839,225 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to negotiated increases as described in the contract with the Santa Clara County Sheriff. This includes an increase of 4.561% on the base contract, plus increases in lease and actual PERS costs.

This budget is funded from \$100,000 in COPS grants and a \$10,300,180 contribution from the general fund.

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:

Law Enforcement -Administration

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	-	-	100,000	100,000
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 100,000	\$ 100,000
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	46,800	48,428	50,302	51,803
Contract Services	8,592,557	9,046,831	9,510,653	10,348,377
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 8,639,357	\$ 9,095,259	\$ 9,560,955	\$ 10,400,180
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 8,639,357	\$ 9,095,259	\$ 9,460,955	\$ 10,300,180

STAFFING

There are no City of Cupertino benefitted employees in 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
20 Law Enforcement				
200 Law Enforcement SC Sheriff				
15 - Materials				
600.618 - Utilities and Phone	1,300	1,428	1,302	1,333
600.634 – Youth Probation Officer	45,500	47,000	49,000	50,470
15 - Materials Total	46,800	48,428	50,302	51,803
20 - Contract services				
700.702 - General Service Agreement		100,000	100,000	100,000
700.705 - Law Enforcement Services	8,592,557	8,946,831	9,410,653	10,348,377
20 - Contract services Total	8,592,557	9,046,831	9,510,653	10,348,377
200 Law Enforcement SC Sheriff Total	8,639,358	9,095,259	9,560,955	10,400,180



CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**LAW ENFORCEMENT-
 INTEROPERABILITY PROJECT**
 Budget Unit 100-20-201
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		48,000
Fund Balance		-
<hr/>		
	General Fund Costs \$	48,000
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Silicon Valley Regional Interoperability Authority (SVRIA) was formed under the Joint Exercise of Powers Act (JPA) to provide interoperable communications solutions to its members. The SVRIA represents the interests of all public safety agencies in Santa Clara County through its members. It services the Santa Clara Operational Area which includes the County of Santa Clara, its fifteen cities and towns, and all special districts.

SERVICE OBJECTIVES

- SVRIA exists to identify, coordinate, and implement communications interoperability solutions to its member agencies. The purpose of these projects is to seamlessly integrate voice and data communications between law enforcement, the fire and rescue service, emergency medical services, and emergency management for routine operations, critical incidents, and disaster response and recovery.

RECOMMENDED PROPOSED

It is recommended that a budget of \$48,000 be approved for the Interoperability Project Budget. This represents a decrease of \$9,600 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$48,000 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, and Final Adopted Budget for the current Fiscal Year:

Law Enforcement - Interoperability Project

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	-	-	-	-
Contract Services	44,528	48,539	57,600	48,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 44,528	\$ 48,539	\$ 57,600	\$ 48,000
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 44,528	\$ 48,539	\$ 57,600	\$ 48,000

STAFFING

There is no staff 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 PROPOSED BUDGET
201 Interoperability Project				
20 - Contract services				
700.702 - General Service Agreement	44,528.00	48,359.00	57,600.00	48,000.00
20 - Contract services Total	44,528.00	48,359.00	57,600.00	48,000.00
201 Interoperability Project Total	44,528.00	48,359.00	57,600.00	48,000.00



CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**LAW ENFORCEMENT-
 CODE ENFORCEMENT**
 Budget Unit 100-20-202
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		546,504
Fund Balance		
	General Fund Costs	\$ 546,504
Total City Staffing		2.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Law Enforcement Code Enforcement Program provides for the enforcement of various provisions of the municipal code relating to parking citations, noise, animal control and other compliance areas. Assistance is provided to the Sheriff Department in the areas of traffic control and other complaint responses.

SERVICE OBJECTIVES

- Respond to resident, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.
- Manage the animal control services contract with the City of San José.

RECOMMENDED PROPOSED

It is recommended that a budget of \$546,504 be approved for Code Enforcement. This represents a decrease of \$10,561 under the FY 2014-15 Final Adopted Budget. The decrease is related to lower cost allocation charges.

This budget is funded from a \$546,504 contribution from the general fund.

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:

Code Enforcement, previously in Administrative Services, has been re-assigned to several departments. Two of our four officers are charged to this division and primarily concentrate on Public Safety activities such as parking enforcement, abandoned vehicles, noise and graffiti.

Law Enforcement - Code Enforcement

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	-	165,496	175,350	183,031
Employee Benefits	-	72,317	80,158	82,284
Materials	-	8,143	6,355	10,530
Contract Services	-	203,862	208,250	208,250
Appropriations for Contingency	-	-	21,461	21,878
Cost Allocation	-	32,685	65,491	40,531
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 482,502	\$ 557,065	\$ 546,504
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 482,502	\$ 557,065	\$ 546,504

STAFFING

Total current authorized positions 2.00

There are no changes to staffing.

Total authorized positions – 2.00

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
202 Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	0	165,589	174,350	179,826
500.503 - Excess Med Pay	0	293	0	293
500.505 - Overtime	0	(386)	1,000	2,000
500.507 - Taxable Life Premium			600	912
05 - Employee compensation Total	0	165,496	175,950	183,031
10 - Employee benefits				
501.500 - Retirement System	0	43,615	48,404	51,065
501.502 - Pers 1959 Surv Empr	0	104	0	104
501.505 - Health Insurance	0	17,222	18,594	17,136
501.506 - Dental Insurance	0	1,918	3,134	1,878
501.507 - Medicare	0	2,556	2,528	2,582
501.508 - Life Insurance	0	1,470	1,386	1,386
501.509 - Long Term Disability	0	1,031	1,234	1,266
501.510 - Workers Compensation	0	2,596	0	2,596
501.511 - Vision Insurance	0	366	366	359
501.516 - Hra City Contribution	0	1,440	3,912	3,912
10 - Employee benefits Total	0	72,317	79,558	82,284
15 - Materials				
600.601 - General Office Supplies	0	619	400	619
600.608 - Sml Tools and Equipment	0	607	1,500	3,400
600.611 - Uniforms/Safety Appar	0	1,880	1,250	1,250
600.613 - General Supplies	0	50	150	200
600.618 - Utilities and Phone	0	4,986	3,000	4,986
600.632 - Mileage Reimbursement	0	0	55	75
15 - Materials Total		8,143	6,355	10,530
20 - Contract services				
700.701 - Training and Instruction	0	1,898	3,250	3,250
700.702 - General Service Agreement	0	201,964	205,000	205,000
20 - Contract services Total	0	203,862	208,250	208,250
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	17,580	44,480	19,520
800.802 - IT Reimbursement	0	12,747	18,237	18,237
800.804 - Web Site Reimbursement	0	2,358	2,774	2,774
25 - Cost allocation Total	0	32,685	65,491	40,531
35 - Contingencies				
719.705 - Contingencies	0	0	21,461	21,878
35 - Contingencies Total	0	0	21,461	21,878
202 Code Enforcement Total	0	482,502	557,065	546,504

City of Cupertino
Fiscal Year 2015-2016



CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

LAW ENFORCEMENT-
COPS GRANT

Budget Unit 100-20-203

General Fund

In Fiscal Year 2013-2014 the COPS grant was transferred to the Law Enforcement budget within this division. This budget is included to preserve historical data. Once all prior year data listed in the table below is \$0, it will be removed.

Law Enforcement- COPS Grant

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	100,000	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 100,000	\$ -	\$ -	-
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 100,000	\$ -	\$ -	-

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

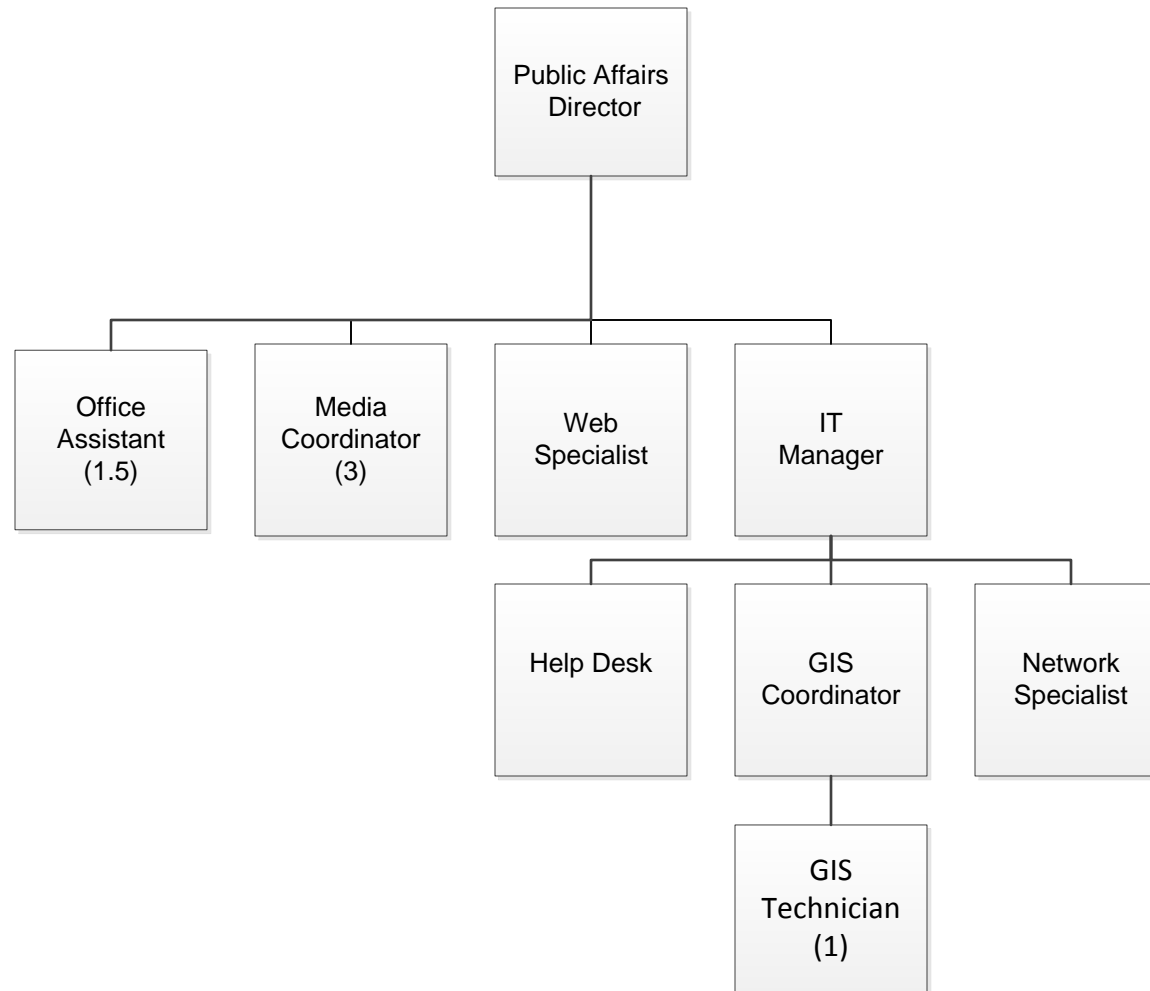
The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
203 Law Enforcement Cops Grant				
20 - Contract services				
700.702 - General Service Agreement	100,000.00	0.00	0.00	0.00
20 - Contract services Total	100,000.00	0.00	0.00	0.00
203 Law Enforcement Cops Grant Total	100,000.00	0.00	0.00	0.00



Public Affairs

Public Affairs
Government Channel
City Website
Information Technology





Public Affairs

	Proposed 2015-16
Page Public Affairs	\$ 397,408
Gl Org	
100-30-300 Public Affairs	294,142
100-30-301 Community Outreach	-
100-30-302 Disaster Preparedness	-
100-30-303 Neighborhood Watch	-
100-30-304 Cupertino Scene	103,266
Government Channel	\$ 1,285,009
Gl Org	
610-34-247 Government Channel	1,220,119
610-34-310 Government Channel SPCL Proj	-
100-31-307 Public Access Support	64,890
City Website	\$ 295,092
Gl Org	
610-35-986 City Website	295,092
Environmental Affairs	\$ -
Gl Org	
Environmental Affairs	-
Information Technology	\$ 2,725,959
Gl Org	
580-63-620 Information Technology	1,866,370
580-90-907 Equipment Acquisition	392,000
610-35-986 GIS	352,589
TOTAL PUBLIC AFFAIRS \$ 4,588,468	

Division Summary

Public Affairs- Summary

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Final Adopted Budget	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	80,938	2,550,163	2,479,068
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 80,938	\$ 896,266	\$ 2,479,068
<i>Expenditures</i>				
Employee Compensation	632,329	1,181,520	1,045,718	1,130,606
Employee Benefits	260,161	362,462	436,870	454,521
Materials	166,406	199,545	241,620	289,810
Contract Services	238,918	579,311	863,402	1,136,705
Appropriations for Contingency	-	51,755	99,860	131,151
Cost Allocation	176,500	312,223	425,569	576,570
Capital Outlay	-	79,332	1,090,485	810,000
Special Projects	12,600	70,797	-	59,105
TOTAL EXPENDITURES	\$ 1,486,913	\$ 2,836,945	\$ 4,203,524	\$ 4,588,468
Fund Balance (Use of)	-	-	(382,000)	(1,688,438)
General Fund Costs	\$ 1,486,913	\$ 2,756,007	\$ 3,689,258	\$ 420,962

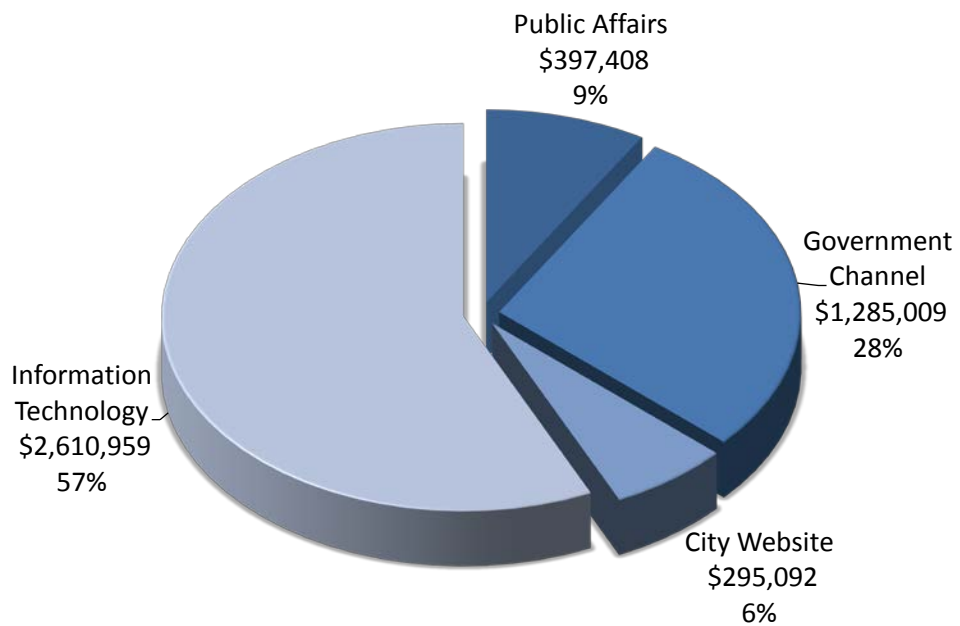
RECOMMENDED PROPOSED

It is recommended that a budget of \$4,588,468 be approved for the Public Affairs Division. This represents an increase of \$384,944 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to social media tool acquisition and associated support, website upgrade and software required to support city online services and additional GIS staff.

This budget is funded from \$2,479,068 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$420,962 contribution from the general fund. Collectively the Information Technology and Government Channel Internal Service funds anticipate using approximately \$1,688,438 in retained earnings to fund the replacement of fully depreciated equipment.

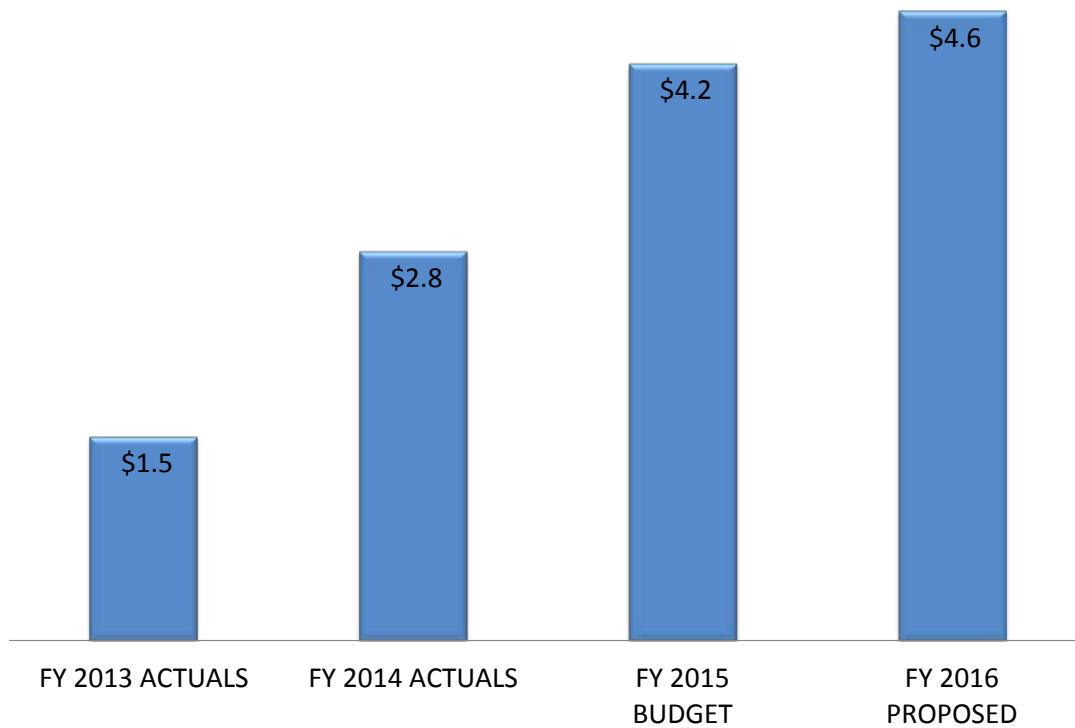
Recommended Expenditures

Fiscal Year 2015-2016



4 Year Expenditure History

In Millions



City of Cupertino
Fiscal Year 2015-2016



CUPERTINO

FISCAL GENERAL SERVICES

Other General

PUBLIC AFFAIRS

Budget Unit 100-30-300

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 41,336
Total Expenditures	294,142
Fund Balance	-
General Fund Costs	\$ 252,806
Total Staffing	1.15
% Funded by General Fund	85.9%

KEY PERFORMANCE MEASURES BY DIVISION

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
Goal: Provide superior customer service both in-house and public-facing.					
	Develop customer service best practice guide and host training to institutionalize practices.	Customer satisfaction index based upon user satisfaction and number of cases reported.	Use KACE IT ticketing system to monitor internal service satisfaction. Use Access Cupertino and user surveys to assess community satisfaction.	Customer satisfaction survey ratings of good to excellent.	Satisfied customers as indicated by high internal and end-user ratings. Ratings included in employee performance evaluations.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Strive for innovation in customer service approaches. Build in-house experts to serve diverse customer needs.	Be an adaptive organization and act as facilitators, enablers, and experts on technology and communications to provide customers and end-users relevant access to City information.	Utilize monthly social media and web usage statistics to determine access to City information. Utilize intranet statistics and Google Analytics.	Increase rate of online utilization by 10% over previous year. Number of users accessing City information through each channel.	Deploy widely used and growing variety of differentiated online services.

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

Goal: Build an IT strategic plan to serve as a management tool, guide decision making, and prioritize staffing.					
	Hire third-party consultant to survey staff needs, assess technology gaps and develop an implementation plan.	Plan developed. Technology projects listed. Tracking tool implemented.	Number of completed technology projects. Inventory and status of technology services.	Actionable plan developed, all staff engaged in its implementation, resources adequately aligned to achieve plan goals.	Formally adopt IT strategic plan.

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

Goal: Develop a Communications strategic plan to guide organizational outreach priorities and associated staffing.					
	Explore consultant options to survey community and staff needs, assess media gaps and develop an implementation plan to address	Plan developed. Needs and gaps identified. Communications projects listed. Tracking tool implemented.	Number of current and prospective communication projects. Inventory of communication services.	Actionable plan developed, all staff engaged in its implementation, resources adequately aligned to	Formally adopt Communication strategic plan.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	those needs and gaps.			achieve plan goals.	

PROGRAM OVERVIEW

Public Affairs is responsible for planning and implementing a comprehensive internal and external technology and communication program for the City of Cupertino. Public Affairs oversees the reliable day-to-day delivery of technology and communication services, applications, and data while maximizing the value of all technology investments.

SERVICE OBJECTIVES

- Ensure two-way communication between and among the City organization and stakeholders.
- Improve user experience including ease of use, availability, accessibility within the context of compliance with industry standards.
- Ensure constituents have easy access to City information and services via the communication technology of their choice.
- Engage key audiences to promote City goals, policies, programs and services.
- Organize and support community meetings, special events, awards dinners, and ceremonial activities.

RECOMMENDED PROPOSED

It is recommended that a budget of \$294,142 be approved for Public Affairs. This represents an increase of \$60,576 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in social media tools and reallocation of staff to support social media operations.

This budget is funded from \$41,336 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$252,806 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:

Public Affairs -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	-	80,938	41,336	41,336
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 80,938	\$ 41,336	\$ 41,336
<u>Expenditures</u>				
Employee Compensation	128,322	152,335	173,114	118,353
Employee Benefits	57,599	52,917	71,819	38,190
Materials	21,784	22,782	25,854	49,194
Contract Services	61,547	39,072	56,759	58,704
Appropriations for Contingency	-	-	8,261	10,790
Cost Allocation	12,700	13,594	18,911	18,911
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 281,951	\$ 280,700	\$ 354,718	\$ 294,142
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 281,951	\$ 199,762	\$ 313,382	\$ 252,806

STAFFING

Total current authorized positions – 1.8

A reallocation of staff within the Public Affairs program is recommended to reflect where actual work is being performed. Director-level support has been reallocated to the Information Technology program.

Total authorized positions – 1.15

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 PROPOSED BUDGET
30 Public Affairs				
300 Public Affairs				
05 - Employee compensation				
500.501 - Salaries Full Time	121,285.74	128,654.34	161,114.00	81,158.00
500.502 - Salaries Part Time	6,762.10	20,023.53	12,000.00	33,000.00
500.505 - Overtime	273.69	657.40	0.00	0.00
500.506 - Car Allowance	2,999.88	2,999.88	1,800.00	600.00
500.507 - Taxable Life Premium			1,488.00	393.00
500.510 - Employee Agency Serv	1,376.46	0.00	0.00	2,212.00
500.513 - Sick Leave				990.00
05 - Employee compensation Total	132,697.87	152,335.15	176,402.00	118,353.00
10 - Employee benefits				
501.500 - Retirement System	31,989.08	32,530.44	40,910.00	20,481.00
501.502 - Pers 1959 Surv Empr	0.00	72.69	0.00	24.00
501.505 - Health Insurance	15,497.32	12,701.38	16,734.00	9,968.00
501.506 - Dental Insurance	1,435.21	1,298.27	2,820.00	1,083.00
501.507 - Medicare	1,976.78	2,463.91	2,204.00	1,165.00
501.508 - Life Insurance	837.87	828.17	971.00	534.00
501.509 - Long Term Disability	603.93	609.29	1,041.00	550.00
501.510 - Workers Compensation	607.71	1,172.03	0.00	1,930.00
501.511 - Vision Insurance	274.42	248.16	330.00	206.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		993.05	3,521.00	2,249.00
10 - Employee benefits Total	53,222.32	52,917.39	68,531.00	38,190.00
15 - Materials				
600.601 - General Office Supplies	15,554.62	4,363.57	15,660.00	15,660.00
600.602 - Printing and Duplication	50.37	82.74	17.00	1,000.00
600.606 - Software	2,072.95	14,480.76	5,155.00	27,000.00
600.613 - General Supplies	720.00	65.00	1,116.00	1,116.00
600.618 - Utilities and Phone	1,144.02	1,483.76	1,418.00	1,418.00
600.629 - Conference and Meeting	2,242.15	2,185.20	2,488.00	3,000.00
600.632 - Mileage Reimbursement	0.00	120.80	0.00	0.00
15 - Materials Total	21,784.11	22,781.83	25,854.00	49,194.00
20 - Contract services				
700.702 - General Service Agreement	61,546.92	37,211.00	56,759.00	56,759.00
700.703 - Maintenance of Equipment		1,860.92	0.00	1,945.00
20 - Contract services Total	61,546.92	39,071.92	56,759.00	58,704.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,700.00	11,472.00	16,414.00	16,414.00
800.804 - Web Site Reimbursement		2,122.00	2,497.00	2,497.00

25 - Cost allocation Total	12,700.00	13,594.00	18,911.00	18,911.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		0.00	0.00	0.00
31 - Special projects Total		0.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	8,261.00	10,790.00
35 - Contingencies Total		0.00	8,261.00	10,790.00
300 Public Affairs Total	281,951.22	280,700.29	354,718.00	294,142.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
CUPERTINO SCENE**
Budget Unit 100-30-394
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	103,266
Fund Balance	-
<hr/>	
General Fund Costs	\$ 103,266
Total Staffing	0.35
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Cupertino Scene is the primary print communication tool for the City. This 16-page newsletter provides residents and businesses information on city events, community activities, government services, and other city-related business. The Scene is published 10 months out of the year, (no January or August editions) and distributed to every residential and business address in Cupertino.

SERVICE OBJECTIVES

- Provide non-political, non-religious and non-commercial information of general interest to the community.
- Maintain a regular production schedule, presenting information in a timely, interesting and visually pleasing manner.
- Focus on information relevant to citizens of all cultural backgrounds.
- Continue to adhere to regulations set by Proposition 73 and other legislation that regulates public and printed communications by the city.
- In addition to city services and programs, allocate space to local nonprofits and schools.

RECOMMENDED PROPOSED

It is recommended that a budget of \$103,266 be approved for the Cupertino Scene. This represents an increase of \$38,411 over the FY 2014-15 Final Adopted Budget. The changes reflect reallocation of staff. The production costs remain fixed.

This budget is funded from a \$103,266 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:

Public Affairs - Cupertino Scene

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	34,921	37,971	36,548	9,941
Employee Benefits	13,861	14,407	16,628	4,659
Materials	73,258	77,129	77,113	77,263
Contract Services	-	258	-	-
Appropriations for Contingency	-	-	7,711	7,726
Cost Allocation	3,200	2,644	3,677	3,677
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 125,240	\$ 132,408	\$ 141,677	\$ 103,266
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 125,240	\$ 132,408	\$ 141,677	\$ 103,266

STAFFING

Total current authorized positions – .35

A reallocation of staff within the Public Affairs program is recommended to reflect where actual work is being performed. Director-level support has been reallocated to the Information Technology program, while administrative and technical support staffing has been allocated.

Total authorized positions – .35

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
304 Cupertino Scene				
05 - Employee compensation				
500.501 - Salaries Full Time	34,921.12	36,190.68	36,548.00	9,886.00
500.502 - Salaries Part Time	0.00	1,702.38	0.00	0.00
500.505 - Overtime	0.00	77.54	0.00	0.00
500.506 - Car Allowance			300.00	0.00
500.507 - Taxable Life Premium			377.00	55.00
05 - Employee compensation Total	34,921.12	37,970.60	37,225.00	9,941.00
10 - Employee benefits				
501.500 - Retirement System	9,066.59	9,382.54	10,147.00	2,807.00
501.502 - Pers 1959 Surv Empr	0.00	18.38	0.00	6.00
501.505 - Health Insurance	3,346.75	3,287.78	3,255.00	842.00
501.506 - Dental Insurance	325.41	326.05	549.00	96.00
501.507 - Medicare	508.04	563.71	530.00	142.00
501.508 - Life Insurance	250.36	250.52	242.00	69.00
501.509 - Long Term Disability	175.87	186.05	252.00	69.00
501.510 - Workers Compensation	125.36	228.00	228.00	414.00
501.511 - Vision Insurance	62.33	62.39	63.00	18.00
501.516 - Hra City Contribution		101.36	685.00	196.00
10 - Employee benefits Total	13,860.71	14,406.78	15,951.00	4,659.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	300.00	300.00
600.602 - Printing and Duplication	39,258.09	43,128.50	40,963.00	40,963.00
600.604 - Postage	34,000.00	34,000.00	35,850.00	36,000.00
15 - Materials Total	73,258.09	77,128.50	77,113.00	77,263.00
20 - Contract services				
700.703 - Maintenance of Equipment		258.07	0.00	0.00
20 - Contract services Total		258.07	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,200.00	2,231.00	3,192.00	3,192.00
800.804 - Web Site Reimbursement		413.00	485.00	485.00
25 - Cost allocation Total	3,200.00	2,644.00	3,677.00	3,677.00
35 - Contingencies				

719.705 - Contingencies		0.00	7,711.00	7,726.00
35 - Contingencies Total		0.00	7,711.00	7,726.00
304 Cupertino Scene Total	125,239.92	132,407.95	141,677.00	103,266.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
 GOVERNMENT CHANNEL**
 Budget Unit 615-31-305
 Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 542,544
Total Expenditures	1,220,119
Fund Balance	(677,575)
<hr/>	
General Fund Costs	\$ -
Total Staffing	2.95
% Funded by General Fund	0.0%

PROGRAM OVERVIEW

The Government Channel operates the City’s government access television station, providing multi-media support services, and overseeing video production for all City departments.

SERVICE OBJECTIVES

- Provide information regarding the activities and decisions of the City Council and the recommendations of its advisory bodies.
- Expand community awareness of local government and its decision-making processes by providing live and re-broadcast coverage of City meetings.
- Increase community awareness of City services.
- Provide information pertinent to City residents from other local, state and federal governmental entities.
- Provide an additional venue for emergency communications in the event of a disaster.
- Provide video production and audio/visual services to City departments.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,220,119 be approved for the Government Channel. This represents an increase of \$151,265 over the FY 2014-15 Final Adopted Budget. The primary focus is on replacement of aging and fully depreciated equipment.

This budget is funded from \$542,544 charges to user departments and \$677,575 in retained earnings.

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:

Public Affairs- Government Channel

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	-	-	663,919	542,544
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 663,919	\$ 542,544
<i>Expenditures</i>				
Employee Compensation	229,312	383,692	285,945	270,277
Employee Benefits	93,728	90,244	121,883	113,449
Materials	45,749	36,572	42,325	74,501
Contract Services	26,233	32,196	38,658	59,956
Appropriations for Contingency	-	-	8,657	13,446
Cost Allocation & Depreciation	151,300	31,850	144,386	270,490
Capital Outlay	-	79,332	427,000	418,000
Special Projects	-	66,266	-	-
TOTAL EXPENDITURES	\$ 546,322	\$ 720,152	\$ 1,068,854	\$ 1,220,119
Fund Balance (Use of)	-	-	(382,000)	(677,575)
General Fund Costs	\$ 546,322	\$ 720,152	\$ 22,935	\$ -

STAFFING

Total current authorized positions – 3.15

A reallocation of staff within the Public Affairs program is recommended to reflect where actual work is being performed.

Total authorized positions – 2.95

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
31 Government Channel				
305 Government Channel				
05 - Employee compensation				
500.501 - Salaries Full Time	208,787.07	365,717.82	253,945.00	247,079.00
500.502 - Salaries Part Time	17,129.25	15,513.01	29,000.00	17,910.00
500.503 - Excess Med Pay	280.15	322.66	0.00	323.00
500.505 - Overtime	3,115.55	2,138.80	3,000.00	3,000.00
500.506 - Car Allowance			300.00	300.00
500.507 - Taxable Life Premium			1,210.00	1,128.00
500.513 - Sick Leave				537.00
05 - Employee compensation Total	229,312.02	383,692.29	287,455.00	270,277.00
10 - Employee benefits				
501.500 - Retirement System	53,683.32	53,228.20	70,501.00	69,962.00
501.502 - Pers 1959 Surv Empr	0.00	92.41	0.00	92.00
501.505 - Health Insurance	24,859.16	24,915.15	29,286.00	25,333.00
501.506 - Dental Insurance	2,439.76	2,395.07	4,936.00	2,772.00
501.507 - Medicare	3,890.26	3,522.70	3,682.00	3,547.00
501.508 - Life Insurance	1,496.48	1,475.93	1,749.00	2,030.00
501.509 - Long Term Disability	1,166.74	1,184.55	1,821.00	1,754.00
501.510 - Workers Compensation	5,726.59	1,659.97	1,771.00	1,660.00
501.511 - Vision Insurance	465.82	457.45	1,638.00	529.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		1,312.32	4,989.00	5,770.00
10 - Employee benefits Total	93,728.13	90,243.75	120,373.00	113,449.00
15 - Materials				
600.601 - General Office Supplies	44,957.17	34,352.74	41,544.00	41,544.00
600.606 - Software		1,362.58	0.00	32,176.00
600.618 - Utilities and Phone	780.29	856.87	781.00	781.00
600.632 - Mileage Reimbursement	11.30	0.00	0.00	0.00
15 - Materials Total	45,748.76	36,572.19	42,325.00	74,501.00
20 - Contract services				
700.701 - Training and Instruction	870.00	1,927.00	2,000.00	10,000.00
700.702 - General Service Agreement	10,763.71	6,601.25	17,323.00	30,000.00
700.703 - Maintenance of Equipment	14,599.23	23,668.23	17,956.00	17,956.00
700.706 - Rent Expense			1,379.00	2,000.00
20 - Contract services Total	26,232.94	32,196.48	38,658.00	59,956.00
25 - Cost allocation				
800.802 - IT Reimbursement	151,300.00	49,502.00	28,723.00	28,723.00
800.804 - Web Site Reimbursement		3,006.00	4,369.00	4,369.00

800.806 - CM CAP Allocation		5,152.00	6,364.00	6,364.00
800.807 - ENV Affairs CAP Allo		1,627.00	1,627.00	1,627.00
800.808 - ECON Dev CAP Allo		1,250.00	1,544.00	1,544.00
800.809 - City Clerk CAP Alloc		5,338.00	9,954.00	9,954.00
800.813 - Admin Serv CAP Allocation		3,923.00	5,674.00	5,674.00
800.814 - Finance CAP Alloc		7,442.00	9,117.00	9,117.00
800.815 - Human resources CAP Alloc		7,118.00	7,118.00	7,118.00
25 - Cost allocation Total	151,300.00	84,358.00	74,490.00	74,490.00
31 - Special projects				
900.923 - Apple Campus 2		2,100.94	0.00	0.00
900.934 - Wi-Fi Study		18,875.94	0.00	0.00
900.945 - Fixed Asset Acquisition	0.00	58,354.76	427,000.00	418,000.00
31 - Special projects Total	0.00	79,331.64	427,000.00	418,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	8,657.00	13,446.00
35 - Contingencies Total		0.00	8,657.00	13,446.00
50 - Other financing uses				
800.904 - Depreciation Expenses		13,757.56	69,896.00	196,000.00
50 - Other financing uses Total		13,757.56	69,896.00	196,000.00
305 Government Channel Total	546,321.85	720,151.91	1,068,854.00	1,220,119.00

City of Cupertino
Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Other General

PUBLIC AFFAIRS-
GOVERNMENT CHANNEL
SPECIAL PROJECTS

Budget Unit 615-31-306
Internal Service Fund

The Government Channel Special Projects program budget was moved to the Government Channel program budget in FY 2014-15. This program budget is included to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

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:

Public Affairs - Government Channel Special Projects

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	48,230	48,482	-	-
Employee Benefits	21,313	20,792	-	-
Materials	6,124	6,695	-	-
Contract Services	4,300	11,576	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	4,531	-	-
TOTAL EXPENDITURES	\$ 79,967	\$ 92,076	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 79,967	\$ 92,076	\$ -	\$ -

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
306 Govt Channel Special Project				
05 - Employee compensation				
500.501 - Salaries Full Time	47,600.53	47,947.59	0.00	0.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	629.63	534.71	0.00	0.00
500.507 - Taxable Life Premium			0.00	
05 - Employee compensation Total	48,230.16	48,482.30	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	12,265.87	12,222.03	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	21.15	0.00	0.00
501.505 - Health Insurance	5,780.64	5,866.05	0.00	0.00
501.506 - Dental Insurance	566.39	562.85	0.00	0.00
501.507 - Medicare	702.19	707.46	0.00	0.00
501.508 - Life Insurance	347.27	345.08	0.00	0.00
501.509 - Long Term Disability	271.18	277.66	0.00	0.00
501.510 - Workers Compensation	1,271.07	390.97	0.00	0.00
501.511 - Vision Insurance	108.14	107.30	0.00	0.00
501.513 - Rec Bucks			0.00	
501.516 - Hra City Contribution		291.02	0.00	0.00
10 - Employee benefits Total	21,312.75	20,791.57	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	4,847.94	4,696.36	0.00	0.00
700.703 - Maintenance of Equipment		519.90	0.00	0.00
700.706 - Rent Expense	1,276.36	1,478.82	0.00	0.00
20 - Contract services Total	6,124.30	6,695.08	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	4,300.00	3,824.00	0.00	0.00
800.804 - Web Site Reimbursement		707.00	0.00	0.00
800.806 - CM CAP Allocation		1,212.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		383.00	0.00	0.00
800.808 - ECON Dev CAP Allo		294.00	0.00	0.00
800.809 - City Clerk CAP Alloc		5,338.00	0.00	0.00
800.813 - Admin Serv CAP Allocation		923.00	0.00	0.00
800.814 - Finance CAP Alloc		1,751.00	0.00	0.00
800.815 - Human resources CAP Alloc		1,675.00	0.00	0.00
25 - Cost allocation Total	4,300.00	16,107.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
306 Govt Channel Special Project Total	79,967.21	92,075.95	0.00	0.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES

Other General

PUBLIC AFFAIRS-
PUBLIC ACCESS SUPPORT
 Budget Unit 100-31-307
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	64,890
Fund Balance	-
<hr/>	
General Fund Costs	\$ 64,890
Total Staffing	-
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The City contracts to provide management of Community Access Television Programming.

SERVICE OBJECTIVES

- Encourage Cupertino-based communities of interest to use facilities to express their interests, concerns, and ideas.
- Provide training in cable communication production for individuals and community groups.
- Assist individuals and community groups to develop and produce programs for broadcast.

RECOMMENDED PROPOSED

It is recommended that a budget of \$64,890 for Public Access Support. This represents an increase of \$3,090 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to contractual escalators.

This budget is funded from a \$64,890 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:

Public Affairs - Public Access Support

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	-	-	-	-
Materials	-	-	-	-
Contract Services	60,560	60,728	61,800	64,890
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 60,560	\$ 60,728	\$ 61,800	\$ 64,890
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 60,560	\$ 60,728	\$ 61,800	\$ 64,890

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
307 Public Access Support				
20 - Contract services				
700.702 - General Service Agreement	60,560.13	60,728.16	61,800.00	64,890.00
20 - Contract services Total	60,560.13	60,728.16	61,800.00	64,890.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
307 Public Access Support Total	60,560.13	60,728.16	61,800.00	64,890.00

City of Cupertino
Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Other General

PUBLIC AFFAIRS-
CITY WEBSITE
 Budget Unit 615-32-308
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 237,124
Total Expenditures		295,092
Fund Balance		(57,968)
	General Fund Costs	\$ -
Total Staffing		0.95
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

The City of Cupertino website maintains design, current content, intuitive navigation, and online applications and interactive features.

SERVICE OBJECTIVES

- Work closely with City staff and members of the community to ensure that the website is timely and relevant.
- Collaborate with departments to determine that the website’s purpose, functions, requirements and long-term strategy meet organizational needs.
- Create and maintain effective online and mobile user access to municipal information and services.
- Enable and facilitate the use of communication and presentation resources by non-technical staff and customers.

RECOMMENDED PROPOSED

It is recommended that a budget of \$295,092 be approved for the City Website. This represents an increase of \$31,395 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily in contract services to backfill continued work on the website upgrade and other software needed to support city online services.

This budget is funded from \$237,124 in charges to user departments, a \$57,968 in retained earnings.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
New City Website	\$51,105	\$51,105	Use of retained earnings and General Fund Contribution	Redesign of the City's Web and Intranet site
TOTAL	\$51,105	\$51,105		

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:

Public Affairs- City Website

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	-	-	191,011	237,124
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 191,011	\$ 237,124
<u>Expenditures</u>				
Employee Compensation	91,074	142,821	96,170	99,785
Employee Benefits	36,242	37,797	43,099	42,321
Materials	4,642	360	2,923	4,576
Contract Services	60,124	65,153	58,050	69,990
Appropriations for Contingency	-	9,877	6,097	7,457
Cost Allocation	-	9,475	19,858	19,858
Capital Outlay	-	-	37,500	-
Special Projects	12,600	-	-	51,105
TOTAL EXPENDITURES	\$ 204,683	\$ 265,483	\$ 263,697	\$ 295,092
Fund Balance (Use of)	-	-	-	(57,968)
General Fund Costs	\$ 204,683	\$ 265,483	\$ 72,686	\$ -

STAFFING

Total current authorized positions – .95

There are no changes to the current level of staffing.

Total authorized positions – .95

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
32 City Website				
308 City Web Site				
05 - Employee compensation				
500.501 - Salaries Full Time	91,074.20	142,820.81	96,170.00	98,912.00
500.506 - Car Allowance			300.00	300.00
500.507 - Taxable Life Premium			409.00	573.00
05 - Employee compensation Total	91,074.20	142,820.81	96,879.00	99,785.00
10 - Employee benefits				
501.500 - Retirement System	23,221.64	24,761.26	26,700.00	27,887.00
501.502 - Pers 1959 Surv Empr	0.00	50.19	0.00	50.00
501.505 - Health Insurance	9,141.05	8,612.23	8,832.00	8,075.00
501.506 - Dental Insurance	888.99	888.74	1,489.00	908.00
501.507 - Medicare	1,321.70	1,380.80	1,395.00	1,420.00
501.508 - Life Insurance	683.91	682.49	658.00	658.00
501.509 - Long Term Disability	487.72	514.32	665.00	677.00
501.510 - Workers Compensation	326.83	618.00	618.00	618.00
501.511 - Vision Insurance	170.31	170.00	174.00	170.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		118.67	1,859.00	1,858.00
10 - Employee benefits Total	36,242.15	37,796.70	42,390.00	42,321.00
15 - Materials				
600.601 - General Office Supplies	3,053.00	80.00	1,789.00	3,242.00
600.629 - Conference and Meeting	1,265.00	165.00	1,134.00	1,134.00
600.632 - Mileage Reimbursement	324.10	115.36	0.00	200.00
15 - Materials Total	4,642.10	360.36	2,923.00	4,576.00
20 - Contract services				
700.701 - Training and Instruction	720.00	99.00	0.00	0.00
700.702 - General Service Agreement	20,606.44	26,969.70	18,313.00	18,313.00

700.703 - Maintenance of Equipment	38,798.03	38,083.94	39,737.00	51,677.00
20 - Contract services Total	60,124.47	65,152.64	58,050.00	69,990.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,600.00	8,355.00	8,663.00	8,663.00
800.804 - Web Site Reimbursement		1,120.00	1,318.00	1,318.00
800.806 - CM CAP Allocation		1,919.00	1,919.00	1,919.00
800.807 - ENV Affairs CAP Allo		606.00	606.00	606.00
800.808 - ECON Dev CAP Allo		466.00	466.00	466.00
800.813 - Admin Serv CAP Allocation		1,462.00	1,462.00	1,462.00
800.814 - Finance CAP Alloc		2,772.00	2,772.00	2,772.00
800.815 - Human resources CAP Alloc		2,652.00	2,652.00	2,652.00
25 - Cost allocation Total	12,600.00	19,352.00	19,858.00	19,858.00
30 - Capital outlays				
900.945 - Fixed Asset Acquisition		0.00	0.00	0.00
900.957 - City Website			37,500.00	51,105.00
30 - Capital outlays Total		0.00	37,500.00	51,105.00
35 - Contingencies				
719.705 - Contingencies		0.00	6,097.00	7,457.00
35 - Contingencies Total		0.00	6,097.00	7,457.00
308 City Web Site Total	204,682.92	265,482.51	263,697.00	295,092.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES
Other General

PUBLIC AFFAIRS-
ENVIRONMENTAL AFFAIRS

Budget Unit 100-33-309
General Fund

In Fiscal Year 2013-14 this program was transferred to the Administration Division under the City Manager as part of a Citywide reorganization. A complete discussion of this program can be found in the Administration Division. This program is included in Public Affairs to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

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:

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
309 Environmental Affairs				
05 - Employee compensation				
500.501 - Salaries Full Time	97,755.94	0.00	0.00	0.00
500.502 - Salaries Part Time	2,714.00	0.00	0.00	0.00
500.507 - Taxable Life Premium			0.00	
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	
05 - Employee compensation Total	100,469.94	0.00	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	25,039.69	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	6,935.82	0.00	0.00	0.00

501.506 - Dental Insurance	744.70	0.00	0.00	0.00
501.507 - Medicare	1,558.06	0.00	0.00	0.00
501.508 - Life Insurance	572.43	0.00	0.00	0.00
501.509 - Long Term Disability	409.93	0.00	0.00	0.00
501.510 - Workers Compensation	2,014.90	0.00	0.00	0.00
501.511 - Vision Insurance	142.57	0.00	0.00	0.00
501.513 - Rec Bucks			0.00	
501.516 - Hra City Contribution			0.00	
10 - Employee benefits Total	37,418.10	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	6,965.39	162.14	0.00	0.00
600.613 - General Supplies	1,000.00	0.00	0.00	0.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	6,431.37	25.00	0.00	0.00
600.632 - Mileage Reimbursement	451.46	0.00	0.00	0.00
15 - Materials Total	14,848.22	187.14	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	24,501.43	0.00	0.00	0.00
700.704 - Insurance Fees, Claims, Premiums	1,652.00	0.00	0.00	0.00
20 - Contract services Total	26,153.43	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	9,300.00	0.00	0.00	0.00
25 - Cost allocation Total	9,300.00	0.00	0.00	0.00
309 Environmental Affairs Total	188,189.69	187.14	0.00	0.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
INFORMATION TECHNOLOGY**

Budget Unit 610-34-310
Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,658,064
Total Expenditures	1,866,370
Fund Balance	(208,306)
<hr/>	
General Fund Costs	\$ -
Total Staffing	4.00
% Funded by General Fund	0.0%

PROGRAM OVERVIEW

This activity provides for all technology related expenses for the citywide management of information services. The Information Technology Manager and staff are responsible for GIS, Helpdesk, Network LAN/WAN availability and performance, security and compliance, Incident Response, business apps and databases, disaster recovery and business continuity, project manage implementations and upgrades, purchasing and inventory control, budget, strategy planning, policy, technical training and maintenance contract negotiations.

SERVICE OBJECTIVES

- Maintain standards and procedures for the replacement and maintenance of all City-owned computing devices, printers, peripherals and systems defined by City policy.
- Maintain and service the City’s wide area network among all City facilities.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,866,370 be approved for Information Technology. This budget was transferred to the Public Affairs Division in FY 2013-14 from Administrative Services. The increase is attributed to higher levels of IT contract support services. An important priority is completing replacement of Windows XP and Windows Server 2003 and expansion of mobile services.

This budget is funded from \$1,658,064 in estimated department revenue and \$208,306 in retained earnings.

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:

Public Affairs - Information Technology

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	-	-	5,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,631,593	1,658,064
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 1,636,593	\$ 1,658,064
<u>Expenditures</u>				
Employee Compensation	-	416,205	453,941	450,171
Employee Benefits	-	146,300	183,441	185,392
Materials	-	56,037	93,405	84,276
Contract Services	-	370,328	597,935	791,165
Appropriations for Contingency	-	41,878	69,134	91,732
Cost Allocation	-	254,660	238,737	263,634
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 1,285,407	\$ 1,636,593	\$ 1,866,370
Fund Balance (Use of)	-	-	-	(208,306)
General Fund Costs	\$ -	\$ 1,285,407	\$ -	\$ -

STAFFING

Total current authorized positions – 4.00

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

Total recommended 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
310 Information Technology				
05 - Employee compensation				
500.501 - Salaries Full Time		394,407.27	409,303.00	435,723.00
500.502 - Salaries Part Time		12,187.88	44,638.00	0.00
500.503 - Excess Med Pay		369.60	0.00	370.00
500.505 - Overtime		9,239.79	0.00	10,000.00
500.506 - Car Allowance				1,800.00
500.507 - Taxable Life Premium			1,230.00	2,278.00
05 - Employee compensation Total		416,204.54	455,171.00	450,171.00
10 - Employee benefits				
501.500 - Retirement System		102,602.41	113,633.00	121,614.00
501.502 - Pers 1959 Surv Empr		158.69	0.00	159.00
501.505 - Health Insurance		20,189.52	37,188.00	34,214.00
501.506 - Dental Insurance		3,749.97	6,268.00	3,814.00
501.507 - Medicare		6,115.27	5,935.00	6,255.00
501.508 - Life Insurance		2,735.78	2,633.00	2,661.00
501.509 - Long Term Disability		2,011.14	2,807.00	2,943.00
501.510 - Workers Compensation		5,190.97	5,191.00	5,191.00
501.511 - Vision Insurance		717.07	732.00	717.00
501.516 - Hra City Contribution		2,829.07	7,824.00	7,824.00
10 - Employee benefits Total		146,299.89	182,211.00	185,392.00
15 - Materials				
600.601 - General Office Supplies		30,690.87	39,026.00	39,026.00
600.602 - Printing and Duplication		679.69	0.00	2,000.00
600.618 - Utilities and Phone		14,965.44	33,600.00	20,000.00
600.629 - Conference and Meeting		9,475.63	20,716.00	23,000.00
600.632 - Mileage Reimbursement		225.39	63.00	250.00
15 - Materials Total		56,037.02	93,405.00	84,276.00
20 - Contract services				
700.702 - General Service Agreement		135,905.70	172,000.00	292,000.00
700.703 - Maintenance of Equipment		234,421.97	425,935.00	499,165.00
20 - Contract services Total		370,327.67	597,935.00	791,165.00
25 - Cost allocation				
800.802 - IT Reimbursement		25,493.00	0.00	0.00
800.804 - Web Site Reimbursement		4,715.00	5,548.00	5,548.00
800.806 - CM CAP Allocation		8,082.00	8,082.00	8,082.00
800.807 - ENV Affairs CAP Allo		2,551.00	2,551.00	2,551.00
800.808 - ECON Dev CAP Allo		1,960.00	1,960.00	1,960.00
800.813 - Admin Serv CAP Allocation		6,154.00	6,154.00	6,154.00
800.814 - Finance CAP Alloc		11,673.00	11,673.00	11,673.00
800.815 - Human resources CAP Alloc		11,166.00	11,166.00	11,166.00

25 - Cost allocation Total	71,794.00	47,134.00	47,134.00
35 - Contingencies			
719.705 - Contingencies	41,878.63	69,134.00	91,732.00
35 - Contingencies Total	41,878.63	69,134.00	91,732.00
50 - Other financing uses			
800.904 - Depreciation Expenses	182,866.32	191,603.00	216,500.00
50 - Other financing uses Total	182,866.32	191,603.00	216,500.00
310 Information Technology Total	1,285,408.07	1,636,593.00	1,866,370.00

**City of Cupertino
Fiscal Year 2015-2016**

FISCAL GENERAL SERVICES

Legislative/Administrative

**PUBLIC AFFAIRS-
GEOGRAPHIC INFORMATION
SYSTEMS (GIS) PROGRAM**

Budget Unit 610-35-986
Internal Service Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		352,589
Fund Balance		(352,589)
<hr/>		
	General Fund Costs	\$ -
Total Staffing		2.00
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

The GIS Program captures, manages, analyzes, and displays all forms of geographically referenced information for the City of Cupertino. Through maps, globes, reports, and charts we provide ways to view, understand, question, interpret, and visualize, our City in ways that reveal relationships, patterns, and trends. The GIS Program works to help our staff, citizens, business and development communities answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared – on a map!

SERVICE OBJECTIVES

- Proactive GIS Management, work with each department to improve existing workflows using GIS Systems.
- Define standards, improve quality, and establish tools and procedures for perpetual data maintenance and appropriate access.
- Improve efficiencies with regional agencies through GIS integration and collaboration.
- Improve GIS services both internally and to the public.
- Expand the awareness of the GIS technology and integration of geographic information in departments and applications in which GIS use is not common but where substantial benefits may be achieved.

RECOMMENDED BUDGET

It is recommended that a budget of \$352,589 be approved for the GIS program, which was previously part of Information Technology. This represents an increase attributed to the

expansion of City Works GIS technology throughout the City and the addition of 1.0 GIS Technician to replace part-time and consulting staff support.

This budget is funded from \$352,589 in retained earnings.

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 Recommended Proposed Budget for the current Fiscal Year:

Public Affairs - GIS

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	-	-	-	182,079
Employee Benefits	-	-	-	70,510
Materials	-	-	-	-
Contract Services	-	-	-	92,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	8,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 352,589
Fund Balance (Use of)	-	-	-	(352,589)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

STAFFING IMPACTS

Total current authorized positions – 1.00

Cupertino’s Enterprise GIS has grown quickly in the last 7 years due in large part to the integration of our GIS-centric asset management system which now includes 20 asset inventories, and 18 mobile and desktop users. Over this time we have pieced together GIS help to tackle the increased workload. This ranged from non-paid volunteers building the inventories, to paid part-time staff tasked with building and maintaining the inventories accuracy and integrity along with various other GIS functions. In 2014 we created two part-time GIS Technician staff positions. This additional skilled staff has allowed the GIS Department to improve other aspects of our GIS capability such as data sharing and availability through web services, and the development of web map and apps. We would like to keep this momentum of moving our data to the web and building more online applications that service our staff and citizen’s needs. Applications such as road closure app, open data portal, and permit parking app to name a few.

The department recently contracted with a GIS consulting firm for support as part-time staffing was insufficient to complete high priority projects. While consulting firms are great for short-term projects, the growing demands on this program are ongoing. Creating a permanent GIS Technician position will allow us to directly manage when, where, and how the work is being performed to provide consistent, high quality service to staff and our community. It is also important to have this person onsite and integrated with the staff we are serving and the public services we are creating and maintaining.

Total authorized positions – 2.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
35 GIS				
986 GIS				
05 - Employee compensation				
500.501 - Salaries Full Time				180,536.00
500.506 - Car Allowance				0.00
500.507 - Taxable Life Premium				1,543.00
05 - Employee compensation Total				182,079.00
10 - Employee benefits				
501.500 - Retirement System				41,523.00
501.505 - Health Insurance				17,568.00
501.506 - Dental Insurance				1,912.00
501.507 - Medicare				2,706.00
501.508 - Life Insurance				1,323.00
501.509 - Long Term Disability				1,207.00
501.511 - Vision Insurance				359.00
501.516 - Hra City Contribution				3,912.00
10 - Employee benefits Total				70,510.00

20 - Contract services	
700.702 - General Service	
Agreement	92,000.00
20 - Contract services Total	92,000.00
31 - Special projects	
900.995 - Special Projects - CDD	8,000.00
31 - Special projects Total	8,000.00
986 GIS Total	352,589.00



FISCAL GENERAL SERVICES

Other General

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

Budget Unit 610-90-989
Internal Service Fund

Total Revenue	\$	-
Total Expenditures		392,000
Fund Balance		(392,000)
	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

This activity provides for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide.

SERVICE OBJECTIVES

- Establish evaluation standards for the selection of IT projects city-wide.
- Recommend hardware and software funding of projects.
- Implement new technology city-wide to improve efficiencies.

RECOMMENDED PROPOSED

It is recommended that a budget of \$392,000 be approved for Information Technology Equipment Acquisition. This division oversaw the implementation of the following key information systems in fiscal year 2014-15: Aerial Image Acquisition, Annual PCI and NIST Compliance Standards and Business Continuity. Upgrades to the following systems will also occur: Asset Management, Datacenter refresh, SAN Storage, Network Printers, Enterprise Software Suites, Wireless Phase II, iPads and monitor refreshes. Hardware and software acquisition and project budget for 2014/15 is:

This budget is projected to use \$392,000 in retained earnings for the purchase of several replacement items that have been fully depreciated.

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:

ITEM	COST
Monitor	\$1,100
iPad	1,000
Laptop	2,500
Laptop	2,500
Laptop	2,500
iPad x2	2,000
Laptop	2,500
iPad	1,000
iPads - cont replace	37,400
Server replacement	40,000
Virtual licensing	25,000
Storage	25,000
Network Monitor	40,000
Collaboration Software	15,000
MS True Ups	20,000
DR Cloud	20,000
Laptop replacement	15,000
Square Payment x3	9,900
iPad x11	16,300
Adobe Cloud Add.	6,600
Digital Signature	40,000
Gig interfaces	15,000
Forensic Software	10,000
Conference room laptops	10,000
Secure Link Gateway	3,500
Adobe Acrobat	500
Scala Env. Ed Center	5,000
MDM - BYOD	6,000
Scanner	5,100
Database Server	5,000
Laptops x2	5,000
ArchiCAD	1,600
TOTAL	\$392,000

Public Affairs - Equipment Acquisition

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	-	-	22,304	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 22,304	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	50,200	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	625,985	392,000
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 676,185	\$ 392,000
Fund Balance (Use of)	-	-	(462,278)	(392,000)
General Fund Costs	\$ -	\$ -	\$ 191,603	\$ -

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
989 Network Upgrade				
31 - Special projects				
900.945 - Fixed Asset Acquisition			625,985.00	392,000.00
31 - Special projects Total			625,985.00	392,000.00
989 Network Upgrade Total			625,985	392,000



CUPERTINO

Administrative Services

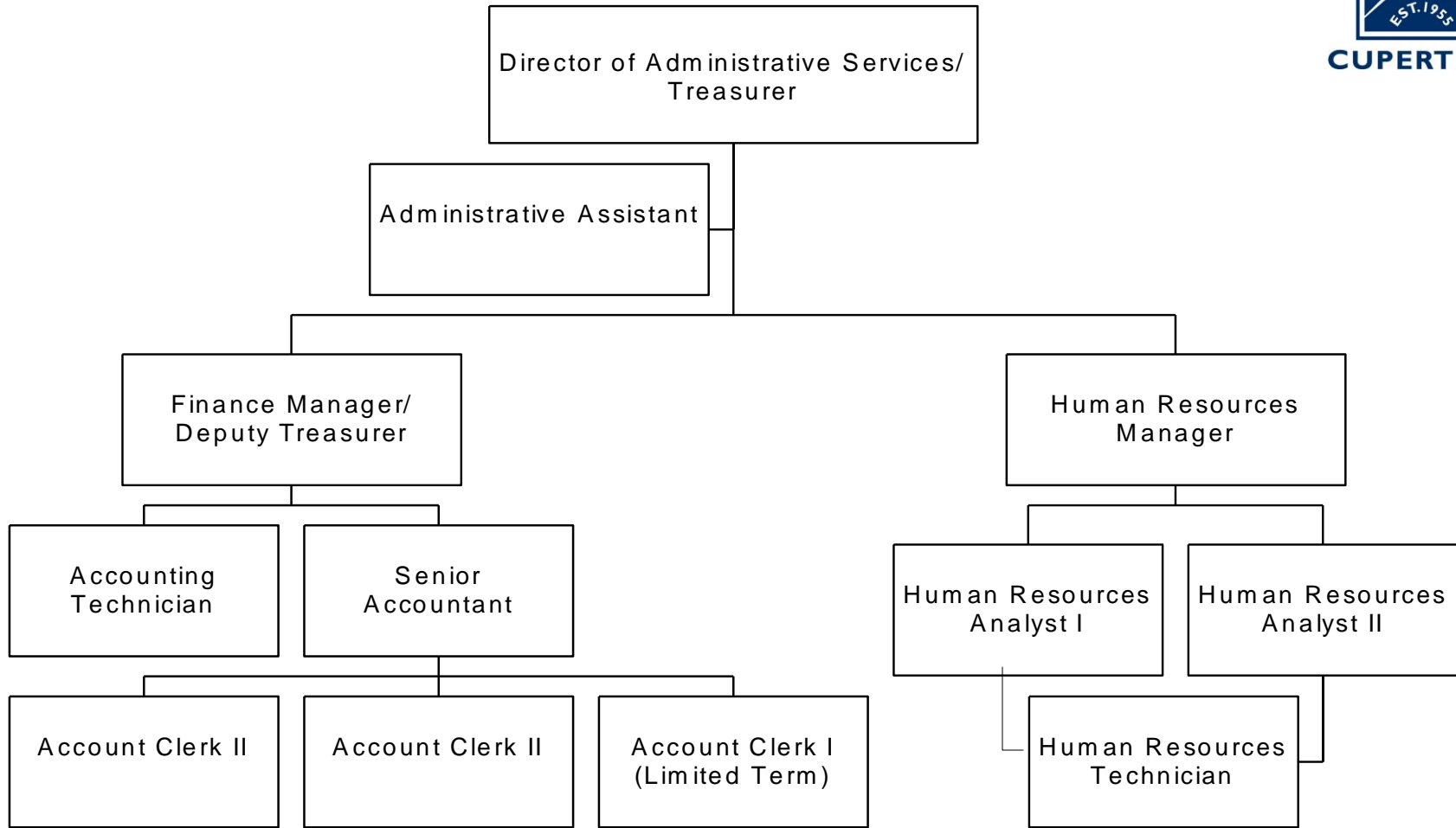
Administration

Finance

Human Resources



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

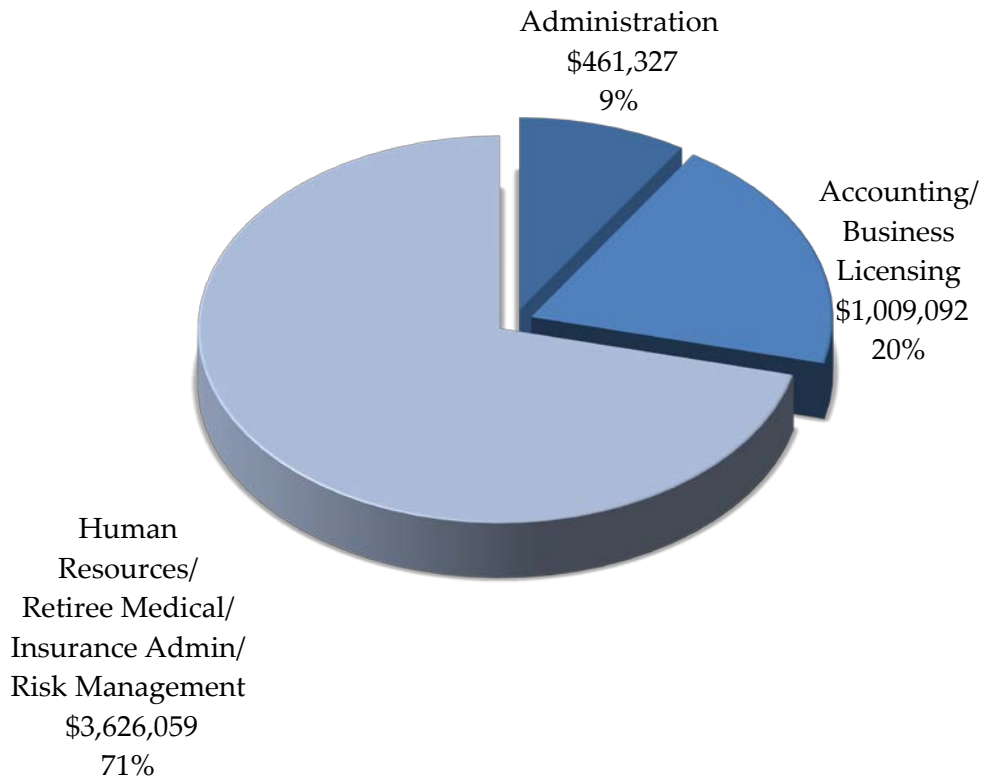
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	484,650	359,123	1,153,298
Fines and Forfeitures	-	-	-	-
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.

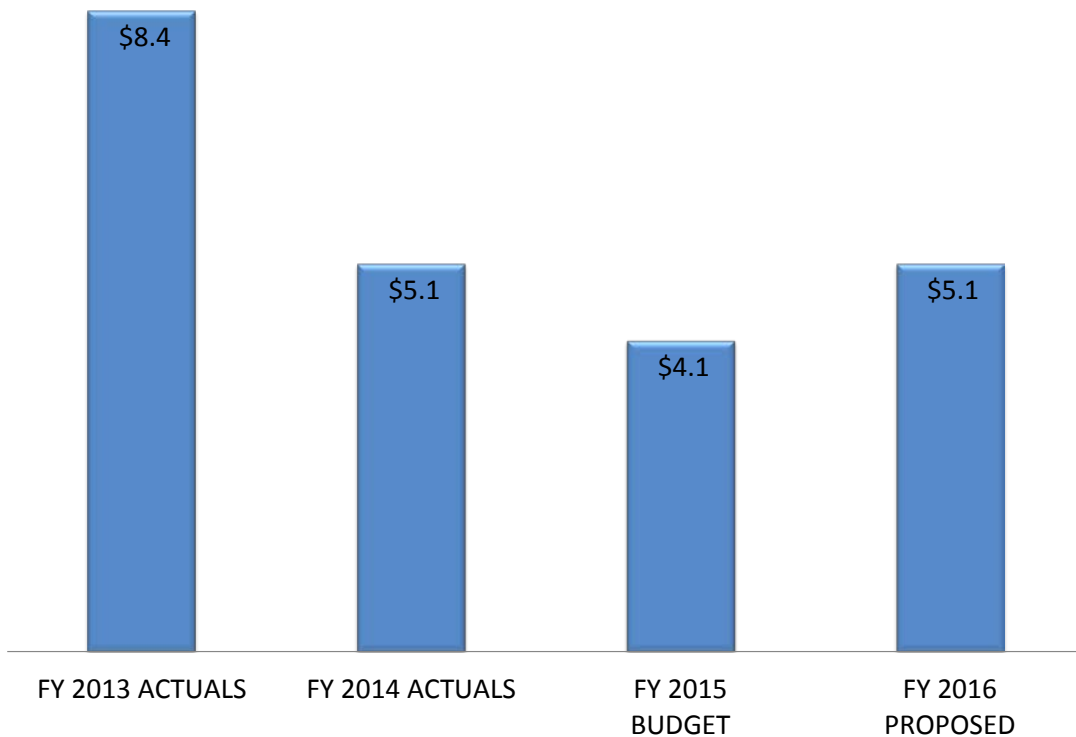
This budget is funded from \$1,163,298 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP), a \$3,933,180 contribution from the general fund.

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	-
<hr/>	
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	-
<hr/>	
	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		-
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
<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	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	-
<hr/>	
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	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	-	-	-	-
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
<u>Revenue</u>				
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	\$ -
<u>Expenditures</u>				
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.



Recreation and Community Services

Parks & Recreation

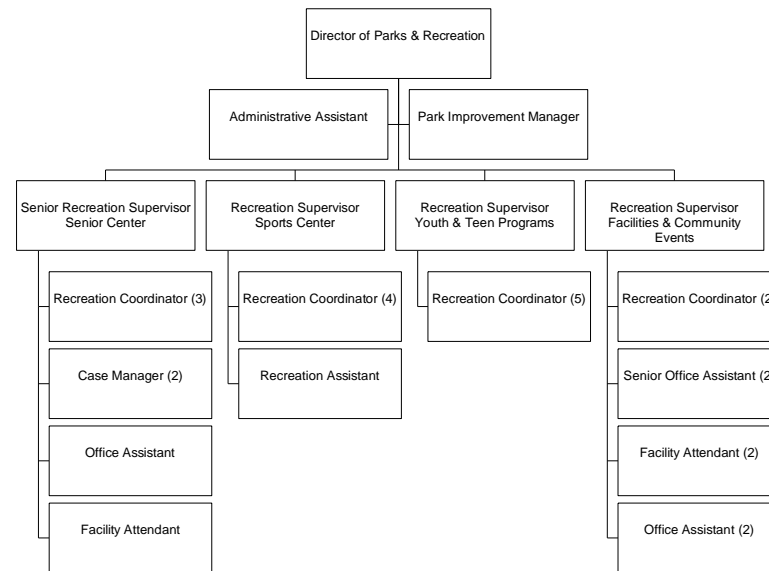
Community Services

Facilities and Community Events

Youth and Teen Programs

Sports and Fitness

Senior Programs





Recreation and Community Services

			Proposed 2014-15
Page	Parks and Recreation		\$ 721,454
	Fund		
327	110	Leadership 95014	36,447
330	110	Administration	464,148
333	110	Parks Planning and Restoration	220,859
	Facilities and Community Events		\$ 1,938,802
	Fund		
336	110	Quinlan Community Center Supervision	656,602
340	110	Blackberry Farm Picnic Area	669,461
344	110	Community Hall	98,016
347	110	Cultural Events	249,931
350	110	Quinlan Community Center	264,792
	Youth and Teen Programs		\$ 2,763,756
	Fund		
353	110	Youth,/Teen Supervision	117,798
356	110	Youth Programs	123,541
359	110	Teen Programs	18,388
362	110	Teen Center	105,544
365	110	Nature Programs	414,941
368	580	Youth/Teen Recreation Programs	1,983,544
	Sports and Fitness		\$ 4,380,172
	Fund		
372	110	Sports/Fitness Supervision	94,639
375	560	Blackberry Farm Golf Course	672,004
379	110	Creekside Programs	5,367
382	580	Sports/Fitness Recreation Programs	1,249,565
387	570	Cupertino Sports Center	2,353,022
391	110	Monta Vista Recreation Center	5,575



Recreation and Community Services

			Proposed 2014-15
Page	Senior Programs		\$ 1,923,704
	Fund		
394	110	Senior Adult Programs	640,826
397	110	Senior Center Case Manager	235,261
400	110	Senior Adult Recreation	1,031,892
405	110	Blue Pheasant Restaurant	15,725
Community Services			\$ 687,354
	Fund		
408	110	Community Outreach	119,705
411	110	Emergency/Disaster Preparedness	79,479
414	110	Neighborhood Watch	78,767
417	110	Library Service	409,403
TOTAL RECREATION AND COMMUNITY SERVICES			\$ 12,415,242

Division Summary

Recreation & Community Services- Summary

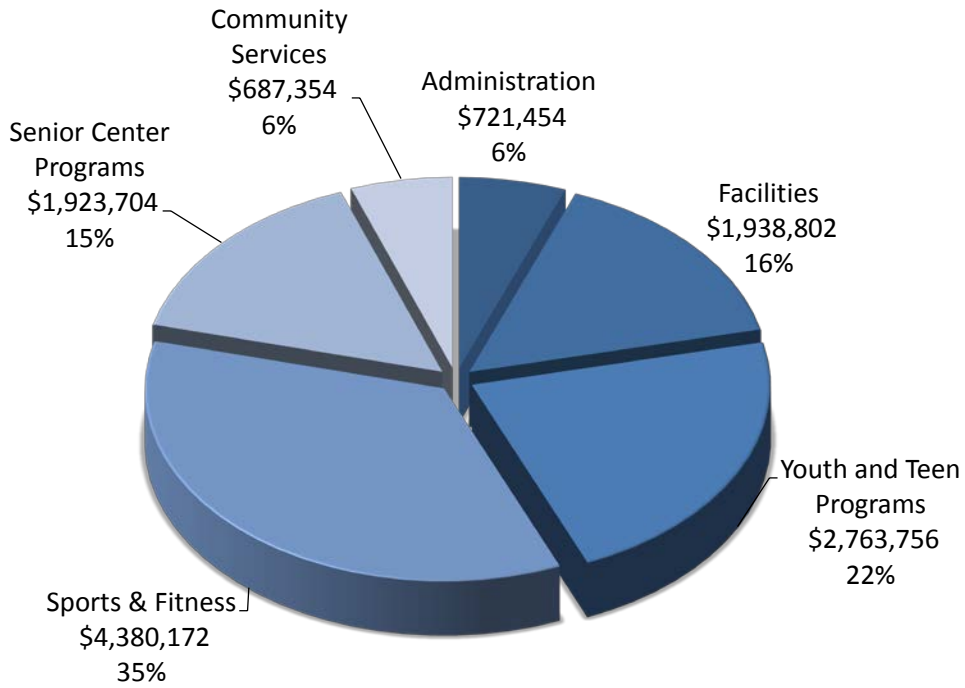
Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	247,494	304,000	266,230
Intergovernmental Revenue	-	184,556	-	-
Charges for Services	-	599,238	6,129,068	6,005,480
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	24,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,031,288	\$ 6,433,068	\$ 6,295,710
<i>Expenditures</i>				
Employee Compensation	2,864,252	3,171,755	3,505,281	3,981,499
Employee Benefits	963,197	956,721	1,225,019	1,244,654
Materials	754,972	867,006	1,085,379	1,288,299
Contract Services	3,304,849	3,774,322	4,115,031	4,201,361
Appropriations for Contingency	-	-	389,979	456,943
Cost Allocation	424,223	840,357	973,741	792,891
Capital Outlay	2,296	108,881	131,701	312,870
Special Projects	51,745	54,614	80,383	136,725
TOTAL EXPENDITURES	\$ 8,365,534	\$ 9,773,656	\$ 11,506,514	\$ 12,415,242
Fund Balance (Use of)	-	-	(858,560)	-
General Fund Costs	\$ 8,365,534	\$ 8,742,368	\$ 4,214,886	\$ 6,119,532

RECOMMENDED PROPOSED

It is recommended that a budget of \$12,415,242 be adopted for the Recreation and Community Services Department. This represents an increase of \$908,728 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to the addition of two new facilities—the Environmental Education Center and the Blacksmith Shop at McClellan Ranch—along with corresponding staffing, contract services, and equipment to support expanded programming at these facilities.

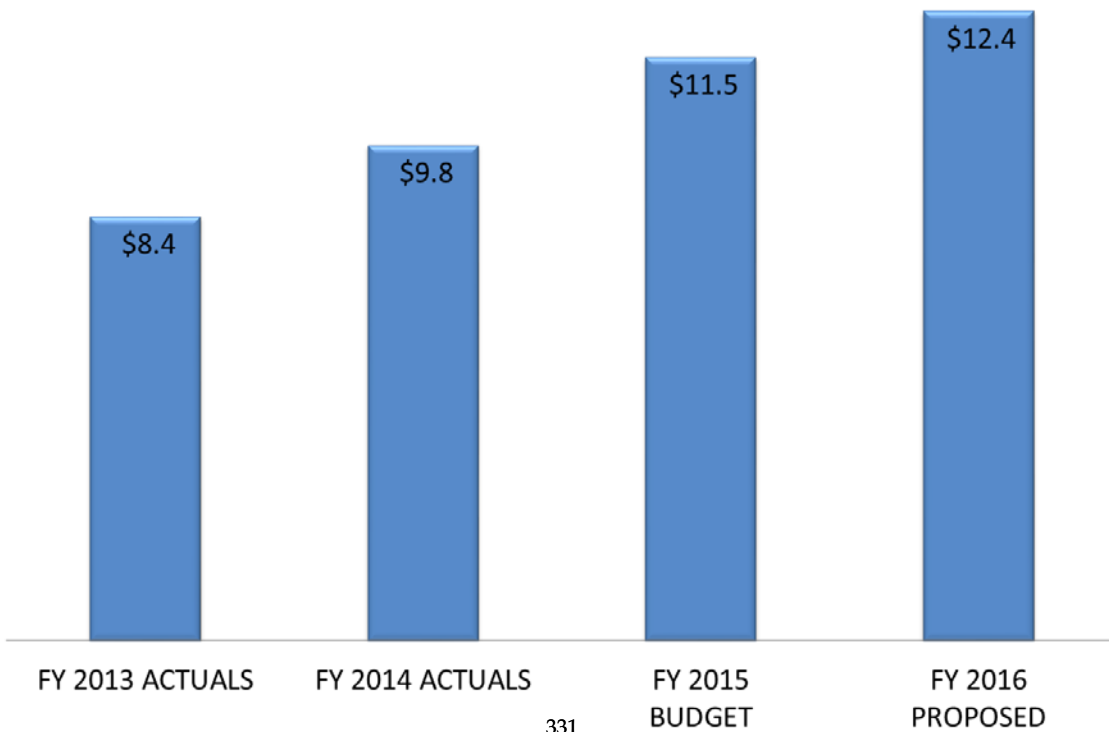
This budget is funded from \$6,295,710 in estimated department revenue and a \$6,119,532 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions





CUPERTINO

PUBLIC RESOURCES

Recreation Facilities

**RECREATION AND
COMMUNITY SERVICES**

Carol Atwood, Director

BUDGET AT A GLANCE

Total Revenue	6,295,710
Total Expenditures	12,415,242
Fund Balance	-
<hr/>	
General Fund Costs	\$ 6,119,532
Total Staffing	32.18
% Funded by General Fund	49.3%

KEY PERFORMANCE MEASURES BY DEPARTMENT

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
	Goal: Develop a healthy, positive and connected team				
	Identify Department priorities for FY 15/16 and form sub-committees to work on each goal.	Priorities list developed, readily accessed and tracked by each implementing program.	Percentage of priorities completed by December 2015 and June 2016.	100% of priorities complete by June 30, 2016.	Improved technology, marketing and customer service levels.
	Establish a department newsletter denoting quarterly accomplishments and items of interest.	Survey staff at departmental meetings to evaluate experience and gauge awareness of colleague's projects.	Increase awareness of City and department issues and projects by 10%.	Benchmark current inner-dpt. tools and develop a priority list of expansion opportunities. Deploy tools to improve RCS staff knowledge of ongoing and prior successes.	Enhanced communication of department projects and accomplishments .

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Establish monthly department wide meetings to team build, communicate subcommittee milestones and organization issues/successes.	Meetings convened, hosted, tracked. Information shared with all departmental members.	Percentage of participation at meetings and department events.	Increased participation in cross-division events by 25%.	Strong cohesive team developed to expand partnerships and elevate customer services and experience.
	Place high priority on training and encourage expanded professional development opportunities for staff.	Percentage of participation in annual training courses, passing-on new ideas, program concepts and service delivery tips via internal communications cataloging /project management tool. Track customer service experience before/following implementation via online, in-class surveys, Comcate.	Quantity of courses offered, participant attendance. Tool to foster greater team communications and brainstorming explored. Positive customer experiences recorded.	100% participation in annual training for all full-time staff. Annual enhancement of customer service modules for all part-time staff during in-service training.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.
	Goal: Increase use of technology to facilitate efficiency, expand marketing and bolster customer experience.				
	Implement a new park and recreation registration system department wide.	Development of methods to register and obtain customer feedback electronically using internet and smart devices.	Quantity and quality of customer feedback received prior to and following system implementation.	Registration available at any facility 100% of the time. Participant feedback readily available.	Improved employee efficiency and productivity. Customer experience improved and access to information enabled.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Effective use of social media marketing for classes and events.	Development of methods to notify customers via social media.	List of methods currently used. List of new approaches. Project management schedule and timeline to implement methods.	10% increase in social media outreach	Strengthen partnership with Communications Department to develop outreach plan for RCS that defines effective messaging, civic media assets, roles, timelines, responsibilities.
	Install Scala monitors in each facility with program specific content for the facility and then the department.	Development of marketing information for each site and department wide.	Inventory of information to share. Timeline to implement system.	Installation at four facilities with weekly program information.	Expanded customer access to information on programs and services on a facility-by-facility basis.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Park Planning & Restoration

	Goal: Pursue new parks and improvements to existing parks, guided by community input.				
	Facilitate a Stevens Creek Blvd to McClellan Ranch Road Corridor Master Plan	Solicit community input through a wide number of outreach events including public meetings, web site outreach, surveys and stakeholder interviews.	Online survey participation, post card mailing, social media/civic engagement tool tracking.	Corridor Master Plan report delivered by January 2016. Incorporate user comments into programming.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.
	Facilitate a City Wide Park and Recreation Master Plan	Solicit community input through a wide number of outreach events including public meetings, web site outreach, surveys and stakeholder interviews.	Online survey participation, post card mailing, social media/civic engagement tool tracking.	City wide Master Plan report delivered by September 2016. Incorporate user comments into programming.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Pursue the acquisition of parks and trails on the east side of Cupertino	Identify and carry out the steps to acquire the County Roads and Airport property known as the Lawrence Mitty Linear parcel; Review the Main Street Park Plan and facilitate Park and Recreation Commission and City Council review and approval.	Project management timeline developed, milestones achieved. Budget prepared and achieved.	Lawrence Mitty - Complete appraisals & soils testing; negotiate property acquisition; annex property, apply for grants 12/2016. Main Street - Review and recommend modifications by 5/2015.	Expand park assets and associated community benefits citywide.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Facilities and Community Events

Goal: Upgrade the Quinlan Community Center to increase usage and revenue generation from the facility.					
	Complete the Quinlan Community Center Upgrade project: energy efficient lighting, facility upgrades.	Replace lighting fixtures. Replace flooring for more efficient maintenance. Paint all public spaces and remodel front office.	Pre-and-post site energy used tracked. Project timeline and milestones tracked.	Reduce energy costs by 10%. Reduce maintenance time by 10%; Enhancements complete 6/2015.	Facility energy use and aesthetics improved.
	Utilize new marketing materials for promotion of the Center.	Prepare new marketing materials: virtual tours, marketing brochures, marketing binders, social media announcements	Online user surveys. Site access/click-throughs.	Increase facility rentals by 5%	Additional revenue generated through increased program enrollment.
	Book multiple rentals per day if possible.	Implement scheduling software.	Bookings pre-and-post implementation.	Increase facility rentals by 5%	Additional revenue generated through increased space programming.

Goal: Implement creative solutions at Blackberry Farm to improve the customer service experience while complying with new bus restrictions into the complex.					
	Expand pool and picnic programs for the summer season.	Outline current programs and services. Evaluate expansion opportunities based upon resident surveys, assessment of adjacent city municipal services.	Survey results. Service gap analysis. Programs proposed.	Increase revenue by 10%	Expand services and resultant revenues through: pool party packages; catering packages; water aerobic classes, etc.
	Educate patrons on transportation options and provide acceptable customer service alternatives to bussing children into BBF.	Evaluate current site transportation services and alternatives via survey. Meet off-site busses with carts to carry in their coolers and supplies.	Service summary developed. Alternatives proposed. Traffic mitigations recommended. Informational materials developed. Survey results recorded.	Maintain status quo re: number of field trips and not loose patrons	Mitigate site traffic impacts and create a more pleasant guest experience.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Youth and Teen Programs					
Goal: Grow a healthy community by evaluating opportunities to expand community participation in programs and facilitate greater access to services, facilities and parks across all demographics.					
	Adjust current Teen Center operation hours to increase rental periods.	Teen Center rental revenue monitored and managed via facility rental software.	Yearly rental revenue reviewed and compared to previous yearly revenue reports.	Adjust weekend hours at the Teen Center to provide more opportunities for private events and increase rental revenue by 20%.	Rental opportunities and facility options expanded for community and revenue from facility rentals increased.

	Consult with current contract instructors to explore additional service offerings and expand classes for teens and adults. Acquire feedback from target population on desired programming, including expanded preschool.	Registration software reports including returning students; Class satisfaction surveys administered to participants of all new and existing programs, including requests for new or expanded services.	Participant and revenue totals measured against figures before new program implementations. Customer feedback would be reviewed through survey results detailing participant satisfaction.	Increase number of Teen/Adult Art, S.T.E.M., nature programs by adding at least 2 new contractors to support student demands. Review opportunities and requirements to expand preschool program.	Teen and Adult recreational class selections expanded for community. Revenue for Teen/Adult classes increased. Preschool program has clearly defined expansion pathway.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Sports and Fitness					
	Goal: Offer Sports Center programs targeted at school age groups in order to entice more families to join the Center.				
	Expand memberships through expanded services desired by the community.	Survey members to identify needs and the broader public to identify service gaps. Evaluate programs to find gaps in programming for these age groups.	Survey results. Service gap analysis. Programming proposals.	5% increase in family memberships	Age appropriate programming developed to provide family opportunities such as kids club and parents night out.
	Goal: Provide a fun and memorable recreational experience for families at the 2016 Big Bunny 5K.				
	Investigate different online survey options to increase awareness and identify improvements for the event.	Develop appropriate program modifications to improve family experience. Survey prior to and following implementation.	Survey results.	10% increase in participation	Big Bunny fun run receives positive press, user-generated social media accolades. Participation grows year after year.

Goal: Introduce foot golf at the BBF golf course.					
	Target participation at BBF golf course to those who don't currently use the facility (i.e. after school youth league).	Develop list of groups currently using site. Develop list of prospective users. Outreach to all. Track site use prior to and following outreach. Track outreach channels.	Site use. Outreach metrics - # of messages developed, shared; click-throughs.	8% increase in participation	Expand partnerships with youth and adult groups (AYSO, Apple, etc.) to market programs. Customer notification of specials, events, shared via social media.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Senior Programs					
Goal: Expand membership and existing member satisfaction.					
	Using effective outreach strategies, informed by the departmental marketing plan, to grow membership by 2 percent per year.	Quantity of memberships and renewals measured; Number of membership referrals. Feedback received on services, programs, center.	# of memberships, renewals, referrals, positive feedback via surveys (online, Comcate, in-person), social media hits.	Complete marketing plan and develop surveying and tracking tools	Implement marketing plan and gather data on memberships, member satisfaction.



PUBLIC RESOURCES

Other

**RECREATION AND
COMMUNITY SERVICES-
LEADERSHIP 95014**

Budget Unit 100-60-600
General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 17,000
Total Expenditures	36,447
Fund Balance	-
<hr/>	
General Fund Costs	\$ 19,447
Total Staffing	0.10
% Funded by General Fund	53.4%

PROGRAM OVERVIEW

This program provides a leadership training opportunity for adults living and working in the Cupertino community.

SERVICE OBJECTIVES

- Educate participants on Cupertino’s City government, schools, businesses and non-profit sectors.
- Encourage participants to “Invest in the Community.”
- Enhance executive leadership skills to enable participants to make a positive impact.

RECOMMENDED PROPOSED

It is recommended that a budget of \$36,447 be approved for Leadership 95014. This represents a decrease of \$5,414 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to decreases in staff allocation from 15% to 10% of an FTE.

This budget is funded from \$17,000 in estimated department revenue resulting from charges to participants of the program and a \$19,447 contribution from the general fund.

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

Recreation & Community Services- Leadership 95014

Category	2012-2013	2013-2014	2014-15	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	-	2,000	17,000	17,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 2,000	\$ 17,000	\$ 17,000
<u>Expenditures</u>				
Employee Compensation	2,205	5,504	15,351	10,015
Employee Benefits	150	2,115	7,075	4,246
Materials	5,165	7,206	5,715	5,966
Contract Services	6,600	9,571	10,500	12,750
Appropriations for Contingency	-	-	1,622	1,872
Cost Allocation	-	440	1,598	1,598
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 14,120	\$ 24,837	\$ 41,861	\$ 36,447
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 14,120	\$ 22,837	\$ 24,861	\$ 19,447

STAFFING

Total current authorized positions – 0.15

Staffing reallocation of Administrative Assistant to reflect actual work performed.

Total authorized positions – 0.10

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 PROPOSED BUDGET
600 Leadership 95014				
05 - Employee compensation				
500.501 - Salaries Full Time		5,504.42	15,351.00	9,808.00
500.502 - Salaries Part Time	2,204.50	0.00	0.00	0.00
500.506 - Car Allowance			240.00	120.00
500.507 - Taxable Life Premium			150.00	87.00
05 - Employee compensation Total	2,204.50	5,504.42	15,741.00	10,015.00
10 - Employee benefits				
501.500 - Retirement System		1,403.28	4,262.00	2,785.00
501.502 - Pers 1959 Surv Empr		2.54	0.00	3.00
501.505 - Health Insurance		451.06	1,395.00	878.00
501.506 - Dental Insurance		43.86	235.00	96.00
501.507 - Medicare	98.22	82.35	207.00	141.00
501.508 - Life Insurance		33.79	97.00	62.00
501.509 - Long Term Disability		26.70	105.00	67.00
501.510 - Workers Compensation	52.16	63.00	63.00	0.00
501.511 - Vision Insurance		8.41	27.00	18.00
501.516 - Hra City Contribution		0.43	294.00	196.00
10 - Employee benefits Total	150.38	2,115.42	6,685.00	4,246.00
15 - Materials				
600.601 - General Office Supplies	5,165.21	6,202.46	150.00	200.00
600.602 - Printing and Duplication	0.00	108.75	0.00	50.00
600.613 - General Supplies		891.12	5,550.00	5,700.00
600.632 - Mileage Reimbursement	0.00	3.39	15.00	16.00
15 - Materials Total	5,165.21	7,205.72	5,715.00	5,966.00
20 - Contract services				
700.702 - General Service Agreement	6,599.50	9,571.00	10,500.00	12,750.00
20 - Contract services Total	6,599.50	9,571.00	10,500.00	12,750.00
25 - Cost allocation				
800.802 - IT Reimbursement		381.00	1,390.00	1,390.00
800.804 - Web Site Reimbursement		59.00	208.00	208.00
25 - Cost allocation Total		440.00	1,598.00	1,598.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,622.00	1,872.00
35 - Contingencies Total		0.00	1,622.00	1,872.00
600 Leadership 95014 Total	14,119.59	24,836.56	41,861.00	36,447.00



PUBLIC RESOURCES
Recreation Facilities

**RECREATION AND
COMMUNITY SERVICES-
ADMINISTRATION**
Budget Unit 100-60-601
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	464,148
Fund Balance	-
<hr/>	
General Fund Costs	\$ 464,148
Total Staffing	1.85
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Provides overall department administration, as well as project management, community outreach and support to the Parks and Recreation Commission and the Disaster Council.

SERVICE OBJECTIVES

- Provide overall department administration, budget control, marketing, and employee development and evaluation;
- Support the Planning and Public Works Departments in the development of new parks, including, the City-Wide Park and Recreation Master Plan, Stevens Creek Corridor Trail Phase II, Main Street, Stevens Creek Boulevard to McClellan Ranch Preserve Corridor and the renovation of existing parks;
- Monitor and facilitate partnerships in regards to Library, Sheriff, and Fire services;
- Support the divisions of Emergency Preparedness, Neighborhood Watch, and the Block Leaders and Sister Cities;
- Negotiate the contract for Sheriff’s services for Cupertino, Saratoga, and Los Altos Hills.
- Explore the possibility of relocating the Teen Center;
- Establish the “Love Your Park” Program and outreach to the community in conjunction with the City-wide Park and Recreation Master Plan;
- Promote partnerships with CUSD, FUHSD, and DeAnza College with quarterly meetings and joint projects.

RECOMMENDED PROPOSED

It is recommended that a budget of \$464,148 be approved for the Administration Budget. This represents an increase of \$24,500 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to a planned department training and additional contingency funds for unexpected costs associated with programs.

This budget is funded by a \$464,148 contribution from the general fund.

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

Recreation & Community Services- Administration

Category	2012-2013	2013-2014	2014-15	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	222,443	193,979	250,290	260,180
Employee Benefits	82,996	69,211	109,867	104,398
Materials	6,190	13,115	8,999	35,119
Contract Services	152	1,009	5,583	1,000
Appropriations for Contingency	-	-	1,458	-
Cost Allocation	23,900	62,298	63,451	63,451
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 335,681	\$ 339,613	\$ 439,648	\$ 464,148
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 335,681	\$ 339,613	\$ 439,648	\$ 464,148

STAFFING

Total current authorized positions -1.90

A reallocation of staffing to the Park and Recreation Commission is recommended to better serve the commission.

Total authorized positions-1.85

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
601 Parks and Recr Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	222,036.61	193,979.21	250,290.00	253,616.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	406.41	0.00	0.00	0.00
500.506 - Car Allowance	2,492.28	0.00	3,600.00	3,990.00
500.507 - Taxable Life Premium			3,089.00	2,574.00
05 - Employee compensation Total	224,935.30	193,979.21	256,979.00	260,180.00
10 - Employee benefits				
501.500 - Retirement System	57,117.93	49,628.60	69,486.00	72,019.00
501.502 - Pers 1959 Surv Empr	0.00	75.07	0.00	25.00
501.505 - Health Insurance	14,686.88	9,968.31	17,664.00	15,584.00
501.506 - Dental Insurance	1,702.21	1,414.85	2,977.00	1,769.00
501.507 - Medicare	3,838.60	2,867.44	3,628.00	3,641.00
501.508 - Life Insurance	1,179.81	969.39	1,192.00	1,157.00
501.509 - Long Term Disability	739.19	821.33	1,658.00	1,672.00
501.510 - Workers Compensation	913.42	2,508.97	2,509.00	4,580.00
501.511 - Vision Insurance	326.01	270.66	348.00	332.00
501.516 - Hra City Contribution		686.81	3,716.00	3,619.00
10 - Employee benefits Total	80,504.05	69,211.43	103,178.00	104,398.00
15 - Materials				
600.601 - General Office Supplies	449.73	4,130.81	800.00	4,400.00
600.602 - Printing and Duplication	0.00	121.80	206.00	206.00
600.605 - Meeting Expenses	1,069.05	296.67	1,000.00	10,000.00
600.613 - General Supplies	455.00	1,552.94	577.00	1,500.00
600.618 - Utilities and Phone	780.29	1,196.49	781.00	2,000.00
600.621 - Calrecylce City Payment Prgm Adm	813.15	849.70	0.00	900.00

600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	2,555.26	4,936.38	5,500.00	16,000.00
600.632 - Mileage Reimbursement	67.53	30.68	135.00	113.00
600.650 - Special Dept Expense				0.00
15 - Materials Total	6,190.01	13,115.47	8,999.00	35,119.00
20 - Contract services				
700.701 - Training and Instruction	0.00	1,000.00	333.00	1,000.00
700.702 - General Service Agreement	151.58	8.68	5,250.00	0.00
20 - Contract services Total	151.58	1,008.68	5,583.00	1,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	23,900.00	15,223.00	26,875.00	26,875.00
800.803 - City Channel Reimb		44,717.00	32,553.00	32,553.00
800.804 - Web Site Reimbursement		2,358.00	4,023.00	4,023.00
25 - Cost allocation Total	23,900.00	62,298.00	63,451.00	63,451.00
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
35 - Contingencies				
719.705 - Contingencies		0.00	1,458.00	0.00
35 - Contingencies Total		0.00	1,458.00	0.00
601 Parks and Recr Admin Total	335,680.94	339,612.79	439,648.00	464,148.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Public Ways

**RECREATION AND
COMMUNITY SERVICES-
PARK PLANNING AND RESTORATION**
Budget Unit 100-60-634
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		220,859
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 220,859
Total Staffing		1.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Provides for park planning, renovation, outreach, and monitoring of Capital Improvement Projects and grant funding opportunities. Works with other county and open space areas to identify potential partnerships for future park and trail expansion.

SERVICE OBJECTIVES

- Identify and monitor grant funding opportunities;
- Promote partnerships with Santa Clara County (SCC), SCC Water District (SCCVWD) and Mid-Peninsula Open Space;
- Support the Public Works Department in the planning and development of new parks and restoration of existing parks;
- Assist with the Steven’s Creek Blvd to McClellan Ranch corridor Master Plan and the City-Wide Park and Recreation Master Plan.

RECOMMENDED PROPOSED

It is recommended that a budget of \$220,859 be approved for the Park Planning and Restoration Division. The represents an increase of \$17,966 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to costs of grand openings for new facilities and contingencies for unexpected expenses.

This budget is funded from a \$220,859 contribution from the General Fund.

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:

Recreation & Community Services- Park Planning and Restoration

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	-	-	139,489	143,196
Employee Benefits	-	-	56,404	55,563
Materials	-	-	6,900	12,100
Contract Services	-	-	100	10,000
Appropriations for Contingenc	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES \$	- \$	- \$	202,893 \$	220,859
Fund Balance (Use of)	-	-	-	-
General Fund Costs \$	- \$	- \$	202,893 \$	220,859

STAFFING

Total current authorized positions – 1.00

There are no recommended changes to staffing.

Total authorized positions – 1.00

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
634 Park Planning and Restoration				
05 - Employee compensation				
500.501 - Salaries Full Time			139,489.00	142,164.00
500.507 - Taxable Life Premium			1,032.00	1,032.00
05 - Employee compensation Total			140,521.00	143,196.00
10 - Employee benefits				
501.500 - Retirement System			38,725.00	40,370.00
501.502 - Pers 1959 Surv Empr			0.00	0.00
501.505 - Health Insurance			9,297.00	8,424.00
501.506 - Dental Insurance			1,567.00	956.00
501.507 - Medicare			2,023.00	2,041.00
501.508 - Life Insurance			693.00	693.00
501.509 - Long Term Disability			928.00	944.00
501.510 - Workers Compensation			0.00	0.00
501.511 - Vision Insurance			183.00	179.00
501.516 - HRA City Contribution			1,956.00	1,956.00
10 - Employee benefits Total			55,372.00	55,563.00
15 - Materials				
600.601 - General Office Supplies			300.00	300.00
600.608 - Sml Tools and Equipment			3,000.00	3,000.00
600.613 - General Supplies			400.00	600.00
600.618 - Utilities and Phone			1,200.00	1,200.00
600.629 - Conference and Meeting			2,000.00	2,000.00
600.631 - Councilmember Santoro			0.00	0.00
600.632 - Mileage Reimbursement			0.00	0.00
600.650 - Special Dept Expense				5,000.00
15 - Materials Total			6,900.00	12,100.00
20 - Contract services				
700.702 - General Service Agreement			100.00	10,000.00
20 - Contract services Total			100.00	10,000.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT				0.00
30 - Capital outlays Total				0.00
634 Park Planning and Restoration Total			202,893.00	220,859.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
QUINLAN CENTER SUPERVISION
 Budget Unit 100-61-602
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		656,602
Fund Balance		-
		General Fund Costs \$ 656,602
Total Staffing		5.42
% Funded by General Fund		100.0%

PROGRAM OVERVIEW

Provides the supervision and management of the Quinlan Community Center, Memorial Park, Community Hall, reserved picnic sites for private events, classes, and recreation department activities. Provides supervision and management of Blackberry Farm. This division is also responsible for the City’s special events (Cupertino Day, Summer Concert Series, Cinema at Sundown, Shakespeare, the 4th of July, and Tree Lighting). Also acts as liaison to Community Events such as the Cherry Blossom Festival, World Journal Festival, Fall Festival, and the Diwali Festival.

SERVICE OBJECTIVES

- Increase resident participation at community events and at Blackberry Farm.
- Increase participation at City events including 4th of July, Summer Concert Series, Cinema at Sundown, Harvest Festival, and the Tree Lighting Ceremony.
- Develop and maintain a positive relationship with neighborhoods adjacent to our facilities.
- Work with groups for community festivals and events to promote our diverse culture.
- Enhance the marketing of all programs through our brochure, website, social media, banners, and signs.
- Continue training with Emergency Services to ensure an efficiently run Quinlan Center Mass Shelter, if needed.
- Provide first-rate customer service through the continuation of staff training.
- Investigate, contract and implement a new software system to streamline customer registration, measure customer satisfaction, and enhance marketing of our programs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$656,602 for the Quinlan Center Supervision. This represents an increase of \$18,554 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to an increase in salaries and benefits.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Quinlan Community Center Supervision				
	2012-2013	2013-2014	2014-15	2015-2016
Category	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	357,145	347,699	381,659	402,783
Employee Benefits	154,250	160,591	194,055	189,750
Materials	4,088	2,272	3,170	5,747
Contract Services	-	-	1,000	-
Appropriations for Contingenc	-	-	417	575
Cost Allocation	38,200	38,853	57,747	57,747
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 553,683	\$ 549,415	\$ 638,048	\$ 656,602
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 553,683	\$ 549,415	\$ 638,048	\$ 656,602

STAFFING

Total current authorized positions – 5.42

There are no recommended changes to staffing.

Total authorized positions – 5.42

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
602 Quinlan CTR Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	353,649.15	344,483.65	378,659.00	375,801.00
500.502 - Salaries Part Time	0.00	0.00	0.00	11,000.00
500.503 - Excess Med Pay	2,754.57	452.04	0.00	2,675.00
500.505 - Overtime	741.00	363.04	3,000.00	10,000.00
500.506 - Car Allowance	2,400.06	2,400.06	1,800.00	1,800.00
500.507 - Taxable Life Premium			1,710.00	1,177.00
500.513 - Sick Leave				330.00
05 - Employee compensation Total	359,544.78	347,698.79	385,169.00	402,783.00
10 - Employee benefits				
501.500 - Retirement System	93,005.36	89,812.68	103,665.00	102,270.00
501.502 - Pers 1959 Surv Empr	0.00	238.69	0.00	80.00
501.505 - Health Insurance	40,927.32	47,275.72	50,390.00	46,871.00
501.506 - Dental Insurance	4,576.78	4,711.92	8,493.00	5,103.00
501.507 - Medicare	5,205.31	5,467.03	5,374.00	5,395.00
501.508 - Life Insurance	2,923.03	2,851.04	2,831.00	2,832.00
501.509 - Long Term Disability	1,976.81	1,974.65	2,653.00	2,637.00
501.510 - Workers Compensation	2,361.60	5,544.97	5,545.00	12,988.00
501.511 - Vision Insurance	874.26	899.76	992.00	972.00
501.516 - Hra City Contribution		1,814.60	10,602.00	10,602.00
10 - Employee benefits Total	151,850.47	160,591.06	190,545.00	189,750.00
15 - Materials				
600.601 - General Office Supplies	451.67	81.13	0.00	1,500.00

600.613 - General Supplies	150.00	150.00	565.00	147.00
600.618 - Utilities and Phone	0.00	0.00	600.00	100.00
600.629 - Conference and Meeting	3,474.63	2,041.36	2,000.00	4,000.00
600.632 - Mileage Reimbursement	11.30	0.00	5.00	0.00
15 - Materials Total	4,087.60	2,272.49	3,170.00	5,747.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	1,000.00	0.00
20 - Contract services Total	0.00	0.00	1,000.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	38,200.00	33,643.00	50,229.00	50,229.00
800.804 - Web Site Reimbursement		5,210.00	7,518.00	7,518.00
25 - Cost allocation Total	38,200.00	38,853.00	57,747.00	57,747.00
35 - Contingencies				
719.705 - Contingencies		0.00	417.00	575.00
35 - Contingencies Total		0.00	417.00	575.00
602 Quinlan CTR Supervision Total	553,682.85	549,415.34	638,048.00	656,602.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
BLACKBERRY FARM PICNIC AREA
 Budget Unit 100-61-603
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 260,000
Total Expenditures	669,461
Fund Balance	<u>-</u>
	General Fund Costs \$ 409,461
Total Staffing	1.25
% Funded by General Fund	61.2%

PROGRAM OVERVIEW

Blackberry Farm provides the community with recreational space to swim, picnic and enjoy the Stevens Creek Trail.

SERVICE OBJECTIVES

- Offer an enhanced Cupertino Day Event.
- Provide the community with two recreational pools for drop-in use.
- Bring the community together with the annual 4th of July, movie nights, and Harvest Festival events.
- Increase residential usage of the facility.

RECOMMENDED PROPOSED

It is recommended that a budget of \$669,461 for the Blackberry Farm Picnic Area. This represents a decrease of \$60,438 below the FY 2014-15 Adopted Budget. The decrease is attributed primarily to a decrease in salaries and benefits resulting from a staff reallocation.

This budget is funded from \$260,000 in estimated Blackberry Farm revenue and a \$409,461 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:

Recreation & Community Services- Blackberry Farm

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	4,440	13,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	267,147	250,000	260,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 271,587	\$ 263,000	\$ 260,000
<i>Expenditures</i>				
Employee Compensation	285,731	332,579	400,075	365,254
Employee Benefits	54,863	50,314	81,356	50,865
Materials	76,396	97,240	66,093	79,335
Contract Services	123,529	125,674	137,993	111,000
Appropriations for Contingency	-	-	20,409	19,034
Cost Allocation	26,600	19,778	23,973	23,973
Capital Outlay	2,296	6,000	-	-
Special Projects	10,932	-	-	20,000
TOTAL EXPENDITURES	\$ 580,347	\$ 631,586	\$ 729,899	\$ 669,461
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 580,347	\$ 359,998	\$ 466,899	\$ 409,461

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Yogurt Machine	\$20,000		General Fund	Replacement of current yogurt machine
TOTAL	\$ 20,000			

STAFFING

Total current authorized positions –2.25

An authorized Maintenance Worker I/II position was transferred to the Public Works Department to improve supervision and service delivery.

Total authorized positions – 1.25

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
603 BBF Picnic Area				
05 - Employee compensation				
500.501 - Salaries Full Time	70,298.47	99,157.92	165,465.00	108,522.00
500.502 - Salaries Part Time	213,374.50	230,443.47	232,610.00	245,000.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	2,057.60	2,977.77	2,000.00	3,500.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			834.00	282.00
500.513 - Sick Leave				7,350.00
05 - Employee compensation Total	285,730.57	332,579.16	401,509.00	365,254.00
10 - Employee benefits				
501.500 - Retirement System	23,510.12	25,693.14	43,043.00	30,817.00
501.502 - Pers 1959 Surv Empr	0.00	65.86	0.00	22.00
501.505 - Health Insurance	8,528.29	10,766.49	20,918.00	10,854.00
501.506 - Dental Insurance	936.67	1,159.17	3,526.00	1,178.00
501.507 - Medicare	13,208.49	7,665.83	2,355.00	1,558.00
501.508 - Life Insurance	574.50	744.89	1,281.00	728.00
501.509 - Long Term Disability	413.28	556.25	1,163.00	749.00
501.510 - Workers Compensation	7,525.38	2,823.00	2,823.00	2,290.00
501.511 - Vision Insurance	167.17	221.37	412.00	224.00
501.516 - Hra City Contribution		618.11	4,401.00	2,445.00
10 - Employee benefits Total	54,863.90	50,314.11	79,922.00	50,865.00
15 - Materials				
600.601 - General Office Supplies	15,639.04	10,031.49	3,000.00	3,000.00
600.602 - Printing and Duplication	3,130.46	3,835.82	4,246.00	4,246.00
600.604 - Postage	567.76	411.85	291.00	291.00
600.609 - Equipment Parts	628.37	816.19	369.00	369.00
600.611 - Uniforms/Safety Appar	983.27	3,618.88	1,935.00	2,000.00
600.613 - General Supplies	48,458.65	63,190.72	44,280.00	51,800.00

600.614 - Repair and Maint Supplies		263.80	0.00	0.00
600.616 - Haz Material Mgmt		358.75	0.00	360.00
600.618 - Utilities and Phone	5,158.35	12,400.87	5,570.00	12,500.00
600.619 - Advertising and Legal Notices	711.73	0.00	369.00	369.00
600.620 - Gas Service	0.00	0.00	0.00	0.00
600.622 - State Mandated Cost	645.00	1,606.00	1,800.00	1,800.00
600.629 - Conference and Meeting	418.59	673.92	2,000.00	2,000.00
600.631 - Councilmember Santoro			1,200.00	0.00
600.632 - Mileage Reimbursement	53.96	31.92	1,033.00	600.00
15 - Materials Total	76,395.18	97,240.21	66,093.00	79,335.00
20 - Contract services				
700.701 - Training and Instruction	2,566.76	4,883.88	3,000.00	3,000.00
700.702 - General Service Agreement	115,302.87	114,010.82	126,500.00	100,000.00
700.703 - Maintenance of Equipment	127.40	659.80	93.00	0.00
700.705 - Law Enforcement Services	0.00	0.00	0.00	0.00
700.706 - Rent Expense			2,400.00	0.00
700.707 - Bank Charges	5,532.09	6,119.56	6,000.00	8,000.00
20 - Contract services Total	123,529.12	125,674.06	137,993.00	111,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	26,600.00	17,126.00	20,852.00	20,852.00
800.804 - Web Site Reimbursement		2,652.00	3,121.00	3,121.00
25 - Cost allocation Total	26,600.00	19,778.00	23,973.00	23,973.00
30 - Capital outlays				
900.905 - Facility Improvements	2,295.65	0.00	0.00	0.00
30 - Capital outlays Total	2,295.65	0.00	0.00	0.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	10,932.37	6,000.00	0.00	20,000.00
31 - Special projects Total	10,932.37	6,000.00	0.00	20,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	20,409.00	19,034.00
35 - Contingencies Total		0.00	20,409.00	19,034.00
603 BBF Picnic Area Total	580,346.79	631,585.54	729,899.00	669,461.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
COMMUNITY HALL
Budget Unit 100-61-604
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 18,000
Total Expenditures	98,016
Fund Balance	-
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General Fund Costs	\$ 80,016
Total Staffing	0.90
% Funded by General Fund	81.6%

PROGRAM OVERVIEW

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility space which can be used for a variety of activities.

SERVICE OBJECTIVES

- Provide a facility for community meetings, parties, and other similar activities.
- Provide a facility for City Channel programming, and City Council, Planning Commission, Parks & Recreation Commission and other City meetings.

RECOMMENDED PROPOSED

It is recommended that a budget of \$98,016 be approved for Community Hall. This represents an increase of \$3,023 over the FY 2014-15 Adopted Budget.

This budget is funded by \$18,000 in rental fees and \$80,016 from the general fund.

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

Recreation & Community Services- Community Hall

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	18,000	18,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 18,000	\$ 18,000
<i>Expenditures</i>				
Employee Compensation	33,245	54,580	56,462	59,870
Employee Benefits	14,057	24,484	27,887	27,511
Materials	1,872	396	959	951
Contract Services	-	-	-	-
Appropriations for Contingenc	-	-	96	95
Cost Allocation	2,500	7,911	9,589	9,589
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 51,674	\$ 87,371	\$ 94,993	\$ 98,016
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 51,674	\$ 87,371	\$ 76,993	\$ 80,016

STAFFING

Total current authorized positions – 0.90

There are no recommended changes to staffing.

Total authorized positions – 0.90

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
604 Comm Hall Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	26,852.26	46,683.75	48,532.00	51,540.00
500.502 - Salaries Part Time	6,392.50	7,896.10	7,930.00	7,930.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.507 - Taxable Life Premium			162.00	162.00
500.513 - Sick Leave				238.00
05 - Employee compensation Total	33,244.76	54,579.85	56,624.00	59,870.00
10 - Employee benefits				
501.500 - Retirement System	7,093.11	12,292.21	13,474.00	14,636.00
501.502 - Pers 1959 Surv Empr	0.00	47.62	0.00	16.00
501.505 - Health Insurance	4,436.16	7,586.26	8,367.00	7,711.00
501.506 - Dental Insurance	487.19	831.53	1,410.00	845.00
501.507 - Medicare	689.70	884.94	704.00	740.00
501.508 - Life Insurance	224.13	382.50	374.00	374.00
501.509 - Long Term Disability	155.64	274.84	342.00	360.00
501.510 - Workers Compensation	877.65	1,128.97	1,129.00	908.00
501.511 - Vision Insurance	93.03	158.71	165.00	161.00
501.516 - Hra City Contribution		896.45	1,760.00	1,760.00
10 - Employee benefits Total	14,056.61	24,484.03	27,725.00	27,511.00
15 - Materials				
600.601 - General Office Supplies	1,871.75	186.81	0.00	400.00
600.613 - General Supplies		209.52	659.00	300.00
600.632 - Mileage Reimbursement	0.00	0.00	300.00	251.00
15 - Materials Total	1,871.75	396.33	959.00	951.00
20 - Contract services				
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	2,500.00	6,850.00	8,341.00	8,341.00
800.804 - Web Site Reimbursement		1,061.00	1,248.00	1,248.00
25 - Cost allocation Total	2,500.00	7,911.00	9,589.00	9,589.00
35 - Contingencies				
719.705 - Contingencies		0.00	96.00	95.00
35 - Contingencies Total		0.00	96.00	95.00
604 Comm Hall Operation Total	51,673.12	87,371.21	94,993.00	98,016.00



PUBLIC RESOURCES

Recreation Facilities

**FACILITIES- CULTURAL EVENTS
 /SPECIAL EVENTS**

Budget Unit 100-61-605
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	249,931
Fund Balance	-
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General Fund Costs	\$ 249,931
Total Staffing	0.33
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Oversees and facilitates a wide range of festivals and cultural events that are offered to the community.

SERVICE OBJECTIVES

- Provide a summer concert series at Memorial Park.
- Offer a summer movie series at Blackberry Farm and Memorial Park.
- Partner with the San Francisco Shakespeare Company to bring Free Shakespeare in the Park to Cupertino.
- Organize and facilitate the city-wide July 4th celebration.
- Bring the community together with the annual Tree Lighting celebration.
- Support the community non-profit organizations that host festivals in Memorial Park.

RECOMMENDED PROPOSED

It is recommended that a budget of \$249,931 be approved for Facilities-Cultural/ Special Events. This represents an increase of \$25,553 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to contract services and equipment replacement.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Cultural Events

Category	2012-2013	2013-2014	2014-15	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	38,493	54,578	45,504	52,423
Employee Benefits	11,734	11,136	12,234	12,770
Materials	7,041	10,220	17,333	10,960
Contract Services	125,054	119,656	131,689	144,696
Appropriations for Contingency	-	-	14,102	15,566
Cost Allocation	3,900	2,901	3,516	3,516
Capital Outlay	-	-	-	-
Special Projects	40,813	21,811	-	10,000
TOTAL EXPENDITURES	\$ 227,035	\$ 220,302	\$ 224,378	\$ 249,931
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 227,035	\$ 220,302	\$ 224,378	\$ 249,931

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Tarp Replacement	\$10,000		General Fund	Replace tarps
TOTAL	\$ 10,000			

STAFFING

Total current authorized positions – 0.33

There are no recommended changes to staffing.

Total authorized positions – 0.33

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
605 Cultural Events				
05 - Employee compensation				
500.501 - Salaries Full Time	23,269.81	22,693.51	24,400.00	26,161.00
500.502 - Salaries Part Time	8,639.50	20,367.57	13,104.00	13,800.00
500.505 - Overtime	6,583.06	11,516.54	8,000.00	12,000.00
500.507 - Taxable Life Premium			48.00	48.00
500.513 - Sick Leave				414.00
05 - Employee compensation Total	38,492.37	54,577.62	45,552.00	52,423.00
10 - Employee benefits				
501.500 - Retirement System	6,155.63	5,976.16	6,774.00	7,429.00
501.502 - Pers 1959 Surv Empr	0.00	17.45	0.00	6.00
501.505 - Health Insurance	2,815.05	2,827.43	3,068.00	2,827.00
501.506 - Dental Insurance	309.15	309.89	517.00	310.00
501.507 - Medicare	1,003.16	1,000.55	354.00	376.00
501.508 - Life Insurance	189.62	190.07	183.00	183.00
501.509 - Long Term Disability	136.86	138.43	171.00	182.00
501.510 - Workers Compensation	1,064.70	414.00	414.00	753.00
501.511 - Vision Insurance	59.07	59.13	60.00	59.00
501.516 - Hra City Contribution		203.35	645.00	645.00
10 - Employee benefits Total	11,733.24	11,136.46	12,186.00	12,770.00
15 - Materials				
600.601 - General Office Supplies	7,027.15	4,815.23	0.00	0.00
600.608 - Sml Tools and Equipment		72.25	0.00	0.00
600.613 - General Supplies	0.00	5,332.30	17,328.00	10,950.00
600.632 - Mileage Reimbursement	14.32	0.00	5.00	10.00
15 - Materials Total	7,041.47	10,219.78	17,333.00	10,960.00
20 - Contract services				
700.702 - General Service Agreement	125,044.33	117,786.13	122,089.00	133,296.00
700.706 - Rent Expense	10.00	1,869.61	9,600.00	11,400.00
20 - Contract services Total	125,054.33	119,655.74	131,689.00	144,696.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,900.00	2,512.00	3,058.00	3,058.00
800.804 - Web Site Reimbursement		389.00	458.00	458.00
25 - Cost allocation Total	3,900.00	2,901.00	3,516.00	3,516.00
30 - Capital outlays				
900.905 - Facility Improvements		21,811.18	0.00	0.00
30 - Capital outlays Total		21,811.18	0.00	0.00

31 - Special projects				
900.945 - Fixed Asset Acquisition	40,812.95	0.00	0.00	10,000.00
31 - Special projects Total	40,812.95	0.00	0.00	10,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	14,102.00	15,566.00
35 - Contingencies Total		0.00	14,102.00	15,566.00
605 Cultural Events Total	227,034.36	220,301.78	224,378.00	249,931.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
QUINLAN COMMUNITY CENTER
 Budget Unit 100-61-607
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 134,000
Total Expenditures	264,792
Fund Balance	-
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General Fund Costs	\$ 130,792
Total Staffing	0.95
% Funded by General Fund	49.4%

PROGRAM OVERVIEW

The Quinlan Community Center is the home office of the Recreation and Community Services Department, and provides the community with facility space for a variety of recreational activities.

SERVICE OBJECTIVES

- Offer in-person and on-line registration for recreation programs.
- Schedule facility space for contractual and staff-run classes and camps.
- Rent the facility for meetings, birthday parties, wedding receptions, community events, and other similar activities.
- House the Cupertino Historical Society.
- Serve as the City’s Emergency Operations Shelter in case of disasters.

RECOMMENDED PROPOSED

It is recommended that a budget of \$264,792 be approved for the Quinlan Community Center. This represents an increase of \$22,197 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increases in materials and supplies, employee compensation, and special projects.

This budget is funded from \$119,000 in estimated rental revenue, \$15,000 in charges for service, and a \$130,792 contribution from the general fund.

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

Recreation & Community Services- Quinlan Community Center

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	105,218	119,000	119,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	13,000	15,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 105,218	\$ 132,000	\$ 134,000
<i>Expenditures</i>				
Employee Compensation	138,922	111,120	121,562	129,658
Employee Benefits	43,019	27,671	29,248	30,079
Materials	60,772	45,397	50,619	58,730
Contract Services	13,547	16,136	8,911	11,500
Appropriations for Contingency	-	-	5,953	7,023
Cost Allocation	25,170	27,081	26,302	22,802
Capital Outlay	-	-	-	-
Special Projects	-	1,326	-	5,000
TOTAL EXPENDITURES	\$ 281,430	\$ 228,731	\$ 242,595	\$ 264,792
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 281,430	\$ 123,514	\$ 110,595	\$ 130,792

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Facility Sound Systems	\$5,000		General Fund	Replace facility sound system equipment
TOTAL	\$ 5,000			

STAFFING

Total current authorized positions –.95

There are no recommended changes to staffing.

Total authorized positions – 0.95

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
607 Quinlan Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	76,106.71	42,543.50	46,716.00	51,949.00
500.502 - Salaries Part Time	62,815.25	68,294.28	74,646.00	74,646.00
500.505 - Overtime	0.00	282.42	200.00	750.00
500.507 - Taxable Life Premium			74.00	74.00
500.513 - Sick Leave				2,239.00
05 - Employee compensation Total	138,921.96	111,120.20	121,636.00	129,658.00
10 - Employee benefits				
501.500 - Retirement System	20,019.98	11,202.06	12,970.00	14,752.00
501.502 - Pers 1959 Surv Empr	0.00	50.28	0.00	17.00
501.505 - Health Insurance	12,926.92	9,250.22	8,832.00	8,140.00
501.506 - Dental Insurance	1,559.98	898.13	1,488.00	892.00
501.507 - Medicare	4,232.67	2,535.57	677.00	746.00
501.508 - Life Insurance	717.58	413.05	395.00	395.00
501.509 - Long Term Disability	438.64	255.41	334.00	365.00
501.510 - Workers Compensation	2,825.10	2,445.97	2,446.00	2,744.00
501.511 - Vision Insurance	297.69	171.35	174.00	170.00
501.516 - Hra City Contribution		449.21	1,858.00	1,858.00
10 - Employee benefits Total	43,018.56	27,671.25	29,174.00	30,079.00
15 - Materials				
600.601 - General Office Supplies	34,140.95	7,246.58	12,000.00	10,000.00
600.602 - Printing and Duplication	11,078.98	9,989.66	10,527.00	11,260.00
600.604 - Postage	7,620.53	4,314.91	6,955.00	6,145.00
600.611 - Uniforms/Safety Appar			1,000.00	1,000.00
600.613 - General Supplies	150.00	14,690.00	10,260.00	16,000.00
600.618 - Utilities and Phone	7,308.39	7,997.47	7,417.00	7,425.00
600.622 - State Mandated Cost	40.00	0.00	360.00	360.00
600.629 - Conference and Meeting	418.58	1,147.10	2,000.00	6,400.00
600.632 - Mileage Reimbursement	14.69	11.51	100.00	140.00
15 - Materials Total	60,772.12	45,397.23	50,619.00	58,730.00
20 - Contract services				

700.701 - Training and Instruction	1,193.00	94.00	1,000.00	1,000.00
700.702 - General Service Agreement	10,819.94	14,250.81	6,000.00	6,000.00
700.703 - Maintenance of Equipment	1,534.16	1,791.11	1,911.00	4,500.00
700.707 - Bank Charges	0.00	0.00	0.00	0.00
20 - Contract services Total	13,547.10	16,135.92	8,911.00	11,500.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	12,670.00	9,940.00	11,180.00	7,680.00
800.802 - IT Reimbursement	12,500.00	14,842.00	13,804.00	13,804.00
800.804 - Web Site Reimbursement		2,299.00	1,318.00	1,318.00
25 - Cost allocation Total	25,170.00	27,081.00	26,302.00	22,802.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		1,325.84	0.00	5,000.00
31 - Special projects Total		1,325.84	0.00	5,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	5,953.00	7,023.00
35 - Contingencies Total		0.00	5,953.00	7,023.00
607 Quinlan Center Operation Total	281,429.74	228,731.44	242,595.00	264,792.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 YOUTH/TEEN SUPERVISION**
 Budget Unit 100-62-608
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	117,798
Fund Balance	-
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General Fund Costs	\$ 117,798
Total Staffing	0.65
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Youth and Teen Division provides for the administration and coordination of youth and teen programs throughout the city, through the implementation of after school enrichment classes, camps, special events, preschool, and volunteer opportunities.

SERVICE OBJECTIVES

- Provide management and supervision of all programs, activities, personnel, and facilities within the division.
- Establish program goals and priorities.

RECOMMENDED PROPOSED

It is recommended that a budget of \$117,798 be approved for the Program Budget. This represents an increase of \$41,558 under the FY 2014-15 Final Adopted Budget. The increase is due to an increased allocation of staff support.

This budget is funded from a \$117,798 contribution from the general fund.

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

Recreation & Community Services- Youth and Teen Supervision

Category	2012-2013	2013-2014	2014-15	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	228,066	51,636	45,492	63,638
Employee Benefits	100,805	21,757	20,872	33,273
Materials	1,170	2,782	3,471	13,630
Contract Services	83	1,030	422	1,000
Appropriations for Contingency	-	-	1,189	1,463
Cost Allocation	21,000	4,395	4,794	4,794
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 351,124	\$ 81,599	\$ 76,240	\$ 117,798
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 351,124	\$ 81,599	\$ 76,240	\$ 117,798

STAFFING

Total current authorized positions –.45

Staff has been reallocated to more appropriately reflect time spent.

Total authorized positions – .65

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
608 Youth Teen Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	227,909.26	49,069.28	45,492.00	62,569.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	157.26	166.17	0.00	0.00
500.506 - Car Allowance	2,400.06	2,400.06	720.00	840.00
500.507 - Taxable Life Premium			127.00	229.00
05 - Employee compensation Total	230,466.58	51,635.51	46,339.00	63,638.00
10 - Employee benefits				
501.500 - Retirement System	60,245.29	13,217.98	12,630.00	17,191.00
501.502 - Pers 1959 Surv Empr	0.00	27.17	0.00	9.00
501.505 - Health Insurance	24,941.19	5,628.93	4,184.00	5,771.00
501.506 - Dental Insurance	2,682.78	574.10	705.00	616.00
501.507 - Medicare	3,306.12	837.22	613.00	898.00
501.508 - Life Insurance	1,763.23	408.79	291.00	409.00
501.509 - Long Term Disability	1,247.77	298.92	312.00	430.00
501.510 - Workers Compensation	3,705.80	627.00	327.00	6,560.00
501.511 - Vision Insurance	512.54	109.69	82.00	118.00
501.516 - Hra City Contribution		27.15	881.00	1,271.00
10 - Employee benefits Total	98,404.72	21,756.95	20,025.00	33,273.00
15 - Materials				
600.601 - General Office Supplies	541.48	163.40	700.00	2,750.00
600.613 - General Supplies	290.00	295.00	730.00	730.00
600.618 - Utilities and Phone	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	339.00	2,323.46	2,000.00	10,000.00
600.632 - Mileage Reimbursement	0.00	0.00	41.00	150.00
15 - Materials Total	1,170.48	2,781.86	3,471.00	13,630.00
20 - Contract services				
700.701 - Training and Instruction	83.00	1,030.00	422.00	1,000.00
20 - Contract services Total	83.00	1,030.00	422.00	1,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	21,000.00	3,806.00	4,170.00	4,170.00
800.804 - Web Site Reimbursement		589.00	624.00	624.00
25 - Cost allocation Total	21,000.00	4,395.00	4,794.00	4,794.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,189.00	1,463.00
35 - Contingencies Total		0.00	1,189.00	1,463.00
608 Youth Teen Supervision Total	351,124.78	81,599.32	76,240.00	117,798.00



PUBLIC RESOURCES
Recreation Facilities

**YOUTH & TEEN PROGRAMS-
YOUTH PROGRAMS**

Budget Unit 100-62-609
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 25,000
Total Expenditures	123,541
Fund Balance	-
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General Fund Costs	\$ 98,541
Total Staffing	0.75
% Funded by General Fund	79.8%

PROGRAM OVERVIEW

Provide youth enrichment programs, both City sponsored and in conjunction with the Cupertino Union School District (CUSD), to the community.

SERVICE OBJECTIVES

- Provide the Noontime Recreation Program to elementary and middle schools within Cupertino Union School District.
- Investigate opportunities to partner with CUSD, Fremont Union High School District, and the SCC Library.

RECOMMENDED PROPOSED

It is recommended that a budget of \$123,541 be approved for the Program Budget. This represents an increase of \$12,090 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in part time salaries and materials and supplies for programs.

This budget is funded from \$25,000 in estimated department revenue a \$98,541 contribution from the general fund.

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

Recreation & Community Services- Youth Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	17,040	19,000	20,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,493	15,140	5,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 21,533	\$ 34,140	\$ 25,000
<u>Expenditures</u>				
Employee Compensation	12,037	31,318	41,918	89,345
Employee Benefits	743	6,542	7,407	23,406
Materials	1,975	8,454	7,310	7,690
Contract Services	42	271	600	200
Appropriations for Contingency	-	-	791	769
Cost Allocation	2,400	1,759	2,131	2,131
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 17,197	\$ 48,344	\$ 60,157	\$ 123,541
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 17,197	\$ 26,811	\$ 26,017	\$ 98,541

STAFFING

Total current authorized positions –0.20

The addition of 0.50 Recreation Coordinator position is recommended to manage new programming. Other staffing has been reallocated to more appropriately reflect actual time spent.

Total authorized positions – 0.75

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
609 Youth Program				
05 - Employee compensation				
500.501 - Salaries Full Time		13,460.97	14,788.00	52,717.00
500.502 - Salaries Part Time	12,037.25	17,779.00	27,130.00	35,360.00
500.505 - Overtime	0.00	77.63	0.00	0.00
500.507 - Taxable Life Premium			22.00	207.00
500.513 - Sick Leave				1,061.00
05 - Employee compensation Total	12,037.25	31,317.60	41,940.00	89,345.00
10 - Employee benefits				
501.500 - Retirement System	0.00	3,544.99	4,105.00	12,838.00
501.502 - Pers 1959 Surv Empr	0.00	10.57	0.00	4.00
501.505 - Health Insurance		1,592.27	1,859.00	6,426.00
501.506 - Dental Insurance		180.04	313.00	705.00
501.507 - Medicare	426.05	652.65	214.00	778.00
501.508 - Life Insurance		110.40	111.00	391.00
501.509 - Long Term Disability		77.45	104.00	336.00
501.510 - Workers Compensation	317.40	251.03	251.00	326.00
501.511 - Vision Insurance		34.30	37.00	135.00
501.516 - Hra City Contribution		88.70	391.00	1,467.00
10 - Employee benefits Total	743.45	6,542.40	7,385.00	23,406.00
15 - Materials				
600.601 - General Office Supplies	737.26	3,822.58	2,400.00	0.00
600.611 - Uniforms/Safety Appar		3,593.35	3,200.00	4,000.00
600.613 - General Supplies			0.00	1,400.00
600.622 - State Mandated Cost	180.00	0.00	60.00	90.00
600.632 - Mileage Reimbursement	1,058.44	1,037.97	1,650.00	2,200.00
15 - Materials Total	1,975.70	8,453.90	7,310.00	7,690.00
20 - Contract services				
700.701 - Training and Instruction	42.00	0.00	200.00	200.00
700.702 - General Service Agreement	0.00	271.00	400.00	0.00
20 - Contract services Total	42.00	271.00	600.00	200.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,400.00	1,523.00	1,854.00	1,854.00
800.804 - Web Site Reimbursement		236.00	277.00	277.00
25 - Cost allocation Total	2,400.00	1,759.00	2,131.00	2,131.00
35 - Contingencies				
719.705 - Contingencies		0.00	791.00	769.00
35 - Contingencies Total		0.00	791.00	769.00
609 Youth Program Total	17,198.40	48,343.90	60,157.00	123,541.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 TEEN PROGRAMS**
 Budget Unit 100-62-610
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	1,100
Total Expenditures		18,388
Fund Balance		-
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	General Fund Costs	\$ 17,288
Total Staffing		0.10
	% Funded by General Fund	94.0%

PROGRAM OVERVIEW

Provide volunteer opportunities for teens in the Cupertino community.

SERVICE OBJECTIVES

- Host an appreciation event for volunteers who support the recreation department throughout the year.
- Coordinate the volunteer efforts of teens in the program areas of summer camps, aquatics, and outdoor park improvements through the Leader In Training program and Civically Active Teens.
- Provide In-Service Training Week in June to the department teen volunteers.

RECOMMENDED PROPOSED

It is recommended that a budget of \$18,388 be approved for the Program Budget. This represents a decrease of \$9,539 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a reallocation of staffing.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Teen Programs

Category	2012-2013	2013-2014	2014-15	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	-	-	-	1,100
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 1,100
<u>Expenditures</u>				
Employee Compensation	111	17,228	15,388	8,781
Employee Benefits	8	5,873	7,414	3,736
Materials	451	431	1,025	1,100
Contract Services	2,240	1,200	1,697	2,300
Appropriations for Contingency	-	-	272	340
Cost Allocation	-	1,759	2,131	2,131
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 2,810	\$ 26,491	\$ 27,927	\$ 18,388
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 2,810	\$ 26,491	\$ 27,927	\$ 17,288

STAFFING

Total current authorized positions – 0.20

Full-time staff has been reallocated to more appropriately reflect time spent on program.

Total authorized positions – 0.10

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 PROPOSED BUDGET
610 Teen Program				
05 - Employee compensation				
500.501 - Salaries Full Time		12,046.99	14,788.00	7,928.00
500.502 - Salaries Part Time	111.00	5,120.06	600.00	815.00
500.505 - Overtime		61.13	0.00	0.00
500.507 - Taxable Life Premium			29.00	14.00
500.513 - Sick Leave				24.00
05 - Employee compensation Total	111.00	17,228.18	15,417.00	8,781.00
10 - Employee benefits				
501.500 - Retirement System		3,173.46	4,105.00	2,251.00
501.502 - Pers 1959 Surv Empr		10.12	0.00	10.00
501.505 - Health Insurance		1,713.57	1,859.00	857.00
501.506 - Dental Insurance		187.85	313.00	94.00
501.507 - Medicare	6.20	314.06	214.00	114.00
501.508 - Life Insurance		115.19	111.00	55.00
501.509 - Long Term Disability		72.27	104.00	55.00
501.510 - Workers Compensation	2.15	251.03	251.00	86.00
501.511 - Vision Insurance		35.84	37.00	18.00
501.516 - Hra City Contribution		0.01	391.00	196.00
10 - Employee benefits Total	8.35	5,873.40	7,385.00	3,736.00
15 - Materials				
600.601 - General Office Supplies	451.21	243.23	1,000.00	75.00
600.613 - General Supplies		184.10	0.00	1,000.00
600.632 - Mileage Reimbursement	0.00	3.42	25.00	25.00
15 - Materials Total	451.21	430.75	1,025.00	1,100.00
20 - Contract services				
700.701 - Training and Instruction	1,982.00	940.00	1,197.00	1,100.00
700.702 - General Service Agreement	258.00	260.00	500.00	1,200.00
20 - Contract services Total	2,240.00	1,200.00	1,697.00	2,300.00
25 - Cost allocation				
800.802 - IT Reimbursement		1,523.00	1,854.00	1,854.00
800.804 - Web Site Reimbursement		236.00	277.00	277.00
25 - Cost allocation Total		1,759.00	2,131.00	2,131.00
35 - Contingencies				
719.705 - Contingencies		0.00	272.00	340.00
35 - Contingencies Total		0.00	272.00	340.00
610 Teen Program Total	2,810.56	26,491.33	27,927.00	18,388.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
TEEN CENTER**

Budget Unit 100-62-611

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 4,200
Total Expenditures	105,544
Fund Balance	-
	General Fund Costs \$ 101,344
Total Staffing	0.35
% Funded by General Fund	96.0%

PROGRAM OVERVIEW

Provide a safe, comfortable, and well maintained Teen Center for students in grades 6-12.

SERVICE OBJECTIVES

- Maintain maximum operating hours for teens to drop-in during non-school hours to partake in leisure and enrichment activities.
- Provide new and expanded programs with the ongoing operation of the Teen Center and through the efforts of the Teen Commission.
- Coordinate with the Teen Commission to market the Teen Center.

RECOMMENDED PROPOSED

It is recommended that a budget of \$105,544 be approved for the Teen Center Budget. This represents an increase of \$2,398 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in salaries and supplies/equipment.

This budget is funded from \$4,200 in estimated department revenue and a \$101,344 contribution from the general fund.

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

Recreation & Community Services- Teen Center

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	600	-	1,200
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,238	5,400	3,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,838	\$ 5,400	\$ 4,200
<u>Expenditures</u>				
Employee Compensation	41,221	73,800	72,679	75,280
Employee Benefits	3,173	11,472	12,974	13,599
Materials	6,295	8,001	11,676	10,060
Contract Services	264	210	1,200	1,700
Appropriations for Contingenc	-	-	888	1,176
Cost Allocation	3,900	3,077	3,729	3,729
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 54,853	\$ 96,560	\$ 103,146	\$ 105,544
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 54,853	\$ 91,722	\$ 97,746	\$ 101,344

STAFFING

Total current authorized positions – 0.35

No staffing changes are recommended.

Total authorized positions – 0.35

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
611 Teen Center				
05 - Employee compensation				
500.501 - Salaries Full Time		21,082.11	25,879.00	27,747.00
500.502 - Salaries Part Time	41,220.50	52,610.76	46,800.00	46,100.00
500.505 - Overtime	0.00	106.98	0.00	0.00
500.507 - Taxable Life Premium			50.00	50.00
500.513 - Sick Leave				1,383.00
05 - Employee compensation Total	41,220.50	73,799.85	72,729.00	75,280.00
10 - Employee benefits				
501.500 - Retirement System	0.00	5,553.56	7,184.00	7,879.00
501.502 - Pers 1959 Surv Empr	0.00	17.59	0.00	6.00
501.505 - Health Insurance		2,998.75	3,254.00	2,999.00
501.506 - Dental Insurance		328.76	548.00	329.00
501.507 - Medicare	2,075.17	1,744.07	375.00	398.00
501.508 - Life Insurance		201.60	194.00	194.00
501.509 - Long Term Disability		126.39	181.00	193.00
501.510 - Workers Compensation	1,098.09	438.97	439.00	853.00
501.511 - Vision Insurance		62.71	64.00	63.00
501.516 - Hra City Contribution		0.02	685.00	685.00
10 - Employee benefits Total	3,173.26	11,472.42	12,924.00	13,599.00
15 - Materials				
600.601 - General Office Supplies	6,197.97	1,709.64	7,520.00	250.00
600.606 - Software		139.93	0.00	140.00
600.613 - General Supplies		6,143.86	4,000.00	9,500.00
600.618 - Utilities and Phone			0.00	0.00
600.622 - State Mandated Cost	60.00	0.00	93.00	95.00
600.632 - Mileage Reimbursement	36.67	7.69	63.00	75.00
15 - Materials Total	6,294.64	8,001.12	11,676.00	10,060.00
20 - Contract services				
700.701 - Training and Instruction	264.00	141.00	200.00	200.00
700.702 - General Service Agreement	0.00	68.82	1,000.00	1,500.00
20 - Contract services Total	264.00	209.82	1,200.00	1,700.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,900.00	2,664.00	3,244.00	3,244.00
800.804 - Web Site Reimbursement		413.00	485.00	485.00
25 - Cost allocation Total	3,900.00	3,077.00	3,729.00	3,729.00
35 - Contingencies				

719.705 - Contingencies		0.00	888.00	1,176.00
35 - Contingencies Total		0.00	888.00	1,176.00
611 Teen Center Total	54,852.40	96,560.21	103,146.00	105,544.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 NATURE PROGRAMS**
 Budget Unit 100-62-612
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 22,430
Total Expenditures	414,941
Fund Balance	-
	General Fund Costs \$ 392,511
Total Staffing	1.48
% Funded by General Fund	94.6%

PROGRAM OVERVIEW

McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, after school nature classes, and is the location for the Organic Gardening program and Rolling Hills 4-H Club.

- Continue to offer drop-in visiting hours at the Nature Museum and increase fee-based Nature classes.
- Contribute to the planning, and construction phases of the Environmental Education Center.
- Work on plans to develop and make good use of outdoor facilities that will support the various environmental and educational programs in the preserve.
- Enhance the Community Gardens newsletter, to establish a more connected garden community.
- Offer school group tours and re-institute the drop-in Saturday programs at the Nature Museum.
- Install inter-operative signage to educate visitors on environmental issues.
- Participate in the design, planning, and reconstruction of the Blacksmith’s Shop, and plan programming opportunities.
- Implement Environmental Education Center dedication and coordinate opening of new facility.

RECOMMENDED PROPOSED

It is recommended that a budget of \$414,941 be approved for the Nature Program Budget. This represents an increase of \$160,955 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to the addition of 0.5 Recreation Coordinator, part-time staffing, and equipment for the new Environmental Education Center, and Acterra professional services.

This budget is funded from \$22,430 in estimated department revenue and a \$392,511 contribution from the general fund.

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

Recreation & Community Services- Nature Programs

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	1,594	8,000	8,030
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,431	4,650	14,400
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,025	\$ 12,650	\$ 22,430
<i>Expenditures</i>				
Employee Compensation	78,911	93,961	96,028	209,460
Employee Benefits	31,889	35,402	41,932	54,828
Materials	8,539	14,704	42,899	53,405
Contract Services	20,607	193	54,375	9,000
Appropriations for Contingency	-	-	7,245	6,241
Cost Allocation	7,600	9,493	11,507	11,507
Capital Outlay	-	28,000	-	58,000
Special Projects	-	-	-	12,500
TOTAL EXPENDITURES	\$ 147,546	\$ 181,753	\$ 253,986	\$ 414,941
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 147,546	\$ 175,728	\$ 241,336	\$ 392,511

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Turtle Pond	\$12,500		General Fund	Turtle Pond for Environmental Education Center
TOTAL	\$ 12,500			

STAFFING

Total current authorized positions – 1.08

The addition of 0.5 Recreation Coordinator is recommended to staff the new Environmental Education Center and manage programming as well as a reallocation of 0.10 staffing to reflect actual work performed

Total authorized positions – 1.48

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
612 Nature Program				
05 - Employee compensation				
500.501 - Salaries Full Time	69,386.73	79,407.27	83,928.00	117,058.00
500.502 - Salaries Part Time	9,524.39	14,233.86	12,100.00	88,125.00
500.505 - Overtime	0.00	320.22	0.00	321.00
500.506 - Car Allowance			240.00	240.00
500.507 - Taxable Life Premium			594.00	1,072.00
500.513 - Sick Leave				2,644.00
05 - Employee compensation Total	78,911.12	93,961.35	96,862.00	209,460.00
10 - Employee benefits				
501.500 - Retirement System	18,352.88	20,806.98	23,300.00	31,830.00
501.502 - Pers 1959 Surv Empr	0.00	56.93	0.00	57.00
501.505 - Health Insurance	8,822.41	9,241.68	10,041.00	12,738.00
501.506 - Dental Insurance	967.24	1,010.23	1,693.00	1,392.00
501.507 - Medicare	506.57	832.91	1,202.00	1,701.00

501.508 - Life Insurance	571.65	632.23	612.00	809.00
501.509 - Long Term Disability	406.90	461.58	585.00	778.00
501.510 - Workers Compensation	2,075.92	1,355.03	1,355.00	2,362.00
501.511 - Vision Insurance	184.64	192.85	197.00	266.00
501.516 - Hra City Contribution		811.26	2,113.00	2,895.00
10 - Employee benefits Total	31,888.21	35,401.68	41,098.00	54,828.00
15 - Materials				
600.601 - General Office Supplies	5,386.96	821.11	4,726.00	1,500.00
600.602 - Printing and Duplication	0.00	104.59	0.00	105.00
600.604 - Postage	0.00	0.00	150.00	150.00
600.613 - General Supplies	0.00	4,350.24	35,074.00	45,600.00
600.618 - Utilities and Phone	3,152.45	9,012.39	2,913.00	6,000.00
600.629 - Conference and Meeting	0.00	0.00	0.00	0.00
600.632 - Mileage Reimbursement	0.00	415.59	36.00	50.00
15 - Materials Total	8,539.41	14,703.92	42,899.00	53,405.00
20 - Contract services				
700.701 - Training and Instruction	42.00	47.00	150.00	400.00
700.702 - General Service Agreement	20,565.31	146.00	54,225.00	8,600.00
20 - Contract services Total	20,607.31	193.00	54,375.00	9,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	7,600.00	8,220.00	10,009.00	10,009.00
800.804 - Web Site Reimbursement		1,273.00	1,498.00	1,498.00
25 - Cost allocation Total	7,600.00	9,493.00	11,507.00	11,507.00
31 - Special projects				
900.909 - Acterra Habitat Enhancement		28,000.00	0.00	70,500.00
31 - Special projects Total		28,000.00	0.00	70,500.00
35 - Contingencies				
719.705 - Contingencies		0.00	7,245.00	6,241.00
35 - Contingencies Total		0.00	7,245.00	6,241.00
612 Nature Program Total	147,546.05	181,752.95	253,986.00	414,941.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 YOUTH/TEEN RECREATION**

Budget Unit 580-62-613

Enterprise Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,401,800
Total Expenditures	1,983,544
Fund Balance	-
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General Fund Costs	\$ 581,744
Total Staffing	2.25
% Funded by General Fund	29.3%

PROGRAM OVERVIEW

Provide fee-based youth/teen programs, including classes, camps and special events with little or no impact to the General Fund.

SERVICE OBJECTIVES

- Provide a nine-month preschool program, summer camps, and an extensive variety of contractual classes for youth, teen, and adults, while collaborating with the Cupertino Union School District and Fremont Union High School district on select program offerings.
- Promote programs through social media to increase community awareness.
- Increase the number of youth and teen Science Technology Engineering Math (STEM) programs offered.
- Expand all-day summer camp offerings to meet the daycare needs of families in the community.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,983,544 for the Youth and Teen Program Budget. This represents an increase of \$172,310 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increases in contract services, contingencies, and depreciated expenses.

This budget is funded from \$1,401,800 in estimated department revenue resulting from charges to users and a \$581,744 contribution from the general fund.

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

Recreation & Community Services- Youth & Teen Recreation Programs

Category	2012-2013	2013-2014	2014-15	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	-	-	1,475,300	1,401,800
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 1,475,300	\$ 1,401,800
<u>Expenditures</u>				
Employee Compensation	256,824	411,744	463,939	464,228
Employee Benefits	45,585	81,157	90,904	86,913
Materials	59,043	64,765	86,456	76,650
Contract Services	800,838	898,464	912,493	991,800
Appropriations for Contingency	-	-	22,309	106,845
Cost Allocation	79,908	229,158	235,133	146,408
Capital Outlay	-	-	-	110,700
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,242,198	\$ 1,685,288	\$ 1,811,234	\$ 1,983,544
Fund Balance (Use of)	-	-	(335,934)	
General Fund Costs	\$ 1,242,198	\$ 1,685,288	\$ -	\$ 581,744

STAFFING

Total current authorized positions –2.25

There is no recommended change to staffing levels.

Total authorized positions – 2.25

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
613 Youth and Teen Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	67,081.46	211,817.23	186,729.00	191,288.00
500.502 - Salaries Part Time	189,363.86	199,061.63	276,760.00	263,032.00
500.505 - Overtime	378.93	865.11	450.00	100.00
500.506 - Car Allowance			1,200.00	1,200.00
500.507 - Taxable Life Premium			543.00	717.00
500.513 - Sick Leave				7,891.00
05 - Employee compensation Total	256,824.25	411,743.97	465,682.00	464,228.00
10 - Employee benefits				
501.500 - Retirement System	17,718.86	46,195.92	51,839.00	52,735.00
501.502 - Pers 1959 Surv Empr	0.00	120.49	0.00	40.00
501.505 - Health Insurance	8,175.90	19,184.40	20,918.00	19,566.00
501.506 - Dental Insurance	929.71	2,060.84	3,525.00	2,121.00
501.507 - Medicare	10,749.21	7,659.42	2,629.00	2,746.00
501.508 - Life Insurance	556.40	1,331.98	1,317.00	1,317.00
501.509 - Long Term Disability	392.58	976.00	1,297.00	1,324.00
501.510 - Workers Compensation	6,884.25	2,823.00	2,823.00	2,260.00
501.511 - Vision Insurance	177.70	393.67	413.00	403.00
501.516 - Hra City Contribution		410.83	4,400.00	4,401.00
10 - Employee benefits Total	45,584.61	81,156.55	89,161.00	86,913.00
15 - Materials				
600.601 - General Office Supplies	15,075.47	4,583.15	2,000.00	1,000.00
600.602 - Printing and Duplication	42,790.59	43,197.53	48,542.00	45,000.00
600.604 - Postage	3.17	30.00	300.00	600.00
600.608 - Sml Tools and Equipment		95.64	0.00	96.00
600.613 - General Supplies	250.00	15,538.59	26,300.00	27,900.00
600.618 - Utilities and Phone	0.00	0.00	351.00	351.00
600.622 - State Mandated Cost	560.00	0.00	338.00	338.00
600.629 - Conference and Meeting		739.55	8,000.00	740.00
600.632 - Mileage Reimbursement	364.91	580.79	625.00	625.00
15 - Materials Total	59,044.14	64,765.25	86,456.00	76,650.00
20 - Contract services				
700.701 - Training and Instruction	1,371.83	1,978.70	2,000.00	2,000.00
700.702 - General Service Agreement	707,786.90	800,618.28	818,200.00	897,200.00
700.703 - Maintenance of Equipment	1,079.16	1,736.48	1,293.00	1,600.00
700.706 - Rent Expense	1,434.17	1,245.24	2,000.00	2,000.00

700.707 - Bank Charges	89,165.85	92,885.38	89,000.00	89,000.00
20 - Contract services Total	800,837.91	898,464.08	912,493.00	991,800.00
25 - Cost allocation				
800.802 - IT Reimbursement	27,800.00	17,126.00	20,852.00	20,852.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,652.00	3,121.00	3,121.00
800.805 - CC CAP Allocation		17,252.00	6,248.00	6,248.00
800.806 - CM CAP Allocation		16,711.00	15,561.00	15,561.00
800.807 - ENV Affairs CAP Allo		5,301.00	4,359.00	4,359.00
800.808 - ECON Dev CAP Allo		4,057.00	4,180.00	4,180.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Alloc		12,369.00	7,591.00	7,591.00
800.812 - Disaster PREP CAP Alloc		4,168.00	1,318.00	1,318.00
800.813 - Admin Serv CAP Allocation		12,724.00	7,536.00	7,536.00
800.814 - Finance CAP Alloc		24,127.00	18,170.00	18,170.00
800.815 - Human resources CAP Allocation		50,803.00	50,803.00	50,803.00
25 - Cost allocation Total	27,800.00	176,078.00	146,408.00	146,408.00
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
35 - Contingencies				
719.705 - Contingencies		0.00	22,309.00	106,845.00
35 - Contingencies Total		0.00	22,309.00	106,845.00
50 - Other financing uses				
800.904 - Depreciation Expenses	52,107.93	53,073.04	88,725.00	110,700.00
50 - Other financing uses Total	52,107.93	53,073.04	88,725.00	110,700.00
613 Youth and Teen Recreation Total	1,242,198.84	1,685,280.89	1,811,234.00	1,983,544.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
SPORTS/FITNESS SUPERVISION**

Budget Unit 100-63-615

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	94,639
Fund Balance	-
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General Fund Costs	\$ 94,639
Total Staffing	0.60
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Supervises all facets of the Sports and Fitness Division. Provides for the supervision and operation of the Cupertino Sports Center and Blackberry Farm Golf Course as enterprise facilities. In addition, provides for the supervision and operation of the Monta Vista Recreation Center and Creekside Park building. The Sports and Fitness Division includes a diverse physical recreation program for all ages including sports leagues, camps, clinics, drop-in activities, and special events. Aquatics lessons, golf, and specialty class as offered seasonally.

SERVICE OBJECTIVES

- Efficiently manage the Cupertino Sports Center, Blackberry Farm Golf Course, Monta Vista Recreation Center, Creekside Park Building, nine school sites and various City fields.
- Oversee marketing and programming plans for all locations

RECOMMENDED PROPOSED

It is recommended that a budget of \$94,639 be approved for the Physical Recreation Supervisor Division. This represents an increase of \$3,839 over the FY 2014-15 Adopted Budget.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Sports & Fitness Supervision

Category	2012-2013	2013-2014	2014-15	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	203,094	61,887	54,546	56,171
Employee Benefits	87,373	26,605	26,127	28,329
Materials	1,212	612	3,296	3,306
Contract Services	-	-	100	100
Appropriations for Contingency	-	-	339	341
Cost Allocation	18,500	6,153	6,392	6,392
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 310,179	\$ 95,257	\$ 90,800	\$ 94,639
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 310,179	\$ 95,257	\$ 90,800	\$ 94,639

STAFFING

Total authorized positions – 0.60

No staffing changes are recommended.

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
615 Sports and Fitness Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	202,047.36	58,963.61	54,546.00	54,274.00
500.503 - Excess Med Pay	1,047.15	522.86	0.00	1,138.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.506 - Car Allowance	2,400.06	2,400.06	600.00	600.00
500.507 - Taxable Life Premium			208.00	159.00
05 - Employee compensation Total	205,494.57	61,886.53	55,354.00	56,171.00
10 - Employee benefits				
501.500 - Retirement System	52,076.65	16,042.53	15,143.00	14,296.00
501.502 - Pers 1959 Surv Empr	0.00	38.18	0.00	13.00
501.505 - Health Insurance	21,850.26	6,503.55	5,578.00	5,285.00
501.506 - Dental Insurance	2,195.95	740.54	940.00	568.00
501.507 - Medicare	2,973.48	976.57	752.00	779.00
501.508 - Life Insurance	1,492.69	497.47	367.00	367.00
501.509 - Long Term Disability	1,065.78	359.74	377.00	375.00
501.510 - Workers Compensation	2,897.70	879.00	879.00	5,364.00
501.511 - Vision Insurance	419.67	141.50	110.00	108.00
501.516 - Hra City Contribution		426.12	1,173.00	1,174.00
10 - Employee benefits Total	84,972.18	26,605.20	25,319.00	28,329.00
15 - Materials				
600.601 - General Office Supplies	136.54	130.84	156.00	156.00
600.613 - General Supplies	0.00	20.00	150.00	150.00
600.618 - Utilities and Phone	716.09	461.55	981.00	1,000.00
600.629 - Conference and Meeting	359.00	0.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	9.00	0.00
15 - Materials Total	1,211.63	612.39	3,296.00	3,306.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	100.00	100.00
20 - Contract services Total	0.00	0.00	100.00	100.00
25 - Cost allocation				
800.802 - IT Reimbursement	18,500.00	5,328.00	5,560.00	5,560.00
800.804 - Web Site Reimbursement		825.00	832.00	832.00
25 - Cost allocation Total	18,500.00	6,153.00	6,392.00	6,392.00
35 - Contingencies				
719.705 - Contingencies		0.00	339.00	341.00
35 - Contingencies Total		0.00	339.00	341.00
615 Sports/Fitness Supervision Total	310,178.38	95,257.12	90,800.00	94,639.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
BLACKBERRY FARM GOLF COURSE**

Budget Unit 560-63-616

Enterprise Fund

BUDGET AT A GLANCE

Total Revenue	\$ 410,000
Total Expenditures	672,004
Fund Balance	-
	General Fund Costs \$ 262,004
Total Staffing	1.25
% Funded by General Fund	39.0%

PROGRAM OVERVIEW

Blackberry Farm Golf Course provides a nine-hole golf facility and open space to the community that serves all ages.

SERVICE OBJECTIVES

- Continue to welcome and grow the golfer base through community college classes, junior golf camps, private golf instruction and marketing to a variety of local service oriented clubs.
- Implement foot golf program to bring in new customers.
- Provide a concession where our customers can get their golfing accessories and golf instruction.
- Provide a well maintained golf course with a professional contractual maintenance firm.

RECOMMENDED PROPOSED

It is recommended that a budget of \$672,004 be approved for the Blackberry Farm Golf Course. This represents an increase of \$16,369 over the FY 2014-15 Adopted Budget. FY 15/16 Special Projects include irrigation valve replacement. Increases in materials and supplies and cost allocation are offset by a decrease in fixed asset costs.

This budget is funded from \$410,000 in estimated BBF Golf Course revenue and a \$262,004 contribution from the general fund.

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

Recreation & Community Services- Blackberry Farm Golf

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	16,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	355,978	410,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 371,978	\$ 410,000
<i>Expenditures</i>				
Employee Compensation	109,762	139,268	143,437	149,914
Employee Benefits	33,688	42,097	50,206	48,793
Materials	64,152	62,725	82,517	100,964
Contract Services	233,492	252,468	238,801	244,700
Appropriations for Contingency	-	-	32,132	34,566
Cost Allocation	22,242	44,411	71,467	64,317
Capital Outlay	-	30,033	37,075	19,250
Special Projects	-	-	-	9,500
TOTAL EXPENDITURES	\$ 463,336	\$ 571,001	\$ 655,635	\$ 672,004
Fund Balance (Use of)	-	-	(170,000)	-
General Fund Costs	\$ 463,336	\$ 571,001	\$ 113,657	\$ 262,004

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Irrigation Valve Replacement	\$9,500		General Fund	Replacement of faulty irrigation valves
TOTAL	\$ 9,500			

STAFFING

Total authorized positions – 1.25

No staffing changes are recommended.

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
616 BBF Golf Course				
05 - Employee compensation				
500.501 - Salaries Full Time	73,150.24	102,548.97	102,606.00	105,803.00
500.502 - Salaries Part Time	35,490.75	36,297.40	40,831.00	40,831.00
500.503 - Excess Med Pay	1,120.99	421.20	0.00	1,095.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			408.00	360.00
500.513 - Sick Leave				1,225.00
05 - Employee compensation Total	109,761.98	139,267.57	144,445.00	149,914.00
10 - Employee benefits				
501.500 - Retirement System	18,535.33	25,556.73	28,486.00	28,928.00
501.502 - Pers 1959 Surv Empr	0.00	65.82	0.00	22.00
501.505 - Health Insurance	7,447.20	9,041.52	11,621.00	10,710.00
501.506 - Dental Insurance	939.12	1,158.44	1,959.00	1,195.00
501.507 - Medicare	2,758.71	2,423.34	1,449.00	1,519.00
501.508 - Life Insurance	576.00	744.38	727.00	728.00
501.509 - Long Term Disability	417.82	556.24	713.00	732.00
501.510 - Workers Compensation	2,834.52	1,569.00	1,569.00	2,290.00
501.511 - Vision Insurance	179.28	221.23	229.00	224.00
501.516 - Hra City Contribution		759.88	2,445.00	2,445.00
10 - Employee benefits Total	33,687.98	42,096.58	49,198.00	48,793.00
15 - Materials				
600.601 - General Office Supplies	6,562.87	2,761.92	1,000.00	1,000.00
600.602 - Printing and Duplication	1,500.00	1,500.00	1,500.00	1,500.00
600.604 - Postage	34.60	0.00	22.00	22.00
600.609 - Equipment Parts			2,500.00	2,500.00
600.611 - Uniforms/Safety Ap	0.00	0.00	0.00	0.00

600.613 - General Supplies	259.00	335.00	4,185.00	3,500.00
600.615 - Office Reconfiguration	23.83	1,018.27	831.00	0.00
600.618 - Utilities and Phone	52,087.61	52,051.19	65,179.00	87,179.00
600.619 - Advertising and Legal Notices	3,683.18	3,478.41	5,300.00	3,263.00
600.629 - Conference and Meeting		1,580.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	64,151.09	62,724.79	82,517.00	100,964.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	0.00	0.00
700.702 - General Service Agreement	228,168.25	248,061.71	233,000.00	235,500.00
700.703 - Maintenance of Equipment	0.00	0.00	0.00	3,000.00
700.707 - Bank Charges	5,323.87	4,406.72	5,801.00	6,200.00
20 - Contract services Total	233,492.12	252,468.43	238,801.00	244,700.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				9,100.00
800.802 - IT Reimbursement	10,600.00	9,515.00	15,884.00	15,884.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		1,473.00	1,734.00	1,734.00
800.805 - CC CAP Allocation		6,520.00	2,330.00	2,330.00
800.806 - CM CAP Allocation		7,123.00	6,655.00	6,655.00
800.807 - ENV Affairs CAP Allocation		2,258.00	1,864.00	1,864.00
800.808 - ECON Dev CAP Allocation		1,729.00	1,788.00	1,788.00
800.809 - City Clerk CAP Allocation		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Allocation		4,674.00	3,247.00	3,247.00
800.812 - Disaster PREP CAP Allocation		1,575.00	563.00	563.00
800.813 - Admin Serv CAP Allocation		5,423.00	3,223.00	3,223.00
800.814 - Finance CAP Alloc		10,285.00	7,771.00	7,771.00
800.815 - Human resources CAP Allocation		3,489.00	3,489.00	3,489.00
25 - Cost allocation Total	10,600.00	62,852.00	55,217.00	64,317.00
31 - Special projects				
900.945 - Fixed Asset Acquisition			37,075.00	9,500.00
31 - Special projects Total			37,075.00	9,500.00

35 - Contingencies				
719.705 - Contingencies		0.00	32,132.00	34,566.00
35 - Contingencies Total		0.00	32,132.00	34,566.00
50 - Other financing uses				
800.904 - Depreciation				
Expenses	11,642.48	11,592.26	16,250.00	19,250.00
50 - Other financing uses Total	11,642.48	11,592.26	16,250.00	19,250.00
616 BBF Golf Course Total	463,335.65	571,001.63	655,635.00	672,004.00



City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
 CREEKSIDE PARK PROGRAMS**

Budget Unit 100-63-618
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 11,000
Total Expenditures	5,367
Fund Balance	-
	General Fund Costs \$ (5,633)
Total Staffing	-
% Funded by General Fund	-105.0%

PROGRAM OVERVIEW

The Creekside Park building provides community members with facility space which can be used for a variety of activities.

SERVICE OBJECTIVES

- Rent the facility for non-profit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contractual and staff-run classes and camps.

RECOMMENDED PROPOSED

It is recommended that a budget of \$5,367 be approved for the Creekside Park programs. This represents a decrease of \$8,433 under the FY 2014-15 Adopted Budget as there are no special projects scheduled for FY 2015-16.

This budget is funded from \$11,000 in estimated building rental revenue.

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:

Recreation & Community Services- Creekside

Category	2012-2013	2013-2014	2014-15	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	-	4,723	10,000	11,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,723	\$ 10,000	\$ 11,000
<u>Expenditures</u>				
Employee Compensation	2,877	2,081	4,140	4,120
Employee Benefits	226	58	-	202
Materials	-	-	250	600
Contract Services	-	-	350	350
Appropriations for Contingenc	-	-	60	95
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	9,000	-
TOTAL EXPENDITURES	\$ 3,103	\$ 2,139	\$ 13,800	\$ 5,367
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 3,103	\$ (2,583)	\$ 3,800	\$ (5,633)

STAFFING

There is no full time staff 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 PROPOSED BUDGET
618 Creekside Park Youth Sport				
05 - Employee compensation				
500.502 - Salaries Part Time	2,877.00	2,080.84	4,140.00	4,000.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.513 - Sick Leave				120.00
05 - Employee compensation Total	2,877.00	2,080.84	4,140.00	4,120.00
10 - Employee benefits				
501.500 - Retirement System			0.00	0.00
501.507 - Medicare	148.99	58.30	0.00	149.00
501.510 - Workers Compensation	76.92	0.00	0.00	53.00
10 - Employee benefits Total	225.91	58.30	0.00	202.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	100.00	250.00
600.602 - Printing and Duplication		0.00	50.00	100.00
600.613 - General Supplies			100.00	250.00
15 - Materials Total	0.00	0.00	250.00	600.00
20 - Contract services				
700.702 - General Service Agreement			350.00	350.00
20 - Contract services Total			350.00	350.00
31 - Special projects				
900.960 - Table,Chair,Security SYS			9,000.00	0.00
31 - Special projects Total			9,000.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	60.00	95.00
35 - Contingencies Total		0.00	60.00	95.00
618 Creekside Park Youth Sport Total	3,102.91	2,139.14	13,800.00	5,367.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
RECREATION PROGRAMS**

Budget Unit 580-63-620
Enterprise Fund

BUDGET AT A GLANCE		
Total Revenue	\$	1,116,055
Total Expenditures		1,249,565
Fund Balance		-
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	General Fund Costs	\$ 133,510
Total Staffing		1.75
	% Funded by General Fund	10.7%

PROGRAM OVERVIEW

A wide range of sports and fitness activities are offered for youth and adults.

SERVICE OBJECTIVES

- Operate a summer Red Cross learn-to-swim program for infants, children, teens, and adults
- Run spring, summer, and fall adult softball leagues
- Provide dance, fitness, and wellness classes for youth, teens, and adults
- Offer a 5k, community walk, and kids fun run in the spring
- Manage user group field rentals under the CUSD/City JPA
- Partner with the SCC Sheriff’s Department for the 2015 Hero’s 5K Run.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,249,565 be approved for the Sports and Fitness Recreation Programs. This represents a decrease of \$14,805 below the FY 2014-15 Adopted Budget. Increases in depreciation expenses and contract services are offset by a decrease in cost allocation.

This budget is funded from \$1,116,055 in estimated department revenue and a \$133,510 contribution from the general fund.

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

Recreation & Community Services- Recreation Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	5,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	920,000	1,116,055
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 925,000	\$ 1,116,055
<u>Expenditures</u>				
Employee Compensation	121,862	249,760	244,280	250,826
Employee Benefits	29,687	63,850	70,572	66,346
Materials	54,461	70,065	76,666	81,536
Contract Services	503,932	477,146	596,866	610,562
Appropriations for Contingenc	-	-	67,353	16,350
Cost Allocation	66,528	184,661	201,970	113,245
Capital Outlay	-	-	-	110,700
Special Projects	-	-	6,663	-
TOTAL EXPENDITURES	\$ 776,470	\$ 1,045,483	\$ 1,264,370	\$ 1,249,565
Fund Balance (Use of)	-	-	(339,370)	-
General Fund Costs	\$ 776,470	\$ 1,045,483	\$ -	\$ 133,510

STAFFING

Total authorized positions – 1.75

No staffing changes are recommended.

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
620 Sport Physical Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	47,097.72	175,165.32	143,272.00	145,441.00
500.502 - Salaries Part Time	74,385.00	73,384.12	97,438.00	97,878.00
500.505 - Overtime	378.98	1,210.68	3,570.00	3,570.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			462.00	401.00
500.513 - Sick Leave				2,936.00
05 - Employee compensation Total	121,861.70	249,760.12	245,342.00	250,826.00
10 - Employee benefits				
501.500 - Retirement System	12,436.01	35,802.57	39,776.00	40,184.00
501.502 - Pers 1959 Surv Empr	0.00	94.68	0.00	32.00
501.505 - Health Insurance	7,039.32	16,816.53	16,735.00	15,138.00
501.506 - Dental Insurance	628.80	1,636.62	2,821.00	1,648.00
501.507 - Medicare	5,622.37	4,045.42	2,039.00	2,088.00
501.508 - Life Insurance	384.87	1,037.77	1,032.00	1,005.00
501.509 - Long Term Disability	273.73	774.67	998.00	1,008.00
501.510 - Workers Compensation	3,181.73	2,259.00	2,259.00	1,506.00
501.511 - Vision Insurance	120.14	312.44	329.00	314.00
501.516 - Hra City Contribution		1,070.62	3,521.00	3,423.00
10 - Employee benefits Total	29,686.97	63,850.32	69,510.00	66,346.00
15 - Materials				
600.601 - General Office Supplies	19,421.94	2,582.71	1,025.00	1,025.00
600.602 - Printing and Duplication	34,675.01	39,353.72	37,563.00	36,291.00
600.604 - Postage	3.16	42.49	860.00	1,260.00
600.613 - General Supplies	161.00	22,178.89	27,520.00	31,575.00
600.618 - Utilities and Phone	0.00	0.00	0.00	0.00
600.622 - State Mandated Cost	200.00	0.00	1,080.00	685.00
600.629 - Conference and Meeting	0.00	1,507.64	2,000.00	4,000.00
600.632 - Mileage Reimbursement	0.00	0.00	618.00	100.00
600.635 - Special Departmental Exp		4,400.00	0.00	600.00
600.640 - Pass Thru Expenditure			6,000.00	6,000.00
15 - Materials Total	54,461.11	70,065.45	76,666.00	81,536.00
20 - Contract services				
700.701 - Training and Instruction	123.00	958.00	673.00	290.00
700.702 - General Service Agreement	429,179.72	398,520.06	516,000.00	528,600.00
700.703 - Maintenance of Equipment	1,079.23	1,676.35	1,293.00	2,184.00
700.704 - Insurance Fees, Claims, Premiums		300.00	300.00	300.00

700.705 - Law Enforcement Services			600.00	600.00
700.706 - Rent Expense	28,966.88	29,249.03	33,000.00	34,500.00
700.707 - Bank Charges	44,582.91	46,442.69	45,000.00	44,088.00
20 - Contract services Total	503,931.74	477,146.13	596,866.00	610,562.00
25 - Cost allocation				
800.802 - IT Reimbursement	13,700.00	13,701.00	20,982.00	20,982.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,122.00	2,497.00	2,497.00
800.805 - CC CAP Allocation		10,849.00	3,905.00	3,905.00
800.806 - CM CAP Allocation		11,287.00	10,543.00	10,543.00
800.807 - ENV Affairs CAP Allo		3,579.00	2,497.00	2,497.00
800.808 - ECON Dev CAP Allo		2,740.00	2,832.00	2,832.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Alloc		7,778.00	5,144.00	5,144.00
800.812 - Disaster PREP CAP Alloc		2,621.00	893.00	893.00
800.813 - Admin Serv CAP Allocation		8,593.00	5,105.00	5,105.00
800.814 - Finance CAP Alloc		16,296.00	12,310.00	12,310.00
800.815 - Human resources CAP Allocation		39,868.00	39,868.00	39,868.00
25 - Cost allocation Total	13,700.00	128,222.00	113,245.00	113,245.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
900.961 - New EQ For QCC			6,663.00	0.00
31 - Special projects Total	0.00	0.00	6,663.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	67,353.00	16,350.00
35 - Contingencies Total		0.00	67,353.00	16,350.00
50 - Other financing uses				
800.904 - Depreciation Expenses	52,827.50	56,439.20	88,725.00	110,700.00
50 - Other financing uses Total	52,827.50	56,439.20	88,725.00	110,700.00
620 Sport Physical Recreation Total	776,469.02	1,045,483.22	1,264,370.00	1,249,565.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
CUPERTINO SPORTS CENTER**

Budget Unit 570-63-621
Enterprise Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 2,107,000
Total Expenditures		2,353,022
Fund Balance		-
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	General Fund Costs	\$ 246,022
Total Staffing		2.40
	% Funded by General Fund	10.5%

PROGRAM OVERVIEW

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, child care, a teen center, a wide assortment of fitness classes and racquet sports. In addition, it houses our City contracted tennis, table tennis, and badminton programs.

SERVICE OBJECTIVES

- Increase memberships, participation in fitness classes, and contractual camps.
- Market all programs through social media, the brochure, new signage on Stevens Creek, and the website.
- Collaborate with Public Works to ensure successful implementation of several Capital Improvement Projects.
- Investigate new program offerings each quarter
- Facilitate informational outreach to our neighbors regarding Sports Center improvements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,353,022 be approved for the Cupertino Sports Center. This represents an increase of \$44,766 over the FY 2014-15 Adopted Budget. This is primarily due to an increase in part-time staffing and contingencies.

This budget is funded from \$2,107,000 in estimated Sports Center revenue and \$246,022 in general fund support.

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:

Recreation & Community Services- Cupertino Sports Center

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	2,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	2,293,000	2,107,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 2,295,000	\$ 2,107,000
<u>Expenditures</u>				
Employee Compensation	174,508	217,958	252,720	299,572
Employee Benefits	49,959	64,498	79,071	80,338
Materials	38,031	43,953	44,464	44,284
Contract Services	1,456,190	1,412,768	1,512,167	1,602,600
Appropriations for Contingency	-	-	155,663	164,688
Cost Allocation	29,275	129,034	127,320	127,320
Capital Outlay	-	28,360	94,626	4,220
Special Projects	-	31,477	42,225	30,000
TOTAL EXPENDITURES	\$ 1,747,963	\$ 1,928,048	\$ 2,308,256	\$ 2,353,022
Fund Balance (Use of)	-	-	(13,256)	-
General Fund Costs	\$ 1,747,963	\$ 1,928,048	\$ -	\$ 246,022

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
New Equipment & gym remodel	\$30,000	\$30,000		New equipment for programs. Gym remodel.
TOTAL	\$ 30,000	\$ 30,000		

STAFFING

Total authorized positions – 2.40

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 PORPOSED BUDGET
621 Sports Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	84,354.63	133,823.96	145,907.00	166,285.00
500.502 - Salaries Part Time	90,057.25	84,134.15	106,813.00	123,813.00
500.503 - Excess Med Pay	95.60	0.00	0.00	529.00
500.505 - Overtime	0.00	0.00	0.00	4,052.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			429.00	579.00
500.513 - Sick Leave				3,714.00
05 - Employee compensation Total	174,507.48	217,958.11	253,749.00	299,572.00
10 - Employee benefits				
501.500 - Retirement System	23,223.15	34,264.71	40,506.00	43,217.00
501.502 - Pers 1959 Surv Empr	0.00	118.72	0.00	40.00
501.505 - Health Insurance	13,190.28	17,758.44	21,848.00	20,707.00
501.506 - Dental Insurance	1,486.94	2,097.56	3,682.00	2,258.00
501.507 - Medicare	5,666.69	4,103.12	2,078.00	2,241.00
501.508 - Life Insurance	744.00	1,032.38	1,060.00	1,088.00
501.509 - Long Term Disability	517.07	750.82	1,018.00	1,083.00
501.510 - Workers Compensation	4,847.23	2,823.00	2,823.00	4,580.00
501.511 - Vision Insurance	283.86	400.51	430.00	430.00
501.516 - Hra City Contribution		1,148.81	4,597.00	4,694.00
10 - Employee benefits Total	49,959.22	64,498.07	78,042.00	80,338.00
15 - Materials				
600.601 - General Office Supplies	27,201.75	4,959.44	7,000.00	7,000.00
600.602 - Printing and Duplication	4,104.53	3,819.40	4,994.00	3,104.00
600.604 - Postage	1,978.64	366.95	1,089.00	950.00
600.613 - General Supplies	0.00	24,276.03	21,135.00	21,000.00
600.618 - Utilities and Phone	3,121.07	3,427.47	3,125.00	5,000.00
600.619 - Advertising and Legal Notices	1,453.99	7,083.65	5,000.00	5,000.00
600.622 - State Mandated Cost	160.00	0.00	53.00	80.00
600.629 - Conference and Meeting	0.00	0.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	9.60	19.94	68.00	150.00
15 - Materials Total	38,029.58	43,952.88	44,464.00	44,284.00

20 - Contract services				
700.701 - Training and Instruction	62.00	440.00	1,100.00	1,600.00
700.702 - General Service Agreement	1,445,916.03	1,401,783.04	1,500,000.00	1,590,000.00
700.703 - Maintenance of Equipment	400.00	0.00	1,067.00	1,000.00
700.707 - Bank Charges	9,811.70	10,544.85	10,000.00	10,000.00
20 - Contract services Total	1,456,189.73	1,412,767.89	1,512,167.00	1,602,600.00
25 - Cost allocation				
800.802 - IT Reimbursement	20,300.00	17,126.00	26,078.00	26,078.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,652.00	3,260.00	3,260.00
800.805 - CC CAP Allocation		22,608.00	8,792.00	8,792.00
800.806 - CM CAP Allocation		20,488.00	20,206.00	20,206.00
800.807 - ENV Affairs CAP Allo		6,501.00	5,660.00	5,660.00
800.808 - ECON Dev CAP Allo		4,974.00	5,428.00	5,428.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Allocation		16,208.00	9,858.00	9,858.00
800.812 - Disaster PREP CAP Allocation		5,461.00	1,710.00	1,710.00
800.813 - Admin Serv CAP Allocation		15,599.00	9,785.00	9,785.00
800.814 - Finance CAP Alloc		29,579.00	23,593.00	23,593.00
800.815 - Human resources CAP Allocation		6,281.00	6,281.00	6,281.00
25 - Cost allocation Total	20,300.00	156,265.00	127,320.00	127,320.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	28,360.22	99,626.00	30,000.00
900.959 - Windscreens			37,225.00	0.00
31 - Special projects Total	0.00	28,360.22	136,851.00	30,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	155,663.00	164,688.00
35 - Contingencies Total		0.00	155,663.00	164,688.00
50 - Other financing uses				
800.904 - Depreciation Expenses	8,974.91	4,246.17	0.00	4,220.00
50 - Other financing uses Total	8,974.91	4,246.17	0.00	4,220.00
621 Sports Center Operation Total	1,747,960.92	1,928,048.34	2,308,256.00	2,353,022.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
 MONTA VISTA RECREATION CENTER**
 Budget Unit 100-63-637
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 24,000
Total Expenditures	5,575
Fund Balance	-
	General Fund Costs \$ (18,425)
Total Staffing	0.00
% Funded by General Fund	-330.5%

PROGRAM OVERVIEW

The Monta Vista Recreation Center is home to a diverse array of recreational activities.

SERVICE OBJECTIVES

- Provide gymnastics classes via Twisters Sports Center.
- Offer department run pre-school program.
- Provide contractual and staff run classes and camps.
- Make space available for all co-sponsored clubs and rentals.

RECOMMENDED PROPOSED

It is recommended that a budget of \$5,575 be approved for the Monta Vista Recreation Center. This represents a decrease of \$7,810 under the FY 2014-15 Final Adopted Budget. There are no special project requests this year.

This budget is funded from \$24,000 in estimated building rental revenue.

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:

Recreation & Community Services- Monte Vista Recreation Center

Category	2012-2013	2013-2014	2014-15	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	-	-	-	24,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 24,000
<u>Expenditures</u>				
Employee Compensation		180	3,000	4,944
Employee Benefits	-	5	-	81
Materials	-	-	350	500
Contract Services	-	-	-	-
Appropriations for Contingenc	-	-	35	50
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	10,000	-
TOTAL EXPENDITURES	\$ -	\$ 185	\$ 13,385	\$ 5,575
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 185	\$ 13,385	\$ (18,425)

STAFFING

There is no full time staff 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 PROPOSED BUDGET
637 Monta Vista Recreation Center				
05 - Employee compensation				
500.502 - Salaries Part Time	0.00	180.00	3,000.00	4,800.00
500.513 - Sick Leave				144.00
05 - Employee compensation Total	0.00	180.00	3,000.00	4,944.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare	0.00	4.95	0.00	61.00
501.510 - Workers Compensation	0.00	0.00	0.00	20.00
10 - Employee benefits Total	0.00	4.95	0.00	81.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	200.00	200.00
600.602 - Printing and Duplication			50.00	50.00
600.613 - General Supplies			100.00	250.00
15 - Materials Total	0.00	0.00	350.00	500.00
31 - Special projects				
900.960 - Table,Chair,Security SYS			10,000.00	0.00
31 - Special projects Total			10,000.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	35.00	50.00
35 - Contingencies Total		0.00	35.00	50.00
637 Monta Vista Recreation Center Total	0.00	184.95	13,385.00	5,575.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
 SENIOR ADULT PROGRAMS**
 Budget Unit 100-64-622
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 230,000
Total Expenditures	640,826
Fund Balance	-
<hr/>	
General Fund Costs	\$ 410,826
Total Staffing	4.83
% Funded by General Fund	64.1%

PROGRAM OVERVIEW

Create a welcoming environment at the Senior Center for everyone 50 years and older. Enhance a healthy lifestyle through quality education, recreation, travel, socials and volunteer opportunities. Cupertino residents use the facility for room rentals on weekends when the Senior Center is not being used for classes and programs.

SERVICE OBJECTIVES

- Coordinate the department’s efforts in achieving the National Gold Medal Award from the American Academy of Park and Recreation Administration.
- Brand the “Cupertino Senior Center” in the community through expanding advertising and marketing

RECOMMENDED PROPOSED

It is recommended that a budget of \$640,826 be approved for the Senior Adult Programs Budget. This represents an increase of \$39,024 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to adding part-time staff for new programs.

This budget is funded from \$230,000 in estimated department revenue and a \$410,826 contribution from the general fund.

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

Recreation & Community Services- Senior Adult Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	330	4,000	-
Intergovernmental Revenue	-	184,556	-	-
Charges for Services	-	-	292,000	230,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 184,886	\$ 296,000	\$ 230,000
<u>Expenditures</u>				
Employee Compensation	342,894	350,742	354,666	393,768
Employee Benefits	146,036	151,938	181,890	179,377
Materials	10,909	8,847	11,342	13,545
Contract Services	5,717	3,412	1,190	1,200
Appropriations for Contingenc	-	-	1,253	1,475
Cost Allocation	32,800	41,578	51,461	51,461
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 538,356	\$ 556,517	\$ 601,802	\$ 640,826
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 538,356	\$ 371,631	\$ 305,802	\$ 410,826

STAFFING

Total current authorized positions – 4.83

No staffing changes are recommended.

Total current authorized – 4.83

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
622 Senior Adult Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	329,675.31	333,264.87	354,666.00	367,923.00
500.502 - Salaries Part Time	9,111.47	10,614.82	0.00	15,305.00
500.503 - Excess Med Pay	1,870.57	549.38	0.00	1,837.00
500.505 - Overtime	2,237.15	3,913.35	0.00	4,800.00
500.506 - Car Allowance	2,400.06	2,400.06	2,400.00	2,400.00
500.507 - Taxable Life Premium			2,135.00	1,044.00
500.513 - Sick Leave				459.00
05 - Employee compensation Total	345,294.56	350,742.48	359,201.00	393,768.00
10 - Employee benefits				
501.500 - Retirement System	86,695.06	87,373.65	98,464.00	101,453.00
501.502 - Pers 1959 Surv Empr	0.00	202.84	0.00	68.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	38,187.55	42,657.61	44,905.00	41,239.00
501.506 - Dental Insurance	4,453.37	4,446.20	7,569.00	4,553.00
501.507 - Medicare	3,672.30	3,666.77	5,143.00	5,282.00
501.508 - Life Insurance	2,503.09	2,560.90	2,539.00	3,169.00
501.509 - Long Term Disability	1,761.77	1,820.58	2,469.00	2,458.00
501.510 - Workers Compensation	5,512.11	5,934.97	5,935.00	10,842.00
501.511 - Vision Insurance	850.72	849.10	884.00	866.00
501.516 - Hra City Contribution		2,424.89	9,447.00	9,447.00
10 - Employee benefits Total	143,635.97	151,937.51	177,355.00	179,377.00
15 - Materials				
600.601 - General Office Supplies	3,422.68	1,321.73	3,845.00	3,845.00
600.604 - Postage	0.00	0.00	0.00	0.00
600.613 - General Supplies	0.00	0.00	155.00	155.00
600.618 - Utilities and Phone	5,772.48	6,663.51	5,292.00	7,495.00
600.622 - State Mandated Cost	40.00	0.00	0.00	0.00
600.629 - Conference and Meeting	1,674.09	861.73	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	50.00	50.00
15 - Materials Total	10,909.25	8,846.97	11,342.00	13,545.00
20 - Contract services				
700.702 - General Service Agreement	5,330.00	175.00	1,000.00	1,000.00
700.703 - Maintenance of Equipment	386.84	3,236.77	190.00	200.00

20 - Contract services Total	5,716.84	3,411.77	1,190.00	1,200.00
25 - Cost allocation				
800.802 - IT Reimbursement	32,800.00	36,002.00	44,761.00	44,761.00
800.804 - Web Site Reimbursement		5,576.00	6,700.00	6,700.00
25 - Cost allocation Total	32,800.00	41,578.00	51,461.00	51,461.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,253.00	1,475.00
35 - Contingencies Total		0.00	1,253.00	1,475.00
622 Senior Adult Supervision Total	538,356.62	556,516.73	601,802.00	640,826.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
SENIOR CENTER CASE MANAGER**
Budget Unit 100-64-623
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 5,000
Total Expenditures	235,261
Fund Balance	-
<hr/>	
General Fund Costs	\$ 230,261
Total Staffing	1.69
% Funded by General Fund	97.9%

PROGRAM OVERVIEW

The Case Management Program has made it possible for seniors to continue to remain independent and safe in their own homes. For case manager services a senior must be a Cupertino Senior Center member. Council on Aging of Santa Clara County provides an annual grant from the Older Americans Act for the case management program.

SERVICE OBJECTIVES

- Investigate the possibility of training a bilingual senior housing resource consultant volunteer.
- Continue to provide multi-lingual case management services.

RECOMMENDED PROPOSED

It is recommended that budget of \$235,261 be approved for the Senior Center Case Manager Budget. This represents an increase of \$63,950 over the FY 2014-15 Adopted Budget. This increase is due to increases in staffing offset by reductions in contract services.

This budget is funded from \$5,000 in estimated department revenue and a \$230,261 contribution from the general fund.

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

Recreation & Community Services- Senior Center Case Manager

Category	2012-2013	2013-2014	2014-15	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	-	4,583	6,000	5,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,583	\$ 6,000	\$ 5,000
<i>Expenditures</i>				
Employee Compensation	61,361	88,800	53,471	132,592
Employee Benefits	23,837	24,790	26,179	60,038
Materials	6,297	2,552	12,253	8,253
Contract Services	466	85	63,480	2,000
Appropriations for Contingenc	-	-	1,225	10,025
Cost Allocation	5,600	6,065	14,703	22,353
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 97,561	\$ 122,293	\$ 171,311	\$ 235,261
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 97,561	\$ 117,710	\$ 165,311	\$ 230,261

STAFFING

Total current authorized positions – 0.69

While Council approved a contract Case Manager, staff was not able to reach agreement with an outside agency to provide this service. As a result, the addition of 1.0 Case Manager is recommended. The current case manager is carrying a case load of about 90 cases, while the industry standard is 45 cases. The addition of this position will enhance services available to the City’s senior population.

Total authorized positions – 1.69

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
623 Senior Center Case Manager				
05 - Employee compensation				
500.501 - Salaries Full Time	52,215.79	48,155.33	53,359.00	131,670.00
500.502 - Salaries Part Time	9,144.93	40,197.04	0.00	0.00
500.505 - Overtime	0.00	447.56	0.00	450.00
500.507 - Taxable Life Premium			112.00	472.00
05 - Employee compensation Total	61,360.72	88,799.93	53,471.00	132,592.00
10 - Employee benefits				
501.500 - Retirement System	16,024.90	14,696.82	14,814.00	34,995.00
501.502 - Pers 1959 Surv Empr	0.00	61.77	0.00	21.00
501.505 - Health Insurance	5,232.82	5,704.02	6,415.00	14,480.00
501.506 - Dental Insurance	640.26	645.65	1,081.00	1,587.00
501.507 - Medicare	895.03	1,703.53	773.00	1,931.00
501.508 - Life Insurance	392.70	395.98	382.00	982.00
501.509 - Long Term Disability	307.61	287.07	372.00	855.00
501.510 - Workers Compensation	220.99	866.03	866.00	1,578.00
501.511 - Vision Insurance	122.19	123.26	126.00	303.00
501.516 - Hra City Contribution		306.21	1,350.00	3,306.00
10 - Employee benefits Total	23,836.50	24,790.34	26,179.00	60,038.00
15 - Materials				
600.601 - General Office Supplies	818.28	300.42	1,350.00	1,350.00
600.613 - General Supplies	3,234.58	101.19	4,050.00	4,050.00
600.618 - Utilities and Phone	1,158.73	1,363.28	1,353.00	1,353.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.631 - Councilmember Santoro			4,000.00	0.00
600.632 - Mileage Reimbursement	1,085.41	787.34	1,500.00	1,500.00
15 - Materials Total	6,297.00	2,552.23	12,253.00	8,253.00
20 - Contract services				
700.701 - Training and Instruction	466.00	85.00	0.00	2,000.00
700.702 - General Service Agreement			63,480.00	0.00
20 - Contract services Total	466.00	85.00	63,480.00	2,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				7,650.00
800.802 - IT Reimbursement	5,600.00	5,252.00	12,789.00	12,789.00
800.804 - Web Site Reimbursement		813.00	1,914.00	1,914.00

25 - Cost allocation Total	5,600.00	6,065.00	14,703.00	22,353.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,225.00	10,025.00
35 - Contingencies Total		0.00	1,225.00	10,025.00
623 Senior Center Case Manager Total	97,560.22	122,292.50	171,311.00	235,261.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
 SENIOR ADULT RECREATION**

Budget Unit 100-64-624
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 400,000
Total Expenditures	1,031,892
Fund Balance	-
<hr/>	
General Fund Costs	\$ 631,892
Total Staffing	1.58
% Funded by General Fund	61.2%

PROGRAM OVERVIEW

The Senior Adult Recreation program will generate user fees of approximately \$400,000 from trips, memberships, classes, and social events. Senior Center members support programs and services and give over 22,000 hours of volunteer service annually.

SERVICE OBJECTIVES

- Offer educational courses, group travel, and socialization opportunities to adults aged 50 and over
- Provide volunteer service opportunities for adults aged 50 and over

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,031,892 be approved for the Senior Adult Recreation Budget. This represents an increase of \$203,611 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased part-time staffing costs, materials for expanded programs, and special projects.

This budget is funded from \$400,000 in estimated department and a \$631,892 contribution from the general fund.

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

Recreation & Community Services- Senior Adult Recreation

Category	2012-2013	2013-2014	2014-15	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	-	304,122	464,000	400,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 304,122	\$ 464,000	\$ 400,000
<i>Expenditures</i>				
Employee Compensation	152,540	155,097	112,150	183,071
Employee Benefits	49,118	48,331	56,879	59,789
Materials	336,768	369,360	501,950	617,950
Contract Services	12,096	19,089	51,020	23,500
Appropriations for Contingenc	-	-	52,445	64,145
Cost Allocation	14,200	13,888	46,437	46,437
Capital Outlay	-	-	-	-
Special Projects	-	-	7,400	37,000
TOTAL EXPENDITURES	\$ 564,722	\$ 605,765	\$ 828,281	\$ 1,031,892
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 564,722	\$ 301,643	\$ 364,281	\$ 631,892

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Vehicle Replacement	\$37,000	\$37,000	General Fund	Ford CMAX Hybrid for Senior Center Operations
TOTAL	\$ 37,000			

STAFFING

Total current authorized positions -1.58

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

Total authorized positions – 1.58

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
624 Senior Adult Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	106,455.85	106,492.00	111,936.00	120,224.00
500.502 - Salaries Part Time	41,962.16	42,341.89	0.00	52,965.00
500.505 - Overtime	4,122.09	6,263.60	0.00	8,000.00
500.507 - Taxable Life Premium			214.00	293.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				1,589.00
05 - Employee compensation Total	152,540.10	155,097.49	112,150.00	183,071.00
10 - Employee benefits				
501.500 - Retirement System	29,598.90	29,413.47	31,076.00	34,140.00
501.502 - Pers 1959 Surv Empr	0.00	110.98	0.00	37.00
501.505 - Health Insurance	9,893.30	10,410.38	14,690.00	13,537.00
501.506 - Dental Insurance	1,485.40	1,482.70	2,477.00	1,484.00
501.507 - Medicare	3,131.86	2,723.64	1,623.00	1,726.00
501.508 - Life Insurance	823.90	885.99	862.00	905.00
501.509 - Long Term Disability	615.11	628.93	788.00	843.00
501.510 - Workers Compensation	3,286.17	1,982.03	1,982.00	3,744.00
501.511 - Vision Insurance	283.67	283.05	290.00	283.00
501.516 - Hra City Contribution		409.93	3,091.00	3,090.00
10 - Employee benefits Total	49,118.31	48,331.10	56,879.00	59,789.00
15 - Materials				
600.601 - General Office Supplies	1,968.81	2,552.68	2,000.00	2,000.00
600.602 - Printing and Duplication	5,996.07	6,419.66	7,750.00	7,750.00
600.604 - Postage	0.00	0.00	250.00	250.00
600.613 - General Supplies	104,569.10	115,989.36	131,700.00	0.00
600.622 - State Mandated Cost	223,801.49	244,340.67	360,000.00	0.00
600.632 - Mileage Reimbursement	65.41	57.90	250.00	250.00
600.638 - General Miscellaneous	368.38	0.00	0.00	0.00
600.639 - Special Program Expenses			0.00	607,700.00
15 - Materials Total	336,769.26	369,360.27	501,950.00	617,950.00
20 - Contract services				
700.701 - Training and Instruction	2,937.25	3,421.52	7,000.00	7,500.00

700.702 - General Service Agreement	0.00	0.00	28,520.00	0.00
700.703 - Maintenance of Equipment	2,208.99	5,193.76	8,000.00	8,000.00
700.707 - Bank Charges	6,950.30	10,473.35	7,500.00	8,000.00
20 - Contract services Total	12,096.54	19,088.63	51,020.00	23,500.00
25 - Cost allocation				
800.802 - IT Reimbursement	14,200.00	12,026.00	43,815.00	43,815.00
800.804 - Web Site Reimbursement		1,862.00	2,622.00	2,622.00
25 - Cost allocation Total	14,200.00	13,888.00	46,437.00	46,437.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	7,400.00	37,000.00
31 - Special projects Total	0.00	0.00	7,400.00	37,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	52,445.00	64,145.00
35 - Contingencies Total		0.00	52,445.00	64,145.00
624 Senior Adult Recreation Total	564,724.21	605,765.49	828,281.00	1,031,892.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Recreation Facilities

**RECREATION AND COMMUNITY SERVICES-
BLUE PHEASANT RESTAURANT**
Budget Unit 100-62-630
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 100,000
Total Expenditures	15,725
Fund Balance	-
	General Fund Costs \$ (84,275)
Total Staffing	0.00
	% Funded by General Fund -535.9%

PROGRAM OVERVIEW

The Blue Pheasant property is a 6,800 square foot leased restaurant.

SERVICE OBJECTIVES

- Develop a master plan for this facility with the rest of the Stevens Creek to McClellan Ranch Corridor that will serve the community’s long-term goals for improvements or changes.

RECOMMENDED PROPOSED

It is recommended that a budget of \$15,725 be approved for the Blue Pheasant Restaurant Budget. This represents an increase of \$9,427 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to re-occurring facility maintenance.

This budget is funded from \$100,000 in estimated department revenue and it is anticipated this program will add to the General Fund balance by \$84,275.

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:

Recreation & Community Services- Blue Pheasant

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	118,272	100,000	100,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 118,272	\$ 100,000	\$ 100,000
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	4,144	4,185	5,725	5,725
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	573	-
Cost Allocation	-	-	-	-
Capital Outlay	-	16,488	-	10,000
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 4,144	\$ 20,673	\$ 6,298	\$ 15,725
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 4,144	\$ (97,599)	\$ (93,702)	\$ (84,275)

STAFFING

There is no full time staff 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
630 Blue Pheasant Restaurant				
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	200.00	200.00
600.618 - Utilities and Phone	3,063.24	3,369.18	3,975.00	3,975.00
600.621 - Calrecylce City Payment Prgm Adm	1,081.12	815.90	1,550.00	1,550.00
15 - Materials Total	4,144.36	4,185.08	5,725.00	5,725.00
20 - Contract services				
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
30 - Capital outlays				
900.904 - Non Recur Facility MGT				10,000.00
30 - Capital outlays Total				10,000.00
31 - Special projects				
900.907 - Printing Landscape Signage		16,487.69	0.00	0.00
31 - Special projects Total		16,487.69	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	573.00	0.00
35 - Contingencies Total		0.00	573.00	0.00
630 Blue Pheasant Restaurant Total	4,144.36	20,672.77	6,298.00	15,725.00



FISCAL GENERAL SERVICES

Other General

**RECREATION AND
COMMUNITY SERVICES-
COMMUNITY OUTREACH**
Budget Unit 100-65-632
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		119,705
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 119,705
Total Staffing		0.70
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Community Outreach is responsible for facilitating communication and enhancing cultural understanding in Cupertino neighborhoods. Block leaders are instrumental in delivering timely and pertinent information to neighbors and the City.

SERVICE OBJECTIVES

- Aid in the development, implementation and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to all Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.
- Implement the “Love Your Park” program to build relationships around neighborhood parks and get Block Leaders involved in the City-wide Park and Recreation Master Plan.

RECOMMENDED PROPOSED

It is recommended that a budget of \$119,705 be approved for the Community Outreach Budget. This represents a decrease of \$13,568 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the consolidation of volunteer events.

This program was transferred into the Recreation and Community Services from Public Affairs in FY 2012-13. Historical data on this program can be found in the Public Affairs section of the budget.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Community Outreach

Category	2012-2013	2013-2014	2014-15	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	-	63,642	67,167	64,260
Employee Benefits	-	25,133	34,466	28,735
Materials	-	5,954	5,000	8,300
Contract Services	-	2,528	16,500	9,000
Appropriations for Contingenc	-	-	2,150	1,420
Cost Allocation	-	5,664	7,990	7,990
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 102,920	\$ 133,273	\$ 119,705
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 102,920	\$ 133,273	\$ 119,705

STAFFING

Total current authorized positions – .75

Staffing has been reallocated to better reflect where work is being performed.

Total authorized positions – .70

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
632 Community Outreach				
05 - Employee compensation				
500.501 - Salaries Full Time		63,465.52	67,167.00	63,891.00
500.503 - Excess Med Pay		176.04	0.00	176.00
500.507 - Taxable Life Premium			180.00	193.00
05 - Employee compensation Total		63,641.56	67,347.00	64,260.00
10 - Employee benefits				
501.500 - Retirement System		16,712.72	18,647.00	18,143.00
501.502 - Pers 1959 Surv Empr		50.82	0.00	51.00
501.505 - Health Insurance		3,808.38	9,297.00	5,897.00
501.506 - Dental Insurance		902.34	1,567.00	669.00
501.507 - Medicare		921.75	974.00	917.00
501.508 - Life Insurance		554.35	554.00	485.00
501.509 - Long Term Disability		394.03	478.00	449.00
501.510 - Workers Compensation		630.00	630.00	630.00
501.511 - Vision Insurance		172.32	183.00	125.00
501.516 - Hra City Contribution		985.81	1,956.00	1,369.00
10 - Employee benefits Total		25,132.52	34,286.00	28,735.00
15 - Materials				
600.601 - General Office Supplies		1,983.32	3,000.00	500.00
600.602 - Printing and Duplication			0.00	800.00
600.613 - General Supplies		151.29	0.00	4,600.00
600.629 - Conference and Meeting		3,803.57	2,000.00	2,000.00
600.632 - Mileage Reimbursement		15.68	0.00	400.00
15 - Materials Total		5,953.86	5,000.00	8,300.00
20 - Contract services				
700.701 - Training and Instruction		145.00	500.00	500.00
700.702 - General Service Agreement		1,566.53	12,500.00	5,000.00
700.703 - Maintenance of Equipment		816.37	0.00	0.00
700.704 - Insurance Fees, Claims, Premiums		0.00	3,500.00	3,500.00

20 - Contract services Total	2,527.90	16,500.00	9,000.00
25 - Cost allocation			
800.802 - IT Reimbursement	4,780.00	6,950.00	6,950.00
800.804 - Web Site Reimbursement	884.00	1,040.00	1,040.00
25 - Cost allocation Total	5,664.00	7,990.00	7,990.00
35 - Contingencies			
719.705 - Contingencies	0.00	2,150.00	1,420.00
35 - Contingencies Total	0.00	2,150.00	1,420.00
632 Community Outreach Total	102,919.84	133,273.00	119,705.00

City of Cupertino

Fiscal Year 2015-2016

CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**RECREATION AND
COMMUNITY SERVICES-
EMERGENCY DISASTER PREPAREDNESS**
Budget Unit 100-65-633
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 9,125
Total Expenditures	79,479
Fund Balance	-
General Fund Costs	\$ 70,354
Total Staffing	0
% Funded by General Fund	88.5%

PROGRAM OVERVIEW

Disaster Preparedness is responsible for ensuring that the Cupertino community and City staff are reasonably protected and prepared for emergencies and/or disasters.

SERVICE OBJECTIVES

- Maintain the City’s Emergency Operations Center (EOC) in a perpetual state of operational readiness.
- Support the Cupertino Amateur Radio Emergency Service (CARES), Medical Reserve Corps (MRC) and Community Emergency Response Team (CERT).
- Prepare, test and revise emergency response and recovery policies, plans and procedures in compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).
- Coordinate training of City staff in personal preparedness, SEMS/NIMS, and EOC functions.
- Maintain effective liaison with local, state and national emergency management organizations and/or allied disaster preparedness and response agencies.
- Partner with the West Side Cities and SCC Fire in establishing a regional EOC.

RECOMMENDED PROPOSED

It is recommended that a budget of \$79,479 be approved for the Emergency Disaster Preparedness Budget. This represents an increase of \$17,515 over the FY 2014-15 Adopted

Budget. The increase is attributed primarily to matching requirements for the County OES grant (\$5,000) and the backup WiFi Arknnet project (\$12,725) to connect the ARKS to the EOC.

In Fiscal Year 2013-2014 this program was transferred in from Public Affairs to Recreation and Community Services as part of a citywide reorganization, historical costs for this program can be found there.

This budget is funded from \$9,125 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$70,354 contribution from the general fund.

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

Recreation & Community Services- Disaster Preparedness

Category	2012-2013	2013-2014	2014-15	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	-	3,500	7,600	9,125
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 3,500	\$ 7,600	\$ 9,125
<i>Expenditures</i>				
Employee Compensation	-	31,793	34,934	36,050
Employee Benefits	-	852	-	852
Materials	-	23,768	19,941	27,093
Contract Services	-	83,000	1,994	500
Appropriations for Contingenc	-	-	-	2,259
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	5,095	12,725
TOTAL EXPENDITURES	\$ -	\$ 139,413	\$ 61,964	\$ 79,479
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 135,913	\$ 54,364	\$ 70,354

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
ARKNET WiFi	\$12,725	\$12,725	General Fund	WiFi Project for Emergency Operations Center (EOC)
TOTAL	\$ 12,725			

STAFFING

There is no full time 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
633 Disaster Preparedness				
05 - Employee compensation				
500.502 - Salaries Part Time		31,793.02	34,934.00	35,000.00
500.513 - Sick Leave				1,050.00
05 - Employee compensation Total		31,793.02	34,934.00	36,050.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare		852.34	0.00	852.00
501.510 - Workers Compensation			0.00	0.00
10 - Employee benefits Total		852.34	0.00	852.00
15 - Materials				
600.601 - General Office Supplies		22,592.05	18,559.00	20,000.00
600.602 - Printing and Duplication			0.00	800.00
600.618 - Utilities and Phone		1,175.83	1,243.00	1,243.00
600.619 - Advertising and Legal Notices			133.00	0.00
600.632 - Mileage Reimbursement		0.00	6.00	50.00
600.635 - Special Departmental Exp		0.00	0.00	0.00
600.645 - Grant Expenditures				5,000.00
15 - Materials Total		23,767.88	19,941.00	27,093.00
20 - Contract services				
700.701 - Training and Instruction		0.00	0.00	500.00
700.702 - General Service Agreement		83,000.00	0.00	0.00
20 - Contract services Total		83,000.00	0.00	500.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		0.00	5,095.00	12,725.00
31 - Special projects Total		0.00	5,095.00	12,725.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,994.00	2,259.00
35 - Contingencies Total		0.00	1,994.00	2,259.00
633 Disaster Preparedness Total		139,413.24	61,964.00	79,479.00

City of Cupertino
Fiscal Year 2015-2016

CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**RECREATION AND
COMMUNITY SERVICES-
NEIGHBORHOOD WATCH**
Budget Unit 100-63-635
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		78,767
Fund Balance		-
<hr/>		
	General Fund Costs \$	78,767
Total Staffing		0
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff’s Office. Neighborhood Watch is the gateway volunteer development program for the city.

SERVICE OBJECTIVES

- Create, implement and expand neighborhood watch meetings and groups.
- Maintain the Electronic Community Alert Program (E-CAP); Next Door Software System.
- Participate in and support all City outreach and volunteer recruitment programs.
- Organize and conduct National Night Out and other community events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$78,767 be approved for the Neighborhood Watch Budget. This represents an increase of \$39,433 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increased outreach due to crime trends.

In Fiscal Year 2013-2014 this program was transferred in from Public Affairs to Recreation and Community Services as part of a citywide reorganization, historical costs for this program can be found there.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Neighborhood Watch

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	-	30,822	34,934	72,100
Employee Benefits	-	837	-	837
Materials	-	-	4,000	4,800
Contract Services	-	74	-	500
Appropriations for Contingenc	-	-	-	530
Cost Allocation	-	-	400	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 31,732	\$ 39,334	\$ 78,767
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 31,732	\$ 39,334	\$ 78,767

STAFFING

There is no full time 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
635 Neighborhood Watch				
05 - Employee compensation				
500.502 - Salaries Part Time		30,821.74	34,934.00	70,000.00
500.513 - Sick Leave				2,100.00
05 - Employee compensation Total		30,821.74	34,934.00	72,100.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare		836.62	0.00	837.00
501.510 - Workers Compensation			0.00	0.00
10 - Employee benefits Total		836.62	0.00	837.00
15 - Materials				
600.601 - General Office Supplies		0.00	4,000.00	4,000.00
600.602 - Printing and Duplication			0.00	800.00
15 - Materials Total		0.00	4,000.00	4,800.00
20 - Contract services				
700.701 - Training and Instruction		25.00	0.00	500.00
700.702 - General Service Agreement		48.51	0.00	0.00
20 - Contract services Total		73.51	0.00	500.00
35 - Contingencies				
719.705 - Contingencies		0.00	400.00	530.00
35 - Contingencies Total		0.00	400.00	530.00
635 Neighborhood Watch Total		31,731.87	39,334.00	78,767.00



PUBLIC RESOURCES

Library Facilities

**RECREATION AND
COMMUNITY SERVICES-
LIBRARY SERVICE**

Budget Unit 100-65-636
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	409,403
Fund Balance	-
	General Fund Costs \$ 409,403
Total Staffing	0
% Funded by General Fund	100.0%

In Fiscal Year 2014 this program was transferred in from the Administrative Services Department. Historical data for this program can be found in that department.

PROGRAM OVERVIEW

This budget augments the existing hours of library service currently provided to our community through the Santa Clara County (SCC) Library JPA.

SERVICE OBJECTIVES

- Provide six extra hours per week of library service for our constituents.
- Explore partnerships with the SCC Library for recreation and community programs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$409,403 be approved for the Library Service Budget. This represents an increase of \$38,403 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to Santa Clara County salary and benefit increases.

This budget is funded from a \$409,403 contribution from the general fund.

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:

Recreation & Community Services- Library Extra Hour

Category	2012-2013	2013-2014	2014-15	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	-	-	5,000	-
Contract Services	-	350,339	366,000	409,403
Appropriations for Contingenc	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 350,339	\$ 371,000	\$ 409,403
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 350,339	\$ 371,000	\$ 409,403

STAFFING

All staff is funded by the Santa Clara County Library System.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
636 Library Extra Hours				

15 - Materials			
600.635 - Special Departmental Exp		5,000.00	0.00
15 - Materials Total		5,000.00	0.00
20 - Contract services			
700.702 - General Service Agreement	350,339.00	366,000.00	409,403.00
20 - Contract services Total	350,339.00	366,000.00	409,403.00
636 Library Extra Hours Total	350,339.00	371,000.00	409,403.00



Planning and Community Development

Administration

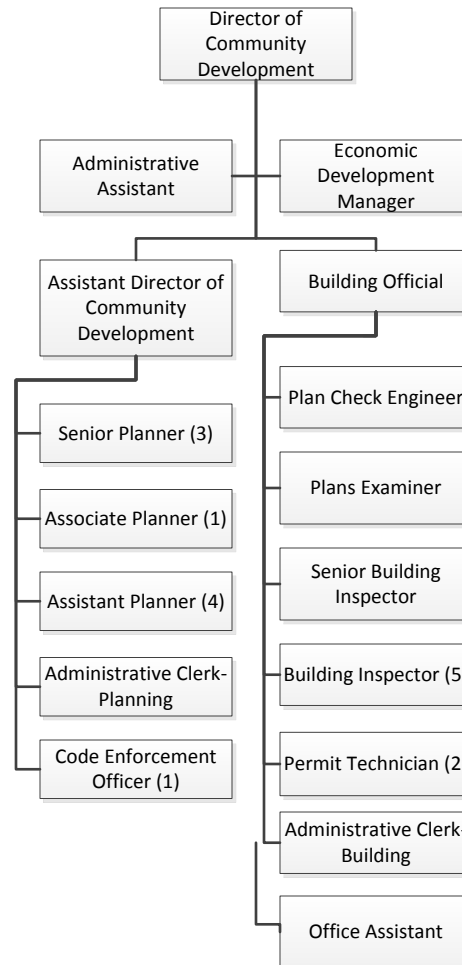
Planning/Economic

Housing Services

Building



CUPERTINO





Planning and Community Development

	Proposed 2015-16
Page Administration	\$ 274,390
GI Org	
100-70-700 Planning Administration	274,390
Planning/Economic Development/RDA Successor	\$ 6,920,993
GI Org	
100-71-701 Current Planning	4,187,174
100-71-702 Mid and Long Range Planning	2,353,143
250-71-703 Successor Agency	-
100-71-704 Annexations	137,500
100-71-705 Economic Development	243,176
Housing Services	\$ 978,527
GI Org	
260-72-707 CDBG	61,309
260-72-709 Affordable Housing	370,103
260-72-710 Public Service Grants	45,982
265-72-711 BMR Housing	461,133
100-72-712 Human Services Grants	40,000
Building	\$ 6,136,080
GI Org	
100-73-713 General Building	579,471
100-73-714 Construction Plan Checking	3,436,542
100-73-715 Building Code Enforcement	1,812,889
100-73-716 Muni Code Enforcement	307,178
TOTAL PLANNING AND COMMUNITY DEVELOPMENT \$ 14,309,990	

Division Summary

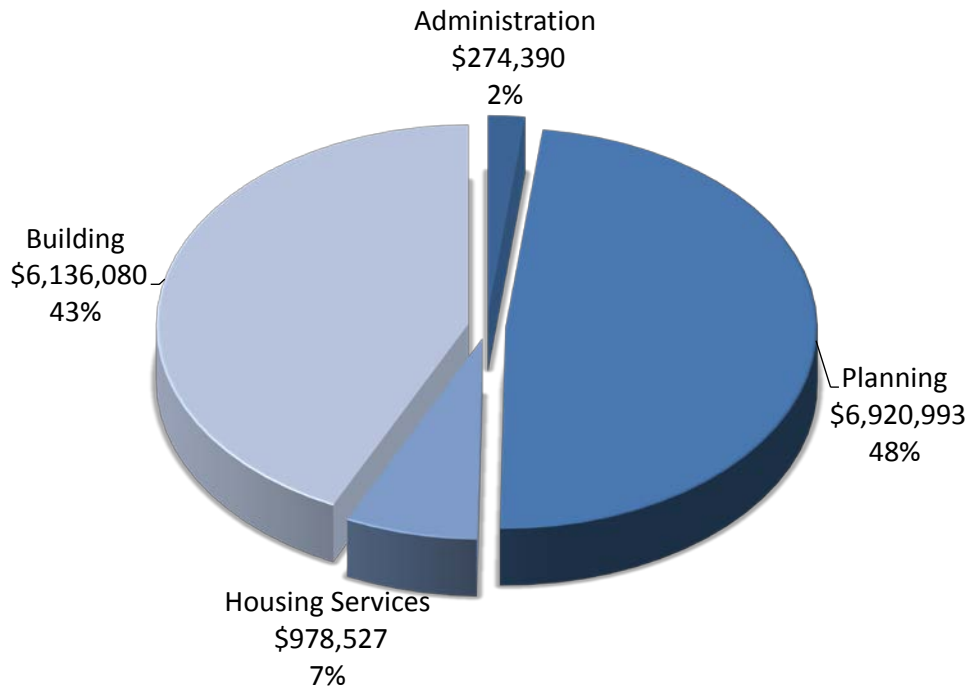
Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	100,000	-
Licenses and Permits	-	26,774	1,600,000	2,855,000
Use of Money and Property	-	-	28,000	319,000
Intergovernmental Revenue	-	-	310,943	873,199
Charges for Services	-	4,786,439	1,582,290	7,090,965
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	360,895
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 3,621,233	\$ 11,499,059
<i>Expenditures</i>				
Employee Compensation	2,197,110	2,211,515	2,644,988	3,019,762
Employee Benefits	858,872	858,501	1,125,752	1,177,688
Materials	606,422	305,245	956,205	796,006
Contract Services	509,537	409,715	1,254,065	1,359,876
Appropriations for Contingency	-	-	122,416	133,873
Cost Allocation	288,450	452,893	431,866	481,872
Capital Outlay	-	628,712	-	-
Special Projects	11,815	4,339,475	1,903,000	7,340,913
TOTAL EXPENDITURES	\$ 4,472,206	\$ 9,206,057	\$ 8,438,292	\$ 14,309,990
Fund Balance	-	-	(1,242,405)	(65,328)
General Fund Costs	\$ 4,472,206	\$ 9,206,057	\$ 6,059,464	\$ 2,745,603

RECOMMENDED PROPOSED

It is recommended that a budget of \$14,309,990 be approved for the Community Development Department. This represents an increase of \$5,871,698 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in professional and contract services to augment staffing for an influx of development and special projects.

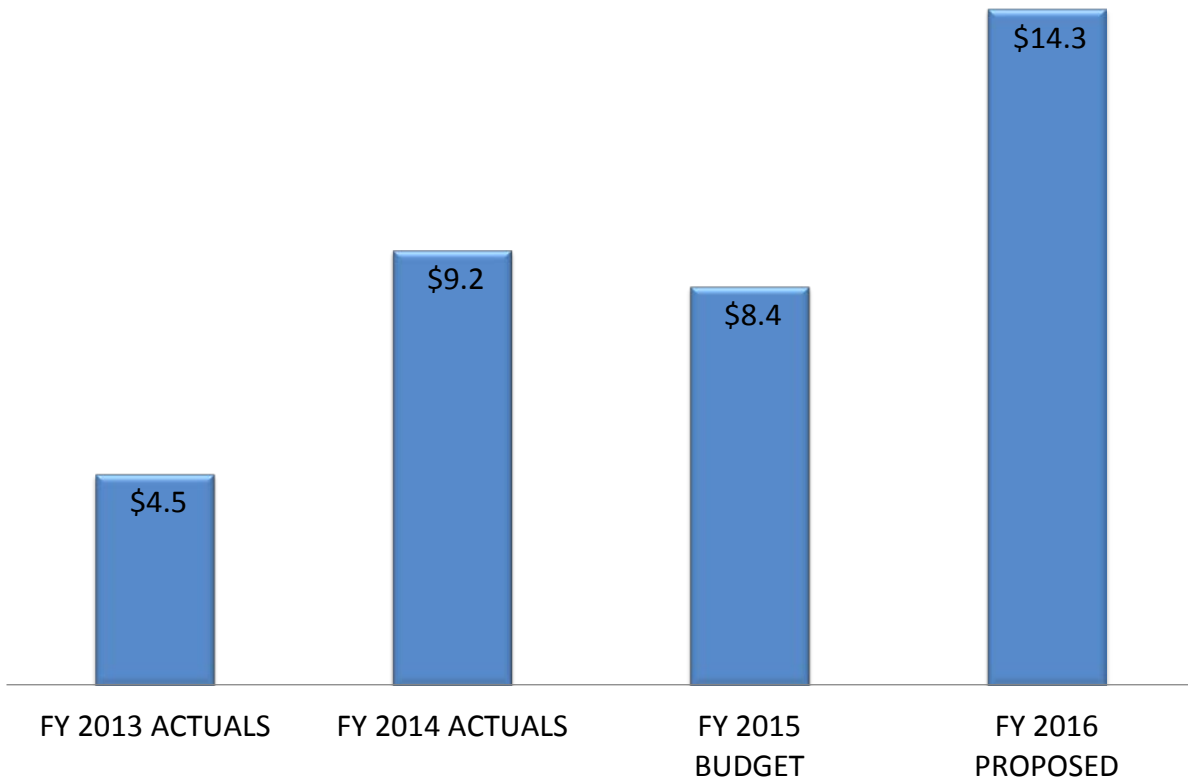
This budget is funded from \$11,499,059 in estimated department revenue and a \$2,745,423 contribution from the general fund. Special Funds within the department project using \$65,328 in fund balances.

Recommended Expenditures Fiscal Year 2015-16



4 Year Expenditure History

In Millions





PUBLIC RESOURCES

Other Protection

COMMUNITY DEVELOPMENT

Aarti Shrivastava, Director

BUDGET AT A GLANCE

Total Revenue	\$ 11,499,059
Total Expenditures	14,309,810
Fund Balance	276,366
<hr/>	
General Fund Costs	\$ 2,534,385
Total Staffing	27.30
% Funded by the General Fund	17.7%

KEY PERFORMANCE MEASURES BY DEPARTMENT

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
Goal: Improve customer service experience and relationships.					
	Provide the public and customers with the ability and tools to answer questions online resources.	Updated website with survey prompts. Track Comcate tickets/ utilize services through alternative Customer Relationship Management (CRM) Software if/when piloted.	Track number of website views, hits, and/or downloads. Survey responses.	Enhance website functions and usability/search ability. Enhance access to online documents.	Customers are empowered to get the information and tools they are seeking easily to increase transparency and efficiency.

Increase community outreach/ education to foster greater awareness and build community knowledge of the planning/ development process by organizing, hosting, recording local training workshops and presenting to relevant stakeholder groups.	Updated website with survey prompts. (Paper, Text, Online) Surveys provided to workshop attendees to gauge knowledge before and after session as well as satisfaction to information delivery.	Customer Relationship Management (CRM) Software (if/when piloted by department) or community outreach tracking tool (excel) denoting # of workshops hosted, # of attendees, # of survey responses (text or CRM) on the quality/usefulness of materials presented. Number of page views/downloads of online community workshop videos.	Develop curriculum and presentations to achieve specific and targeted learning outcomes. Once administered, convert workshop content into online sessions to heighten information sharing and access. Create tools to enable text survey/polling.	Online public education and public information (articles, tips, fact sheets) generate greater customer support/education and serve as a more efficient and effective community outreach. Increased connectivity between the public and department builds community engagement/ trust, thereby enabling expanded community input from broader participants. Model effective private-sector customer engagement and interactions where applicable.
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Goal: Build, Support, Sustain Workforce Performance Excellence

Improve teamwork and employee satisfaction to foster stronger customer service experience.	Expand professional development opportunities to include training and career enrichment courses/seminars , cross training with other departments, special topics or learning from guest speakers /educators.	Track/schedule numbers of special sessions and topics each year. Employee survey responses.	Strengthen employee development opportunities to encourage professional growth and improvements and stronger understanding of processes within and among Department.	Professional development efforts build a cadre of better trained and efficient staff and improve the quality of public service.
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	Build inter/intradpt. relations to expand City staff support network required to enable successful operations/planning processes.	Quarterly/annual employee reviews, prioritize professional development discussions with supervisors. Staff/supervisors collaborate on professional development plans.	Track work sessions and retreats in professional development matrix/plan. Progress in achieving objectives and actions outlined in professional development plans.	Host department retreats/work sessions (1/year), alt. dept. job shadowing, mentorship program with experts in the field. Improve Economic Dev. interface via quarterly updates.	Grow relationships within divisions and across departments to take advantage of opportunities to learn, improve team partnership and grow greater work satisfaction, build a better trained and well-rounded staff, and improve quality of public service and customer satisfaction.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Planning					
Goal: Demystify the planning process.					
	Empower customers to get useful information and helpful tools easily online.	Updated website with survey prompts, Comcate tickets or alt. Customer Relationship Management (CRM) Software if/when piloted. Implement online permitting to provide customer access to information.	Track # of website views, hits, and/or downloads. Customer satisfaction and user experience via survey responses. Track project development timelines prior to and after system implementation.	Enable customer to access status of plan/development review through new online permitting system.	Department increases transparency and efficiency through heightened public access and improves accountability and overall customer experience.
	Tap quiet majority of community members not currently participating in the planning, development ordinance, or public hearing process.	Deploy new community engagement and/or Customer Relationship Management (CRM) tools. Expanded social media and proactive vs. reactive planning-led outreach efforts.	Track website views, hits, and/or downloads. Customer satisfaction and user experience survey responses.	Team w/ dpts. to increase community outreach through new technologies. Build youth engagement by connecting regularly with Teen Commiss., De Anza College, High Schools."	Garner greater customer support and education to build and operationalize efficient and effective community outreach, strengthen community engagement and relations, and gain access to broader and more diverse community input.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Economic Development					
Goal: Expand outreach to the business community to surface and address business needs through available and future City services.					
	Develop business engagement strategy, targets, timeline, milestones and tracking tool. Evaluate lessons learned to integrate into future performance measures and work program.	Feedback tool developed to learn experiences of businesses to date and assess future informational and service needs. Tracking tool developed to record # of site visits, meetings, functions, etc.	Quantity of meetings. Business experience survey results.	Engagement strategy drafted and includes: visiting companies, retail businesses, meeting with Chamber leadership, participating in local/regional business organizations, attending networking events, meeting with real estate brokers and property managers.	Increase business relations with the City, evaluate existing business services, define new business support resources, and generate new business to business partnerships.
Goal: Improve City economy, vitality, sustainability, and economic diversity.					
	Running in parallel to and informed by the in-progress Economic Development Strategic Plan, create customized suite of support resources for businesses, emphasizing small businesses.	Host, sponsor and co-sponsor workshops and training events. Provide online. Surveys provided to workshop attendees to gauge knowledge before and after session as well as satisfaction to information delivery.	Community outreach tracking tool (excel) denoting # of workshops hosted, # of attendees, # of survey responses (text or CRM) on the quality/usefulness of materials presented. Number of page views/downloads of online community workshop videos.	Develop curriculum and presentations to achieve specific and targeted learning outcomes. Once administered, convert workshop content into online sessions to heighten information sharing and access. Create tools to enable text survey/polling.	Amplify suite of services offered to small local businesses to better enable their ongoing success and ensure their long-term viability in our community.

Goal: Improve outreach and information sharing targeting internal staff and the public to create greater connectivity with our business base.

<p>Increase internal and external outreach channels and resources to increase community knowledge of and orientation towards local business services, activities, products.</p>	<p>Inventory current informational materials and resources. Learn "user" experience through surveys, page views, downloads, inquiries logged through Comcate or other Customer Relationship Management (CRM) tool. Consider tools to track how info is generating "leads" or driving customers to local businesses.</p>	<p>Quantity of page views, downloads, positive survey, customer experiences, information to customer conversions.</p>	<p>Map current connection points between staff, electeds, the broader public, and our local businesses including, but not limited to: BizBuzz electronic newsletter, "How to Start a Business in Cupertino" Guide, Items of Interest, Council Work Program, Scene Articles, website.</p>	<p>Identify informational gaps and embed plan to address in Strategic Plan. Develop tool to track how City resources lead to greater local business support/sales.</p>
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CUPERTINO

PUBLIC RESOURCES

Other Protection

**ADMINISTRATION-
PLANNING ADMINISTRATION**

Budget Unit 100-70-700

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		274,390
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 274,390
Total Staffing		0.90
% Funded by the General Fund		100.0%

PROGRAM OVERVIEW

The administration and management of general office and oversight functions for the Planning Department.

SERVICE OBJECTIVES

- Coordinate and direct general office affairs related to planning functions.
- Manage professional and administrative staff.
- Prepare and implement the department budget.
- Coordinate as necessary with other departments in the City.
- Review and evaluate City and department goals and objectives.

RECOMMENDED PROPOSED

It is recommended that a budget of \$274,390 be approved for the Planning Administration Budget. This represents an increase of \$35,096 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in employee compensation and workers' compensation costs.

This budget is funded from a \$274,390 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:

Category	2012-2013	2013-2014	2014-15	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	151,654	167,441	133,020	156,211
Employee Benefits	64,058	60,904	54,316	59,364
Materials	10,324	8,308	10,620	13,590
Contract Services	20,969	4,282	26,955	30,219
Appropriations for Contingency	-	-	3,758	4,381
Cost Allocation	14,700	17,357	10,625	10,625
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 261,705	\$ 258,293	\$ 239,294	\$ 274,390
Fund Balance	-	-	-	-
General Fund Costs	\$ 261,705	\$ 258,293	\$ 239,294	\$ 274,390

STAFFING

Total current authorized positions – 0.9

There are no recommended changes to staffing.

Total authorized positions – .90

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
700 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	151,017.51	162,020.79	130,720.00	146,955.00
500.502 - Salaries Part Time	636.43	0.00	0.00	0.00
500.505 - Overtime	0.00	1,820.23	2,300.00	7,200.00
500.506 - Car Allowance	3,599.96	3,599.96	1,440.00	1,680.00
500.507 - Taxable Life Premium			369.00	376.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	155,253.90	167,440.98	134,829.00	156,211.00
10 - Employee benefits				
501.500 - Retirement System	40,477.89	42,254.75	36,291.00	41,731.00
501.502 - Pers 1959 Surv Empr	0.00	75.28	0.00	25.00
501.504 - Employee Benefits	0.00	0.00	0.00	393.00
501.505 - Health Insurance	14,059.88	11,403.22	8,367.00	7,798.00
501.506 - Dental Insurance	1,322.77	1,333.08	1,410.00	860.00
501.507 - Medicare	2,263.79	2,413.14	2,088.00	2,110.00
501.508 - Life Insurance	902.29	908.54	596.00	596.00
501.509 - Long Term Disability	633.54	666.11	862.00	958.00
501.510 - Workers Compensation	543.59	968.03	968.00	2,972.00
501.511 - Vision Insurance	253.13	254.85	165.00	161.00
501.516 - Hra City Contribution		627.45	1,760.00	1,760.00
10 - Employee benefits Total	60,456.88	60,904.45	52,507.00	59,364.00
15 - Materials				
600.601 - General Office Supplies	3,210.83	1,563.29	1,300.00	1,300.00
600.605 - Meeting Expenses	1,006.91	1,507.82	1,600.00	4,255.00
600.608 - Sml Tools and Equipment		41.32	0.00	0.00
600.613 - General Supplies	1,527.00	934.00	1,000.00	1,000.00
600.618 - Utilities and Phone	1,080.29	1,186.87	920.00	1,035.00
600.629 - Conference and Meeting	3,499.22	3,074.97	5,800.00	5,800.00
600.632 - Mileage Reimbursement				200.00
15 - Materials Total	10,324.25	8,308.27	10,620.00	13,590.00
20 - Contract services				
700.701 - Training and Instruction	720.00	1,142.51	1,600.00	1,600.00
700.702 - General Service Agreement	2,819.61	0.00	250.00	12,250.00
700.703 - Maintenance of Equipment	17,429.05	3,139.66	25,105.00	16,369.00
20 - Contract services Total	20,968.66	4,282.17	26,955.00	30,219.00
25 - Cost allocation				
800.802 - IT Reimbursement	14,700.00	15,400.00	9,377.00	9,377.00
800.804 - Web Site Reimbursement		1,957.00	1,248.00	1,248.00
25 - Cost allocation Total	14,700.00	17,357.00	10,625.00	10,625.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00

35 - Contingencies				
719.705 - Contingencies		0.00	3,758.00	4,381.00
35 - Contingencies Total		0.00	3,758.00	4,381.00
700 Administration Total	261,703.69	258,292.87	239,294.00	274,390.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Other Protection

CURRENT PLANNING

Budget Unit 100-71-701

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 3,812,600
Total Expenditures	4,187,174
Fund Balance	-
	General Fund Costs \$ 374,574
Total Staffing	6.35
% Funded by the General Fund	8.9%

PROGRAM OVERVIEW

The current planning program serves to review projects and implement City ordinances and the General Plan goals/objectives through the permitting process.

SERVICE OBJECTIVES

- Maintain a high level of customer service.
- Provide assistance at the public counter, over the telephone, or via email.
- Implement the City's General Plan and Zoning Ordinance.
- Evaluate Planning applications for consistency with City ordinance, General Plan goals and applicable State and Federal regulations.
- Coordinate internal review of Planning applications with other City departments.
- Conduct environmental review of projects in compliance with California Environmental Quality Act (CEQA) and applicable regional, State and Federal regulations.
- Provide technical analysis and recommendations to the Council, Planning Commission and Design Review Committee.
- Administer the review of projects including finalizing building permits related to Planning requirements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$4,187,174 be approved for the Current Planning Budget. This represents an increase of \$2,546,523 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special projects, listed in the table below, that are budgeted for this fiscal year.

This budget is funded from \$3,812,600, in estimated department revenue and a \$374,574 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Main Street	\$111,000	\$111,000	Pass Through Revenues*	Main Street
The Hamptons	\$321,310	\$321,310	Pass Through Revenues*	The Hamptons
City Center Office	\$518,500	\$518,500	Pass Through Revenues*	City Center Office
Cupertino Inn	\$463,500	\$463,500	Pass Through Revenues*	Cupertino Inn
Marina Foods	\$463,500	\$463,500	Pass Through Revenues*	Marina Foods
Apple 2 Phase 2	\$240,000	\$240,000	Pass Through Revenues*	Apple 2 Phase 2
Development Applications	\$319,000	\$319,000	Pass Through Revenues*	Development Applications

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	319,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,786,439	1,000,000	3,357,810
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	135,790
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,786,439	\$ 1,000,000	\$ 3,812,600
<u>Expenditures</u>				
Employee Compensation	658,377	658,841	729,333	781,466
Employee Benefits	257,563	248,324	294,099	279,314
Materials	18,909	12,078	22,472	18,490
Contract Services	2,829	27,649	406,344	285,948
Appropriations for Contingency	-	-	42,881	30,444
Cost Allocation	68,000	100,583	105,522	114,702
Capital Outlay	-	-	-	-
Special Projects	-	370,486	40,000	2,676,810
TOTAL EXPENDITURES	\$ 1,005,678	\$ 1,417,962	\$ 1,640,651	\$ 4,187,174
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,005,678	\$ (3,368,478)	\$ 640,651	\$ 374,574

STAFFING

Total current authorized positions – 7.10

Recommend a reallocation resulting in a decrease of 0.75 to the current level of staffing

Total authorized positions – 6.35

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
71 Planning				
701 Current Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	637,091.12	607,044.51	653,233.00	651,601.00
500.502 - Salaries Part Time	13,059.76	5,400.83	60,000.00	75,000.00
500.503 - Excess Med Pay	1,490.23	621.40	0.00	1,362.00
500.505 - Overtime	6,736.43	45,774.29	16,100.00	48,800.00
500.506 - Car Allowance			720.00	840.00
500.507 - Taxable Life Premium			2,345.00	1,613.00
500.510 - Employee Agency Serv			0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				2,250.00
05 - Employee compensation Total	658,377.54	658,841.03	732,398.00	781,466.00
10 - Employee benefits				
501.500 - Retirement System	165,381.57	155,372.50	174,735.00	172,154.00
501.502 - Pers 1959 Surv Empr	0.00	321.43	0.00	107.00
501.504 - Employee Benefits	0.00	0.00	0.00	228.00
501.505 - Health Insurance	56,265.64	56,548.27	66,009.00	54,352.00
501.506 - Dental Insurance	6,350.40	6,141.32	11,126.00	5,995.00
501.507 - Medicare	10,323.26	9,948.16	9,569.00	9,355.00
501.508 - Life Insurance	4,815.13	4,342.31	4,517.00	4,304.00
501.509 - Long Term Disability	3,220.33	3,201.52	4,527.00	4,486.00
501.510 - Workers Compensation	9,993.86	5,361.97	5,362.00	14,774.00
501.511 - Vision Insurance	1,212.77	1,172.58	1,299.00	1,138.00
501.516 - Hra City Contribution		5,914.40	13,890.00	12,421.00
10 - Employee benefits Total	257,562.96	248,324.46	291,034.00	279,314.00
15 - Materials				
600.601 - General Office Supplies	10,125.50	4,027.66	7,200.00	7,200.00
600.602 - Printing and Duplication	(788.19)	(2,372.60)	0.00	0.00
600.603 - Maps, Blueprints, Etc	0.00	0.00	0.00	0.00
600.608 - Sml Tools and Equipment		2,092.04	1,040.00	0.00
600.613 - General Supplies	2,500.00	2,012.25	2,000.00	2,000.00
600.618 - Utilities and Phone	3,327.39	2,585.59	3,282.00	360.00
600.629 - Conference and Meeting	3,732.99	3,457.12	8,800.00	8,800.00
600.632 - Mileage Reimbursement	11.02	276.01	150.00	130.00
15 - Materials Total	18,908.71	12,078.07	22,472.00	18,490.00
20 - Contract services				
700.701 - Training and Instruction	2,455.64	166.30	4,500.00	5,600.00
700.702 - General Service Agreement	373.03	22,135.00	8,540.00	275,000.00
700.703 - Maintenance of		5,347.87	393,304.00	5,348.00

Equipment				
20 - Contract services Total	2,828.67	27,649.17	406,344.00	285,948.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement				9,180.00
800.802 - IT Reimbursement	68,000.00	76,471.00	73,972.00	73,972.00
800.803 - City Channel Reimb		14,906.00	21,702.00	21,702.00
800.804 - Web Site Reimbursement		9,206.00	9,848.00	9,848.00
25 - Cost allocation Total	68,000.00	100,583.00	105,522.00	114,702.00
30 - Capital outlays				
900.923 - Apple Campus 2		370,485.55	0.00	240,000.00
900.929 - Rosebowl			5,000.00	0.00
900.930 - Main Street			35,000.00	111,000.00
900.995 - Special Projects - CDD				2,325,810.00
30 - Capital outlays Total		370,485.55	40,000.00	2,676,810.00
35 - Contingencies				
719.705 - Contingencies		0.00	42,881.00	30,444.00
35 - Contingencies Total		0.00	42,881.00	30,444.00
50 - Other financing uses				
701.701 - Refundable Deposit				
Expense				0.00
50 - Other financing uses Total				0.00
701 Current Planning Total	1,005,677.88	1,417,961.28	1,640,651.00	4,187,174.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

MID AND LONG RANGE PLANNING

Budget Unit 100-71-702

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 1,821,500
Total Expenditures	2,353,143
Fund Balance	-
	General Fund Costs \$ 531,643
Total Staffing	2.25
% Funded by the General Fund	22.6%

PROGRAM OVERVIEW

The long range planning programs assists the community in preparing, reviewing and amending documents including the General Plan, Specific Plans, conceptual plans, the Municipal Code, including the Zoning Ordinance. Additionally, the program anticipates and evaluates trends, and develops strategies and plans to help the City address change.

SERVICE OBJECTIVES

- Review and amend the City's General Plan, Housing Element, and Municipal Code, including the Zoning Ordinance, Specific, Conceptual and Master Plans.
- Ensure that City processes and regulations are in compliance with State and Federal regulations.
- Review and implement policies in the General Plan, Housing Element, Zoning Ordinance, Specific, Conceptual and Master Plans.
- Coordinate with various regional, State and Federal agencies on projects.
- Facilitate the planning and implementation of the City Councils annual community development goals and objectives.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,353,143 be approved for the Mid and Long Range Planning Budget. This represents an increase of \$1,025,160 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to several special projects, outlined below, that are budgeted this fiscal year.

This budget is funded from \$1,821,500 in estimated department revenue and a \$531,643 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Parking Ordinance	\$71,950	\$71,950	General Fund	FY 14-15 \$170,000 carryover
Vallco Mall Redevelopment & Specific Plan	\$1,045,500	\$1,045,500	Pass Through Revenues*	Vallco Mall
Oaks Shopping Center	\$469,000	\$469,000	Pass Through Revenues*	Oaks Shopping Center
Foothill Market	\$175,500	\$175,500	Pass Through Revenues*	Foothill Market
Senior Housing BMR	\$115,000	\$115,000	Pass Through Revenues*	Parkside Trails

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	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	-	-	32,290	1,804,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	17,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 32,290	\$ 1,821,500
<u>Expenditures</u>				
Employee Compensation	128,935	154,722	208,569	276,506
Employee Benefits	47,123	50,568	89,838	105,130
Materials	20,699	1,732	4,381	3,600
Contract Services	45,334	1,802	1,700	46,100
Appropriations for Contingency	-	-	608	4,970
Cost Allocation	11,800	26,204	39,887	39,887
Capital Outlay	-	-	-	-
Special Projects	-	987,087	983,000	1,876,950
TOTAL EXPENDITURES	\$ 253,891	\$ 1,222,115	\$ 1,327,983	\$ 2,353,143
Fund Balance	-	-	-	-
General Fund Costs	\$ 253,891	\$ 1,222,115	\$ 1,295,693	\$ 531,643

STAFFING

Total current authorized positions – 2.0

Recommend a reallocation resulting in an increase of 0.25 to the current level of staffing.

Total authorized positions – 2.25

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
702 Mid Long Term Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	124,191.41	139,681.16	203,969.00	259,014.00
500.502 - Salaries Part Time	4,722.66	11,879.00	0.00	0.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	21.00	3,161.88	4,600.00	16,000.00
500.506 - Car Allowance			720.00	840.00
500.507 - Taxable Life Premium			658.00	652.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	128,935.07	154,722.04	209,947.00	276,506.00
10 - Employee benefits				
501.500 - Retirement System	32,572.79	35,748.67	56,089.00	69,667.00
501.502 - Pers 1959 Surv Empr	0.00	58.66	0.00	20.00
501.505 - Health Insurance	9,798.00	8,533.73	18,592.00	19,328.00
501.506 - Dental Insurance	959.68	1,008.15	3,132.00	2,132.00
501.507 - Medicare	1,905.00	2,397.42	3,054.00	3,719.00
501.508 - Life Insurance	679.79	716.18	1,221.00	1,504.00
501.509 - Long Term Disability	490.25	533.06	1,386.00	1,754.00
501.510 - Workers Compensation	533.19	707.03	707.00	2,202.00
501.511 - Vision Insurance	183.59	192.74	368.00	403.00
501.516 - Hra City Contribution		672.08	3,911.00	4,401.00
10 - Employee benefits Total	47,122.29	50,567.72	88,460.00	105,130.00
15 - Materials				
600.601 - General Office Supplies	9,168.75	931.65	1,000.00	1,000.00
600.608 - Sml Tools and Equipment		0.00	260.00	0.00
600.613 - General Supplies		115.00	400.00	400.00
600.618 - Utilities and Phone	520.19	571.25	521.00	0.00
600.621 - Calrecylce City Payment Prgm Adm	8,640.00	0.00	0.00	0.00
600.629 - Conference and Meeting	2,370.34	113.93	2,200.00	2,200.00
15 - Materials Total	20,699.28	1,731.83	4,381.00	3,600.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	1,100.00	1,400.00
700.702 - General Service Agreement	45,334.34	1,030.00	600.00	44,700.00
700.703 - Maintenance of Equipment		772.49	0.00	0.00
20 - Contract services Total	45,334.34	1,802.49	1,700.00	46,100.00
25 - Cost allocation				
800.802 - IT Reimbursement	11,800.00	10,084.00	20,837.00	20,837.00
800.803 - City Channel Reimb		14,906.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		1,214.00	2,774.00	2,774.00
25 - Cost allocation Total	11,800.00	26,204.00	39,887.00	39,887.00
30 - Capital outlays				

900.924 - GPA Project	794,067.06	170,000.00	0.00
900.925 - Tree Ordinance	36,471.06	0.00	0.00
900.926 - Housing Element	149,393.96	65,000.00	0.00
900.931 - N. DeAnza	0.00	110,000.00	0.00
900.932 - Parking Ordinance		170,000.00	71,950.00
900.939 - Vallco		20,000.00	1,045,500.00
900.940 - Oaks		5,000.00	469,000.00
900.942 - Heart Of The City		443,000.00	0.00
900.943 - Climate Action Plan	7,155.00	0.00	0.00
900.995 - Special Projects - CDD			290,500.00
30 - Capital outlays Total	987,087.08	983,000.00	1,876,950.00
35 - Contingencies			
719.705 - Contingencies	0.00	608.00	4,970.00
35 - Contingencies Total	0.00	608.00	4,970.00
702 Mid Long Term Planning Total	253,890.98	1,222,115.16	1,327,983.00
			2,353,143.00



PUBLIC RESOURCES

Public Ways

**PLANNING/RDA SUCCESSOR AGENCY-
SUCCESSOR AGENCY**

Budget Unit 100-71-703

General Fund

PROGRAM OVERVIEW

In Fiscal Year 2013-2014 this program was completed. Prior year actual costs are included to provide historical costs. Once all prior year actuals are \$0 this program will be removed from the budget.

Category	2012-2013	2013-2014	2014-15	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	45,117	-	-	-
Employee Benefits	15,112	121	-	-
Materials	4,514	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	623,607	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 64,743	\$ 623,728	\$ -	\$ -
Fund Balance	-	-	-	-
General Fund Costs	\$ 64,743	\$ 623,728	\$ -	\$ -

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
703 RDA/Housing				
05 - Employee compensation				
500.501 - Salaries Full Time	45,088.61	0.00	0.00	0.00
500.502 - Salaries Part Time	27.82	0.00	0.00	0.00
05 - Employee compensation Total	45,116.43	0.00	0.00	0.00
10 - Employee benefits				

501.500 - Retirement System	11,619.46	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	2,105.54	78.67	0.00	0.00
501.506 - Dental Insurance	223.53	8.45	0.00	0.00
501.507 - Medicare	639.72	22.76	0.00	0.00
501.508 - Life Insurance	171.89	6.51	0.00	0.00
501.509 - Long Term Disability	154.21	2.48	0.00	0.00
501.510 - Workers Compensation	153.77	0.00	0.00	0.00
501.511 - Vision Insurance	42.99	1.64	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	15,111.11	120.51	0.00	0.00
15 - Materials				
600.613 - General Supplies	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	0.00	0.00	0.00	0.00
600.638 - General Miscellaneous	0.00	0.00	0.00	0.00
600.640 - Pass Thru Expenditure	0.00	0.00	0.00	0.00
15 - Materials Total	0.00	0.00	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	4,513.97	0.00	0.00	0.00
20 - Contract services Total	4,513.97	0.00	0.00	0.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
900.905 - Facility Improvements	0.00	623,607.20	0.00	0.00
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total	0.00	623,607.20	0.00	0.00
703 RDA/Housing Total	64,741.51	623,727.71	0.00	0.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

**ADMINISTRATION-
ANNEXATIONS**

Budget Unit 100-71-704

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		137,500
Fund Balance		-
	General Fund Costs	\$ 137,500
Total Staffing		-
	% Funded by the General Fund	100%

PROGRAM OVERVIEW

This was a new program in FY 2014-15 created to account for annexations of property into/out of City limits.

SERVICE OBJECTIVES

- Identify and process annexations

RECOMMENDED PROPOSED

It is recommended that a budget of \$137,500 be approved for the Annexations Budget. This represents an increase of \$84,722 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the annexation of the Lawrence Mitty property.

This budget is funded from a \$137,500 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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	-	-	47,980	125,000
Appropriations for Contingency	-	-	4,798	12,500
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 52,778	\$ 137,500
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 52,778	\$ 137,500

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
704 Annexations				
20 - Contract services				
700.702 - General Service Agreement	0.00	0.00	47,980.00	125,000.00
20 - Contract services Total	0.00	0.00	47,980.00	125,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	4,798.00	12,500.00
35 - Contingencies Total		0.00	4,798.00	12,500.00
704 Annexations Total	0.00	0.00	52,778.00	137,500.00



PUBLIC RESOURCES

Other Protection

**PLANNING/ECONOMIC
DEVELOPMENT-
ECONOMIC DEVELOPMENT**

Budget Unit 100-71-705
General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 29,607
Total Expenditures	243,176
Fund Balance	-
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General Fund Costs	\$ 213,569
Total Staffing	1.00
% Funded by the General Fund	87.8%

PROGRAM OVERVIEW

In Fiscal Year 2013-141 this program was transferred to Administration. The Division will be transferred back to the Community Development Department this fiscal year to allow for greater alignment and collaboration with relevant citywide planning and development activities.

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: Due to the Division’s transfer from Administration, only the budget for this fiscal year and the 2012 - 2013 actuals can be previewed in the table below. An expanded view of the Division’s expenditures can be found in the 4-year program detail table in the subsequent section.

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	29,607
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 29,607
<i>Expenditures</i>				
Employee Compensation	74,195	-	-	61,800
Employee Benefits	24,710	-	-	2,135
Materials	24,976	-	-	40,150
Contract Services	450	-	-	108,000
Appropriations for Contingency	-	-	-	14,815
Cost Allocation	12,000	-	-	16,276
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 136,331	\$ -	\$ -	\$ 243,176
Fund Balance	-	-	-	-
General Fund Costs	\$ 136,331	\$ -	\$ -	\$ 213,569

STAFFING

Total current authorized positions – 1.0

There are no recommended changes to staffing.

Total authorized positions – 1.0

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
705 Economic Development				
05 - Employee compensation				
500.501 - Salaries Full Time	36,371.59	0.00	0.00	0.00
500.502 - Salaries Part Time	37,683.93	0.00	60,000.00	60,000.00
500.505 - Overtime	139.19	0.00	0.00	0.00
500.513 - Sick Leave				1,800.00
05 - Employee compensation Total	74,194.71	0.00	60,000.00	61,800.00
10 - Employee benefits				
501.500 - Retirement System	18,670.92	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	17,000.00	0.00
501.505 - Health Insurance	2,687.70	0.00	0.00	0.00
501.506 - Dental Insurance	347.46	0.00	0.00	0.00
501.507 - Medicare	1,258.80	0.00	0.00	0.00
501.508 - Life Insurance	266.50	0.00	0.00	0.00
501.509 - Long Term Disability	187.31	0.00	0.00	0.00
501.510 - Workers Compensation	1,225.46	0.00	3,894.00	2,135.00
501.511 - Vision Insurance	66.35	0.00	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	24,710.50	0.00	20,894.00	2,135.00
15 - Materials				
600.601 - General Office Supplies	2,093.38	0.00	250.00	250.00
600.602 - Printing and Duplication	1,000.98	0.00	5,000.00	5,000.00
600.605 - Meeting Expenses			1,200.00	1,200.00
600.608 - Sml Tools and Equipment			900.00	3,100.00
600.613 - General Supplies	21,555.00	0.00	22,600.00	23,000.00
600.629 - Conference and Meeting	260.00	0.00	3,600.00	3,600.00
600.632 - Mileage Reimbursement	66.64	0.00	200.00	200.00
600.635 - Special Departmental Exp			3,800.00	3,800.00
15 - Materials Total	24,976.00	0.00	37,550.00	40,150.00
20 - Contract services				
700.702 - General Service Agreement	450.00	0.00	58,800.00	108,000.00
20 - Contract services Total	450.00	0.00	58,800.00	108,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,000.00	0.00	0.00	0.00

800.803 - City Channel Reimb			16,276.00	16,276.00
25 - Cost allocation Total	12,000.00	0.00	16,276.00	16,276.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00
35 - Contingencies				
719.705 - Contingencies			9,635.00	14,815.00
35 - Contingencies Total			9,635.00	14,815.00
705 Economic Development Total	136,331.21	0.00	203,155.00	243,176.00



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
 CDBG GENERAL ADMINISTRATION**
 Budget Unit 260-72-707
 Special Revenue

BUDGET AT A GLANCE	
Total Revenue	\$ 61,309
Total Expenditures	61,309
Fund Balance	-
<hr/>	
General Fund Costs	\$ -
Total Staffing	0.43
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

The General Administration of the Community Development Block Grant (CDBG) federal entitlement program consists of the overall program administration costs, including staff time and employee benefits. The CDBG program is a federal entitlement program which serves low and very-low income Cupertino residents.

SERVICE OBJECTIVES

- Prepare and submit an Annual Plan yearly to the Department of Housing and Urban Development (HUD).
- Prepare and submit CAPER on annual basis to HUD.
- Prepare and submit to HUD a Consolidated Plan every 5-7 years.
- Meet quarterly with Santa Clara County CDBG Coordinators.
- Conduct two public hearings per year to allocate CDBG funding.

RECOMMENDED PROPOSED

It is recommended that a budget of \$61,309 be approved for the CDBG General Administration Budget. This represents a decrease of \$8,242 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to decreased grant dollars that fund this program.

This budget is funded from \$61,309 in estimated department.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	28,000	-
Intergovernmental Revenue	-	-	120,078	61,309
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 148,078	\$ 61,309
<i>Expenditures</i>				
Employee Compensation	42,099	34,304	49,000	41,613
Employee Benefits	16,049	13,874	20,551	19,696
Materials	560	-	-	-
Contract Services	-	29,647	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	33,789	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 58,708	\$ 111,614	\$ 69,551	\$ 61,309
Fund Balance	-	-	78,527	-
General Fund Costs	\$ 58,708	\$ 111,614	\$ -	\$ -

STAFFING

Total current authorized positions – 0.47

A reduction in staff allocated due to the reallocation of staff time to account for a reduction in grant dollars to fund this position.

Total authorized positions – 0.43

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
707 CDBG General Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	42,099.25	34,304.93	49,000.00	41,511.00
500.507 - Taxable Life Premium			235.00	102.00
05 - Employee compensation Total	42,099.25	34,304.93	49,235.00	41,613.00
10 - Employee benefits				
501.500 - Retirement System	11,114.15	8,671.24	12,390.00	11,958.00
501.502 - Pers 1959 Surv Empr	0.00	20.70	0.00	7.00
501.505 - Health Insurance	3,223.73	2,998.78	4,370.00	4,027.00
501.506 - Dental Insurance	370.19	328.70	736.00	441.00
501.507 - Medicare	628.71	466.35	710.00	689.00
501.508 - Life Insurance	283.81	251.97	360.00	326.00
501.509 - Long Term Disability	199.83	180.60	343.00	331.00
501.510 - Workers Compensation	157.17	294.97	295.00	914.00
501.511 - Vision Insurance	70.63	62.73	95.00	84.00
501.516 - Hra City Contribution		597.61	1,017.00	919.00
10 - Employee benefits Total	16,048.22	13,873.65	20,316.00	19,696.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	0.00	0.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	559.82	0.00	0.00	0.00
600.635 - Special Departmental Exp	0.00	0.00	0.00	0.00
15 - Materials Total	559.82	0.00	0.00	0.000
20 - Contract services				
700.702 - General Service Agreement		29,260.69	0.00	0.000
700.703 - Maintenance of Equipment		386.30	0.00	0.000
20 - Contract services Total		29,646.99	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement		3,470.00	0.00	0.00
800.803 - City Channel Reimb		29,812.00	0.00	0.00
800.804 - Web Site Reimbursement		507.00	0.00	0.00
800.805 - CC CAP Allocation		1,149.00	0.00	0.00
800.806 - CM CAP Allocation		1,679.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		531.00	0.00	0.00
800.808 - ECON Dev CAP Allo		408.00	0.00	0.00
800.809 - City Clerk CAP Alloc		5,338.00	0.00	0.00
800.810 - City Attorney CAP Alloc		20,054.00	0.00	0.00

800.811 - Public Affairs CAP Alloc	824.00	0.00	0.00
800.812 - Disaster PREP CAP Alloc	277.00	0.00	0.00
800.813 - Admin Serv CAP Allocation	1,279.00	0.00	0.00
800.814 - Finance CAP Alloc	2,424.00	0.00	0.00
800.815 - Human resources CAP Alloc	1,200.00	0.00	0.00
25 - Cost allocation Total	68,952.00	0.00	0.00
30 - Capital outlays			
900.995 - Special Projects - CDD			0.00
30 - Capital outlays Total			0.00
35 - Contingencies			
719.705 - Contingencies	0.00	0.00	0.00
35 - Contingencies Total	0.00	0.00	0.00
707 CDBG General Admin Total	58,707.29	146,777.57	69,551.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
 CDBG PROGRAM – CAPITAL GRANTS**

Budget Unit 260-72-709

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 199,256
Total Expenditures	370,103
Fund Balance	170,847
<hr/>	
General Fund Costs	\$ -
Total Staffing	-
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

This portion of the CDBG program encompasses grants/loans to non-profit developers and agencies to purchase land/units for affordable housing.

SERVICE OBJECTIVES

- Issue RFP on an annual basis for affordable housing development projects.
- Make funding recommendations to Housing Commission and City Council.
- Coordinate entitlement process with the Planning Division for affordable development projects.
- Monitor project progress of grantees through construction phase.
- Coordinate CEQA/NEPA process for all affordable developments.
- Review quarterly reports from developers and enter data into HUD IDIS program.
- Coordinate preparation of all grant/loan agreements, Deeds of Trust, Promissory Notes and Regulatory Agreements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$370,103 be approved for the CDBG-Capital Grants Budget. This represents a decrease of \$186,897 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a reduction in the city’s allocated Housing and Urban Development grant and a reduction in the Division’s carryover of uncommitted funds for this fiscal year.

This budget is funded from \$199,256 in estimated department revenue and the use of \$170,847 in fund balance.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	147,362	199,256
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 147,362	\$ 199,256
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	324,887	57,904	557,000	370,103
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	66,852	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 324,887	\$ 124,756	\$ 557,000	\$ 370,103
Fund Balance	-	-	(409,638)	(170,847)
General Fund Costs	\$ 324,887	\$ 124,756	\$ -	\$ -

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
709 Affordable Housing				
15 - Materials				
600.623 - Grant Expenditures	324,886.61	57,904.14	557,000.00	370,103.00
600.635 - Special Departmental Exp	0.00	0.00	0.00	0.00
15 - Materials Total	324,886.61	57,904.14	557,000.00	370,103.00
25 - Cost allocation				
800.805 - CC CAP Allocation		10,144.00	0.00	0.00
800.806 - CM CAP Allocation		7,152.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		2,273.00	0.00	0.00
800.808 - ECON Dev CAP Allo		1,737.00	0.00	0.00
800.810 - City Attorney CAP Alloc		20,054.00	0.00	0.00
800.811 - Public Affairs CAP Alloc		7,272.00	0.00	0.00
800.812 - Disaster PREP CAP Alloc		2,450.00	0.00	0.00
800.813 - Admin Serv CAP Allocation		5,445.00	0.00	0.00
800.814 - Finance CAP Alloc		10,325.00	0.00	0.00
25 - Cost allocation Total		66,852.00	0.00	0.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
50 - Other financing uses				
800.905 - CAP Asset TRF 2 Gov Activy	0.00	0.00	0.00	0.00
50 - Other financing uses Total	0.00	0.00	0.00	0.00
709 Affordable Housing Total	324,886.61	124,756.14	557,000.00	370,103.00



PUBLIC RESOURCES
Other Protection

**HOUSING SERVICES-
CDBG PUBLIC SERVICE GRANTS**
Budget Unit 260-72-710
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 45,982
Total Expenditures	45,982
Fund Balance	-
<hr/>	
General Fund Costs	\$ -
Total Staffing	-
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

Fifteen percent of the City of Cupertino’s CDBG entitlement is reserved for grants to nonprofit agencies serving low and very low income Cupertino residents. The agencies provide food, job training, emergency housing, legal assistance, etc.

SERVICE OBJECTIVES

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient awarded funding through this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, make funding recommendations.
- Make presentation to City Council on funding recommendations.
- On an annual basis, prepare grant agreement or amend grant agreement for each grantee.

RECOMMENDED PROPOSED

It is recommended that a budget of \$45,982 be approved for the CDBG-Public Service Grants Budget. This represents a decrease of \$2,159 over the FY 2014-15 Final Adopted Budget due to a reduction in grant dollars.

This budget is funded from \$45,982 in grant revenue. 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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	43,503	45,982
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 43,503	\$ 45,982
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	45,281	42,560	48,141	45,982
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 45,281	\$ 42,560	\$ 48,141	\$ 45,982
Fund Balance	-	-	(4,638)	-
General Fund Costs	\$ 45,281	\$ 42,560	\$ -	-

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
710 Public Service Grants				
15 - Materials				
600.623 - Grant Expenditures	45,280.90	42,560.00	48,141.00	45,982.00
15 - Materials Total	45,280.90	42,560.00	48,141.00	45,982.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00

30 - Capital outlays Total				0.00
710 Public Service Grants Total	45,280.90	42,560.00	48,141.00	45,982.00



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
AFFORDABLE HOUSING-BMR**
Budget Unit 265-72-711
General Fund

Total Revenue	\$ 566,652
Total Expenditures	461,133
Fund Balance	105,519
<hr/>	
General Fund Costs	\$ -
Total Staffing	0.37
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

This program covers administration of the Below Market Rate (BMR) program.

SERVICE OBJECTIVES

- Contract with West Valley Community Services (WVCS) on an annual basis.
- Prepare and monitor agreement for services between the City of Cupertino and WVCS.
- Review quarterly reports submitted by WVCS.
- Process quarterly reimbursement requests from WVCS.
- Provide technical assistance to WVCS in the administration of the BMR program.
- Review lot book reports prepared by independent contractor for each of the ownership BMR units in the BMR program.
- Review and maintain "Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units."
- Review and maintain Inclusionary Housing Program Manual.

RECOMMENDED PROPOSED

It is recommended that a budget of \$461,133 for the Affordable Housing BMR Budget. This represents a decrease of \$20,713 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of the Nexus Study and the City's Housing and Urban Development Consolidated Plan.

This budget is funded from \$566,652 in estimated department revenue and the use of \$105,519 in fund balance.

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	100,000	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	566,652
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 100,000	\$ 566,652
<u>Expenditures</u>				
Employee Compensation	23,061	14,387	31,096	45,199
Employee Benefits	9,141	6,290	13,387	13,714
Materials	113,237	132,998	266,863	270,170
Contract Services	56,853	69,995	70,500	90,900
Appropriations for Contingency	-	-	-	-
Cost Allocation	2,300	-	-	1,150
Capital Outlay	-	-	-	-
Special Projects	-	15,879	100,000	40,000
TOTAL EXPENDITURES	\$ 204,592	\$ 239,548	\$ 481,846	\$ 461,133
Fund Balance	-	-	(381,846)	105,519
General Fund Costs	\$ 204,592	\$ 239,548	\$ -	\$ -

STAFFING

Total current authorized positions – 0.33

There are modest recommended changes to staffing to reflect shifting program demands.

Total authorized positions – 0.37

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
711 BMR Housing				
05 - Employee compensation				
500.501 - Salaries Full Time	23,060.90	14,273.23	31,096.00	40,128.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime		113.77	0.00	5,000.00
500.507 - Taxable Life Premium			165.00	71.00
500.510 - Employee Agency Serv			0.00	0.00
05 - Employee compensation Total	23,060.90	14,387.00	31,261.00	45,199.00
10 - Employee benefits				
501.500 - Retirement System	6,090.16	3,849.10	7,863.00	8,396.00
501.502 - Pers 1959 Surv Empr	0.00	9.50	0.00	3.00
501.505 - Health Insurance	2,052.02	1,468.80	3,068.00	2,827.00
501.506 - Dental Insurance	226.81	156.45	517.00	310.00
501.507 - Medicare	354.54	209.77	451.00	483.00
501.508 - Life Insurance	166.72	112.78	229.00	229.00
501.509 - Long Term Disability	118.14	81.65	217.00	233.00
501.510 - Workers Compensation	88.60	171.97	172.00	529.00
501.511 - Vision Insurance	43.41	29.86	60.00	59.00
501.516 - Hra City Contribution		199.74	645.00	645.00
10 - Employee benefits Total	9,140.40	6,289.62	13,222.00	13,714.00
15 - Materials				
600.601 - General Office Supplies	4,251.45	2,899.58	1,500.00	1,500.00
600.608 - Sml Tools and Equipment			500.00	3,500.00
600.613 - General Supplies	1,940.50	1,572.00	2,000.00	2,000.00
600.618 - Utilities and Phone	133.72	571.25	45.00	352.00
600.623 - Grant Expenditures	0.00	0.00	125,818.00	125,818.00
600.629 - Conference and Meeting	0.00	0.00	3,000.00	3,000.00
600.635 - Special Departmental Exp	106,910.60	127,954.86	134,000.00	134,000.00
15 - Materials Total	113,236.27	132,997.69	266,863.00	270,170.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	500.00	500.00
700.702 - General Service Agreement	56,582.57	69,994.86	70,000.00	90,400.00
20 - Contract services Total	56,582.57	69,994.86	70,500.00	90,400.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,300.00	0.00	0.00	1,150.00
25 - Cost allocation Total	2,300.00	0.00	0.00	1,150.00
31 - Special projects				

900.926 - Housing Element		15,879.00	0.00	0.00
900.927 - Nexis Study			60,000.00	0.00
900.941 - Consolidated Plan			40,000.00	0.00
900.995 - Special Projects - CDD				0.00
31 - Special projects Total		15,879.00	100,000.00	40,000.00
711 BMR Housing Total	204,320.14	239,548.17	481,846.00	461,133.00



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
HUMAN SERVICES GRANTS**

Budget Unit 100-72-712
General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		40,000
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 40,000
Total Staffing		-
	% Funded by the General Fund	100.0%

PROGRAM OVERVIEW

The City of Cupertino sets aside \$40,000 from its General Fund for non-profit agencies providing services to Cupertino low and very-low income.

SERVICE OBJECTIVES

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient of this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Present funding recommendations to City Council.
- On an annual basis, prepare or amend grant agreement for each grantee.

RECOMMENDED PROPOSED

It is recommended that a budget of \$40,000 be approved for the Human Services Grant Budget. This budget is unchanged since the 2013-14 Final Adopted Budget.

This budget is funded entirely 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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	48,064	39,896	40,000	40,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 48,064	\$ 39,896	\$ 40,000	\$ 40,000
Fund Balance	-	-	-	-
General Fund Costs	\$ 48,064	\$ 39,896	\$ 40,000	\$ 40,000

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
712 Human Service Grants				
20 - Contract services				
700.702 - General Service Agreement	48,064.00	39,895.58	40,000.00	40,000.00
20 - Contract services Total	48,064.00	39,895.58	40,000.00	40,000.00
31 - Special projects				

900.995 - Special Projects - CDD				0.00
31 - Special projects Total				0.00
712 Human Service Grants Total	48,064.00	39,895.58	40,000.00	40,000.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

**BUILDING-
GENERAL BUILDING**
Budget Unit 100-73-713
General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 700,000
Total Expenditures	579,471
Fund Balance	-
	General Fund Costs \$ (120,529)
Total Staffing	2.60
% Funded by the General Fund	-20.8%

PROGRAM OVERVIEW

The General Building program protects residents of Cupertino by enforcing standards to safeguard life, health, safety and welfare of residents, workers, and visitors to Cupertino through effective administration and enforcement of adopted codes and ordinances, which regulate the design, construction, use, occupancy, location and maintenance of all buildings and structures.

SERVICE OBJECTIVES

- Provide efficient and friendly service that will assist customers with their building permit goals and objectives; continue to streamline the workflow process to provide efficient and friendly customer service.
- Work proactively to enhance the public interface and information systems.
- Continue efforts to create a more effective records management system and land use data system using Geographic Information System (GIS).
- Increase staff knowledge through in-house training, meetings and seminars.

RECOMMENDED PROPOSED

It is recommended that a budget of \$579,471 be approved for the General Building Budget. This represents a decrease of \$211,339 under the FY 2014-15 Final Adopted Budget. The decrease is primarily attributed to a decrease in costs associated with special projects this fiscal year.

This budget is funded from \$700,000 in estimated department revenue requiring no additional contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Records Conversion	\$60,000	\$60,000	General Fund	Digitizing building records

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	1,589	266,000	700,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,589	\$ 266,000	\$ 700,000
<u>Expenditures</u>				
Employee Compensation	463,138	487,143	272,549	287,362
Employee Benefits	181,629	199,776	116,561	120,982
Materials	25,150	21,435	17,100	14,302
Contract Services	4,383	5,391	16,300	22,886
Appropriations for Contingency	-	-	3,340	3,719
Cost Allocation	112,550	101,753	84,960	70,220
Capital Outlay	-	-	-	-
Special Projects	11,815	193,242	280,000	60,000
TOTAL EXPENDITURES	\$ 798,665	\$ 1,008,738	\$ 790,810	\$ 579,471
Fund Balance	-	-	(524,810)	-
General Fund Costs	\$ 798,665	\$ 1,007,149	\$ -	\$ (120,529)

STAFFING

Total current authorized positions – 2.6 FTE

There are no recommended changes to staffing.

Total authorized positions – 2.6 FTE

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
713 General Building				
05 - Employee compensation				
500.501 - Salaries Full Time	442,525.78	480,646.10	250,549.00	258,336.00
500.502 - Salaries Part Time	15,380.06	1,404.00	20,000.00	23,000.00
500.503 - Excess Med Pay	893.62	272.22	0.00	886.00
500.505 - Overtime	4,337.77	4,820.19	2,000.00	2,350.00
500.506 - Car Allowance			360.00	420.00
500.507 - Taxable Life Premium			2,107.00	1,680.00
500.510 - Employee Agency Serv			0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				690.00
05 - Employee compensation Total	463,137.23	487,142.51	275,016.00	287,362.00
10 - Employee benefits				
501.500 - Retirement System	115,814.21	125,836.36	69,559.00	72,556.00
501.502 - Pers 1959 Surv Empr	0.00	293.27	0.00	98.00
501.505 - Health Insurance	43,344.03	47,262.80	24,173.00	22,550.00
501.506 - Dental Insurance	4,730.85	5,206.63	4,075.00	2,460.00
501.507 - Medicare	6,189.40	6,038.85	3,681.00	3,709.00
501.508 - Life Insurance	3,126.42	3,417.25	1,525.00	1,525.00
501.509 - Long Term Disability	2,208.88	2,493.16	1,707.00	1,752.00
501.510 - Workers Compensation	5,312.05	3,810.97	3,811.00	10,780.00
501.511 - Vision Insurance	903.54	994.16	477.00	466.00
501.516 - Hra City Contribution		4,422.05	5,086.00	5,086.00
10 - Employee benefits Total	181,629.38	199,775.50	114,094.00	120,982.00
15 - Materials				
600.601 - General Office Supplies	13,106.51	7,010.03	4,000.00	4,000.00
600.608 - Sml Tools and Equipment		3,077.80	3,000.00	0.00
600.613 - General Supplies	354.00	590.00	500.00	465.00
600.618 - Utilities and Phone	5,847.76	5,872.27	5,300.00	5,537.00
600.629 - Conference and Meeting	5,841.07	4,884.84	4,100.00	4,100.00
600.632 - Mileage Reimbursement	0.00	0.00	200.00	200.00
15 - Materials Total	25,149.34	21,434.94	17,100.00	14,302.00
20 - Contract services				
700.701 - Training and Instruction	2,918.05	1,280.00	1,800.00	2,500.00
700.702 - General Service Agreement	1,464.78	224.40	14,500.00	16,500.00
700.703 - Maintenance of Equipment		3,886.36	0.00	3,886.00
20 - Contract services Total	4,382.83	5,390.76	16,300.00	22,886.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	31,350.00	27,840.00	37,990.00	23,250.00

800.802 - IT Reimbursement	81,200.00	52,465.00	27,088.00	27,088.00
800.803 - City Channel Reimb		14,906.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		6,542.00	3,606.00	3,606.00
25 - Cost allocation Total	112,550.00	101,753.00	84,960.00	70,220.00
31 - Special projects				
900.936 - 3-YR Scanning Project	11,815.48	91,488.52	80,000.00	60,000.00
900.958 - Fee Study			200,000.00	0.00
900.995 - Special Projects - CDD				0.00
31 - Special projects Total	11,815.48	91,488.52	280,000.00	60,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	3,340.00	3,719.00
35 - Contingencies Total		0.00	3,340.00	3,719.00
50 - Other financing uses				
701.701 - Refundable Deposit				
Expense				0.00
50 - Other financing uses Total				0.00
713 General Building Total	798,664.26	906,985.23	790,810.00	579,471.00



PUBLIC RESOURCES

Other Protection

**BUILDING-
CONSTRUCTION PLAN CHECKING**

Budget Unit 100-73-714
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$2,759,153
Total Expenditures	3,436,542
Fund Balance	-
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General Fund Costs	\$ 677,389
Total Staffing	5.10
% Funded by the General Fund	19.7%

PROGRAM OVERVIEW

The Building Plan Check program is responsible for the timely and accurate review and approval of plans and specifications for all residential, commercial and industrial permit applications for buildings and structures to ensure the proposed design meets or exceeds the minimum life safety, plumbing, mechanical, electrical, accessibility, energy and structural safety standards of all governing codes.

SERVICE OBJECTIVES

- Provide a streamlined building plan review system that will ensure plans comply with all applicable state and local codes and ordinances.
- Continue to streamline the internal application processing system and permit review process.
- Confer with design professionals on project application and pre-application meetings.
- Provide general code information for property owners, design professionals, developers, contractors and the general public.
- Assist building inspectors in difficult or unusual code interpretation as it applies to various buildings and structures.
- Assist in training of building inspectors and permit technicians in conducting residential and minor commercial plan review.

RECOMMENDED PROPOSED

It is recommended that a budget of \$3,436,542 be approved for the Construction Plan Checking Budget. This represents an increase of \$1,732,189 over the FY 2014-15 Final Adopted Budget.

The increase is attributed primarily to increases in special projects, represented below and increased staffing to support these heightened project demands.

This budget is funded from \$2,759,153 in estimated department revenue and a \$677,389 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple Campus 2	\$1,761,153	\$1,761,153	Pass Through Revenues*	Apple Campus 2
Main Street	\$60,000	\$60,000	Pass Through Revenues*	Main Street
Hyatt House Hotel	\$238,000	\$238,000	Pass Through Revenues*	Hyatt House Hotel

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	6,145	500,000	700,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	550,000	1,899,048
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	160,105
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,145	\$ 1,050,000	\$ 2,759,153
<i>Expenditures</i>				
Employee Compensation	187,537	187,190	390,757	528,611
Employee Benefits	71,592	72,978	173,877	221,609
Materials	260	4,320	4,800	2,067
Contract Services	249,259	134,496	527,393	518,717
Appropriations for Contingency	-	-	53,219	52,078
Cost Allocation	17,000	17,542	54,307	54,307
Capital Outlay	-	-	-	-
Special Projects	-	1,975,666	500,000	2,059,153
TOTAL EXPENDITURES	\$ 525,648	\$ 2,392,191	\$ 1,704,353	\$ 3,436,542
Fund Balance	-	-	-	-
General Fund Costs	\$ 525,648	\$ 2,386,046	\$ 654,353	\$ 677,389

STAFFING

Total current authorized positions – 4.1 FTE

Recommend an increase of 1.0 to the current level of staffing to support special projects.

Total authorized positions – 5.10 FTE

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	FY134 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
714 Construction Plan Check				
05 - Employee compensation				
500.501 - Salaries Full Time	185,803.34	186,599.63	386,757.00	521,078.00
500.503 - Excess Med Pay	893.62	272.22	0.00	886.00
500.505 - Overtime	840.42	317.93	4,000.00	3,750.00
500.507 - Taxable Life Premium			1,222.00	1,521.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	1,376.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	187,537.38	187,189.78	391,979.00	528,611.00
10 - Employee benefits				
501.500 - Retirement System	49,036.31	48,986.33	107,372.00	144,049.00
501.502 - Pers 1959 Surv Empr	0.00	87.50	0.00	29.00
501.505 - Health Insurance	14,186.19	15,556.58	38,118.00	43,812.00
501.506 - Dental Insurance	1,558.78	1,551.86	6,425.00	4,793.00
501.507 - Medicare	2,643.33	2,663.28	5,608.00	7,527.00
501.508 - Life Insurance	1,193.87	1,189.36	2,563.00	3,471.00
501.509 - Long Term Disability	877.80	857.47	2,666.00	3,508.00
501.510 - Workers Compensation	1,797.55	1,133.03	1,133.00	3,530.00
501.511 - Vision Insurance	297.69	296.25	750.00	914.00
501.516 - Hra City Contribution		656.05	8,020.00	9,976.00
10 - Employee benefits Total	71,591.52	72,977.71	172,655.00	221,609.00
15 - Materials				
600.601 - General Office Supplies	0.00	1,443.01	1,200.00	1,200.00
600.608 - Sml Tools and Equipment		2,541.35	3,000.00	0.00
600.613 - General Supplies		50.00	600.00	600.00
600.618 - Utilities and Phone	260.11	285.61	0.00	267.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	260.11	4,319.97	4,800.00	2,067.00
20 - Contract services				
700.701 - Training and Instruction	1,200.81	522.50	2,600.00	3,950.00
700.702 - General Service Agreement	248,057.87	132,706.08	523,500.00	513,500.00
700.703 - Maintenance of Equipment		1,267.30	1,293.00	1,267.00
20 - Contract services Total	249,258.68	134,495.88	527,393.00	518,717.00
25 - Cost allocation				
800.802 - IT Reimbursement	17,000.00	15,597.00	47,926.00	47,926.00
800.804 - Web Site Reimbursement		1,945.00	6,381.00	6,381.00
25 - Cost allocation Total	17,000.00	17,542.00	54,307.00	54,307.00
31 - Special projects				
900.923 - Apple Campus 2		1,975,665.74	500,000.00	1,761,153.00
900.930 - Main Street		0.00	0.00	60,000.00
900.995 - Special Projects - CDD				238,000.00

31 - Special projects Total		1,975,665.74	500,000.00	2,059,153.00
35 - Contingencies				
719.705 - Contingencies		0.00	53,219.00	52,078.00
35 - Contingencies Total		0.00	53,219.00	52,078.00
714 Construction Plan Check Total	525,647.69	2,392,191.08	1,704,353.00	3,436,542.00



PUBLIC RESOURCES

Other Protection

**BUILDING-
 BUILDING INSPECTION**

Budget Unit 100-73-715
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,486,000
Total Expenditures	1,812,889
Fund Balance	-
<hr/>	
General Fund Costs	\$ 326,889
Total Staffing	6.55
% Funded by the General Fund	18.0%

PROGRAM OVERVIEW

The Building Inspection program is responsible for the construction inspection of all new and existing buildings and structures for conformity with approved plans and permits, and for compliance with state and local building code requirements. The program also responds to emergency situations and complaints of unsafe structures, work without permits, and prepares Notices of Violation as necessary. Unabated cases are referred to the Code Enforcement Division for further action.

SERVICE OBJECTIVES

- Build and maintain a positive working relationship with co-workers, other city employees and the general public using principles of quality customer service.
- Build and maintain a partnership with property owners, developers and contractors to help our customers meet their building occupancy goals.
- Perform building inspections within 48 hours of receiving the request.
- Consistently and accurately document non-complying code issues to ensure proper and safe installation of routine and complex building systems.
- Ensure that minimum building code safety requirements are met in all phases of construction for structural, electrical, plumbing, mechanical and accessibility installations.
- Educate community members about Life and Safety inspection issues as they occur before and during the construction process.
- Work with owners, developers and contractors to implement principles of green building as required in the CALGreen Building Code and Cupertino green building requirements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,812,889 be approved for the Building Inspection Budget. This represents an increase of \$646,925 under the FY 2014-15 Final Adopted Budget. The increase is attributed to special projects outlined below.

This budget is funded from \$1,486,000 in estimated department revenue and a \$326,889 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple Campus 2	\$528,000	\$528,000	Pass Through Revenues*	Apple Campus 2
Hyatt House Hotel	\$100,000	\$100,000	Pass Through Revenues*	Hyatt House Hotel

*Cost recovered

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	1,043	808,000	1,438,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	48,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,043	\$ 808,000	\$ 1,486,000
<u>Expenditures</u>				
Employee Compensation	422,997	416,530	662,887	682,371
Employee Benefits	171,895	169,203	291,918	290,324
Materials	17,625	21,155	17,831	9,993
Contract Services	81,396	96,557	109,200	83,306
Appropriations for Contingency	-	-	12,703	9,330
Cost Allocation	50,100	53,691	71,425	109,565
Capital Outlay	-	-	-	-
Special Projects	-	797,116	-	628,000
TOTAL EXPENDITURES	\$ 744,013	\$ 1,554,253	\$ 1,165,964	\$ 1,812,889
Fund Balance	-	-	-	-
General Fund Costs	\$ 744,013	\$ 1,553,210	\$ 357,964	\$ 326,889

STAFFING

Total current authorized positions – 6.55 FTE

There are no staffing changes proposed for this program.

Total authorized positions – 6.55 FTE

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
715 Building Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	419,531.08	416,530.16	658,887.00	671,384.00
500.502 - Salaries Part Time			0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	290.00
500.505 - Overtime	3,465.52	0.00	4,000.00	6,100.00
500.507 - Taxable Life Premium			6,717.00	4,597.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	422,996.60	416,530.16	669,604.00	682,371.00
10 - Employee benefits				
501.500 - Retirement System	110,583.86	108,624.79	178,147.00	184,199.00
501.502 - Pers 1959 Surv Empr	0.00	168.95	0.00	56.00
501.505 - Health Insurance	34,409.73	37,634.43	60,895.00	56,236.00
501.506 - Dental Insurance	3,826.26	3,780.11	10,266.00	6,155.00
501.507 - Medicare	6,450.04	5,962.93	9,553.00	9,639.00
501.508 - Life Insurance	2,933.76	2,898.29	4,330.00	4,331.00
501.509 - Long Term Disability	2,125.52	2,142.97	4,531.00	4,605.00
501.510 - Workers Compensation	10,834.16	4,076.59	3,467.00	11,117.00
501.511 - Vision Insurance	730.51	721.68	1,201.00	1,174.00
501.516 - Hra City Contribution		3,191.95	12,811.00	12,812.00
10 - Employee benefits Total	171,893.84	169,202.69	285,201.00	290,324.00
15 - Materials				
600.601 - General Office Supplies	10,595.37	1,462.82	3,600.00	3,600.00
600.608 - Sml Tools and Equipment		13,628.98	9,000.00	0.00
600.618 - Utilities and Phone	5,435.55	6,063.63	5,231.00	5,542.00
600.629 - Conference and Meeting	1,594.43	0.00	0.00	851.00
15 - Materials Total	17,625.35	21,155.43	17,831.00	9,993.00
20 - Contract services				
700.701 - Training and Instruction	195.00	4,874.09	6,200.00	6,250.00

700.702 - General Service Agreement	27,047.08	38,153.53	28,000.00	38,000.00
700.703 - Maintenance of Equipment		4,055.51	0.00	4,056.00
700.707 - Bank Charges	54,153.68	49,474.21	75,000.00	35,000.00
20 - Contract services Total	81,395.76	96,557.34	109,200.00	83,306.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				38,140.00
800.802 - IT Reimbursement	50,100.00	47,738.00	63,033.00	63,033.00
800.804 - Web Site Reimbursement		5,953.00	8,392.00	8,392.00
25 - Cost allocation Total	50,100.00	53,691.00	71,425.00	109,565.00
31 - Special projects				
900.923 - Apple Campus 2		746,085.90	0.00	528,000.00
900.928 - Biltmore		51,030.00	0.00	0.00
900.929 - Rosebowl		0.00	0.00	0.00
900.930 - Main Street		0.00	0.00	0.00
900.995 - Special Projects - CDD				100,000.00
31 - Special projects Total		797,115.90	0.00	628,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	12,703.00	9,330.00
35 - Contingencies Total		0.00	12,703.00	9,330.00
715 Building Code Enforcement Total	744,011.55	1,554,252.52	1,165,964.00	1,812,889.00



PUBLIC RESOURCES

Other Protection

**BUILDING-
MUNI CODE ENFORCEMENT**
Budget Unit 100-73-718
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 17,000
Total Expenditures	307,178
Fund Balance	-
<hr/>	
General Fund Costs	\$ 290,178
Total Staffing	1.75
% Funded by the General Fund	94.5%

PROGRAM OVERVIEW

The Community Development Code Enforcement Program provides for the enforcement of various provisions of the municipal code relating to nonconforming land use and building code compliance. These activities include building without permits, unpermitted removal of protected trees, nonconforming accessory structures, various use permit violations, private residential fence height/setback violations, and nonconforming signs. Assistance is provided to Planning and Building Division staff in the resolution of different code violations and land use concerns, which are contrary to the municipal code.

SERVICE OBJECTIVES

- Respond to citizen, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.

RECOMMENDED PROPOSED

It is recommended that a budget of \$307,178 be approved for the Muni Code Enforcement Budget. This represents an increase of \$12,743 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in staffing to address increased division service demands.

This budget is funded from \$17,000 in estimated department revenue and a \$289,998 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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	17,997	26,000	17,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 17,997	\$ 26,000	\$ 17,000
<i>Expenditures</i>				
Employee Compensation	-	90,958	167,777	158,623
Employee Benefits	-	36,464	71,205	65,420
Materials	-	2,755	6,997	7,559
Contract Services	-	-	7,693	8,800
Appropriations for Contingency	-	-	1,109	1,636
Cost Allocation	-	35,122	65,140	65,140
Capital Outlay	-	5,105	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 170,404	\$ 319,921	\$ 307,178
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ 152,407	\$ 293,921	\$ 290,178

STAFFING

Total current authorized positions – 1.75 FTE

There are no recommended staffing changes within this program.

Total authorized positions – 1.75 FTE

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.

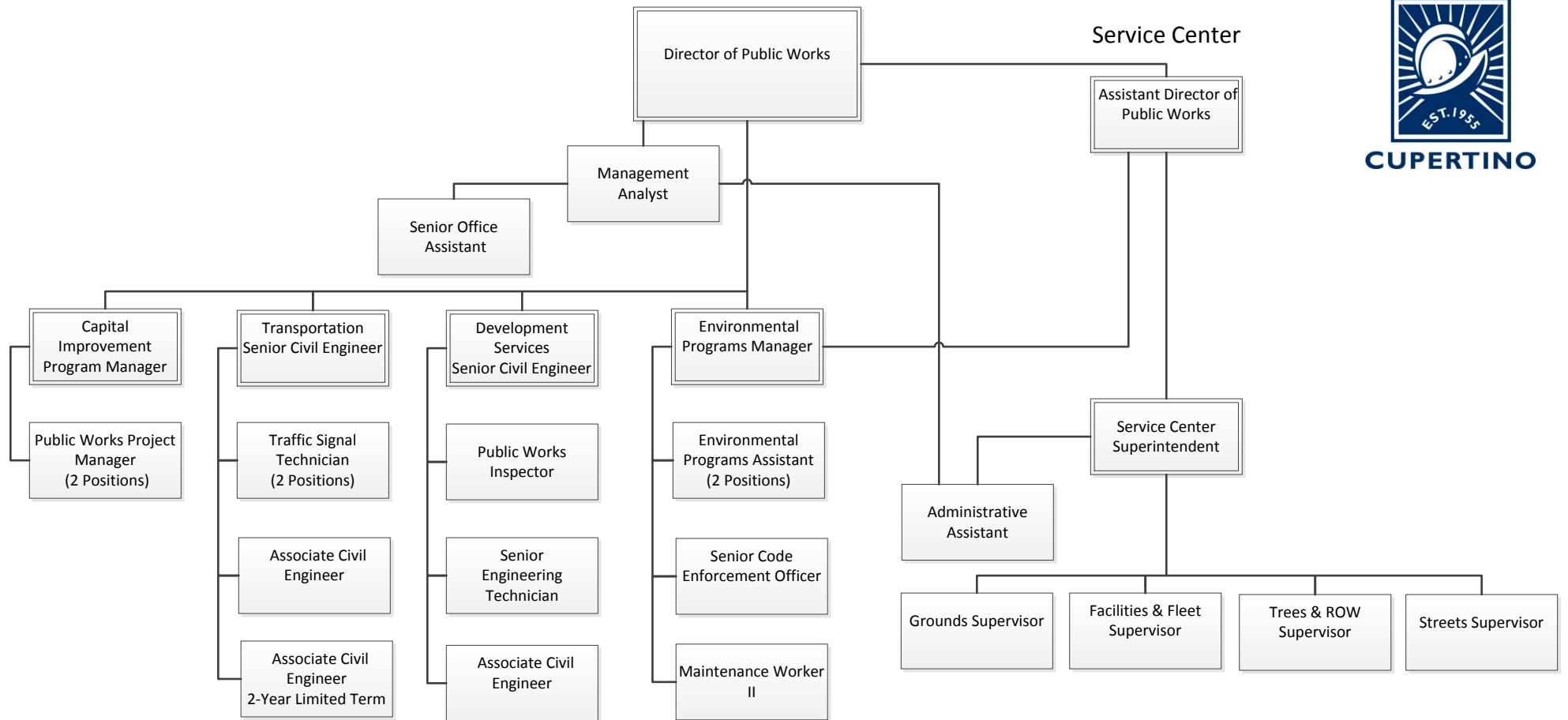
	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
718 Muni-Bldg Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time		90,640.12	166,277.00	156,398.00
500.503 - Excess Med Pay		125.64	0.00	126.00
500.505 - Overtime		192.02	1,500.00	1,500.00
500.507 - Taxable Life Premium			822.00	599.00
05 - Employee compensation Total		90,957.78	168,599.00	158,623.00
10 - Employee benefits				
501.500 - Retirement System		22,830.31	41,704.00	39,690.00
501.502 - Pers 1959 Surv Empr		56.35	0.00	56.00
501.505 - Health Insurance		8,739.40	16,271.00	15,546.00
501.506 - Dental Insurance		1,769.13	2,741.00	1,663.00
501.507 - Medicare		1,255.25	2,411.00	2,288.00
501.508 - Life Insurance		668.90	1,215.00	1,150.00
501.509 - Long Term Disability		490.07	1,164.00	1,008.00
501.510 - Workers Compensation		283.25	1,133.00	283.00
501.511 - Vision Insurance		175.53	320.00	313.00
501.516 - Hra City Contribution		196.15	3,424.00	3,423.00
10 - Employee benefits Total		36,464.34	70,383.00	65,420.00
15 - Materials				
600.601 - General Office Supplies		927.96	1,200.00	1,200.00
600.608 - Sml Tools and Equipment		0.00	1,000.00	1,500.00
600.611 - Uniforms/Safety Appar		120.60	500.00	500.00
600.613 - General Supplies		37.50	200.00	150.00
600.618 - Utilities and Phone		1,648.86	2,337.00	1,649.00
600.629 - Conference and Meeting		0.00	1,700.00	2,500.00
600.632 - Mileage Reimbursement		19.60	60.00	60.00
15 - Materials Total		2,754.52	6,997.00	7,559.00
20 - Contract services				
700.701 - Training and Instruction		143.78	1,300.00	3,300.00
700.702 - General Service Agreement		3,778.61	5,100.00	5,500.00
700.703 - Maintenance of Equipment		1,182.72	1,293.00	0.00
20 - Contract services Total		5,105.11	7,693.00	8,800.00
25 - Cost allocation				

800.801 - Equipment Reimbursement	17,580.00	44,480.00	44,480.00
800.802 - IT Reimbursement	15,597.00	18,233.00	18,233.00
800.804 - Web Site Reimbursement	1,945.00	2,427.00	2,427.00
25 - Cost allocation Total	35,122.00	65,140.00	65,140.00
31 - Special projects			
900.995 - Special Projects - CDD			0.00
31 - Special projects Total			0.00
35 - Contingencies			
719.705 - Contingencies	0.00	1,109.00	1,636.00
35 - Contingencies Total	0.00	1,109.00	1,636.00
718 Muni-Bldg Code Enforcement Total	170,403.75	319,921.00	307,178.00



Public Works

Administration
Environmental Programs
Development Services
Service Center
Grounds and Fleet
Streets
Trees and Right-of-Way
Facilities
Transportation
Fixed Asset Acquisition





CUPERTINO

Public Works

	Proposed 2015-16
Page Administration	\$ 657,682
GI Org	
100-80-800 Public Works Administration	657,682
100-81-803 Environmental Management	-
Environmental Programs	\$ 3,350,387
GI Org	
420-99-015 Resource Recovery	2,718,864
230-81-802 Non Point Source	631,523
Developmet Services	\$ 2,701,832
GI Org	
100-82-804 Engineering Design	1,870,555
100-82-805 Inspection Service	-
100-82-806 Capital Improvement Program - Administration	831,277
Service Center	\$ 967,827
GI Org	
110 Administration	967,827
Grounds and Fleet	\$ 3,707,768
GI Org	
100-84-808 McClellan Ranch Park	76,121
100-84-809 Memorial Park	586,608
100-84-812 School Site Maintenance	826,357
100-84-813 Neighborhood Parks	1,448,321
100-84-814 Sports Field Jollyman/Creekside	599,760
100-84-815 Civic Center Maintenance	170,601



Public Works

		Proposed 2015-16
Page Streets		\$ 4,553,949
Gl Org		
100-85-818	Storm and Drain Maintenance	239,235
210-90-978	Minor Storm Drain	75,000
270-85-820	Sidewalk Curb and Gutter	962,547
270-85-821	Street Pavement Maintenance	698,224
270-85-822	Street Signs Markings	768,990
100-85-823	Graffiti Removal	-
100-85-842	Street Lighting	484,665
610-90-001	Equipment Maintenance	1,184,175
100-85-850	Environmental Materials	141,113
Trees and Right of Way		\$ 2,818,415
Gl Org		
100-86-824	Overpasses and Medians	1,248,715
100-86-825	Street Tree Maintenance	1,198,510
100-86-826	Weekend Work Program	374,190
Facilities		\$ 3,597,732
Gl Org		
100-87-827	Building Maintenance City Hall	538,843
100-87-828	Library	431,156
100-87-829	Service Center	428,142
100-87-830	Quinlan Community Center	369,982
100-87-831	Senior Center	224,873
100-87-832	McClellan Ranch	169,204
100-87-833	Monta Vista	138,390
100-87-834	Wilson	54,262
100-87-835	Portal	30,799
100-87-837	Cupertino Sports Center	411,710
100-87-838	Creekside Park	74,729



CUPERTINO

Public Works

Proposed
2015-16

Page Facilities (Continued)

GI Org

100-87-839	Community Hall Maintenance	242,868
100-87-840	Teen Center Bldg Maintenance	36,813
100-87-841	Park Restrooms	129,867
100-88-844	Blackberry Farm Maintenance	316,094

Transportation

\$ 1,554,512

GI Org

100-88-844	Traffic Engineering	741,553
100-88-845	Traffic Signal and Maintenance	812,959
100-88-846	School Traffic Improvement	-

Fixed Asset Acquisition

\$ 846,000

GI Org

610-90-244	Fixed Asset Acquisition	846,000
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TOTAL PUBLIC WORKS \$ 24,711,718

DIVISION SUMMARY

Public Works - Summary

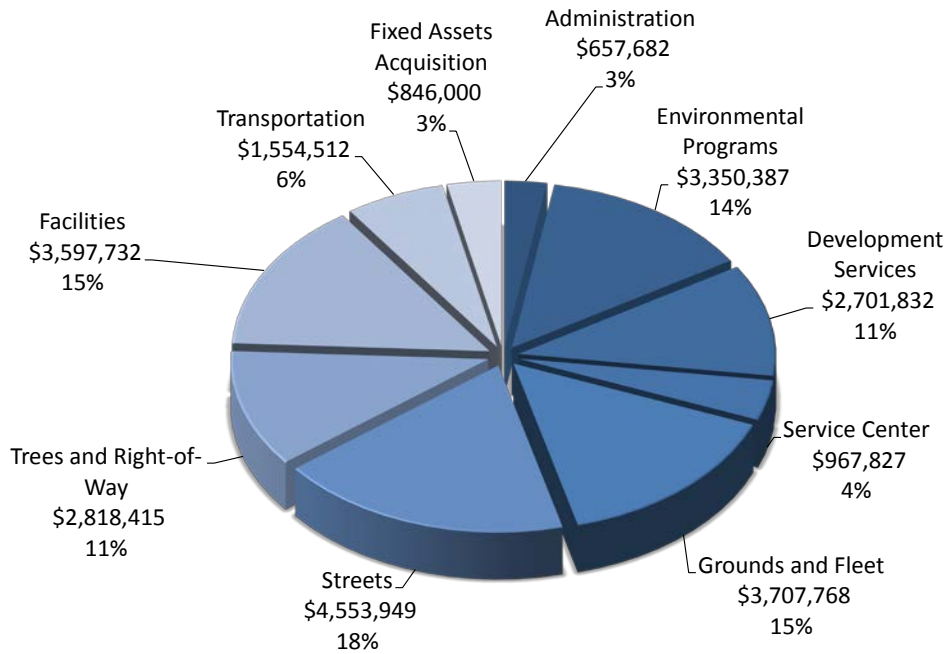
Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	100,000
Licenses and Permits	-	-	-	-
Use of Money and Property	-	44,915	23,000	140,300
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	578,189	1,097,248	5,284,537
Fines and Forfeitures	-	1,804	-	502,000
Miscellaneous Revenue	-	-	490,863	2,367,767
Interdepartmental Revenue	-	-	8,422,494	-
TOTAL REVENUE	\$ -	\$ -	\$ 10,033,605	\$ 8,394,604
<u>Expenditures</u>				
Employee Compensation	5,654,763	6,048,435	6,826,003	7,099,184
Employee Benefits	2,730,326	2,709,165	3,189,151	3,479,352
Materials	2,521,767	2,495,666	2,404,742	2,873,970
Contract Services	3,271,032	3,472,281	4,084,801	4,428,616
Appropriations for Contingency	-	-	461,301	524,962
Cost Allocation	2,114,529	2,440,517	2,968,514	2,596,134
Capital Outlay	750,406	3,762,394	470,613	-
Special Projects	-	-	9,938,000	3,709,500
TOTAL EXPENDITURES	\$ 17,042,822	\$ 20,928,459	\$ 30,343,125	\$ 24,711,718
Fund Balance	-	-	(48,752)	(1,419,858)
General Fund Costs	\$ 17,042,822	\$ 20,928,459	\$ 20,260,768	\$ 14,897,256

RECOMMENDED PROPOSED

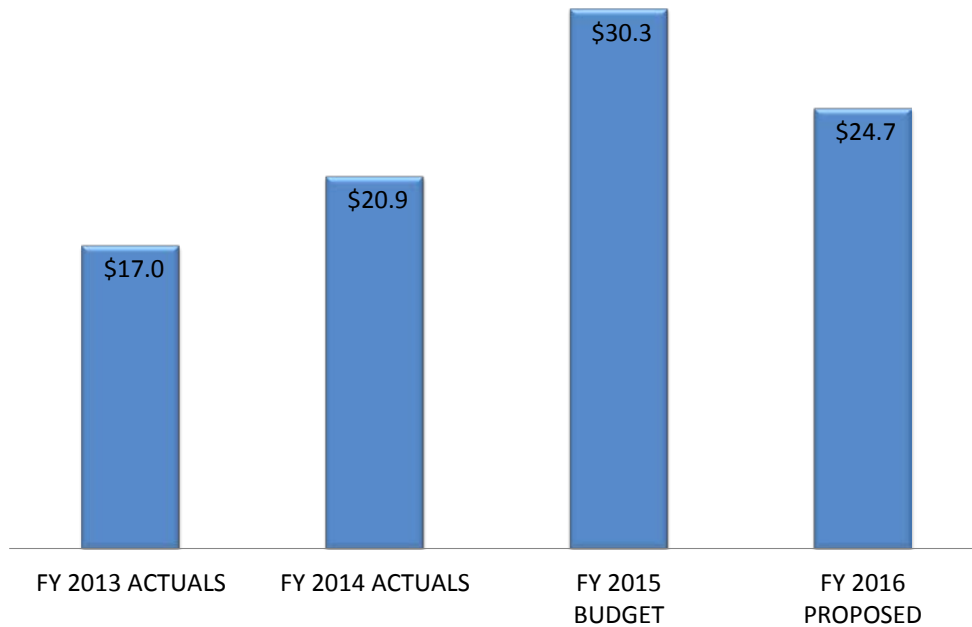
It is recommended that a budget of \$24,711,718 be approved for Public Works Department. This represents a decrease of \$5,631,407 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to pre funding for pavement maintenance in 2014-15 and is offset by an increase due to the recommended addition of 4.12 new full time positions.

This budget is funded from \$8,394,604 in estimated department revenue, a \$14,897,256 contribution from the general fund and \$1,419,858 in fund balance.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History





PUBLIC RESOURCES

Public Ways

PUBLIC WORKS

Timm Borden, Director

BUDGET AT A GLANCE	
Total Revenue	\$ 8,394,604
Total Expenditures	24,711,718
Fund Balance	(1,419,858)
<hr/>	
	General Fund Costs \$ 14,897,256
Total Staffing	82.12
	% Funded by General Fund 60.3%

KEY PERFORMANCE MEASURES BY DEPARTMENT

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Environmental Programs					
Goal: Respond to stormwater pollution discharge.					
	Prevent items other than rain water from entering the storm water system.	Respond to reported discharge event within 24 business hours.	Comcate logged response time.	24 hour response 100%	Achieve stormwater compliance requirements, ensure healthy protected water system.
Goal: Provide efficient and effective recycling and disposal services.					
	Divert materials from landfill through expanded recycling and composting policies and services, paired with effective outreach campaigns to increase residential and commercial participation.	Supporting policies developed. Services evaluated and expanded. Develop customer feedback mechanism and diversion tracking tool.	Achieve 75% diversion, 60% commercial & multifamily diversion. Customer service satisfaction (Godbe Survey).	Develop organics ordinance. Define data needs and assess tracking tools available (i.e. EPA ReTRAC).	Adopt organics ordinance and utilize data collection to track progress.

Development Services					
	Goal: Provide timely development review and permitting services.				
	Review and permit private development in a timely and consistent manner in accordance with applicable codes, standards and policies.	Respond to complete plan submittals or applications within 2 weeks	Comcate logged response time. Community Development feedback. Customer feedback through new online permitting system.	2 week response 90% of time.	Strengthened partnership with Community Development. Clear roles and timelines defined. Customer experience improved.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
CIP Administration					
	Goal: Deliver Capital Projects on time and on within budget.				
	Meet published commitments to Council and community in an effective, timely, and quality manner.	Project and/or budget management software or alternative tracking tool to enable better accountability of costs, expenses and revenues related to a project.	Timeline and budget variances for each project and tracked for program over time.	On time and within budget 80% of time.	Deliver project within budget and achieve beneficial occupancy within one month of projected completion date at time of award.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Streets					
	Goal: Timely maintenance of street markings and legends while minimizing impacts to traffic.				
	Repair or replace street signs in a timely manner.	Respond to regulatory sign issues within 24 business hours. Respond to other sign issues within four weeks.	Comcate logged response time and customer feedback.	24 hour response 100% for signs. 4 week resolution 90%	Community aesthetic maintained.

Goal: Timely removal of reported graffiti.				
Graffiti markings re-moved in a timely manner.	Clean up within 48 business hours of call.	Comcate logged response time and customer feedback.	100%	Community aesthetic maintained.
Goal: Optimize street safety around schools.				
School area street markings painted bi-annually prior to the beginning of the school year. High wear areas painted annually.	Percent of street markings and legends repainted bi-annually.	Comcate logged response time and customer feedback. Projects cataloged and outcomes shared with Safe Routes to School Task Force.	100%	Improve bicycle and pedestrian safety near schools and throughout neighborhoods to encourage communitywide adoption of active transportation over single occupancy vehicles.
Goal: Provide timely and effective streetlight maintenance program.				
Repair streetlights in a timely manner.	Respond to customer calls within two business days and resolve issue within five business days.	Comcate logged response time and customer feedback.	2 Day response 100% 5 Day resolution 95%	Community safety improved through energy efficient illumination.
Goal: Timely response to asphalt concerns.				
Maintain streets to a standard that minimizes liability and is effective in utilizing available funds.	Define standard. Investigate and respond to safety issues within 24 business hours. Provide permanent repairs within six months.	Comcate logged response time and customer feedback. Street maintenance plan and standard achieved.	24 hour response 100% 6 month resolution 90%	Create safe roadways to ensure continuous traffic flow to support citizens' quality of life.

Goal: Timely response to concrete concerns.					
	Maintain sidewalks, curb and gutter to a standard that minimizes liability.	Define standard. Respond to safety issues within 24 business hours. Provide permanent repairs within 6 months.	Comcate logged response time and customer feedback.	24 hour response 100% 6 month resolution 90%	Create safer sidewalks, curb, and gutters to mitigate potential issues and support citizen's quality of life.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Trees and Right-of-Way					
Goal: Timely response to tree concerns.					
	Maintain urban forest to ISA standards that minimize liability, improve and/or maintain tree values.	Respond to safety issues within 24 business hours. Provide follow up trimming within four weeks.	Comcate logged response time and customer feedback. Track program performance relative to ISA standards.	24 hour response 100% 4 week resolution 90%	ISA standards achieved. Urban canopy expanded, protected, serviced. Safety issues mitigated.



PUBLIC RESOURCES

Public Ways

ADMINISTRATION-
PUBLIC WORKS ADMINISTRATION
 Budget Unit 100-80-800
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		657,682
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 657,682
Total Staffing		3.25
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Public Works Department is comprised of the following eight divisions:

1. Development Services (including inspection services)
2. Capital Improvement Program Administration
3. Environmental Programs
4. Transportation
5. Facility and Fleet Maintenance
6. Trees and Right-of-Way Maintenance
7. Grounds Maintenance
8. Street Maintenance

SERVICE OBJECTIVES

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, storm water quality compliance, and public works maintenance services in a responsive and efficient manner by continuously adapting programs and resources to meet the community’s expectations.
- Provide response within 24 hours to the community on complaints and requests for services. Plan and program maintenance of the City’s public facilities and infrastructure.
- Program and deliver Capital Improvement Projects in a timely and cost-efficient manner. Work with operating departments and the community to ensure projects meet expectations.

- Collaborate with Community Development to efficiently deliver predictable, responsive and efficient development services.
- Represent the City on county and regional issues such as congestion management.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$657,682 be approved for the Public Works Administration Budget. This represents an increase of \$24,568 or 4% over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased salary and workers' compensation costs due to increases in employee compensation and workers' compensation costs.

This budget is funded from a \$657,682 contribution from the General Fund.

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:

Public Works -Administration

Category	2012-2013	2013-2014	2014-15	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	386,663	409,779	384,235	402,591
Employee Benefits	137,423	148,032	171,090	176,136
Materials	13,498	12,363	16,749	17,039
Contract Services		800	1,400	2,000
Appropriations for Contingency	-	-	1,815	2,091
Cost Allocation	36,900	85,384	57,825	57,825
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 574,484	\$ 656,358	\$ 633,114	\$ 657,682
Fund Balance	-	-	-	-
General Fund Costs	\$ 574,484	\$ 656,358	\$ 633,114	\$ 657,682

STAFFING

Total current authorized positions – 3.25

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

Total authorized positions – 3.25

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
800 Public Works Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	386,544.83	406,124.19	372,735.00	383,810.00
500.502 - Salaries Part Time	0.00	0.00	11,500.00	12,500.00
500.503 - Excess Med Pay	118.02	0.00	0.00	572.00
500.505 - Overtime	0.00	54.65	0.00	0.00
500.506 - Car Allowance	3,599.96	3,599.96	3,750.00	4,350.00
500.507 - Taxable Life Premium			864.00	984.00
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
500.513 - Sick Leave				375.00
05 - Employee compensation Total	390,262.81	409,778.80	388,849.00	402,591.00
10 - Employee benefits				
501.500 - Retirement System	102,030.35	105,421.57	103,479.00	108,981.00
501.502 - Pers 1959 Surv Empr	0.00	158.70	0.00	53.00
501.505 - Health Insurance	18,053.82	18,048.00	30,215.00	28,278.00
501.506 - Dental Insurance	2,691.80	2,812.68	5,092.00	3,090.00
501.507 - Medicare	5,580.11	5,944.05	5,405.00	5,510.00
501.508 - Life Insurance	1,926.60	2,016.00	2,086.00	2,086.00
501.509 - Long Term Disability	1,658.50	1,491.96	2,512.00	2,578.00
501.510 - Workers Compensation	1,364.72	10,734.97	10,735.00	18,620.00
501.511 - Vision Insurance	515.59	537.84	595.00	583.00
501.516 - Hra City Contribution		866.49	6,357.00	6,357.00
10 - Employee benefits Total	133,821.49	148,032.26	166,476.00	176,136.00
15 - Materials				
600.601 - General Office Supplies	994.87	721.71	1,000.00	1,000.00
600.605 - Meeting Expenses	310.22	570.55	1,000.00	1,000.00
600.608 - Sml Tools and Equipment		0.00	0.00	0.00
600.613 - General Supplies	2,712.92	2,362.00	1,500.00	2,414.00
600.618 - Utilities and Phone	2,735.84	2,709.66	2,149.00	2,625.00
600.621 - Calrecylce City Payment				
Prgm Adm	464.24	469.42	500.00	0.00
600.629 - Conference and Meeting	6,280.13	5,529.74	10,000.00	10,000.00
600.632 - Mileage Reimbursement	0.00	0.00	600.00	0.00
15 - Materials Total	13,498.22	12,363.08	16,749.00	17,039.00
20 - Contract services				
700.701 - Training and Instruction	0.00	800.00	1,000.00	1,000.00
700.702 - General Service				
Agreement			400.00	1,000.00
20 - Contract services Total	0.00	800.00	1,400.00	2,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	36,900.00	52,037.00	31,611.00	31,611.00

800.803 - City Channel Reimb		29,811.00	21,706.00	21,706.00
800.804 - Web Site Reimbursement		3,536.00	4,508.00	4,508.00
25 - Cost allocation Total	36,900.00	85,384.00	57,825.00	57,825.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,815.00	2,091.00
35 - Contingencies Total		0.00	1,815.00	2,091.00
800 Public Works Admin Total	574,482.52	656,358.14	633,114.00	657,682.00

City of Cupertino
Fiscal Year 2015-2016



PUBLIC RESOURCES

Public Ways

**ADMINISTRATION-
ENVIRONMENTAL MANAGEMENT**

Budget Unit 100-81-803

General Fund

Programs and staff previously funded by this budget have been moved to Traffic Engineering, Street Pavement Maintenance and Street Environmental Materials. This program is included to preserve historical data. Once all prior year data listed in the chart below is \$0, this program will be removed.

Public Works - Environment Management

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	18,287	(761)	-	-
Employee Benefits	8,954	(174)	-	-
Materials	-	-	-	-
Contract Services	77,628	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	1,600	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES \$	106,469 \$	(935) \$	- \$	- \$
Fund Balance	-	-	-	-
General Fund Costs	\$ 106,469 \$	(935) \$	- \$	- \$

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.

	FY12 ACTUALS	FY13 ACTUALS	FY14 FINAL BUDGET	FY15 FINAL BUDGET
803 Environment Management				
05 - Employee compensation				
500.501 - Salaries Full Time	17,837.34	(642.43)	0.00	0.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	449.30	(118.24)	0.00	0.00
05 - Employee compensation Total	18,286.64	(760.67)	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	4,553.92	(173.83)	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.505 - Health Insurance	1,892.89	0.00	0.00	0.00
501.506 - Dental Insurance	392.92	0.00	0.00	0.00
501.507 - Medicare	264.29	0.00	0.00	0.00
501.508 - Life Insurance	179.02	0.00	0.00	0.00
501.509 - Long Term Disability	101.63	0.00	0.00	0.00
501.510 - Workers Compensation	1,524.52	0.00	0.00	0.00
501.511 - Vision Insurance	44.54	0.00	0.00	0.00
501.516 - Hra City Contribution			0.00	
10 - Employee benefits Total	8,953.73	(173.83)	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	0.00	0.00
600.616 - Haz Material Mgmt	0.00	0.00	0.00	0.00
600.618 - Utilities and Phone	0.00	0.00	0.00	
15 - Materials Total	0.00	0.00	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	77,628.46	0.00	0.00	0.00
20 - Contract services Total	77,628.46	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	1,600.00	0.00	0.00	0.00
25 - Cost allocation Total	1,600.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
803 Environment Management Total	106,468.83	(934.50)	0.00	0.00



PUBLIC RESOURCES

Public Ways

**ENVIRONMENTAL PROGRAMS-
RESOURCE RECOVERY**

Budget Unit 520-81-801
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 1,924,000
Total Expenditures		2,707,226
Fund Balance		(783,226)
<hr/>		
	General Fund Costs	\$ -
Total Staffing		4.35
	% Funded by General Fund	N/A

PROGRAM OVERVIEW

The Resource Recovery Division manages the City’s garbage and recycling franchised hauler contract and provides garbage and recycling customer service for residents and business owners; develops and implements programs and policy to comply with AB 939 source reduction and recycling mandates; manages the City’s state-permitted residential household hazardous waste (HHW) door-to-door collection and disposal service; oversees the free compost giveaway at Stevens Creek Quarry and the associated property lease and trucking agreement for the compost site; and represents the City on countywide committees. The public education and outreach programs include visits to schools and employee training for businesses on-site as needed. The division coordinates many complimentary activities with the Sustainability Division in the Office of the City Manager.

SERVICE OBJECTIVES

- Meet State AB 939 requirements to divert a minimum of 50% of Citywide waste from landfill and achieve the State (AB 341) goal of 75% diversion by 2020. Promote, support and develop policy for source reduction, recycling and composting programs to meet the City’s more ambitious goal of diverting 75% of Citywide waste from landfill by November 2016.
- Provide contract oversight and customer service for garbage and recycling collection, yard waste processing, composting and household hazardous waste collection. Offer free compost for residents and provide assistance to schools for student recycling and composting projects and teachers’ curriculum and presentations related to the City’s environmental initiatives.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,707,226 be approved for the Resource Recovery Division. This represents an increase of \$402,730 over the prior fiscal year is primarily due to increased staffing in this program, as described in the staffing section below.

This budget is funded from \$1,924,000 in estimated department revenue and \$783,226 in fund balance.

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

Public Works - Resources Recovery

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	30,798	-	1,924,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 30,798	\$ -	\$ 1,924,000
<u>Expenditures</u>				
Employee Compensation	155,055	281,617	321,533	455,549
Employee Benefits	55,248	102,377	127,388	177,806
Materials	32,961	8,662	19,514	19,834
Contract Services	1,497,379	1,611,580	1,757,034	1,975,000
Appropriations for Contingency	-	-	-	-
Cost Allocation & Depreciation	24,351	154,810	79,027	79,037
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,764,995	\$ 2,159,047	\$ 2,304,496	\$ 2,707,226
Fund Balance	-	-	-	(783,226)
General Fund Costs	\$ 1,764,995	\$ 2,128,249	\$ 2,304,496	\$ -

STAFFING

Total current authorized positions – 2.80

Staffing changes include reallocation of the following existing positions to heighten program support efforts:

- 50% of Assistant to the City Manager – Sustainability Manager (previously 40% to this program); and
- 65% of the proposed Environmental Programs Specialist (previously Senior Code Enforcement position shared 50% between this program and Community Development).

This program will also expand the following positions to support attainment of its service objectives:

- 65% of an additional proposed Environmental Programs Assistant ; and
- 65% of the proposed Environmental Programs Compliance Technician (previously a Maintenance Worker II in the Non-Point Source and Storm Drain Operation budgets).

Total authorized positions – 4.35

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
801 Resources Recovery				
05 - Employee compensation				
500.501 - Salaries Full Time	122,015.64	240,034.01	283,325.00	413,898.00
500.502 - Salaries Part Time	33,039.08	41,390.90	36,000.00	36,000.00
500.503 - Excess Med Pay			0.00	0.00
500.505 - Overtime	0.00	192.02	0.00	0.00
500.506 - Car Allowance			750.00	750.00
500.507 - Taxable Life Premium			1,458.00	3,821.00
500.510 - Employee Agency				
Serv	0.00	0.00	0.00	0.00
500.513 - Sick Leave				1,080.00
05 - Employee compensation				
Total	155,054.72	281,616.93	321,533.00	455,549.00
10 - Employee benefits				
501.500 - Retirement System	38,965.45	63,352.88	75,255.00	103,673.00
501.502 - Pers 1959 Surv Empr	0.00	116.44	0.00	39.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	9,625.19	20,687.53	26,032.00	38,047.00

501.506 - Dental Insurance	982.79	2,217.05	4,389.00	4,534.00
501.507 - Medicare	2,405.04	3,967.41	4,109.00	5,970.00
501.508 - Life Insurance	756.07	1,580.96	1,801.00	2,884.00
501.509 - Long Term Disability	542.98	1,134.78	1,941.00	2,813.00
501.510 - Workers Compensation	1,782.16	7,872.00	7,872.00	10,557.00
501.511 - Vision Insurance	188.34	423.57	513.00	780.00
501.516 - Hra City Contribution		1,024.87	5,476.00	8,509.00
10 - Employee benefits Total	55,248.02	102,377.49	127,388.00	177,806.00
15 - Materials				
600.601 - General Office Supplies	1,654.15	2,715.42	2,000.00	1,792.00
600.618 - Utilities and Phone	1,169.49	1,604.83	1,300.00	1,500.00
600.619 - Advertising and Legal Notices	0.00	0.00	0.00	0.00
600.621 - Calrecylce City Payment Prgm Adm	29,585.51	4,034.93	15,646.00	16,000.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.632 - Mileage Reimbursement	552.11	306.82	568.00	542.00
15 - Materials Total	32,961.26	8,662.00	19,514.00	19,834.00
20 - Contract services				
700.701 - Training and Instruction	487.65	2,691.43	5,000.00	5,000.00
700.702 - General Service Agreement	1,496,891.53	1,608,888.82	1,752,034.00	1,970,000.00
20 - Contract services Total	1,497,379.18	1,611,580.25	1,757,034.00	1,975,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	21,000.00	15,608.00	27,235.00	27,235.00
800.803 - City Channel Reimb		4,919.00	3,581.00	3,581.00
800.804 - Web Site Reimbursement		2,593.00	3,884.00	3,884.00
800.805 - CC CAP Allocation		22,164.00	1,707.00	1,707.00
800.806 - CM CAP Allocation		20,074.00	8,781.00	8,781.00
800.807 - ENV Affairs CAP Allo		6,370.00	2,459.00	2,459.00
800.808 - ECON Dev CAP Allo		4,875.00	2,359.00	2,359.00
800.809 - City Clerk CAP Alloc		3,203.00	0.00	0.00
800.811 - Public Affairs CAP Alloc		15,891.00	4,283.00	4,283.00
800.812 - Disaster PREP CAP Alloc		5,354.00	743.00	743.00
800.813 - Admin Serv CAP Allocation		15,284.00	4,252.00	4,252.00
800.814 - Finance CAP Alloc		28,983.00	10,252.00	10,252.00
800.815 - Human resources CAP Alloc		6,141.00	6,141.00	6,141.00
25 - Cost allocation Total	21,000.00	151,459.00	75,677.00	75,677.00
30 - Capital outlays				

900.904 - Non Recur Facility				
MGT			0.00	0.00
900.905 - Facility				
Improvements			0.00	0.00
30 - Capital outlays Total			0.00	0.00
31 - Special projects				
900.945 - Fixed Asset				
Acquisition			0.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total			0.00	0.00
50 - Other financing uses				
800.904 - Depreciation				
Expenses	3,351.41	3,351.42	3,350.00	3,360.00
50 - Other financing uses Total	3,351.41	3,351.42	3,350.00	3,360.00
801 Resources Recovery Total	1,764,994.59	2,159,047.09	2,304,496.00	2,707,226.00



PUBLIC RESOURCES

Public Ways

**ENVIRONMENTAL PROGRAMS-
 NON POINT SOURCE**
 Budget Unit 230-81-802
 Enterprise Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 502,000
Total Expenditures		630,679
Fund Balance		-
	General Fund Costs	\$ 128,679
Total Staffing		1.87
	% Funded by General Fund	20.4%

PROGRAM OVERVIEW

The Non-Point Source Division manages the City’s compliance with its State-mandated *Municipal Regional Stormwater NPDES Permit* (the *MRP*); provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; annual inter-departmental staff training, scheduled business and construction site inspections and review of private development plans to ensure compliance with low impact development (LID) and new green infrastructure requirements. The division is responsible for calculating storm drain fees annually to submit to the County for collection on property tax bills, writing an annual report to the *Regional Water Quality Control Board* to verify and document the City’s compliance with Clean Water Act mandates; and engaging and educating the public via articles in the *Cupertino Scene*, webpage development, visits to businesses and presentations at local schools, De Anza College and community events. Public participation events include two or more annual volunteer creek cleanup days, a water quality monitoring day at Blackberry Farm, Earth Day and various countywide collaborative events. Implementation and annual progress assessment of the City’s eight-year litter reduction plan are among the requirements of the City’s Non Point Source Program.

SERVICE OBJECTIVES

- Oversee the City’s compliance with the Municipal Regional Stormwater Permit (MRP) with regard to water pollution prevention, erosion control and low impact development (LID).

- Coordinate urban runoff pollution prevention activities with other departments divisions and private businesses. Mandated activities include: catch basin cleaning; post-construction oversight of permanent control measures installed at new and redeveloped sites; implementation of, and annual progress assessments for the eight-year litter-reduction plan; oversight of construction best management practices during private and public construction; inspection of grease-generating food facilities and other businesses to prevent water polluting discharges; complaint response and investigation to protect water quality; and education of staff and local businesses on best management practices for outdoor storage and activities.
- Represent the City on county and regional committees to prevent creek and San Francisco Bay pollution, erosion and illegal dumping.

RECOMMENDED PROPOSED

It is recommended that a budget of \$630,679 be approved for the Non-Point Source Program Budget. This represents an increase of \$84,850 under the FY 2014-15 Final Adopted Budget. This increase is attributed primarily to an increase in staffing requested, as described in the staffing section below.

This budget is funded from \$502,000 in estimated department revenue and a \$129,523 from the general fund.

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:

Public Works - Non Point Source

Category	2012-2013	2013-2014	2014-15	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	-	300	-	-
Fines and Forfeitures	-	1,804	-	502,000
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 2,104	\$ -	\$ 502,000
<u>Expenditures</u>				
Employee Compensation	120,654	123,751	164,068	211,912
Employee Benefits	49,172	50,582	63,888	96,110
Materials	5,109	10,395	6,319	7,673
Contract Services	186,610	196,129	234,500	237,500
Appropriations for Contingency	-	-	24,082	24,512
Cost Allocation	15,400	80,206	52,972	52,972
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 376,945	\$ 461,064	\$ 545,829	\$ 630,679
Fund Balance	-	-	-	-
General Fund Costs	\$ 376,945	\$ 458,960	\$ 545,829	\$ 128,679

STAFFING

Total current authorized positions – 1.37

Staffing changes reflect the following:

- Reallocating 35% of the proposed Environmental Programs Specialist to this program (previously a Senior Code Enforcement position not included in this program budget);
- Adding 35% an additional proposed Environmental Programs Assistant; and
- Reallocating 35% of the proposed Environmental Programs Compliance Technician to this program (previously a Maintenance Worker II shared across the Non-Point Source and Storm Drain Operation budgets).

Total authorized positions – 1.87

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	FY1 PROPOSED BUDGET
802 Non Point Source				
05 - Employee compensation				
500.501 - Salaries Full Time	101,154.75	102,830.67	136,993.00	181,948.00
500.502 - Salaries Part Time	18,946.03	19,483.86	25,000.00	25,000.00
500.503 - Excess Med Pay	0.00	0.00	0.00	750.00
500.505 - Overtime	553.09	1,436.78	500.00	500.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			975.00	2,364.00
500.513 - Sick Leave				750.00
05 - Employee compensation Total	120,653.87	123,751.31	164,068.00	211,912.00
10 - Employee benefits				
501.500 - Retirement System	30,246.01	30,339.78	37,042.00	50,278.00
501.502 - Pers 1959 Surv Empr	0.00	49.07	0.00	16.00
501.505 - Health Insurance	10,414.62	10,555.24	12,737.00	22,121.00
501.506 - Dental Insurance	1,426.26	1,449.07	2,176.00	2,627.00
501.507 - Medicare	1,220.41	1,166.51	1,978.00	3,409.00
501.508 - Life Insurance	799.40	811.40	850.00	1,611.00
501.509 - Long Term Disability	511.73	516.00	913.00	1,537.00
501.510 - Workers Compensation	4,350.39	5,259.97	5,260.00	9,130.00
501.511 - Vision Insurance	203.20	206.34	251.00	452.00
501.516 - Hra City Contribution		228.61	2,681.00	4,929.00
10 - Employee benefits Total	49,172.02	50,581.99	63,888.00	96,110.00
15 - Materials				
600.601 - General Office Supplies	4,505.77	9,398.87	5,000.00	6,317.00
600.604 - Postage			0.00	0.00
600.618 - Utilities and Phone	160.11	676.09	819.00	1,050.00
600.632 - Mileage Reimbursement	443.38	320.41	500.00	306.00
600.635 - Special Departmental				
Exp		0.00	0.00	0.00
15 - Materials Total	5,109.26	10,395.37	6,319.00	7,673.00
20 - Contract services				
700.701 - Training and Instruction	1,429.23	2,298.96	2,500.00	2,500.00
700.702 - General Service				
Agreement	185,180.84	193,830.39	232,000.00	235,000.00
20 - Contract services Total	186,610.07	196,129.35	234,500.00	237,500.00
25 - Cost allocation				
800.802 - IT Reimbursement	15,400.00	15,417.00	12,840.00	12,840.00
800.803 - City Channel Reimb		4,993.00	3,635.00	3,635.00
800.804 - Web Site Reimbursement		2,558.00	1,831.00	1,831.00

800.805 - CC CAP Allocation		6,822.00	424.00	424.00
800.806 - CM CAP Allocation		9,194.00	15,561.00	15,561.00
800.807 - ENV Affairs CAP Allo		2,913.00	973.00	973.00
800.808 - ECON Dev CAP Allo		2,231.00	934.00	934.00
800.809 - City Clerk CAP Alloc		3,203.00	2,986.00	2,986.00
800.811 - Public Affairs CAP Alloc		4,891.00	1,695.00	1,695.00
800.812 - Disaster PREP CAP Alloc		1,648.00	295.00	295.00
800.813 - Admin Serv CAP Allocation		7,001.00	1,683.00	1,683.00
800.814 - Finance CAP Alloc		13,277.00	4,057.00	4,057.00
800.815 - Human resources CAP Alloc		6,058.00	6,058.00	6,058.00
25 - Cost allocation Total	15,400.00	80,206.00	52,972.00	52,972.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	24,082.00	24,512.00
35 - Contingencies Total		0.00	24,082.00	24,512.00
802 Non Point Source Total	376,945.22	461,064.02	545,829.00	630,679.00



PUBLIC RESOURCES

Public Ways

**DEVELOPMENT SERVICES-
ENGINEERING DESIGN**

Budget Unit 100-82-804
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,930,000
Total Expenditures	1,716,277
Fund Balance	-
	General Fund Costs \$ (213,723)
Total Staffing	4.40
	% Funded by General Fund -12.5%

PROGRAM OVERVIEW

The Development Services Division is comprised of two areas:

1. Development Services - reviews plans for private developments and utility encroachments to ensure conformance with City standards and policies.
2. Inspection Services - ensures compliance with City standards and approved plans on all public and private developments, and utility projects.

SERVICE OBJECTIVES

- Ensure that private development projects provide necessary supporting infrastructure, and that potential impacts on the community are mitigated.
- Place safety of the general public, City employees and construction workers as the highest priority on construction sites.
- Inspect utility encroachment permits for work within the City right-of-way and return streets and sidewalks to City standards.
- Ensure compliance with stormwater permit and prevent runoff from polluting nearby watersheds. Work closely with the Environmental Programs Division to continue inspecting jobsites before, during and after each rain event and conduct annual inspections of all Post Construction Treatments and Stormwater Pollution Prevention Plan (SWPPP) compliance.
- Respond to public inquiries or complaints in a timely manner.
- Provide aid and information to other City Divisions and Departments, including Community Development, Building, Capital Improvements, City Attorney’s Office, Service Center and Parks and Community Services, as needed to facilitate private developments and public infrastructure projects.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,716,277 be approved for the Development Services Program Budget. This represents an increase of \$833,867 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to salary costs associated with the special project detailed below.

This budget is funded from \$1,930,000 in estimated department revenue and is projected to return \$59,445 to the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple Campus 2 Inspection	\$800,000	\$800,000	Pass Through Revenue*	Apple Campus 2 Contract Inspection
TOTAL	\$800,000	\$800,000		

*Costs Recovered

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

Public Works - Development Services

Category	2012-2013	2013-2014	2014-15	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	-	283,365	518,000	1,930,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 283,365	\$ 518,000	\$ 1,930,000
<i>Expenditures</i>				
Employee Compensation	563,356	653,950	494,914	531,694
Employee Benefits	214,247	266,246	226,333	251,366
Materials	15,682	11,917	16,594	15,202
Contract Services	98,089	140,810	43,000	51,000
Appropriations for Contingency	-	-	5,959	6,605
Cost Allocation	71,450	51,054	55,610	60,410
Capital Outlay	10,458	13,343	40,000	-
Special Projects	-	-	-	800,000
TOTAL EXPENDITURES	\$ 973,282	\$ 1,137,320	\$ 882,410	\$ 1,716,277
Fund Balance	-	-	-	-
General Fund Costs	\$ 973,282	\$ 853,954	\$ 364,410	\$ (213,723)

STAFFING

Total current authorized positions – 4.40

There are no changes to the current level of staffing.

Total authorized positions – 4.40

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
804 Engineering Design				
05 - Employee compensation				
500.501 - Salaries Full Time	559,448.97	652,753.62	490,348.00	519,142.00
500.502 - Salaries Part Time	3,784.25	996.00	0.00	0.00
500.503 - Excess Med Pay	123.20	200.20	0.00	108.00
500.506 - Car Allowance			3,300.00	3,300.00
500.507 - Taxable Life Premium			1,266.00	1,285.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	7,859.00
05 - Employee compensation Total	563,356.42	653,949.82	494,914.00	531,694.00
10 - Employee benefits				
501.500 - Retirement System	146,577.46	168,827.82	133,607.00	143,819.00
501.502 - Pers 1959 Surv Empr	0.00	323.95	0.00	108.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	44,604.27	48,566.06	40,907.00	37,541.00
501.506 - Dental Insurance	4,926.59	5,733.94	6,895.00	4,151.00
501.507 - Medicare	8,826.55	9,424.84	7,110.00	7,453.00
501.508 - Life Insurance	3,624.87	4,291.74	3,049.00	3,049.00
501.509 - Long Term Disability	2,611.68	3,173.43	3,348.00	3,520.00
501.510 - Workers Compensation	2,133.05	22,005.97	22,006.00	42,330.00
501.511 - Vision Insurance	941.80	1,095.63	805.00	789.00
501.516 - Hra City Contribution		2,802.42	8,606.00	8,606.00
10 - Employee benefits Total	214,246.27	266,245.80	226,333.00	251,366.00
15 - Materials				
600.601 - General Office Supplies	9,475.29	4,477.59	9,200.00	6,000.00
600.602 - Printing and Duplication	632.22	1,791.31	1,931.00	1,900.00
600.603 - Maps, Blueprints, Etc	724.86	0.00	0.00	0.00
600.608 - Sml Tools and Equipment			300.00	300.00
600.613 - General Supplies	1,521.18	1,478.68	1,500.00	3,000.00
600.618 - Utilities and Phone	2,880.70	3,495.46	3,000.00	3,284.00
600.629 - Conference and Meeting	195.71	24.30	335.00	350.00
600.632 - Mileage Reimbursement	252.41	649.59	328.00	368.00
15 - Materials Total	15,682.37	11,916.93	16,594.00	15,202.00
20 - Contract services				
700.701 - Training and Instruction	298.00	447.50	1,000.00	1,000.00
700.702 - General Service Agreement	97,791.15	140,362.62	41,000.00	50,000.00
700.703 - Maintenance of	0.00	0.00	1,000.00	0.00

Equipment				
20 - Contract services Total	98,089.15	140,810.12	43,000.00	51,000.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	3,850.00	3,020.00	6,710.00	11,510.00
800.802 - IT Reimbursement	67,600.00	40,784.00	42,797.00	42,797.00
800.804 - Web Site				
Reimbursement		7,250.00	6,103.00	6,103.00
25 - Cost allocation Total	71,450.00	51,054.00	55,610.00	60,410.00
30 - Capital outlays				
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.923 - Apple Campus 2		2,402.50	0.00	800,000.00
900.936 - 3-YR Scanning Project		0.00	40,000.00	0.00
900.945 - Fixed Asset Acquisition	10,457.76	10,940.46	0.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total	10,457.76	13,342.96	40,000.00	800,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	5,959.00	6,605.00
35 - Contingencies Total		0.00	5,959.00	6,605.00
804 Engineering Design Total	973,281.97	1,137,319.63	882,410.00	1,716,277.00



PUBLIC RESOURCES

Public Ways

ENGINEERING SERVICES- INSPECTION SERVICES

Budget Unit 100-82-805

General Fund

PROGRAM OVERVIEW

The Inspection Services Program has been transferred to Development Services (100-82-804) to accurately reflect all development related services costs and fee recovery in one division. Refer to Development Services for the Inspection Services Final Adopted Budget.



PUBLIC RESOURCES

Public Ways

**CAPITAL IMPROVEMENT PROGRAM
ADMINISTRATION**

Budget Unit 100-82-806
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		831,277
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 831,277
Total Staffing		3.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Capital Improvement Program (CIP) provides design and construction administration for all capital improvement projects including streets, storm drainage, buildings, parks, and other public facilities.

SERVICE OBJECTIVES

- Ensure that all public improvements are constructed in accordance with the community’s expectations and within City standards.
- Provide quarterly CIP status reports to Council and the community.
- Place safety of the general public, City employees and workers as the highest priority on construction sites.
- Respond to public inquiries or complaints in a timely manner.

RECOMMENDED PROPOSED

It is recommended that a budget of \$831,277 be approved for the CIP Administration Program Budget. This program has remained relatively unchanged since the FY 2014-15 Final Budget.

This budget is funded from a \$831,277 contribution from the general fund.

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:

Public Works - CIP Administration

Category	2012-2013	2013-2014	2014-15	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	-	-	371,356	395,824
Employee Benefits	-	-	150,598	155,824
Materials	-	-	6,245	9,300
Contract Services	-	-	250,500	203,000
Appropriations for Contingency	-	-	13,175	22,538
Cost Allocation	-	-	33,341	44,791
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 825,215	\$ 831,277
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 825,215	\$ 831,277

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
806 CIP Administration				
05 - Employee compensation				
500.501 - Salaries Full Time			369,496.00	393,207.00
500.507 - Taxable Life Premium			1,860.00	2,617.00
05 - Employee compensation Total			371,356.00	395,824.00
10 - Employee benefits				
501.500 - Retirement System			99,871.00	106,398.00
501.502 - Pers 1959 Surv Empr			0.00	0.00
501.505 - Health Insurance			27,891.00	27,345.00
501.506 - Dental Insurance			4,701.00	3,479.00
501.507 - Medicare			5,358.00	5,645.00
501.508 - Life Insurance			2,079.00	2,079.00
501.509 - Long Term Disability			2,492.00	2,633.00
501.510 - Workers Compensation			1,789.00	1,789.00
501.511 - Vision Insurance			549.00	588.00
501.516 - Hra City Contribution			5,868.00	5,868.00
10 - Employee benefits Total			150,598.00	155,824.00
15 - Materials				
600.601 - General Office Supplies			3,000.00	2,000.00
600.602 - Printing and Duplication			500.00	2,000.00
600.613 - General Supplies			0.00	2,500.00
600.618 - Utilities and Phone			1,500.00	2,100.00
600.629 - Conference and Meeting			300.00	500.00
600.631 - Councilmember Santoro			845.00	0.00
600.632 - Mileage Reimbursement			100.00	200.00
15 - Materials Total			6,245.00	9,300.00
20 - Contract services				
700.701 - Training and Instruction			500.00	3,000.00
700.702 - General Service Agreement			125,000.00	125,000.00
700.704 - Insurance Fees, Claims, Premiums			125,000.00	75,000.00
20 - Contract services Total			250,500.00	203,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				11,450.00
800.802 - IT Reimbursement			29,180.00	29,180.00
800.804 - Web Site Reimbursement			4,161.00	4,161.00
25 - Cost allocation Total			33,341.00	44,791.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies			13,175.00	22,538.00

35 - Contingencies Total	13,175.00	22,538.00
806 CIP Administration Total	825,215.00	831,277.00



PUBLIC RESOURCES

Public Ways

**SERVICE CENTER-
 ADMINISTRATION**
 Budget Unit 100-83-807
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		1,020,181
Fund Balance		-
		General Fund Costs \$ 1,020,181
Total Staffing		2.70
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program manages Public Works maintenance operations that include the major divisions of streets, grounds, trees, medians, facilities and fleet, as well as the minor divisions of signs/markings, storm drain, sidewalk, curb and gutter, overpasses and storm water; provides administrative support for personnel timesheets, general training prioritization and assignment of service calls; provides oversight of various contracted services including street sweeping, janitorial and crossing guard in addition to the weekend work furlough program; and collaborates with Public Works Engineering for asset improvements beyond routine maintenance.

SERVICE OBJECTIVES

- Create a positive environment that fosters efficiency and innovation for service center employees.
- Insure proper documentation and inventory for trees, sidewalk repair, striping and legends, street signs, vehicle and equipment, streetlights and storm water pollution.
- Maintain records of all complaints and requests for services by tracking responses through computer programs and written service request forms.
- Maintain productivity units of measure for key tasks performed.
- Support Public Works Engineering in the collection of field data, review of improvement drawings and development of capital improvement projects.
- Timely manage completion of employee performance reviews, as well as provide timely progressive discipline per City policy when necessary.
- Maintain, lead and implement all elements of the Injury and Illness Prevention Program.
- Maintain positive, accountable relations with employee bargaining groups.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,020,181 be approved for the Service Center Administration Program Budget. This represents an increase of \$138,112 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special project highlighted below.

This budget is funded from a \$1,020,181 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Office Improvements	\$ 70,000	\$ 70,000	General Fund	Citywide Office Improvements
TOTAL	\$ 70,000	\$ 70,000		

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

Public Works - Service Center Administration

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	19,350	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 19,350	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	239,885	286,844	275,328	340,960
Employee Benefits	90,076	115,911	113,144	137,520
Materials	61,040	63,096	60,986	74,745
Contract Services	132,977	141,956	155,738	217,500
Appropriations for Contingency	-	-	21,672	29,175
Cost Allocation	240,570	170,273	200,201	150,281
Capital Outlay	-	565	55,000	-
Special Projects	-	-	-	70,000
TOTAL EXPENDITURES	\$ 764,548	\$ 778,645	\$ 882,069	\$ 1,020,181
Fund Balance	-	-	-	-
General Fund Costs	\$ 764,548	\$ 759,295	\$ 882,069	\$ 1,020,181

STAFFING

Total current authorized positions – 2.30

Staffing changes reflect the addition of a 2-year Limited Term Utility Analyst position to be shared across the Service Center Administration Program, Sustainability Program and Administrative Services Division. A description of this position’s scope of work and prospective cost savings is shared in the City Manger’s section of the budget.

Total authorized positions – 2.70

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
807 Service Center Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	224,965.11	267,815.50	250,500.00	290,883.00
500.502 - Salaries Part Time	1,305.00	5,647.20	11,500.00	32,500.00
500.503 - Excess Med Pay	3,350.05	2,404.22	0.00	3,640.00
500.504 - Stand By	10,000.00	10,600.00	10,400.00	10,400.00
500.505 - Overtime	265.23	377.50	0.00	0.00
500.506 - Car Allowance			1,500.00	1,500.00
500.507 - Taxable Life Premium			1,428.00	1,662.00
500.513 - Sick Leave				375.00
05 - Employee compensation Total	239,885.39	286,844.42	275,328.00	340,960.00
10 - Employee benefits				
501.500 - Retirement System	58,796.70	73,619.54	69,545.00	81,917.00
501.502 - Pers 1959 Surv Empr	0.00	140.45	0.00	47.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	21,072.26	24,088.34	21,384.00	25,304.00
501.506 - Dental Insurance	2,399.32	2,764.72	3,605.00	2,809.00
501.507 - Medicare	3,758.77	4,455.19	3,632.00	4,694.00
501.508 - Life Insurance	631.68	1,786.17	1,483.00	1,893.00
501.509 - Long Term Disability	948.23	1,128.37	1,418.00	2,144.00
501.510 - Workers Compensation	889.62	7,157.03	7,157.00	12,413.00
501.511 - Vision Insurance	1,578.57	480.52	421.00	529.00
501.516 - Hra City Contribution		290.71	4,499.00	5,770.00
10 - Employee benefits Total	90,075.15	115,911.04	113,144.00	137,520.00
15 - Materials				
600.601 - General Office				
Supplies	10,541.38	9,702.44	10,454.00	12,000.00
600.604 - Postage	0.00	0.00	0.00	0.00
600.608 - Sml Tools and				
Equipment	113.83	0.00	258.00	0.00
600.611 - Uniforms/Safety Appar	37,529.65	40,540.59	37,346.00	45,000.00
600.613 - General Supplies	210.00	1,827.29	275.00	5,000.00
600.618 - Utilities and Phone	9,989.31	9,693.29	10,631.00	10,500.00
600.629 - Conference and				
Meeting	1,195.00	341.20	1,191.00	1,200.00
600.632 - Mileage				
Reimbursement	1,460.63	990.76	831.00	1,045.00
15 - Materials Total	61,039.80	63,095.57	60,986.00	74,745.00
20 - Contract services				
700.701 - Training and				
Instruction	13,591.11	13,423.46	9,851.00	14,000.00
700.702 - General Service				
Agreement	116,590.68	124,810.32	142,614.00	200,000.00

700.703 - Maintenance of Equipment	2,795.47	3,722.33	3,273.00	3,500.00
20 - Contract services Total	132,977.26	141,956.11	155,738.00	217,500.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	207,670.00	153,580.00	174,640.00	124,720.00
800.802 - IT Reimbursement	32,900.00	14,335.00	22,371.00	22,371.00
800.804 - Web Site Reimbursement		2,358.00	3,190.00	3,190.00
25 - Cost allocation Total	240,570.00	170,273.00	200,201.00	150,281.00
30 - Capital outlays				
900.905 - Facility Improvements		565.48	55,000.00	0.00
30 - Capital outlays Total		565.48	55,000.00	0.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
900.990 - Special Projects - PW				70,000.00
31 - Special projects Total	0.00	0.00	0.00	70,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	21,672.00	29,175.00
35 - Contingencies Total		0.00	21,672.00	29,175.00
807 Service Center Administration				
Total	764,547.60	778,645.62	882,069.00	1,020,181.00



PUBLIC RESOURCES

Public Ways

GROUND-
MCCLELLAN RANCH PARK
 Budget Unit 100-84-808
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		76,121
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 76,121
Total Staffing		0.30
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

McClellan Ranch Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, and graffiti removal.
- Provide twice annually the mowing of fire breaks per Fire Marshal request in a manner in which wildlife is least impacted.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Park and Recreation Department for all of the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$76,121 be approved for the Grounds-McClellan Ranch Park Program Budget. This represents an increase of \$8,900 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special project described below.

This budget is funded from a \$76,121 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Parking Lot Lights Energy Efficiency Upgrade Project	\$8,500	\$8,500	General Fund	Upgrade 5 lights at ~\$1,700 each in order to be Consistent with other City parks.
TOTAL	\$8,500	\$8,500		

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

Public Works - McClellan Ranch Park

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	25,977	26,917	27,991	27,924
Employee Benefits	12,020	11,895	13,127	14,239
Materials	11,555	10,388	10,699	12,142
Contract Services	7,260	2,000	10,000	8,000
Appropriations for Contingency	-	-	2,070	1,982
Cost Allocation	2,400	4,104	3,334	3,334
Capital Outlay	-	-	-	-
Special Projects	-	-	-	8,500
TOTAL EXPENDITURES	\$ 59,212	\$ 55,304	\$ 67,221	\$ 76,121
Fund Balance	-	-	-	-
General Fund Costs	\$ 59,212	\$ 55,304	\$ 67,221	\$ 76,121

STAFFING

Total current authorized positions – .30

There are no changes to the current level of staffing.

Total authorized positions – .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
808 McClellan Ranch Park				
05 - Employee compensation				
500.501 - Salaries Full Time	25,788.27	26,917.32	27,864.00	27,458.00
500.505 - Overtime	189.18	0.00	0.00	300.00
500.507 - Taxable Life Premium			127.00	166.00
05 - Employee compensation Total	25,977.45	26,917.32	27,991.00	27,924.00
10 - Employee benefits				
501.500 - Retirement System	6,782.65	6,919.65	7,385.00	7,783.00
501.502 - Pers 1959 Surv Empr	0.00	15.61	0.00	5.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	2,511.74	2,576.17	2,790.00	2,750.00
501.506 - Dental Insurance	400.78	407.89	471.00	409.00
501.507 - Medicare	375.12	391.03	404.00	394.00
501.508 - Life Insurance	211.50	214.36	179.00	208.00
501.509 - Long Term Disability	138.82	144.46	183.00	193.00
501.510 - Workers Compensation	1,545.44	1,073.03	1,073.00	1,856.00
501.511 - Vision Insurance	52.74	53.45	54.00	54.00
501.516 - Hra City Contribution		99.16	588.00	587.00
10 - Employee benefits Total	12,018.79	11,894.81	13,127.00	14,239.00
15 - Materials				
600.601 - General Office Supplies	4,813.86	0.00	0.00	0.00
600.613 - General Supplies		5,317.47	4,926.00	5,317.00
600.618 - Utilities and Phone	6,741.41	5,070.08	5,773.00	6,825.00
15 - Materials Total	11,555.27	10,387.55	10,699.00	12,142.00
20 - Contract services				
700.702 - General Service Agreement	7,260.00	2,000.00	10,000.00	8,000.00
20 - Contract services Total	7,260.00	2,000.00	10,000.00	8,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,400.00	3,750.00	2,918.00	2,918.00
800.804 - Web Site Reimbursement		354.00	416.00	416.00
25 - Cost allocation Total	2,400.00	4,104.00	3,334.00	3,334.00

31 - Special projects				
	900.990 - Special Projects - PW			8,500.00
31 - Special projects Total				8,500.00
35 - Contingencies				
	719.705 - Contingencies	0.00	2,070.00	1,982.00
35 - Contingencies Total				1,982.00
808	McClellan Ranch Park Total	59,211.51	55,303.68	67,221.00
				76,121.00



PUBLIC RESOURCES

Public Ways

**GROUNDS-
 MEMORIAL PARK**
 Budget Unit 100-84-809
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		656,628
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 656,628
Total Staffing		3.05
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Memorial Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Memorial Park is the largest and most utilized park in Cupertino.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Minimize the negative effects of waterfowl to park patrons.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.

- Provide logistical support to the Park and Recreation Department for all the City's special events.
- Oversight of contracted tree trimming and fence repairs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$656,628 be approved for the Memorial Park Program Budget. The Budget is decreased \$39,862 from the 2014-2015 Final Adopted Budget.

This budget is funded from a \$656,628 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Drip Irrigation and Re-Landscape Project	\$5,000	\$5,000	General Fund	Install Drip Irrigation and Re-Landscape the Tennis Court Area
TOTAL	\$5,000	\$5,000		

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

Public Works - Memorial Park

Category	2012-2013	2013-2014	2014-15	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	201,488	211,241	220,280	265,582
Employee Benefits	114,689	98,983	111,328	137,050
Materials	175,990	147,984	162,731	154,151
Contract Services	37,582	26,029	39,836	27,551
Appropriations for Contingency	-	-	20,257	17,620
Cost Allocation	61,360	45,382	62,334	49,674
Capital Outlay	166,383	8,598	-	-
Special Projects	-	-	-	5,000
TOTAL EXPENDITURES	\$ 757,492	\$ 538,217	\$ 616,766	\$ 656,628
Fund Balance	-	-	-	-
General Fund Costs	\$ 757,492	\$ 538,217	\$ 616,766	\$ 656,628

STAFFING

Total current authorized positions – 2.85

A 20% increase of one Maintenance Worker I/II to appropriately reflect time spent in this program will cause an overall staffing increase of 0.2FTE.

Total authorized positions – 3.05

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
809 Memorial Park				
05 - Employee compensation				
500.501 - Salaries Full Time	195,948.03	204,094.36	212,064.00	254,744.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	5,540.28	7,146.98	6,000.00	9,500.00
500.507 - Taxable Life Premium			2,216.00	1,338.00
05 - Employee compensation Total	201,488.31	211,241.34	220,280.00	265,582.00
10 - Employee benefits				
501.500 - Retirement System	51,829.64	52,817.59	57,920.00	72,036.00
501.502 - Pers 1959 Surv Empr	0.00	149.71	0.00	50.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	26,227.62	24,479.66	26,495.00	27,833.00
501.506 - Dental Insurance	4,679.59	4,374.37	4,464.00	4,029.00
501.507 - Medicare	2,836.09	3,032.06	3,077.00	3,657.00
501.508 - Life Insurance	2,189.45	2,044.98	1,608.00	1,913.00
501.509 - Long Term Disability	1,133.43	1,179.39	1,469.00	1,780.00
501.510 - Workers				
Compensation	25,248.20	10,197.97	10,198.00	19,239.00
501.511 - Vision Insurance	545.17	509.22	523.00	547.00
501.516 - Hra City Contribution		198.27	5,574.00	5,966.00
10 - Employee benefits Total	114,689.19	98,983.22	111,328.00	137,050.00
15 - Materials				
600.601 - General Office				
Supplies	44,888.84	169.67	0.00	0.00
600.613 - General Supplies		38,650.52	47,736.00	38,651.00
600.618 - Utilities and Phone	65,022.24	66,520.17	61,417.00	73,500.00
600.619 - Advertising and Legal				
Notices	66,078.72	42,643.31	53,578.00	42,000.00
15 - Materials Total	175,989.80	147,983.67	162,731.00	154,151.00

20 - Contract services				
700.702 - General Service				
Agreement	37,581.88	26,028.57	39,836.00	27,551.00
20 - Contract services Total	37,581.88	26,028.57	39,836.00	27,551.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	40,960.00	22,020.00	30,660.00	18,000.00
800.802 - IT Reimbursement	20,400.00	20,002.00	27,721.00	27,721.00
800.804 - Web Site				
Reimbursement		3,360.00	3,953.00	3,953.00
25 - Cost allocation Total	61,360.00	45,382.00	62,334.00	49,674.00
30 - Capital outlays				
900.904 - Non Recur Facility				
MGT	46,867.00	0.00	0.00	0.00
900.905 - Facility Improvements	119,515.95	0.00	0.00	0.00
30 - Capital outlays Total	166,382.95	0.00	0.00	0.00
31 - Special projects				
900.908 - Bring Dwgrd Water				
Main		8,597.77	0.00	0.00
900.990 - Special Projects - PW				5,000.00
31 - Special projects Total		8,597.77	0.00	5,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	20,257.00	17,620.00
35 - Contingencies Total		0.00	20,257.00	17,620.00
809 Memorial Park Total	757,492.13	538,216.57	616,766.00	656,628.00



PUBLIC RESOURCES

Public Ways

**GROUNDS-
SCHOOL SITE MAINTENANCE**
Budget Unit 100-84-812
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		826,357
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 826,357
Total Staffing		4.30
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Under a joint powers agreement with the Cupertino Union School District, nine athletic fields and landscape areas, constituting approximately 52 acres, are managed by the Grounds Division of the Public Works Department. These sites include Hyde and Kennedy Middle Schools, Collins, Eaton, Lincoln, Regnart, Faria, Stevens Creek and Garden Gate Elementary Schools.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / athletic fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides and other maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing athletic fields for seasonal use.
- Maintain School Sites for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.

- Provide logistical support to the Park and Recreation Department for all the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$826,357 be approved for the School Site Maintenance Program Budget. This represents an increase of \$129,715 over the FY 2014-15 Final Adopted Budget. This increase represents the special project described below and a proposed increase in utility expenses anticipated across all Public Works Divisions.

This budget is funded from an \$826,357 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Rebuild Kennedy Lower Baseball Field & Renovate the Garden Gate Soccer Field	\$90,000	\$90,000	General Fund	Rebuild Kennedy Lower Baseball Field & Renovate the Garden Gate Soccer Field
TOTAL	\$90,000	\$90,000		

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

Public Works - School Site Maintenance

Category	2012-2013	2013-2014	2014-15	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	238,341	252,472	284,227	285,829
Employee Benefits	125,203	128,698	147,883	161,429
Materials	101,035	125,314	101,766	141,445
Contract Services	4,492	7,081	5,532	10,500
Appropriations for Contingency	-	-	10,730	14,770
Cost Allocation	87,880	87,971	146,504	122,384
Capital Outlay	-	-	-	-
Special Projects	-	-	-	90,000
TOTAL EXPENDITURES	\$ 556,951	\$ 601,536	\$ 696,642	\$ 826,357
Fund Balance	-	-	-	-
General Fund Costs	\$ 556,951	\$ 601,536	\$ 696,642	\$ 826,357

STAFFING

Total current authorized positions – 3.90

The increase in one Maintenance Worker I/II by 40% to ensure an accurate reflection of functional time spent in achieving this program’s service objectives .

Total authorized positions – 4.30

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
812 School Site Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	231,976.43	250,603.44	282,065.00	280,241.00
500.502 - Salaries Part Time	5,589.20	143.31	0.00	0.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	775.61	1,724.80	800.00	3,500.00
500.507 - Taxable Life Premium			1,362.00	2,088.00
05 - Employee compensation Total	238,341.24	252,471.55	284,227.00	285,829.00
10 - Employee benefits				
501.500 - Retirement System	60,640.96	63,784.18	75,024.00	77,890.00
501.502 - Pers 1959 Surv Empr	0.00	204.71	0.00	68.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	30,390.30	35,916.47	36,258.00	36,133.00
501.506 - Dental Insurance	5,513.66	5,997.68	6,111.00	6,616.00
501.507 - Medicare	3,479.92	3,677.10	4,091.00	4,023.00
501.508 - Life Insurance	2,581.28	2,782.66	2,177.00	2,259.00
501.509 - Long Term Disability	1,335.92	1,432.94	1,923.00	1,978.00
501.510 - Workers Compensation	20,620.61	13,956.00	13,956.00	23,280.00
501.511 - Vision Insurance	639.96	748.44	716.00	771.00
501.516 - Hra City Contribution		198.27	7,627.00	8,411.00
10 - Employee benefits Total	125,202.61	128,698.45	147,883.00	161,429.00
15 - Materials				
600.601 - General Office Supplies	31,996.91	4.96	0.00	0.00
600.613 - General Supplies		52,195.34	42,351.00	52,195.00
600.618 - Utilities and Phone	65,694.55	68,448.73	56,018.00	84,000.00
600.619 - Advertising and Legal				
Notices	3,342.93	4,664.75	3,397.00	5,250.00
15 - Materials Total	101,034.39	125,313.78	101,766.00	141,445.00
20 - Contract services				
700.702 - General Service Agreement	4,081.47	6,620.60	5,000.00	5,000.00
700.706 - Rent Expense	410.53	460.66	532.00	5,500.00
20 - Contract services Total	4,492.00	7,081.26	5,532.00	10,500.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	64,080.00	56,680.00	103,160.00	79,040.00
800.802 - IT Reimbursement	23,800.00	26,694.00	37,934.00	37,934.00
800.804 - Web Site Reimbursement		4,597.00	5,410.00	5,410.00
25 - Cost allocation Total	87,880.00	87,971.00	146,504.00	122,384.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
900.905 - Facility Improvements	0.00	0.00	0.00	0.00

30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				90,000.00
31 - Special projects Total				90,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	10,730.00	14,770.00
35 - Contingencies Total		0.00	10,730.00	14,770.00
812 School Site Maintenance Total	556,950.24	601,536.04	696,642.00	826,357.00



PUBLIC RESOURCES

Public Ways

**GROUNDS-
NEIGHBORHOOD PARKS**
Budget Unit 100-84-813
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	1,448,321
Fund Balance	-
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General Fund Costs	\$ 1,448,321
Total Staffing	8.20
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Neighborhood Parks include 14 of the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Neighborhood park sites include Linda Vista, Mary Ave. Dog Park, Monta Vista, Portal, Somerset, Varian, Wilson, Three Oaks, Hoover, Canyon Oak (Little Rancho), Franco Park, Sterling/Barnhart, Oak Valley and Blackberry Farms.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,448,321 be approved for the Neighborhood Parks Program Budget. This represents a decrease of \$135,636 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to savings from reduced program-related salaries and benefits.

This budget is funded from a \$1,448,321 contribution from the General Fund.

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

Public Works - Neighborhood Parks

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	484,224	522,628	638,729	529,967
Employee Benefits	262,441	259,862	328,070	317,672
Materials	233,337	255,840	206,456	249,239
Contract Services	98,448	87,543	125,993	117,000
Appropriations for Contingency	-	-	33,245	35,899
Cost Allocation	165,890	247,104	251,464	198,544
Capital Outlay	209,805	65,488	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,454,145	\$ 1,438,465	\$ 1,583,957	\$ 1,448,321
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,454,145	\$ 1,438,465	\$ 1,583,957	\$ 1,448,321

STAFFING

Total current authorized positions – 9.00

The program will decrease one Maintenance Worker I/II by 80% to appropriately reflect time spent in program.

Total authorized positions – 8.20

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	FY15\6 PROPOSED BUDGET
813 Neighborhood Parks				
05 - Employee compensation				
500.501 - Salaries Full Time	473,156.46	486,924.42	632,332.00	523,340.00
500.502 - Salaries Part Time	8,383.81	24,986.36	0.00	0.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	2,683.70	10,717.19	2,000.00	2,000.00
500.507 - Taxable Life Premium			4,397.00	4,627.00
05 - Employee compensation Total	484,223.97	522,627.97	638,729.00	529,967.00
10 - Employee benefits				
501.500 - Retirement System	123,327.53	123,345.88	164,026.00	145,745.00
501.502 - Pers 1959 Surv Empr	0.00	367.81	0.00	123.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	64,032.31	69,482.08	83,672.00	65,438.00
501.506 - Dental Insurance	11,655.71	12,416.18	14,102.00	12,727.00
501.507 - Medicare	6,980.08	7,774.60	9,166.00	7,513.00
501.508 - Life Insurance	5,385.24	5,698.50	4,916.00	4,380.00
501.509 - Long Term Disability	2,753.40	2,785.91	4,308.00	3,716.00
501.510 - Workers Compensation	46,970.97	36,201.60	28,626.00	60,521.00
501.511 - Vision Insurance	1,336.45	1,591.20	1,649.00	1,470.00
501.516 - Hra City Contribution		198.27	17,605.00	16,039.00
10 - Employee benefits Total	262,441.69	259,862.03	328,070.00	317,672.00
15 - Materials				
600.601 - General Office Supplies	93,202.40	4,166.53	0.00	0.00
600.613 - General Supplies		96,938.67	79,954.00	96,939.00
600.618 - Utilities and Phone	134,942.76	148,591.17	122,096.00	147,000.00
600.619 - Advertising and Legal				
Notices	5,191.55	6,143.97	4,406.00	5,300.00
600.621 - Calrecylce City Payment				
Prgm Adm			0.00	0.00
15 - Materials Total	233,336.71	255,840.34	206,456.00	249,239.00

20 - Contract services				
700.701 - Training and Instruction	9,076.26	5,987.45	5,579.00	7,000.00
700.702 - General Service Agreement	89,371.84	81,555.91	120,414.00	110,000.00
20 - Contract services Total	98,448.10	87,543.36	125,993.00	117,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	118,190.00	184,850.00	151,440.00	98,520.00
800.802 - IT Reimbursement	47,700.00	52,824.00	87,540.00	87,540.00
800.804 - Web Site Reimbursement		9,430.00	12,484.00	12,484.00
25 - Cost allocation Total	165,890.00	247,104.00	251,464.00	198,544.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	165,325.06	844.53	0.00	0.00
900.905 - Facility Improvements	44,480.00	4,643.52	0.00	0.00
30 - Capital outlays Total	209,805.06	5,488.05	0.00	0.00
31 - Special projects				
900.910 - Botchy Ball CT LED		60,000.00	0.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total		60,000.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	33,245.00	35,899.00
35 - Contingencies Total		0.00	33,245.00	35,899.00
813 Neighborhood Parks Total	1,454,145.53	1,438,465.75	1,583,957.00	1,448,321.00



PUBLIC RESOURCES

Public Ways

**GROUNDS-
SPORTS FIELD JOLLYMAN/
CREEKSIDE**
Budget Unit 100-84-814
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		599,760
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 599,760
Total Staffing		2.90
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The sport fields at Jollyman and Creekside parks are among the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Sport fields at these two parks are heavily used and enjoyed by the community.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / sports fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides, programmed play structure inspections and other maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing sport fields for seasonal use.
- Maintain sport fields for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$599,760 be approved for the Sports Field Jollyman/Creekside Program Budget. This represents a decrease of \$22,188 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of last year’s park lighting upgrade special project.

This program is funded from a \$599,760 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Replace Irrigation Booster Pump	\$46,000	\$46,000	General Fund	Replace failing Irrigation Booster Pump and install a tuff shed and concrete pad.
TOTAL	\$46,000	\$46,000		

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

Public Works - Sports Field Jollyman/Creekside

Category	2012-2013	2013-2014	2014-15	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	191,578	184,083	201,341	198,924
Employee Benefits	104,931	90,489	102,379	115,031
Materials	116,012	128,756	109,608	141,629
Contract Services	6,855	7,307	12,000	12,000
Appropriations for Contingency	-	-	12,161	14,897
Cost Allocation	58,360	48,554	84,459	71,279
Capital Outlay	10,878	-	-	-
Special Projects	-	-	100,000	46,000
TOTAL EXPENDITURES	\$ 488,614	\$ 459,188	\$ 621,948	\$ 599,760
Fund Balance	-	-	-	-
General Fund Costs	\$ 488,614	\$ 459,188	\$ 621,948	\$ 599,760

STAFFING

Total current authorized positions – 2.80

This program will increase one Maintenance Worker I/II by 10% to appropriately reflect time spent in program.

Total authorized positions – 2.90

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
814 Sport Fields Jollyman CRK				
05 - Employee compensation				
500.501 - Salaries Full Time	190,999.35	182,279.75	199,498.00	196,837.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	579.47	1,803.45	500.00	500.00
500.507 - Taxable Life Premium			1,343.00	1,587.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	191,578.82	184,083.20	201,341.00	198,924.00
10 - Employee benefits				
501.500 - Retirement System	49,858.01	45,691.47	50,298.00	54,861.00
501.502 - Pers 1959 Surv Empr	0.00	146.95	0.00	49.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	27,467.63	23,860.97	26,029.00	24,703.00
501.506 - Dental Insurance	4,509.15	4,291.35	4,385.00	4,422.00
501.507 - Medicare	2,723.32	2,669.35	2,893.00	2,826.00
501.508 - Life Insurance	2,112.42	2,007.29	1,415.00	1,649.00
501.509 - Long Term Disability	1,097.78	1,046.85	1,347.00	1,399.00
501.510 - Workers Compensation	16,636.67	10,020.00	10,020.00	18,930.00
501.511 - Vision Insurance	525.90	556.15	515.00	520.00
501.516 - Hra City Contribution		198.27	5,477.00	5,672.00
10 - Employee benefits Total	104,930.88	90,488.65	102,379.00	115,031.00
15 - Materials				
600.601 - General Office Supplies	37,178.42	0.00	0.00	0.00
600.613 - General Supplies		43,729.18	43,042.00	43,729.00
600.618 - Utilities and Phone	75,149.86	81,678.53	63,298.00	94,500.00
600.619 - Advertising and Legal				
Notices	3,683.51	3,348.35	3,268.00	3,400.00
15 - Materials Total	116,011.79	128,756.06	109,608.00	141,629.00
20 - Contract services				
700.702 - General Service Agreement	6,855.34	7,306.50	12,000.00	12,000.00
20 - Contract services Total	6,855.34	7,306.50	12,000.00	12,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	39,460.00	25,570.00	53,340.00	40,160.00
800.802 - IT Reimbursement	18,900.00	19,683.00	27,235.00	27,235.00
800.804 - Web Site Reimbursement		3,301.00	3,884.00	3,884.00
25 - Cost allocation Total	58,360.00	48,554.00	84,459.00	71,279.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	10,878.37	0.00	0.00	0.00
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	10,878.37	0.00	0.00	0.00
31 - Special projects				
900.946 - Park Light Upgrade JM/CRK			100,000.00	0.00

900.990 - Special Projects - PW				46,000.00
31 - Special projects Total			100,000.00	46,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	12,161.00	14,897.00
35 - Contingencies Total		0.00	12,161.00	14,897.00
814 Sport Fields Jollyman CRK Total	488,615.20	459,188.41	621,948.00	599,760.00



PUBLIC RESOURCES

Public Ways

**GROUNDS-
CIVIC CENTER MAINTENANCE**

Budget Unit 100-84-815
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		170,601
Fund Balance		-
	General Fund Costs	\$ 170,601
Total Staffing		1.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Civic Center grounds are one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Due to the close proximity to City Hall, Community Hall and the Library, the Civic Center grounds are well utilized. Civic Center maintenance includes the adjacent Library Field.

SERVICE OBJECTIVES

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, spraying of pesticides and general maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material and pre-emergent applications.
- Maintain library field for recreational activities including soccer, cricket and a variety of other sports.
- Reduce water consumption wherever practicable.
- Provide logistical support to all City Departments for special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$170,601 be approved for the Civic Center Maintenance Program Budget. The Budget is relatively unchanged since the 2013-2014 Final Adopted Budget.

This program is funded from a \$170,601 contribution from the general fund.

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

Public Works - Civic Center Maintenance

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	71,406	69,624	69,800	72,622
Employee Benefits	36,646	32,388	35,784	41,414
Materials	35,286	31,103	29,199	33,938
Contract Services	2,600	-	2,733	3,000
Appropriations for Contingency	-	-	3,193	3,575
Cost Allocation	22,140	18,145	20,482	16,052
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 168,078	\$ 151,260	\$ 161,191	\$ 170,601
Fund Balance	-	-	-	-
General Fund Costs	\$ 168,078	\$ 151,260	\$ 161,191	\$ 170,601

STAFFING

Total current authorized positions – .90

This program will increase one Maintenance Worker I/II by 10% to appropriately reflect time spent in program.

Total authorized positions – 1.00

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
815 Civic Center Ground Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	68,851.77	67,952.69	69,438.00	70,919.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	2,553.93	1,671.79	0.00	1,000.00
500.507 - Taxable Life Premium			362.00	703.00
05 - Employee compensation Total	71,405.70	69,624.48	69,800.00	72,622.00
10 - Employee benefits				
501.500 - Retirement System	18,137.17	17,239.44	18,861.00	20,044.00
501.502 - Pers 1959 Surv Empr	0.00	47.68	0.00	16.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	8,921.23	8,220.68	8,369.00	9,388.00
501.506 - Dental Insurance	1,486.79	1,360.87	1,412.00	1,506.00
501.507 - Medicare	994.51	1,010.64	1,008.00	1,018.00
501.508 - Life Insurance	707.21	647.37	511.00	596.00
501.509 - Long Term Disability	392.28	380.52	476.00	504.00
501.510 - Workers Compensation	5,830.71	3,221.03	3,221.00	6,207.00
501.511 - Vision Insurance	175.62	160.75	164.00	179.00
501.516 - Hra City Contribution		99.39	1,762.00	1,956.00
10 - Employee benefits Total	36,645.52	32,388.37	35,784.00	41,414.00
15 - Materials				
600.601 - General Office Supplies	9,618.59	0.00	0.00	0.00
600.613 - General Supplies		8,567.28	9,405.00	9,000.00
600.618 - Utilities and Phone	25,667.01	22,535.50	19,794.00	24,938.00
15 - Materials Total	35,285.60	31,102.78	29,199.00	33,938.00
20 - Contract services				
700.702 - General Service Agreement	2,600.00	0.00	2,733.00	3,000.00
20 - Contract services Total	2,600.00	0.00	2,733.00	3,000.00

25 - Cost allocation				
800.801 - Equipment Reimbursement	15,240.00	9,510.00	10,480.00	6,050.00
800.802 - IT Reimbursement	6,900.00	7,574.00	8,754.00	8,754.00
800.804 - Web Site Reimbursement		1,061.00	1,248.00	1,248.00
25 - Cost allocation Total	22,140.00	18,145.00	20,482.00	16,052.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT			0.00	0.00
30 - Capital outlays Total			0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	3,193.00	3,575.00
35 - Contingencies Total		0.00	3,193.00	3,575.00
815 Civic Center Ground Maint Total	168,076.82	151,260.63	161,191.00	170,601.00



CUPERTINO

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Public Ways

**STREET -
STORM DRAIN MAINTENANCE**
Budget Unit 100-85-818
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		239,235
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 239,235
Total Staffing		1.25
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Maintenance of storm drain system to provide be approved for the efficient flow of storm water and to comply with storm water pollution prevention requirements.

SERVICE OBJECTIVES

- Provide effective and timely inspection and maintenance of the storm drain system including inlet and outfall structures, 2,216 storm drain inlets and collection system.
- Provide annual cleaning and inspection of all inlets.

RECOMMENDED PROPOSED

It is recommended that a budget of \$239,235 be approved for the Storm Drain Maintenance Program. This represents a decrease of \$17,365 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$239,235 contribution from the general fund.

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

Public Works - Storm Drain Maintenance

Category	2012-2013	2013-2014	2014-15	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	89,719	112,821	129,561	119,037
Employee Benefits	42,100	42,966	50,530	49,651
Materials	1,206	401	1,420	1,000
Contract Services	36,220	51,350	55,000	50,000
Appropriations for Contingency	-	-	5,642	5,100
Cost Allocation	8,200	11,405	14,447	14,447
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 177,445	\$ 218,943	\$ 256,600	\$ 239,235
Fund Balance	-	-	-	-
General Fund Costs	\$ 177,445	\$ 218,943	\$ 256,600	\$ 239,235

STAFFING

Total current authorized positions – 1.30

There are no changes to the current level of staffing.

Total authorized positions – 1.25

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
818 Storm Drain Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	88,070.19	91,310.91	103,012.00	91,174.00
500.502 - Salaries Part Time		20,410.72	25,000.00	25,000.00
500.505 - Overtime	1,649.23	1,099.44	1,000.00	1,500.00
500.507 - Taxable Life Premium			549.00	613.00
500.513 - Sick Leave				750.00
05 - Employee compensation Total	89,719.42	112,821.07	129,561.00	119,037.00
10 - Employee benefits				
501.500 - Retirement System	22,527.93	23,030.67	26,726.00	25,017.00
501.502 - Pers 1959 Surv Empr	0.00	22.23	0.00	7.00
501.505 - Health Insurance	9,486.18	10,177.18	11,622.00	10,381.00
501.506 - Dental Insurance	1,620.59	1,784.92	1,959.00	1,806.00
501.507 - Medicare	867.07	1,500.27	1,494.00	1,309.00
501.508 - Life Insurance	811.52	862.96	727.00	672.00
501.509 - Long Term Disability	498.22	532.04	676.00	637.00
501.510 - Workers Compensation	6,085.52	4,652.03	4,652.00	7,135.00
501.511 - Vision Insurance	202.10	221.88	228.00	242.00
501.516 - Hra City Contribution		181.98	2,446.00	2,445.00
10 - Employee benefits Total	42,099.13	42,966.16	50,530.00	49,651.00
15 - Materials				
600.601 - General Office Supplies	1,206.36	0.00	0.00	0.00
600.613 - General Supplies		401.30	1,420.00	1,000.00
15 - Materials Total	1,206.36	401.30	1,420.00	1,000.00
20 - Contract services				
700.702 - General Service Agreement				
	20,220.00	36,300.00	30,000.00	25,000.00
700.706 - Rent Expense	16,000.00	15,049.55	25,000.00	25,000.00
20 - Contract services Total	36,220.00	51,349.55	55,000.00	50,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	8,200.00	9,873.00	12,644.00	12,644.00
800.804 - Web Site Reimbursement		1,532.00	1,803.00	1,803.00
25 - Cost allocation Total	8,200.00	11,405.00	14,447.00	14,447.00
30 - Capital outlays				
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00

35 - Contingencies				
719.705 - Contingencies		0.00	5,642.00	5,100.00
35 - Contingencies Total		0.00	5,642.00	5,100.00
818 Storm Drain Maintenance Total	177,444.91	218,943.08	256,600.00	239,235.00



PUBLIC RESOURCES

Public Ways

**STREET -
MINOR STORM DRAIN**
Budget Unit 210-90-978
Special Revenue Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 100,000
Total Expenditures		75,000
Fund Balance		25,000
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	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	N/A

PROGRAM OVERVIEW

This program provides funding for drainage repairs as needed in various locations.

SERVICE OBJECTIVES

- Provide storm drain repairs throughout the City on an annual basis.

RECOMMENDED PROPOSED

.It is recommended that a budget of \$75,000 be approved for the Minor Storm Drain Program.

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

Public Works - Minor Storm Drain

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	100,000
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 100,000
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	75,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 75,000
Fund Balance	-	-	-	25,000
General Fund Costs	\$ -	\$ -	\$ -	\$ -

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	FY13 ACTUALS	FY14 FINAL BUDGET	FY15 FINAL BUDGET
<i>9612 MINOR STORM DRAIN IMPROVEMENTS</i>				
9300 FACILITY IMPROVEMENTS	\$0	\$0	\$77,000	\$0
TOTAL EXPENDITURES	\$0	\$0	\$77,000	\$0



PUBLIC RESOURCES

Public Ways

**STREET -
SIDEWALK CURB AND GUTTER**

Budget Unit 270-85-820
Special Revenue Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 962,509
Total Expenditures		962,547
Fund Balance		(38)
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	General Fund Costs	\$ -
Total Staffing		0.85
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

Maintain sidewalks, curb and gutter to a standard that is functional and improves accessibility and minimizes liability. Optimize the use of available funds by coordinating with other improvement projects.

SERVICE OBJECTIVES

- Timely maintain concrete improvements in response to citizen complaints and coordinate with programmed asphalt improvements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$962,547 be approved for the Sidewalk Curb and Gutter Program. This represents an increase of \$5,741 over the FY 2014-15 Final Adopted Budget. The Budget is relatively unchanged since the 2014-2015 Final Adopted Budget with annual special project continuing this fiscal year.

This budget is funded from \$962,547 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Curb Gutter & Sidewalk	\$ 800,000	\$ 800,000	General Fund Revenue	Annual Curb, Gutter & Sidewalk Project
TOTAL	\$ 800,000	\$ 800,000		

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

Public Works - Sidewalk Curb and Gutter

Category	2012-2013	2013-2014	2014-15	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	-	-	490,863	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 490,863	\$ -
<i>Expenditures</i>				
Employee Compensation	60,126	62,122	69,938	58,786
Employee Benefits	30,192	29,214	33,171	33,181
Materials	1,481	3,101	2,512	3,409
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	251	337
Cost Allocation	9,100	44,398	50,934	66,834
Capital Outlay	-	349,214	-	-
Special Projects	-	-	800,000	800,000
TOTAL EXPENDITURES	\$ 100,899	\$ 488,048	\$ 956,806	\$ 962,547
Fund Balance	-	-	-	-
General Fund Costs	\$ 100,899	\$ 488,048	\$ 465,943	\$ 962,547

STAFFING

Total current authorized positions – .85

There are no changes to the current level of staffing.

Total authorized positions – .85

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
820 Sidewalk Curb and Gutter				
05 - Employee compensation				
500.501 - Salaries Full Time	58,381.17	59,977.19	68,459.00	56,297.00
500.502 - Salaries Part Time	0.46	0.00	0.00	0.00
500.505 - Overtime	1,745.05	2,144.35	1,000.00	2,000.00
500.507 - Taxable Life Premium			479.00	489.00
05 - Employee compensation Total	60,126.68	62,121.54	69,938.00	58,786.00
10 - Employee benefits				
501.500 - Retirement System	15,038.10	15,155.82	17,163.00	15,892.00
501.502 - Pers 1959 Surv Empr	0.00	40.26	0.00	13.00
501.505 - Health Insurance	7,423.89	7,655.46	7,904.00	7,843.00
501.506 - Dental Insurance	1,203.67	1,247.45	1,331.00	1,271.00
501.507 - Medicare	886.10	894.82	992.00	808.00
501.508 - Life Insurance	577.84	587.57	486.00	478.00
501.509 - Long Term Disability	339.96	344.94	435.00	401.00
501.510 - Workers Compensation	4,578.19	3,041.03	3,041.00	4,660.00
501.511 - Vision Insurance	143.68	174.24	155.00	152.00
501.516 - Hra City Contribution		72.78	1,664.00	1,663.00
10 - Employee benefits Total	30,191.43	29,214.37	33,171.00	33,181.00
15 - Materials				
600.601 - General Office Supplies	1,429.52	479.88	0.00	0.00
600.613 - General Supplies		2,621.09	2,474.00	2,621.00
600.618 - Utilities and Phone			0.00	788.00
600.632 - Mileage Reimbursement	51.41	0.00	38.00	0.00
15 - Materials Total	1,480.93	3,100.97	2,512.00	3,409.00
20 - Contract services				
700.702 - General Service Agreement		0.00	0.00	0.00
20 - Contract services Total		0.00	0.00	0.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	2,200.00	1,550.00	1,740.00	17,640.00
800.802 - IT Reimbursement	6,900.00	7,004.00	8,268.00	8,268.00
800.803 - City Channel Reimb		4,993.00	3,635.00	3,635.00
800.804 - Web Site Reimbursement		1,002.00	1,179.00	1,179.00
800.805 - CC CAP Allocation		1,687.00	2,093.00	2,093.00
800.806 - CM CAP Allocation		2,906.00	5,412.00	5,412.00
800.807 - ENV Affairs CAP Allo		920.00	1,516.00	1,516.00
800.808 - ECON Dev CAP Allo		706.00	1,454.00	1,454.00

800.809 - City Clerk CAP Alloc		3,203.00	0.00	0.00
800.810 - City Attorney CAP Alloc		10,027.00	13,599.00	13,599.00
800.811 - Public Affairs CAP Alloc		1,209.00	2,640.00	2,640.00
800.812 - Disaster PREP CAP Alloc		407.00	458.00	458.00
800.813 - Admin Serv CAP				
Allocation		2,213.00	2,621.00	2,621.00
800.814 - Finance CAP Alloc		4,198.00	6,319.00	6,319.00
800.815 - Human resources CAP				
Alloc		2,373.00	0.00	0.00
25 - Cost allocation Total	9,100.00	44,398.00	50,934.00	66,834.00
31 - Special projects				
900.922 - Annual SW Curb Gutter		349,213.86	800,000.00	800,000.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total		349,213.86	800,000.00	800,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	251.00	337.00
35 - Contingencies Total		0.00	251.00	337.00
820 Sidewalk Curb and Gutter Total	100,899.04	488,048.74	956,806.00	962,547.00



PUBLIC RESOURCES

Public Ways

STREET -
STREET PAVEMENT MAINTENANCE
 Budget Unit 270-85-821
 Special Revenue Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 647,802
Total Expenditures		698,224
Fund Balance		(50,422)
	General Fund Costs	\$ -
Total Staffing		3.70
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

This program maintains streets to a standard that balances preventative maintenance with stop gap measures while minimizing liability.

SERVICE OBJECTIVES

- Perform preventative maintenance activities of fog seal and crack fill.
- Perform stop gap maintenance of arterial, collector and residential streets.
- Oversee and manage contracted pavement maintenance projects.

RECOMMENDED PROPOSED

It is recommended that a budget of \$698,224 be approved for the Street Pavement Maintenance Program. This represents a decrease of \$8,475,470 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of the Annual Asphalt Project last fiscal year.

This budget is funded from a \$698,224 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Metal beam guard rail replacement	\$ 40,000	\$ 40,000	General Fund	Replace the second section of metal beam guard rail on Prospect Road
TOTAL	\$40,000	\$40,000		

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

Public Works - Street Pavement Maintenance

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	-	-	8,422,494	-
TOTAL REVENUE	\$ -	\$ -	\$ 8,422,494	\$ -
<u>Expenditures</u>				
Employee Compensation	195,184	216,514	268,030	274,488
Employee Benefits	98,147	105,682	131,493	135,429
Materials	32,595	28,222	40,349	49,500
Contract Services	87,286	87,034	95,000	95,000
Appropriations for Contingency	-	-	13,535	14,450
Cost Allocation	17,390	90,022	95,287	89,357
Capital Outlay	10,000	2,706,027	-	-
Special Projects	-	-	8,530,000	40,000
TOTAL EXPENDITURES	\$ 440,602	\$ 3,233,500	\$ 9,173,694	\$ 698,224
Fund Balance	-	-	-	-
General Fund Costs	\$ 440,602	\$ 3,233,500	\$ 751,200	\$ 698,224

STAFFING

Total current authorized positions – 3.40

A small increase in staffing is requested to address site demands.

Total authorized positions – 3.70

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
821 Street Pavement Maintenanc				
05 - Employee compensation				
500.501 - Salaries Full Time	193,291.45	214,400.15	263,685.00	244,263.00
500.502 - Salaries Part Time	(0.32)	0.00	0.00	25,000.00
500.505 - Overtime	1,892.54	2,113.55	2,500.00	2,500.00
500.507 - Taxable Life Premium			1,845.00	1,975.00
500.513 - Sick Leave				750.00
05 - Employee compensation Total	195,183.67	216,513.70	268,030.00	274,488.00
10 - Employee benefits				
501.500 - Retirement System	50,170.12	54,880.86	68,521.00	68,210.00
501.502 - Pers 1959 Surv Empr	0.00	138.28	0.00	46.00
501.505 - Health Insurance	22,489.81	27,274.77	31,611.00	31,509.00
501.506 - Dental Insurance	4,052.59	4,782.39	5,329.00	5,614.00
501.507 - Medicare	2,674.34	2,995.52	3,824.00	3,507.00
501.508 - Life Insurance	1,933.05	2,235.73	1,928.00	1,989.00
501.509 - Long Term Disability	1,088.30	1,260.16	1,739.00	1,728.00
501.510 - Workers Compensation	15,257.76	11,271.00	11,271.00	14,908.00
501.511 - Vision Insurance	481.07	624.70	621.00	681.00
501.516 - Hra City Contribution		218.34	6,649.00	7,237.00
10 - Employee benefits Total	98,147.04	105,681.75	131,493.00	135,429.00
15 - Materials				
600.601 - General Office Supplies	32,595.36	8.69	0.00	0.00
600.613 - General Supplies		28,213.31	40,349.00	49,500.00
600.618 - Utilities and Phone			0.00	0.00
15 - Materials Total	32,595.36	28,222.00	40,349.00	49,500.00
20 - Contract services				
700.702 - General Service Agreement	87,286.00	82,833.71	90,000.00	90,000.00
700.706 - Rent Expense		4,200.00	5,000.00	5,000.00
20 - Contract services Total	87,286.00	87,033.71	95,000.00	95,000.00

25 - Cost allocation				
800.801 - Equipment				
Reimbursement	890.00	9,230.00	14,000.00	8,070.00
800.802 - IT Reimbursement	16,500.00	21,663.00	33,070.00	33,070.00
800.803 - City Channel Reimb		4,993.00	3,635.00	3,635.00
800.804 - Web Site Reimbursement		3,713.00	4,716.00	4,716.00
800.805 - CC CAP Allocation		3,136.00	845.00	845.00
800.806 - CM CAP Allocation		8,576.00	8,520.00	8,520.00
800.807 - ENV Affairs CAP Allo		2,712.00	2,386.00	2,386.00
800.808 - ECON Dev CAP Allo		2,081.00	2,289.00	2,289.00
800.809 - City Clerk CAP Alloc		3,203.00	2,986.00	2,986.00
800.811 - Public Affairs CAP Alloc		2,249.00	1,695.00	1,695.00
800.812 - Disaster PREP CAP Alloc		758.00	721.00	721.00
800.813 - Admin Serv CAP				
Allocation		6,530.00	1,683.00	1,683.00
800.814 - Finance CAP Alloc		12,385.00	9,948.00	9,948.00
800.815 - Human resources CAP				
Alloc		8,793.00	8,793.00	8,793.00
25 - Cost allocation Total	17,390.00	90,022.00	95,287.00	89,357.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	10,000.00	19,932.00	0.00	0.00
30 - Capital outlays Total	10,000.00	19,932.00	0.00	0.00
31 - Special projects				
900.921 - Annual Asphalt Project		2,686,095.33	8,500,000.00	0.00
900.947 - Metal Beam Guardrail				
Repl			30,000.00	0.00
900.990 - Special Projects - PW				40,000.00
31 - Special projects Total		2,686,095.33	8,530,000.00	40,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	13,535.00	14,450.00
35 - Contingencies Total		0.00	13,535.00	14,450.00
821 Street Pavement Maintenanc Total	440,602.07	3,233,500.49	9,173,694.00	698,224.00



PUBLIC RESOURCES

Public Ways

**STREET -
STREET SIGN MARKINGS**

Budget Unit 270-85-822
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 757,456
Total Expenditures	768,990
Fund Balance	(11,534)
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General Fund Costs	\$ -
Total Staffing	4.00
% Funded by General Fund	0.0%

PROGRAM OVERVIEW

This program maintains street regulatory and informational signs, street striping, markings and legends, as well as removes graffiti within street right-of-way in a timely manner.

SERVICE OBJECTIVES

- Respond to regulatory and informational sign issues in a timely manner.
- Coordinate and respond to work orders from the Traffic Engineer.
- Maintain street sign and traffic marking assets in compliance with the Manual of Uniform Traffic Control Devices.
- Remove graffiti in a timely manner.

RECOMMENDED PROPOSED

It is recommended that a budget of \$768,990 be approved for the Street Sign Markings Program. This represents an increase of \$11,988 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in cost allocations and materials.

This budget is funded from \$768,990 in estimated department revenue and is anticipated to add \$0 to fund balance.

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

Public Works - Street Signs and Markings

Category	2012-2013	2013-2014	2014-15	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	-	1,220	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,220	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	218,821	281,556	289,003	267,199
Employee Benefits	111,552	142,902	143,668	146,612
Materials	84,569	85,098	77,357	84,628
Contract Services	15,323	4,882	17,000	17,000
Appropriations for Contingency	-	-	9,436	10,163
Cost Allocation	129,840	252,935	220,538	243,388
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 560,105	\$ 767,373	\$ 757,002	\$ 768,990
Fund Balance	-	-	-	-
General Fund Costs	\$ 560,105	\$ 766,153	\$ 757,002	\$ 768,990

STAFFING

Total current authorized positions – 3.70

A slight increase in staffing is requested to address site demands.

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
822 Street Sign Marking				
05 - Employee compensation				
500.501 - Salaries Full Time	214,931.89	277,206.73	281,907.00	259,882.00
500.502 - Salaries Part Time	0.14	0.00	0.00	0.00
500.505 - Overtime	3,889.36	4,348.97	5,000.00	5,000.00
500.507 - Taxable Life Premium			2,096.00	2,317.00
05 - Employee compensation Total	218,821.39	281,555.70	289,003.00	267,199.00
10 - Employee benefits				
501.500 - Retirement System	55,675.18	71,180.09	73,911.00	72,720.00
501.502 - Pers 1959 Surv Empr	0.00	167.87	0.00	56.00
501.505 - Health Insurance	25,926.38	42,632.88	34,401.00	34,656.00
501.506 - Dental Insurance	4,679.80	6,226.64	5,799.00	6,146.00
501.507 - Medicare	2,782.54	3,607.78	4,089.00	3,731.00
501.508 - Life Insurance	2,188.78	2,880.87	2,078.00	2,141.00
501.509 - Long Term Disability	1,225.13	1,631.37	1,879.00	1,842.00
501.510 - Workers Compensation	18,528.27	13,596.97	13,597.00	16,764.00
501.511 - Vision Insurance	546.36	795.39	678.00	732.00
501.516 - Hra City Contribution		181.98	7,236.00	7,824.00
10 - Employee benefits Total	111,552.44	142,901.84	143,668.00	146,612.00
15 - Materials				
600.601 - General Office Supplies	84,542.81	469.86	0.00	0.00
600.613 - General Supplies		84,628.13	77,246.00	84,628.00
600.618 - Utilities and Phone			0.00	0.00
600.632 - Mileage Reimbursement	25.71	0.00	111.00	0.00
15 - Materials Total	84,568.52	85,097.99	77,357.00	84,628.00
20 - Contract services				
700.701 - Training and Instruction	323.00	4,882.46	2,000.00	2,000.00
700.702 - General Service Agreement	15,000.00	0.00	15,000.00	15,000.00
20 - Contract services Total	15,323.00	4,882.46	17,000.00	17,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	111,640.00	132,400.00	149,850.00	172,700.00
800.802 - IT Reimbursement	18,200.00	33,601.00	35,989.00	35,989.00
800.803 - City Channel Reimb		4,919.00	3,581.00	3,581.00
800.804 - Web Site Reimbursement		4,303.00	5,132.00	5,132.00
800.805 - CC CAP Allocation		6,315.00	0.00	0.00
800.806 - CM CAP Allocation		11,322.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		3,584.00	0.00	0.00
800.808 - ECON Dev CAP Allo		2,747.00	0.00	0.00
800.809 - City Clerk CAP Alloc		3,203.00	1,371.00	1,371.00

800.810 - City Attorney CAP Alloc		10,027.00	13,599.00	13,599.00
800.811 - Public Affairs CAP Alloc		4,527.00	0.00	0.00
800.812 - Disaster PREP CAP Alloc		1,525.00	1,525.00	1,525.00
800.813 - Admin Serv CAP				
Allocation		8,621.00	0.00	0.00
800.814 - Finance CAP Alloc		16,350.00	0.00	0.00
800.815 - Human resources CAP				
Alloc		9,491.00	9,491.00	9,491.00
25 - Cost allocation Total	129,840.00	252,935.00	220,538.00	243,388.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	9,436.00	10,163.00
35 - Contingencies Total		0.00	9,436.00	10,163.00
822 Street Sign Marking Total	560,105.35	767,372.99	757,002.00	768,990.00



PUBLIC RESOURCES

Public Ways

STREET -

Graffiti Removal

Budget Unit 100-85-823

General Fund

PROGRAM OVERVIEW

In Fiscal Year 2011-12, this program was transferred to 270-8405 Street Signs Markings. Prior year actual costs are included to preserve historical data. Once all prior year actuals are \$0 in the following table, this program will be removed.

Public Works - Graffiti Removal

Category	2012-2013	2013-2014	2014-15	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	16,036	-	-	-
Employee Benefits	8,482	-	-	-
Materials	915	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	1,300	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 26,733	\$ -	\$ -	\$ -
Fund Balance	-	-	-	-
General Fund Costs	\$ 26,733	\$ -	\$ -	\$ -

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
823 Graffiti Removal				
05 - Employee compensation				
500.501 - Salaries Full Time	15,990.77	8,410.15	0.00	0.00
500.505 - Overtime	44.93	96.44	0.00	0.00
05 - Employee compensation Total	16,035.70	8,506.59	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	4,163.93	1,784.72	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	10.25	0.00	0.00
501.505 - Health Insurance	1,965.28	1,549.44	0.00	0.00
501.506 - Dental Insurance	389.76	261.17	0.00	0.00

501.507 - Medicare	242.40	116.99	0.00	0.00
501.508 - Life Insurance	177.74	119.98	0.00	0.00
501.509 - Long Term Disability	96.80	42.62	0.00	0.00
501.510 - Workers Compensation	1,402.10	0.00	0.00	0.00
501.511 - Vision Insurance	44.00	29.88	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	8,482.01	3,915.05	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	914.75	0.00	0.00	0.00
15 - Materials Total	914.75	0.00	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	0.00	0.00	0.00	0.00
700.706 - Rent Expense	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	1,300.00	0.00	0.00	0.00
25 - Cost allocation Total	1,300.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
823 Graffiti Removal Total	26,732.46	12,421.64	0.00	0.00



CUPERTINO

PUBLIC RESOURCES

Public Ways

**STREET -
STREET LIGHTING**
Budget Unit 100-85-848
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		484,665
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 484,665
Total Staffing		0.35
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Maintain city owned streetlights (2,950), parking lot lights and park lighting.

SERVICE OBJECTIVES

- Respond to outages in a timely manner.
- Conserve electricity through the conversion of older less efficient light technology to current and tested technologies.
- Replace direct buried wiring with wiring in conduits as failures occur.

RECOMMENDED PROPOSED

It is recommended that a budget of \$484,665 be approved for the Street Lighting Program. This represents an increase of \$113,214 over the FY 2014-15 Final Adopted Budget attributed to the special project shown below.

This budget is funded from a \$484,665 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Light Pole/Arm Replacement and Upgrades	\$130,000	\$130,000	General Fund	Replace and Upgrade ~450 failing Light Pole/Arms. This would be year 1 of a 5-year program, with

				~100 poles receiving upgrades/replacement per year.
TOTAL	\$130,000	\$130,000		

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

Public Works - Street Lighting

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	28,679	27,278	29,911	39,416
Employee Benefits	14,045	12,386	14,559	15,865
Materials	251,361	220,191	232,750	241,526
Contract Services	22,206	9,965	21,969	20,500
Appropriations for Contingency	-	-	25,472	25,248
Cost Allocation	23,180	21,841	21,790	12,110
Capital Outlay	-	12,000	25,000	-
Special Projects	-	-	-	130,000
TOTAL EXPENDITURES	\$ 339,471	\$ 303,661	\$ 371,451	\$ 484,665
Fund Balance	-	-	-	-
General Fund Costs	\$ 339,471	\$ 303,661	\$ 371,451	\$ 484,665

STAFFING

Total current authorized positions – .35

There are no changes to the current level of staffing.

Total authorized positions – .35

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	FY15FINAL BUDGET	FY16 PROPOSED BUDGET
848 Street Lighting				
05 - Employee compensation				
500.501 - Salaries Full Time	27,923.96	26,476.13	28,717.00	29,082.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	755.19	801.89	1,000.00	10,000.00
500.507 - Taxable Life Premium			194.00	334.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	28,679.15	27,278.02	29,911.00	39,416.00
10 - Employee benefits				
501.500 - Retirement System	7,154.91	6,848.54	7,939.00	8,254.00
501.502 - Pers 1959 Surv Empr	0.00	17.62	0.00	6.00
501.505 - Health Insurance	3,517.23	3,212.52	3,254.00	3,354.00
501.506 - Dental Insurance	546.87	506.24	548.00	518.00
501.507 - Medicare	71.36	55.96	416.00	418.00
501.508 - Life Insurance	264.05	240.37	201.00	201.00
501.509 - Long Term Disability	168.96	155.37	199.00	201.00
501.510 - Workers Compensation	2,256.29	1,253.03	1,253.00	2,165.00
501.511 - Vision Insurance	65.66	59.79	64.00	63.00
501.516 - Hra City Contribution		36.39	685.00	685.00
10 - Employee benefits Total	14,045.33	12,385.83	14,559.00	15,865.00
15 - Materials				
600.601 - General Office Supplies	16,898.91	0.00	0.00	0.00
600.613 - General Supplies		40,975.85	39,062.00	40,976.00
600.618 - Utilities and Phone	0.00	480.14	0.00	1,050.00
600.619 - Advertising and Legal				
Notices	234,462.41	178,734.70	193,688.00	199,500.00
15 - Materials Total	251,361.32	220,190.69	232,750.00	241,526.00
20 - Contract services				
700.701 - Training and Instruction	0.00	715.00	1,000.00	500.00
700.702 - General Service				
Agreement	22,205.73	9,250.00	20,969.00	20,000.00
20 - Contract services Total	22,205.73	9,965.00	21,969.00	20,500.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	20,280.00	15,910.00	17,900.00	8,220.00
800.802 - IT Reimbursement	2,900.00	5,518.00	3,405.00	3,405.00

800.804 - Web Site Reimbursement		413.00	485.00	485.00
25 - Cost allocation Total	23,180.00	21,841.00	21,790.00	12,110.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.919 - Monta Vista Lights		12,000.00	25,000.00	0.00
900.990 - Special Projects - PW				130,000.00
31 - Special projects Total		12,000.00	25,000.00	130,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	25,472.00	25,248.00
35 - Contingencies Total		0.00	25,472.00	25,248.00
848 Street Lighting Total	339,471.53	303,660.54	371,451.00	484,665.00



PUBLIC RESOURCES

Public Ways

FLEET-EQUIPMENT MAINTENANCE

Budget Unit 630-85-849

General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 979,537
Total Expenditures		1,184,175
Fund Balance		(204,638)
<hr/>		
	General Fund Costs	\$ -
Total Staffing		2.90
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (94), rolling stock (55), trailers (19), riding mowers (12), and all power equipment (234). The division also manages above ground fuel storage tank at Service Center.

SERVICE OBJECTIVES

- Maintain all city vehicles and equipment to reduce operating costs and increase safety.
- Fabricate, weld and repair equipment that includes vehicles, apparatus, structures, facilities for function and safety.
- Develop specifications and bid per City policy the purchases of trucks, tractors and other significant equipment.
- Maintain surplus vehicles and other equipment per City policy.
- Ensure all vehicles conform to State of California emission regulations.
- Maintain / inspect above ground fuel tanks as required.
- Maintain accurate inventory of fleet/equipment assets.
- Maintain a safe and clean working environment be approved for the equipment mechanics and welding.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,184,176 be approved for the Fleet-Equipment Maintenance Program. This represents a decrease of \$207,567 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced depreciation expenses.

This budget is funded from \$ in estimated department revenue and \$1,184,176 in fund balance.

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

Public Works - Equipment Maintenance

Category	2012-2013	2013-2014	2014-15	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	-	-	-	979,537
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 979,537
<u>Expenditures</u>				
Employee Compensation	232,486	229,064	249,875	208,528
Employee Benefits	130,741	108,027	121,139	115,245
Materials	264,101	266,955	260,700	266,265
Contract Services	136,289	114,930	136,384	136,500
Appropriations for Contingency	-	-	39,708	40,273
Cost Allocation and Depreciation	246,812	322,540	551,324	417,364
Capital Outlay	1,995	-	32,613	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,012,424	\$ 1,041,515	\$ 1,391,743	\$ 1,184,175
Fund Balance	-	-	-	(204,638)
General Fund Costs	\$ 1,012,424	\$ 1,041,515	\$ 1,391,743	\$ -

STAFFING

Total current authorized positions – 2.90

There are no changes to the current level of staffing.

Total authorized positions – 2.90

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
849 Equipment Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	224,377.50	228,736.21	243,367.00	207,604.00
500.502 - Salaries Part Time	7,789.55	0.00	0.00	0.00
500.505 - Overtime	318.43	327.67	500.00	0.00
500.506 - Car Allowance			1.00	0.00
500.507 - Taxable Life Premium			6,007.00	924.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	232,485.48	229,063.88	249,875.00	208,528.00
10 - Employee benefits				
501.500 - Retirement System	56,284.23	58,286.11	65,965.00	53,686.00
501.502 - Pers 1959 Surv Empr	0.00	99.95	0.00	33.00
501.505 - Health Insurance	26,046.40	27,354.44	26,961.00	25,388.00
501.506 - Dental Insurance	4,737.98	4,573.00	4,544.00	4,544.00
501.507 - Medicare	3,998.77	3,329.68	3,529.00	2,980.00
501.508 - Life Insurance	2,158.88	2,077.32	1,885.00	1,622.00
501.509 - Long Term Disability	1,246.52	1,328.75	1,681.00	1,465.00
501.510 - Workers Compensation	35,729.86	10,371.00	10,371.00	19,239.00
501.511 - Vision Insurance	537.83	606.44	531.00	616.00
501.516 - Hra City Contribution			5,672.00	5,672.00
10 - Employee benefits Total	130,740.47	108,026.69	121,139.00	115,245.00
15 - Materials				
600.601 - General Office Supplies	32,512.08	0.00	0.00	0.00
600.608 - Sml Tools and Equipment	2,542.83	9,893.59	6,289.00	9,349.00
600.609 - Equipment Parts	32,249.16	33,088.56	32,388.00	31,760.00
600.610 - Auto Parts/Supplies	30,961.83	19,264.38	22,139.00	20,499.00
600.611 - Uniforms/Safety Appar	164,871.15	99.69	0.00	0.00
600.612 - Fuel		166,310.67	161,268.00	166,311.00

600.613 - General Supplies		37,527.55	37,945.00	37,528.00
600.618 - Utilities and Phone	963.75	770.07	671.00	818.00
15 - Materials Total	264,100.80	266,954.51	260,700.00	266,265.00
20 - Contract services				
700.701 - Training and Instruction	3,275.20	205.00	1,907.00	1,500.00
700.702 - General Service Agreement	90,693.48	90,561.12	95,417.00	95,000.00
700.703 - Maintenance of Equipment	42,321.45	24,163.74	39,060.00	40,000.00
20 - Contract services Total	136,290.13	114,929.86	136,384.00	136,500.00
25 - Cost allocation				
800.802 - IT Reimbursement		18,475.00	28,208.00	28,208.00
800.804 - Web Site Reimbursement		3,417.00	4,023.00	4,023.00
800.806 - CM CAP Allocation		5,859.00	5,859.00	5,859.00
800.807 - ENV Affairs CAP Allo		1,850.00	1,850.00	1,850.00
800.808 - ECON Dev CAP Allo		1,421.00	1,421.00	1,421.00
800.809 - City Clerk CAP Alloc		2,137.00	1,993.00	1,993.00
800.813 - Admin Serv CAP Allocation		4,454.00	4,454.00	4,454.00
800.814 - Finance CAP Alloc		8,463.00	8,463.00	8,463.00
800.815 - Human resources CAP Alloc		8,093.00	8,093.00	8,093.00
25 - Cost allocation Total		54,169.00	64,364.00	64,364.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	1,994.94	0.00	7,613.00	0.00
30 - Capital outlays Total	1,994.94	0.00	7,613.00	0.00
31 - Special projects				
900.920 - Fuel Pump Dispenser		0.00	25,000.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total		0.00	25,000.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	39,708.00	40,273.00
35 - Contingencies Total		0.00	39,708.00	40,273.00
50 - Other financing uses				
800.904 - Depreciation Expenses	246,811.61	268,371.15	486,960.00	353,000.00
50 - Other financing uses Total	246,811.61	268,371.15	486,960.00	353,000.00
849 Equipment Maintenance Total	1,012,423.43	1,041,515.09	1,391,743.00	1,184,175.00



PUBLIC RESOURCES

Public Ways

**STREET -
ENVIRONMENTAL MATERIALS**
Budget Unit 100-85-850
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		141,113
Fund Balance		-
	General Fund Costs	\$ 141,113
Total Staffing		0.60
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program manages Service Center solid waste disposal, Service Center safety inspections, handling/disposal/reporting of City generated hazardous waste and materials – including waste that may be illegally deposited upon the right-of-way. Provide street cleaning for unforeseen events such as debris from trucks or other sources.

SERVICE OBJECTIVES

- Coordinate disposal of solid waste collection.
- Adhere to the requirements of hazardous waste/materials storage, handling and reporting.
- Comply with Fire Marshal safety inspection requirements for Service Center facilities.
- Inspect and maintain below ground fuel tanks as required.
- Clean up traffic debris that may become deposited on streets while reducing traffic hazards.

RECOMMENDED PROPOSED

It is recommended that a budget of \$141,113 be approved for the Environmental Materials Program. This represents a decrease of \$20,907 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced salaries and benefits expenditures.

This budget is funded from a \$141,113 contribution from the general fund.

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

Public Works - Environmental Materials

Category	2012-2013	2013-2014	2014-15	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	18,982	38,286	53,291	45,487
Employee Benefits	9,256	18,142	25,390	22,638
Materials	29,695	25,842	33,278	33,850
Contract Services	5,484	1,464	4,000	3,814
Appropriations for Contingency	-	-	3,728	3,761
Cost Allocation	44,100	30,943	42,333	31,563
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 107,517	\$ 114,676	\$ 162,020	\$ 141,113
Fund Balance	-	-	-	-
General Fund Costs	\$ 107,517	\$ 114,676	\$ 162,020	\$ 141,113

STAFFING

Total current authorized positions – .65

There are no changes to the current level of staffing.

Total authorized positions – .65

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
850 Environmental Materials				
05 - Employee compensation				
500.501 - Salaries Full Time	18,708.39	38,018.93	52,842.00	44,954.00
500.505 - Overtime	274.31	267.01	225.00	300.00
500.507 - Taxable Life Premium			224.00	233.00
05 - Employee compensation Total	18,982.70	38,285.94	53,291.00	45,487.00
10 - Employee benefits				
501.500 - Retirement System	4,796.65	9,690.86	13,488.00	12,729.00
501.502 - Pers 1959 Surv Empr		14.64	0.00	15.00
501.505 - Health Insurance	2,032.03	4,364.47	6,044.00	4,886.00
501.506 - Dental Insurance	380.79	816.78	1,017.00	879.00
501.507 - Medicare	288.56	549.67	765.00	645.00
501.508 - Life Insurance	188.26	381.59	376.00	340.00
501.509 - Long Term Disability	113.07	217.61	341.00	315.00
501.510 - Workers Compensation	1,409.11	1,968.00	1,968.00	1,547.00
501.511 - Vision Insurance	46.80	101.82	118.00	108.00
501.516 - Hra City Contribution		36.39	1,273.00	1,174.00
10 - Employee benefits Total	9,255.27	18,141.83	25,390.00	22,638.00
15 - Materials				
600.601 - General Office Supplies	1,490.00	0.00	0.00	0.00
600.608 - Sml Tools and Equipment		379.93	0.00	0.00
600.613 - General Supplies		2,533.25	3,756.00	3,800.00
600.616 - Haz Material Mgmt	27,684.90	22,268.58	29,242.00	29,000.00
600.618 - Utilities and Phone	481.09	660.00	250.00	1,050.00
600.632 - Mileage Reimbursement	38.98	0.00	30.00	0.00
15 - Materials Total	29,694.97	25,841.76	33,278.00	33,850.00
20 - Contract services				
700.701 - Training and Instruction	5,483.70	1,463.92	4,000.00	3,814.00
700.702 - General Service Agreement			0.00	0.00
20 - Contract services Total	5,483.70	1,463.92	4,000.00	3,814.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	41,800.00	25,880.00	40,130.00	29,360.00
800.802 - IT Reimbursement	2,300.00	4,768.00	1,299.00	1,299.00
800.804 - Web Site Reimbursement		295.00	904.00	904.00
25 - Cost allocation Total	44,100.00	30,943.00	42,333.00	31,563.00
31 - Special projects				
900.990 - Special Projects - PW				0.00

31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	3,728.00	3,761.00
35 - Contingencies Total		0.00	3,728.00	3,761.00
850 Environmental Materials Total	107,516.64	114,676.45	162,020.00	141,113.00



PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
 OVERPASSES AND MEDIANS**

Budget Unit 100-86-824
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$
Total Expenditures		1,245,715
Fund Balance		
	General Fund Costs	\$ 1,245,715
Total Staffing		6.30
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Medians Maintenance Division maintains 31.54 developed acres of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way and the landscaped area of the Don Burnett Bridge.

SERVICE OBJECTIVES

- Timely maintain improved median islands, landscape strips, trails, landscaped roadsides and public right-of-ways.
- Maintain and improve water efficient programming of irrigations systems.
- Meet all Department of Pesticide Regulation requirements for weed and pest control.
- Timely pruning of plant material to promote plant health, maximize aesthetics and to reduce future maintenance requirements.
- Plant and care for new plant stock to help ensure future plant health and reduce future maintenance requirements.
- Conserve water through planting of appropriate plant stock.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,245,715 be approved for the Trees and Right-Of-Way Program. This represents a decrease of \$28,642 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$1,245,715 contribution from the general fund.

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

Public Works - Overpasses and Medians

Category	2012-2013	2013-2014	2014-15	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	395,593	387,014	476,812	441,800
Employee Benefits	228,887	199,380	237,382	244,712
Materials	248,870	270,851	277,135	306,033
Contract Services	31,076	13,043	34,752	38,000
Appropriations for Contingency	-	-	31,189	33,303
Cost Allocation	125,860	151,635	217,087	181,867
Capital Outlay	33,880	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,064,166	\$ 1,021,923	\$ 1,274,357	\$ 1,245,715
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,064,166	\$ 1,021,923	\$ 1,274,357	\$ 1,245,715

STAFFING

Total current authorized positions – 6.30

There are no changes to the current level of staffing.

Total authorized positions – 6.30

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
824 Over Passes and Medians				
05 - Employee compensation				
500.501 - Salaries Full Time	359,460.11	334,210.96	458,684.00	423,019.00
500.502 - Salaries Part Time	0.00	48,309.94	0.00	0.00
500.504 - Stand By				0.00
500.505 - Overtime	36,133.41	4,493.21	15,000.00	15,000.00
500.507 - Taxable Life Premium			3,128.00	3,781.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	395,593.52	387,014.11	476,812.00	441,800.00
10 - Employee benefits				
501.500 - Retirement System	93,280.62	85,889.27	121,015.00	117,023.00
501.502 - Pers 1959 Surv Empr	0.00	295.93	0.00	99.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	51,389.99	51,004.05	58,571.00	54,287.00
501.506 - Dental Insurance	9,162.04	8,698.33	9,872.00	9,689.00
501.507 - Medicare	5,892.06	6,294.30	6,652.00	6,073.00
501.508 - Life Insurance	4,266.35	4,041.64	3,532.00	3,534.00
501.509 - Long Term Disability	2,140.24	1,934.15	3,152.00	3,005.00
501.510 - Workers Compensation	61,694.14	40,159.85	21,112.00	37,550.00
501.511 - Vision Insurance	1,062.27	1,060.22	1,153.00	1,129.00
501.516 - Hra City Contribution		2.70	12,323.00	12,323.00
10 - Employee benefits Total	228,887.71	199,380.44	237,382.00	244,712.00
15 - Materials				
600.601 - General Office Supplies	40,500.69	25.06	0.00	0.00
600.613 - General Supplies		71,462.86	43,234.00	45,000.00
600.617 - Irrigation Improvement			30,000.00	30,000.00
600.618 - Utilities and Phone	182,283.79	185,328.52	173,241.00	210,000.00
600.619 - Advertising and Legal				
Notices	26,084.82	14,018.98	30,660.00	21,033.00
600.632 - Mileage Reimbursement		15.82	0.00	0.00
15 - Materials Total	248,869.30	270,851.24	277,135.00	306,033.00
20 - Contract services				
700.701 - Training and Instruction	5,588.40	8,083.69	5,338.00	8,000.00
700.702 - General Service				
Agreement	25,488.23	4,959.36	29,414.00	30,000.00
20 - Contract services Total	31,076.63	13,043.05	34,752.00	38,000.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	84,860.00	105,490.00	147,070.00	111,850.00

800.802 - IT Reimbursement	41,000.00	39,190.00	61,278.00	61,278.00
800.804 - Web Site Reimbursement		6,955.00	8,739.00	8,739.00
25 - Cost allocation Total	125,860.00	151,635.00	217,087.00	181,867.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	33,879.67	0.00	0.00	0.00
30 - Capital outlays Total	33,879.67	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	31,189.00	33,303.00
35 - Contingencies Total		0.00	31,189.00	33,303.00
824 Over Passes and Medians Total	1,064,166.83	1,021,923.84	1,274,357.00	1,245,715.00



CUPERTINO

PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
STREET TREE MAINTENANCE**

Budget Unit 100-86-825
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		1,198,510
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 1,198,510
Total Staffing		7.40
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Trees Division maintains the safety, health and appearance of approximately 14,000 Street and Right-of-Way trees, as well as promotes disease free trees to enhance the City’s urban forest.

SERVICE OBJECTIVES

- Proactively perform the activities of trimming, spraying, staking, pest management and other tree health related functions.
- Respond to citizen requests to perform the trimming or other tree health related services in a timely manner.
- Remove diseased and damaged trees as needed.
- Plant replacement trees for trees removed due to disease and damage.
- Plant 1,600 trees be approved for the time period of FY 2011-12 through FY 2015-16 as part of the Tree City USA program.
- Update the annual forestry work plan to document our urban forest and to establish goals and objectives be approved for the care and planting of trees.
- Affix and maintain tree identification badges on all City-owned and maintained street trees.
- Provide educational flyers to all residents with street trees adjacent to their property.
- Oversees stump grinding contracts

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,198,510 be approved for the Street Tree Maintenance Budget. This represents an increase of \$3,480 over the FY 2014-15 Final Adopted Budget, as the program activities will remain consistent for this year.

This budget is funded from a \$1,198,510 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Project Name	Appropriations	Revenue	Source	Description
Tree and Tree Badges	\$30,000	\$30,000	General Fund	Year 4 of 4-Year Program
	\$30,000	\$30,000		

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

Public Works - Street Tree Maintenance

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	12,506	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 12,506	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	444,983	393,630	566,030	535,077
Employee Benefits	249,030	172,518	267,266	267,591
Materials	41,618	41,596	42,634	45,250
Contract Services	7,650	10,380	13,513	65,000
Appropriations for Contingency	-	-	5,115	11,000
Cost Allocation	201,840	166,151	273,472	244,592
Capital Outlay	32,350	27,428	-	-
Special Projects	-	-	27,000	30,000
TOTAL EXPENDITURES	\$ 977,471	\$ 811,702	\$ 1,195,030	\$ 1,198,510
Fund Balance	-	-	-	-
General Fund Costs	\$ 977,471	\$ 799,196	\$ 1,195,030	\$ 1,198,510

STAFFING

Total current authorized positions - 7.40

There are no changes to the current level of staffing.

Total authorized positions – 7.40

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
825 Street Tree Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	377,443.71	325,818.89	511,666.00	478,698.00
500.502 - Salaries Part Time	62,946.11	61,840.76	47,000.00	47,000.00
500.505 - Overtime	4,593.30	5,970.09	5,000.00	6,000.00
500.507 - Taxable Life Premium			2,364.00	1,969.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				1,410.00
05 - Employee compensation Total	444,983.12	393,629.74	566,030.00	535,077.00
10 - Employee benefits				
501.500 - Retirement System	98,878.43	82,251.67	133,240.00	123,045.00
501.502 - Pers 1959 Surv Empr	0.00	270.90	0.00	90.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	53,463.25	45,408.00	68,798.00	61,834.00
501.506 - Dental Insurance	10,134.80	7,958.68	11,596.00	11,351.00
501.507 - Medicare	8,199.01	6,525.30	7,487.00	6,872.00
501.508 - Life Insurance	4,735.69	3,733.05	3,879.00	3,604.00
501.509 - Long Term Disability	2,197.58	1,904.48	3,537.00	3,343.00
501.510 - Workers Compensation	70,242.38	23,507.39	22,901.00	41,651.00
501.511 - Vision Insurance	1,179.26	955.42	1,354.00	1,327.00
501.516 - Hra City Contribution		3.56	14,474.00	14,474.00
10 - Employee benefits Total	249,030.40	172,518.45	267,266.00	267,591.00
15 - Materials				
600.601 - General Office Supplies	37,532.42	0.00	0.00	0.00
600.613 - General Supplies		37,010.47	39,626.00	40,000.00
600.618 - Utilities and Phone	4,085.76	4,585.25	3,008.00	5,250.00
15 - Materials Total	41,618.18	41,595.72	42,634.00	45,250.00
20 - Contract services				
700.702 - General Service	7,650.00	10,380.00	13,513.00	20,000.00

Agreement				
700.706 - Rent Expense		0.00	0.00	45,000.00
20 - Contract services Total	7,650.00	10,380.00	13,513.00	65,000.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	155,540.00	116,230.00	191,230.00	162,350.00
800.802 - IT Reimbursement	46,300.00	42,377.00	71,977.00	71,977.00
800.804 - Web Site				
Reimbursement		7,544.00	10,265.00	10,265.00
25 - Cost allocation Total	201,840.00	166,151.00	273,472.00	244,592.00
30 - Capital outlays				
900.904 - Non Recur Facility				
MGT	14,612.47	0.00	2,000.00	0.00
900.905 - Facility Improvements	17,738.36	0.00	0.00	0.00
30 - Capital outlays Total	32,350.83	0.00	2,000.00	0.00
31 - Special projects				
900.911 - Trees and Badges		27,427.97	25,000.00	0.00
900.990 - Special Projects - PW				30,000.00
31 - Special projects Total		27,427.97	25,000.00	30,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	5,115.00	11,000.00
35 - Contingencies Total		0.00	5,115.00	11,000.00
825 Street Tree Maintenance Total	977,472.53	811,702.88	1,195,030.00	1,198,510.00



PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
WEEKEND WORK PROGRAM**

Budget Unit 100-86-826
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		374,190
Fund Balance		-
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	General Fund Costs	\$ 374,190
Total Staffing		2.70
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Weekend Work Program supplements existing Service Center staffing with individuals in a sentencing alternative program. Participants of the program perform manual labor type duties. The work performed by this program is equivalent to five full time maintenance workers.

SERVICE OBJECTIVES

- Efficiently administer and schedule the Weekend Work Program for a variety of non-skilled activities, including trash pick-up, weed control, right-of-way maintenance and sand bag filling.
- Offset manual work currently performed by skilled labor so as to increase overall productivity at the Service Center.

RECOMMENDED PROPOSED

It is recommended that a budget of \$374,190 be approved for the Weekend Work Program. This represents an increase of \$17,273 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to an increase in departmental cost allocations.

This budget is funded from a \$374,190 contribution from the general fund.

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

Public Works - Weekend Work Program

Category	2012-2013	2013-2014	2014-15	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	186,830	224,013	197,748	194,211
Employee Benefits	135,297	115,142	106,002	105,709
Materials	11,207	5,275	9,364	9,788
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	936	975
Cost Allocation	45,360	36,779	42,867	63,507
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 378,694	\$ 381,208	\$ 356,917	\$ 374,190
Fund Balance	-	-	-	-
General Fund Costs	\$ 378,694	\$ 381,208	\$ 356,917	\$ 374,190

STAFFING

Total current authorized positions – 2.70

There are no changes to the current level of staffing.

Total authorized positions – 2.70

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
826 Elmwood Program				
05 - Employee compensation				
500.501 - Salaries Full Time	178,909.05	213,518.07	195,655.00	180,608.00
500.502 - Salaries Part Time		0.00	0.00	0.00
500.505 - Overtime	7,921.40	10,495.22	0.00	10,000.00
500.507 - Taxable Life Premium			2,093.00	3,603.00
05 - Employee compensation Total	186,830.45	224,013.29	197,748.00	194,211.00
10 - Employee benefits				
501.500 - Retirement System	45,259.27	54,448.46	54,051.00	49,967.00
501.502 - Pers 1959 Surv Empr	0.00	162.70	0.00	54.00
501.505 - Health Insurance	23,968.04	24,741.27	25,102.00	21,282.00
501.506 - Dental Insurance	4,405.65	4,656.90	4,231.00	4,048.00
501.507 - Medicare	2,803.32	3,274.70	2,837.00	2,593.00
501.508 - Life Insurance	2,092.67	2,203.81	1,538.00	1,483.00
501.509 - Long Term Disability	976.95	1,226.05	1,375.00	1,278.00
501.510 - Workers Compensation	55,270.45	23,791.53	11,093.00	19,239.00
501.511 - Vision Insurance	521.02	633.35	494.00	484.00
501.516 - Hra City Contribution		2.81	5,281.00	5,281.00
10 - Employee benefits Total	135,297.37	115,141.58	106,002.00	105,709.00
15 - Materials				
600.601 - General Office Supplies	10,436.28	0.00	0.00	0.00
600.613 - General Supplies		4,143.02	8,977.00	9,000.00
600.618 - Utilities and Phone	770.61	1,131.63	387.00	788.00
15 - Materials Total	11,206.89	5,274.65	9,364.00	9,788.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	24,460.00	11,780.00	12,860.00	33,500.00
800.802 - IT Reimbursement	20,900.00	21,345.00	26,262.00	26,262.00
800.804 - Web Site Reimbursement		3,654.00	3,745.00	3,745.00
25 - Cost allocation Total	45,360.00	36,779.00	42,867.00	63,507.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	936.00	975.00
35 - Contingencies Total		0.00	936.00	975.00
826 Elmwood Program Total	378,694.71	381,208.52	356,917.00	374,190.00



PUBLIC RESOURCES

Public Ways

FACILITIES-BUILDING MAINTENANCE

CITY HALL

Budget Unit 100-87-827

General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		538,843
Fund Balance		-
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	General Fund Costs	\$ 538,843
Total Staffing		1.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Maintain City Hall building to ensure efficient operations, employee satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and city employees.
- Respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$538,843 be approved for the Building Maintenance City Hall Program. This represents an increase of \$110,715 under the FY 2014-15 Final Adopted Budget. The increase is primarily related to an increase in materials and contract costs.

This budget is funded from a \$538,843 contribution from the general fund.

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

Public Works - Building Maintenance City Hall

Category	2012-2013	2013-2014	2014-15	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	112,377	94,956	92,673	90,572
Employee Benefits	49,642	43,298	45,803	46,615
Materials	133,054	134,910	132,004	207,500
Contract Services	97,281	123,882	102,120	137,000
Appropriations for Contingency	-	-	23,412	33,700
Cost Allocation	27,870	24,725	28,116	23,456
Capital Outlay	42,870	60,328	4,000	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 463,094	\$ 482,099	\$ 428,128	\$ 538,843
Fund Balance	-	-	-	-
General Fund Costs	\$ 463,094	\$ 482,099	\$ 428,128	\$ 538,843

STAFFING

Total current authorized positions – 1.10

Program staffing to decrease one Maintenance Worker I/II by 10% to appropriately reflect time spent supporting program service objectives.

Total authorized positions – 1.00

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
827 Bldg Maint City Hall				
05 - Employee compensation				
500.501 - Salaries Full Time	99,798.52	92,597.43	87,947.00	85,948.00
500.502 - Salaries Part Time	8,082.50	0.00	0.00	0.00
500.505 - Overtime	4,495.33	2,358.52	4,000.00	4,000.00
500.507 - Taxable Life Premium			726.00	624.00
05 - Employee compensation Total	112,376.35	94,955.95	92,673.00	90,572.00
10 - Employee benefits				
501.500 - Retirement System	25,962.67	23,348.58	24,319.00	24,366.00
501.502 - Pers 1959 Surv Empr	0.00	48.03	0.00	16.00
501.505 - Health Insurance	10,432.55	10,145.10	10,228.00	8,070.00
501.506 - Dental Insurance	1,914.33	1,769.91	1,725.00	1,445.00
501.507 - Medicare	1,943.47	1,670.58	1,277.00	1,234.00
501.508 - Life Insurance	930.96	862.82	636.00	679.00
501.509 - Long Term Disability	558.79	513.05	612.00	607.00
501.510 - Workers Compensation	7,666.81	4,682.73	4,652.00	8,063.00
501.511 - Vision Insurance	231.89	252.43	201.00	179.00
501.516 - Hra City Contribution		4.97	2,153.00	1,956.00
10 - Employee benefits Total	49,641.47	43,298.20	45,803.00	46,615.00
15 - Materials				
600.601 - General Office Supplies	18,627.21	230.50	0.00	0.00
600.613 - General Supplies		9,013.18	27,741.00	40,000.00
600.618 - Utilities and Phone	19,102.04	40,115.58	21,939.00	52,500.00
600.619 - Advertising and Legal				
Notices	89,425.00	79,069.20	73,883.00	105,000.00
600.620 - Gas Service	5,900.06	6,481.30	8,441.00	10,000.00
15 - Materials Total	133,054.31	134,909.76	132,004.00	207,500.00
20 - Contract services				
700.701 - Training and Instruction	5,219.68	2,449.00	4,343.00	7,000.00
700.702 - General Service Agreement	79,895.76	107,405.55	82,118.00	130,000.00
700.703 - Maintenance of Equipment	12,165.06	14,027.26	15,659.00	0.00
20 - Contract services Total	97,280.50	123,881.81	102,120.00	137,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	16,870.00	13,240.00	14,890.00	10,230.00
800.802 - IT Reimbursement	11,000.00	9,953.00	11,575.00	11,575.00
800.804 - Web Site Reimbursement		1,532.00	1,651.00	1,651.00
25 - Cost allocation Total	27,870.00	24,725.00	28,116.00	23,456.00
30 - Capital outlays				

900.904 - Non Recur Facility MGT	42,870.95	60,328.19	4,000.00	0.00
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	42,870.95	60,328.19	4,000.00	0.00
31 - Special projects				
900.935 - Cell Phone Coverage Analy		0.00	0.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total		0.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	23,412.00	33,700.00
35 - Contingencies Total		0.00	23,412.00	33,700.00
827 Bldg Maint City Hall Total	463,093.58	482,098.91	428,128.00	538,843.00



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 LIBRARY**

Budget Unit 100-87-828
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 140,300
Total Expenditures		431,156
Fund Balance		-
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	General Fund Costs	\$ 290,856
Total Staffing		0.80
	% Funded by General Fund	67.5%

PROGRAM OVERVIEW

Maintain Library building to ensure public and employee satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and county employees.
- Timely response to requests made by County staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$431,156 be approved for the Library Program. This represents an increase of \$128,158 over the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special projects listed below.

This budget is funded from \$140,300 in estimated department revenue and a \$290,856 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
CCTV Cameras	\$5,000	\$5,000	General Fund	Upgrade existing Security system and add additional cameras
Windows	\$10,000	\$10,000	General Fund	Annual Window upgrade/replacement due to broken/cracked/leaking windows
Roof Restoration	\$ 135,000	\$135,000	General Fund	Preventative maintenance to extend the life of existing 10-year-old roof
Cove Base (Base Boards) Replacement	\$2,000	\$2,000	General Fund	Replace base boards due to general wear and tear
Sloan Valves Replacement	\$2,000	\$2,000	General Fund	Sloan Valves Replacement
TOTAL	\$154,000	\$154,000		

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

Public Works - Library

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	6,500	13,000	140,300
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE \$	-	\$ 6,500	\$ 13,000	\$ 140,300
<i>Expenditures</i>				
Employee Compensation	68,430	69,683	69,612	56,794
Employee Benefits	33,618	31,590	35,223	32,396
Materials	9,489	14,131	9,000	14,076
Contract Services	127,647	139,912	127,528	145,000
Appropriations for Contingency	-	-	13,653	15,908
Cost Allocation	7,680	8,650	12,982	12,982
Capital Outlay	29,530	20,520	35,000	-
Special Projects	-	-	-	154,000
TOTAL EXPENDITURES \$	276,394	\$ 284,485	\$ 302,998	\$ 431,156
Fund Balance	-	-	-	-
General Fund Costs	\$ 276,394	\$ 277,985	\$ 289,998	\$ 290,856

STAFFING

Total current authorized positions – .90

Program staffing to decrease one Maintenance Worker I/II by 10% to appropriately reflect time supporting program service objectives.

Total authorized positions – .80

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
828 Bldg Maint Library				
05 - Employee compensation				
500.501 - Salaries Full Time	67,994.80	68,910.91	68,559.00	55,850.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	434.91	772.22	500.00	500.00
500.507 - Taxable Life Premium			553.00	444.00
05 - Employee compensation Total	68,429.71	69,683.13	69,612.00	56,794.00
10 - Employee benefits				
501.500 - Retirement System	17,915.45	17,396.10	18,677.00	15,282.00
501.502 - Pers 1959 Surv Empr	0.00	38.13	0.00	13.00
501.505 - Health Insurance	7,000.33	7,384.88	8,368.00	6,974.00
501.506 - Dental Insurance	1,349.40	1,354.19	1,411.00	1,192.00
501.507 - Medicare	1,004.96	1,301.10	994.00	802.00
501.508 - Life Insurance	644.29	644.66	511.00	444.00
501.509 - Long Term Disability	389.79	386.21	473.00	393.00
501.510 - Workers Compensation	5,155.06	2,893.67	2,863.00	5,588.00
501.511 - Vision Insurance	160.40	188.71	164.00	143.00
501.516 - Hra City Contribution		2.50	1,762.00	1,565.00
10 - Employee benefits Total	33,619.68	31,590.15	35,223.00	32,396.00
15 - Materials				
600.601 - General Office Supplies				
600.613 - General Supplies	9,489.39	54.35	0.00	0.00
600.621 - Calrecylce City Payment Prgm Adm		0.00	0.00	0.00
15 - Materials Total	9,489.39	14,130.51	9,000.00	14,076.00
20 - Contract services				
700.702 - General Service	125,505.75	139,401.22	124,836.00	145,000.00

Agreement				
700.703 - Maintenance of Equipment	2,140.87	510.29	2,692.00	0.00
20 - Contract services Total	127,646.62	139,911.51	127,528.00	145,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	1,080.00	940.00	1,980.00	1,980.00
800.802 - IT Reimbursement	6,600.00	6,767.00	9,629.00	9,629.00
800.804 - Web Site Reimbursement		943.00	1,373.00	1,373.00
25 - Cost allocation Total	7,680.00	8,650.00	12,982.00	12,982.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	29,529.80	20,520.00	0.00	0.00
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	29,529.80	20,520.00	0.00	0.00
31 - Special projects				
900.948 - Hybrid DVR			25,000.00	0.00
900.949 - Windows			10,000.00	0.00
900.990 - Special Projects - PW				154,000.00
31 - Special projects Total			35,000.00	154,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	13,653.00	15,908.00
35 - Contingencies Total		0.00	13,653.00	15,908.00
828 Bldg Maint Library Total	276,395.20	284,485.30	302,998.00	431,156.00



CUPERTINO

PUBLIC RESOURCES

Public Ways

FACILITIES-

SERVICE CENTER

Budget Unit 100-87-829

General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		428,142
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 428,142
Total Staffing		0.80
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains the Service Center buildings to ensure employee satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Service Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$428,142 be approved for the Service Center Program. This represents an increase of \$96,574 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in special project costs detailed below.

This budget is funded from a \$428,142 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Epoxy floor resurfacing	\$ 20,000	\$ 20,000	General Fund	Epoxy floor resurfacing in Mechanic Shop
Insulation	\$5,000	\$5,000	General Fund	New Insulation in Mechanic Shop for energy efficiency
Radio Battery Replacement	\$3,000	\$3,000	General Fund	Replace ~50 radio batteries
Roof Restoration	\$115,000	\$115,000	General Fund	Preventative maintenance to extend the life of current 25-year-old roof
TOTAL	\$ 143,000	\$ 143,000		

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

Public Works - Service Center

Category	2012-2013	2013-2014	2014-15	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	63,596	63,986	61,771	59,105
Employee Benefits	33,464	29,732	31,385	34,041
Materials	71,009	67,911	75,772	86,983
Contract Services	27,557	32,454	57,710	30,000
Appropriations for Contingency	-	-	13,348	11,391
Cost Allocation	25,310	43,450	76,582	63,622
Capital Outlay	85,416	18,303	15,000	-
Special Projects	-	-	-	143,000
TOTAL EXPENDITURES	\$ 306,352	\$ 255,836	\$ 331,568	\$ 428,142
Fund Balance	-	-	-	-
General Fund Costs	\$ 306,352	\$ 255,836	\$ 331,568	\$ 428,142

STAFFING

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

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
829 Bldg Maint Service Center				
05 - Employee compensation				
500.501 - Salaries Full Time	61,205.94	62,480.73	60,238.00	57,888.00
500.502 - Salaries Part Time	865.61	0.00	0.00	0.00
500.505 - Overtime	1,524.34	1,505.73	650.00	650.00
500.507 - Taxable Life Premium			883.00	567.00
05 - Employee compensation Total	63,595.89	63,986.46	61,771.00	59,105.00
10 - Employee benefits				
501.500 - Retirement System	15,937.44	15,881.28	16,371.00	16,143.00
501.502 - Pers 1959 Surv Empr	0.00	44.32	0.00	15.00
501.505 - Health Insurance	7,713.35	7,449.16	7,439.00	6,817.00
501.506 - Dental Insurance	1,407.97	1,352.16	1,255.00	1,192.00
501.507 - Medicare	1,020.53	934.48	874.00	831.00
501.508 - Life Insurance	671.22	643.73	455.00	471.00
501.509 - Long Term Disability	347.34	351.63	416.00	410.00
501.510 - Workers Compensation	6,199.91	2,893.67	2,863.00	6,449.00
501.511 - Vision Insurance	166.97	179.06	145.00	148.00
501.516 - Hra City Contribution		2.50	1,567.00	1,565.00
10 - Employee benefits Total	33,464.73	29,731.99	31,385.00	34,041.00
15 - Materials				
600.601 - General Office Supplies	11,122.36	2,213.31	0.00	0.00
600.613 - General Supplies		6,932.40	16,902.00	17,000.00
600.618 - Utilities and Phone	19,454.37	27,065.16	20,882.00	31,500.00
600.619 - Advertising and Legal				
Notices	37,037.06	27,970.30	33,131.00	32,983.00
600.620 - Gas Service	3,394.93	3,729.43	4,857.00	5,500.00
15 - Materials Total	71,008.72	67,910.60	75,772.00	86,983.00
20 - Contract services				
700.702 - General Service				
Agreement	26,202.82	31,138.95	54,759.00	30,000.00
700.703 - Maintenance of				
Equipment	1,353.67	1,315.43	2,951.00	0.00
20 - Contract services Total	27,556.49	32,454.38	57,710.00	30,000.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	19,010.00	35,740.00	66,690.00	53,730.00
800.802 - IT Reimbursement	6,300.00	6,767.00	8,657.00	8,657.00
800.804 - Web Site Reimbursement		943.00	1,235.00	1,235.00

25 - Cost allocation Total	25,310.00	43,450.00	76,582.00	63,622.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	24,666.51	0.00	15,000.00	0.00
900.905 - Facility Improvements	60,748.99	2,385.17	0.00	0.00
30 - Capital outlays Total	85,415.50	2,385.17	15,000.00	0.00
31 - Special projects				
900.912 - Awning- SVC CTR		7,800.00	0.00	0.00
900.913 - Roll Up Door		2,559.29	0.00	0.00
900.914 - Camera Coverage Expand		5,558.50	0.00	0.00
900.990 - Special Projects - PW				143,000.00
31 - Special projects Total		15,917.79	0.00	143,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	13,348.00	11,391.00
35 - Contingencies Total		0.00	13,348.00	11,391.00
829 Bldg Maint Service Center Total	306,351.33	255,836.39	331,568.00	428,142.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

QUINLAN COMMUNITY CENTER

Budget Unit 100-87-830

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		369,982
Fund Balance		-
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	General Fund Costs	\$ 369,982
Total Staffing		0.80
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Quinlan Community Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$369,982 be approved for the Quinlan Community Center Program. This represents an increase of \$29,795 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special project costs prioritized for this fiscal year.

This budget is funded from a \$369,982 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Bollard Replacement	\$ 2,500	\$ 2,500	General Fund	Replace damaged bollards
Mirrors Replacement	\$7,000	\$7,000	General Fund	Replace mirrors in the Bathrooms and Dance Room
Cupertino Room Painting	\$10,000	\$10,000	General Fund	Cupertino Room Painting
Windows Replacement	\$10,000	\$10,000	General Fund	Window upgrade/replacement due to broken/cracked/leaking windows
TOTAL	\$ 29,500	\$29,500		

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

Public Works - Quinlan Community Center

Category	2012-2013	2013-2014	2014-15	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	59,321	40,885	53,833	56,518
Employee Benefits	29,049	19,279	28,156	31,096
Materials	114,670	112,820	108,116	135,442
Contract Services	70,032	85,958	82,528	85,000
Appropriations for Contingency	-	-	19,064	21,546
Cost Allocation	8,820	10,409	10,990	10,880
Capital Outlay	17,843	32,000	37,500	-
Special Projects	-	-	-	29,500
TOTAL EXPENDITURES	\$ 299,735	\$ 301,350	\$ 340,187	\$ 369,982
Fund Balance	-	-	-	-
General Fund Costs	\$ 299,735	\$ 301,350	\$ 340,187	\$ 369,982

STAFFING

Total current authorized positions – .70

Increase one Maintenance Worker I/II time by 10% to appropriately reflect program support functions.

Total authorized positions – .80

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
830 Bldg Maint Quinlan Center				
05 - Employee compensation				
500.501 - Salaries Full Time	58,082.64	39,320.77	53,461.00	54,370.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	1,237.65	1,563.91	0.00	1,500.00
500.507 - Taxable Life Premium			372.00	648.00
05 - Employee compensation Total	59,320.29	40,884.68	53,833.00	56,518.00
10 - Employee benefits				
501.500 - Retirement System	15,153.01	9,953.96	14,642.00	15,345.00
501.502 - Pers 1959 Surv Empr	0.00	23.32	0.00	8.00
501.505 - Health Insurance	6,445.58	4,364.18	6,509.00	6,250.00
501.506 - Dental Insurance	1,193.13	744.23	1,098.00	1,192.00
501.507 - Medicare	859.48	603.47	776.00	781.00
501.508 - Life Insurance	573.14	367.45	400.00	457.00
501.509 - Long Term Disability	327.20	220.73	370.00	386.00
501.510 - Workers Compensation	4,354.54	2,893.67	2,863.00	4,969.00
501.511 - Vision Insurance	142.60	105.61	127.00	143.00
501.516 - Hra City Contribution		2.50	1,371.00	1,565.00
10 - Employee benefits Total	29,048.68	19,279.12	28,156.00	31,096.00
15 - Materials				
600.601 - General Office Supplies	5,647.05	592.96	0.00	0.00
600.613 - General Supplies		7,641.55	9,357.00	20,000.00
600.618 - Utilities and Phone	9,734.19	14,924.03	11,173.00	26,250.00
600.619 - Advertising and Legal				
Notices	89,710.30	79,102.48	73,766.00	78,397.00
600.620 - Gas Service	9,578.11	10,521.65	13,703.00	10,738.00
600.632 - Mileage Reimbursement	0.00	37.65	117.00	57.00
15 - Materials Total	114,669.65	112,820.32	108,116.00	135,442.00

20 - Contract services				
700.702 - General Service Agreement	69,835.58	85,351.35	78,052.00	85,000.00
700.703 - Maintenance of Equipment	196.12	606.32	4,476.00	0.00
20 - Contract services Total	70,031.70	85,957.67	82,528.00	85,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	3,320.00	2,700.00	2,210.00	2,100.00
800.802 - IT Reimbursement	5,500.00	6,766.00	7,684.00	7,684.00
800.804 - Web Site Reimbursement		943.00	1,096.00	1,096.00
25 - Cost allocation Total	8,820.00	10,409.00	10,990.00	10,880.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	6,683.29	32,000.00	37,500.00	0.00
900.905 - Facility Improvements	11,159.50	0.00	0.00	0.00
30 - Capital outlays Total	17,842.79	32,000.00	37,500.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				29,500.00
31 - Special projects Total				29,500.00
35 - Contingencies				
719.705 - Contingencies		0.00	19,064.00	21,546.00
35 - Contingencies Total		0.00	19,064.00	21,546.00
830 Bldg Maint Quinlan Center Total	299,733.11	301,350.79	340,187.00	369,982.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

SENIOR CENTER

Budget Unit 100-87-831

General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		224,873
Fund Balance		-
	General Fund Costs	\$ 224,873
Total Staffing		0.80
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Maintain Senior Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely response to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$224,873 be approved for the Senior Center Program. This represents a decrease of \$51,146 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced capital outlay costs prioritized for last fiscal year.

This budget is funded from a \$224,873 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Bollard Replacement	\$ 5,000	\$ 5,000	General Fund	Replace damaged bollards
TOTAL	\$ 5,000	\$ 5,000		

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

Public Works - Senior Center

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	54,367	59,117	60,627	56,334
Employee Benefits	26,638	27,861	31,268	30,480
Materials	54,513	51,646	50,896	57,190
Contract Services	52,710	50,222	56,588	55,000
Appropriations for Contingency	-	-	10,748	10,977
Cost Allocation	4,900	7,709	9,892	9,892
Capital Outlay	45,162	-	56,000	-
Special Projects	-	-	-	5,000
TOTAL EXPENDITURES	\$ 238,290	\$ 196,555	\$ 276,019	\$ 224,873
Fund Balance	-	-	-	-
General Fund Costs	\$ 238,290	\$ 196,555	\$ 276,019	\$ 224,873

STAFFING

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

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
831 Bldg Maint Senior Center				
05 - Employee compensation				
500.501 - Salaries Full Time	53,977.91	58,558.77	58,908.00	54,370.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	388.95	558.45	800.00	800.00
500.507 - Taxable Life Premium			919.00	1,164.00
05 - Employee compensation Total	54,366.86	59,117.22	60,627.00	56,334.00
10 - Employee benefits				
501.500 - Retirement System	13,672.17	14,753.13	16,277.00	15,345.00
501.502 - Pers 1959 Surv Empr	0.00	30.22	0.00	10.00
501.505 - Health Insurance	6,252.25	7,066.75	7,438.00	6,250.00
501.506 - Dental Insurance	1,036.18	1,190.29	1,254.00	1,192.00
501.507 - Medicare	790.83	858.19	854.00	781.00
501.508 - Life Insurance	501.55	570.24	457.00	457.00
501.509 - Long Term Disability	294.56	325.45	414.00	386.00
501.510 - Workers Compensation	3,965.12	2,893.67	2,863.00	4,351.00
501.511 - Vision Insurance	124.90	170.11	146.00	143.00
501.516 - Hra City Contribution		2.50	1,565.00	1,565.00
10 - Employee benefits Total	26,637.56	27,860.55	31,268.00	30,480.00
15 - Materials				
600.601 - General Office Supplies	3,239.54	41.31	0.00	0.00
600.613 - General Supplies		2,843.49	2,249.00	4,000.00
600.618 - Utilities and Phone	15,238.37	16,527.57	18,245.00	21,000.00
600.619 - Advertising and Legal				
Notices	31,578.07	31,021.70	27,705.00	29,835.00
600.620 - Gas Service	4,456.96	1,212.23	2,697.00	2,355.00
15 - Materials Total	54,512.94	51,646.30	50,896.00	57,190.00
20 - Contract services				
700.702 - General Service	48,939.35	49,587.66	51,592.00	55,000.00

Agreement				
700.703 - Maintenance of Equipment	3,771.22	634.62	4,996.00	0.00
20 - Contract services Total	52,710.57	50,222.28	56,588.00	55,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	0.00	0.00	0.00	0.00
800.802 - IT Reimbursement	4,900.00	6,766.00	8,657.00	8,657.00
800.804 - Web Site Reimbursement		943.00	1,235.00	1,235.00
25 - Cost allocation Total	4,900.00	7,709.00	9,892.00	9,892.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	45,162.00	0.00	56,000.00	0.00
900.905 - Facility Improvements	0.00	0.00	0.00	0.00
30 - Capital outlays Total	45,162.00	0.00	56,000.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				5,000.00
31 - Special projects Total				5,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	10,748.00	10,977.00
35 - Contingencies Total		0.00	10,748.00	10,977.00
831 Bldg Maint Senior Center Total	238,289.93	196,555.35	276,019.00	224,873.00

Fiscal Year 2015-2016

PUBLIC RESOURCES

Public Ways

FACILITIES-

MCCLELLAN RANCH

Budget Unit 100-87-832

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		169,204
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 169,204
Total Staffing		0.60
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains McClellan Ranch buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$169,204 be approved for the McClellan Ranch Program. This represents an increase of \$52,822 over the FY 2014-15 Final Adopted Budget. The increase is attributed this fiscal year special projects, as well as the addition of part time staff to perform facility maintenance and added janitorial service at the new Environmental Education Center (EEC.)

This budget is funded from \$ in estimated department revenue and a \$169,204 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Miscellaneous Improvements	\$50,000	\$50,000	General Fund	Miscellaneous ADA and building preservation improvements
TOTAL	\$50,000	\$50,000		

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

Public Works - McClellan Ranch

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	11,000	10,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 11,000	\$ 10,000	\$ -
<u>Expenditures</u>				
Employee Compensation	22,558	37,261	56,399	42,363
Employee Benefits	10,589	16,584	16,148	21,429
Materials	15,664	11,337	14,968	25,467
Contract Services	12,105	9,962	19,931	20,000
Appropriations for Contingency	-	-	3,490	4,499
Cost Allocation	2,100	4,688	5,446	5,446
Capital Outlay	14,083	6,716	-	-
Special Projects	-	-	-	50,000
TOTAL EXPENDITURES	\$ 77,099	\$ 86,548	\$ 116,382	\$ 169,204
Fund Balance	-	-	-	-
General Fund Costs	\$ 77,099	\$ 75,548	\$ 106,382	\$ 169,204

STAFFING

Total current authorized positions – .40

Staffing to increase by 0.2FTEfor expanded functions of one Maintenance Worker I/II.

Total authorized positions – .60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
832 Bldg Maint McClellan Ranc				
05 - Employee compensation				
500.501 - Salaries Full Time	22,176.06	37,055.81	31,586.00	41,367.00
500.502 - Salaries Part Time	0.00	0.00	24,176.00	0.00
500.505 - Overtime	382.40	205.05	400.00	600.00
500.507 - Taxable Life Premium			237.00	396.00
05 - Employee compensation Total	22,558.46	37,260.86	56,399.00	42,363.00
10 - Employee benefits				
501.500 - Retirement System	5,851.81	9,422.71	8,602.00	11,181.00
501.502 - Pers 1959 Surv Empr	0.00	26.31	0.00	9.00
501.505 - Health Insurance	2,323.42	3,799.56	3,720.00	5,019.00
501.506 - Dental Insurance	407.26	709.93	628.00	879.00
501.507 - Medicare	331.86	537.35	459.00	594.00
501.508 - Life Insurance	214.97	352.00	234.00	319.00
501.509 - Long Term Disability	120.24	200.96	218.00	290.00
501.510 - Workers Compensation	1,285.98	1,431.00	1,431.00	1,856.00
501.511 - Vision Insurance	53.55	101.76	72.00	108.00
501.516 - Hra City Contribution		2.50	784.00	1,174.00
10 - Employee benefits Total	10,589.09	16,584.08	16,148.00	21,429.00
15 - Materials				
600.601 - General Office Supplies	3,010.37	0.00	0.00	0.00
600.613 - General Supplies		1,249.30	2,351.00	8,000.00
600.618 - Utilities and Phone	6,043.55	5,995.03	5,916.00	6,491.00
600.619 - Advertising and Legal				
Notices	3,992.29	3,460.50	2,923.00	3,435.00
600.620 - Gas Service	788.45	632.12	894.00	716.00
600.621 - Calrecylce City Payment				
Prgm Adm			825.00	825.00

600.633 - Simms House	1,831.48	0.00	2,059.00	6,000.00
15 - Materials Total	15,666.14	11,336.95	14,968.00	25,467.00
20 - Contract services				
700.702 - General Service Agreement	11,339.10	9,793.02	19,238.00	20,000.00
700.703 - Maintenance of Equipment	765.60	169.16	693.00	0.00
20 - Contract services Total	12,104.70	9,962.18	19,931.00	20,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,100.00	4,216.00	4,766.00	4,766.00
800.804 - Web Site Reimbursement		472.00	680.00	680.00
25 - Cost allocation Total	2,100.00	4,688.00	5,446.00	5,446.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	14,082.97	569.25	0.00	0.00
30 - Capital outlays Total	14,082.97	569.25	0.00	0.00
31 - Special projects				
900.915 - Lighting Upgrd Autohahn		6,146.98	0.00	0.00
900.990 - Special Projects - PW				50,000.00
31 - Special projects Total		6,146.98	0.00	50,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	3,490.00	4,499.00
35 - Contingencies Total		0.00	3,490.00	4,499.00
832 Bldg Maint McClellan Ranc Total	77,101.36	86,548.30	116,382.00	169,204.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

MONTA VISTA

Budget Unit 100-87-833

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		138,390
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 138,390
Total Staffing		0.40
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Monta Vista Community Center and adjacent buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$138,390 be approved for the Monta Vista Program. This represents an increase of \$11,915 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by an increase in special projects.

This budget is funded from a \$138,390 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Monta Vista Wall Insulation installation	\$ 15,000	\$ 15,000	General Fund	Install wall insulation for energy efficiency
TOTAL	\$ 15,000	\$ 15,000		

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

Public Works - Monta Vista

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	36,624	36,787	32,347	30,532
Employee Benefits	17,769	16,693	16,237	17,112
Materials	24,816	24,207	22,402	29,000
Contract Services	24,385	24,921	34,366	35,000
Appropriations for Contingency	-	-	5,677	6,300
Cost Allocation	3,400	4,688	5,446	5,446
Capital Outlay	11,626	29,276	10,000	-
Special Projects	-	-	-	15,000
TOTAL EXPENDITURES	\$ 118,620	\$ 136,572	\$ 126,475	\$ 138,390
Fund Balance	-	-	-	-
General Fund Costs	\$ 118,620	\$ 136,572	\$ 126,475	\$ 138,390

STAFFING

Total current authorized positions – .40

There are no changes to the current level of staffing.

Total authorized positions – .40

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
833 Bldg Maint Monta Vista Ct				
05 - Employee compensation				
500.501 - Salaries Full Time	36,128.88	36,333.76	31,431.00	29,536.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	494.98	453.27	600.00	600.00
500.507 - Taxable Life Premium			316.00	396.00
05 - Employee compensation Total	36,623.86	36,787.03	32,347.00	30,532.00
10 - Employee benefits				
501.500 - Retirement System	9,405.26	9,260.49	8,693.00	8,338.00
501.502 - Pers 1959 Surv Empr	0.00	23.32	0.00	8.00
501.505 - Health Insurance	3,988.29	4,049.92	3,719.00	3,365.00
501.506 - Dental Insurance	721.20	723.25	627.00	566.00
501.507 - Medicare	537.94	540.62	456.00	424.00
501.508 - Life Insurance	357.99	357.96	235.00	236.00
501.509 - Long Term Disability	199.76	200.58	220.00	208.00
501.510 - Workers Compensation	2,470.35	1,431.00	1,431.00	3,113.00
501.511 - Vision Insurance	89.13	103.17	73.00	72.00
501.516 - Hra City Contribution		2.50	783.00	782.00
10 - Employee benefits Total	17,769.92	16,692.81	16,237.00	17,112.00
15 - Materials				
600.601 - General Office Supplies	4,678.63	0.00	0.00	0.00
600.613 - General Supplies		4,819.49	5,193.00	5,000.00
600.618 - Utilities and Phone	3,296.75	3,440.36	3,219.00	6,300.00
600.619 - Advertising and Legal				
Notices	15,116.02	14,051.98	11,522.00	14,700.00
600.620 - Gas Service	1,725.30	1,895.26	2,468.00	3,000.00
15 - Materials Total	24,816.70	24,207.09	22,402.00	29,000.00
20 - Contract services				
700.702 - General Service Agreement	24,384.63	24,921.17	34,071.00	35,000.00

700.703 - Maintenance of Equipment	0.00	0.00	295.00	0.00
20 - Contract services Total	24,384.63	24,921.17	34,366.00	35,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,400.00	4,216.00	4,766.00	4,766.00
800.804 - Web Site Reimbursement		472.00	680.00	680.00
25 - Cost allocation Total	3,400.00	4,688.00	5,446.00	5,446.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	11,626.45	0.00	10,000.00	0.00
30 - Capital outlays Total	11,626.45	0.00	10,000.00	0.00
31 - Special projects				
900.916 - MV Sewer/Window Upgrd		29,276.20	0.00	0.00
900.990 - Special Projects - PW				15,000.00
31 - Special projects Total		29,276.20	0.00	15,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	5,677.00	6,300.00
35 - Contingencies Total		0.00	5,677.00	6,300.00
833 Bldg Maint Monta Vista Ct Total	118,621.56	136,572.30	126,475.00	138,390.00



PUBLIC RESOURCES

Public Ways

**FACILITIES-
WILSON**

Budget Unit 100-87-834
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		54,262
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 54,262
Total Staffing		0.20
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Wilson Park pottery building to ensure efficient operations, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$54,262 be approved for the Wilson Program Budget. This represents an increase of \$11,724 over the FY 2014-15 Final Adopted Budget due primarily to an increase in materials and contract services costs.

This budget is funded from a \$54,262 contribution from the General Fund.

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

Public Works - Wilson

Category	2012-2013	2013-2014	2014-15	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	14,391	8,229	15,249	16,697
Employee Benefits	7,407	4,239	7,784	9,128
Materials	12,093	11,334	9,047	12,970
Contract Services	3,728	4,229	5,756	10,000
Appropriations for Contingency	-	-	1,480	2,245
Cost Allocation	1,300	3,178	3,222	3,222
Capital Outlay	1,256	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 40,175	\$ 31,209	\$ 42,538	\$ 54,262
Fund Balance	-	-	-	-
General Fund Costs	\$ 40,175	\$ 31,209	\$ 42,538	\$ 54,262

STAFFING

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total 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 PROPOSED BUDGET
834 Bldg Maint Wilson				
05 - Employee compensation				
500.501 - Salaries Full Time	14,259.96	8,223.23	15,101.00	16,549.00
500.505 - Overtime	131.43	5.58	100.00	100.00
500.507 - Taxable Life Premium			48.00	48.00
05 - Employee compensation Total	14,391.39	8,228.81	15,249.00	16,697.00
10 - Employee benefits				
501.500 - Retirement System	3,702.37	2,059.93	4,036.00	4,699.00
501.502 - Pers 1959 Surv Empr	0.00	5.24	0.00	2.00
501.505 - Health Insurance	1,713.77	1,003.14	1,860.00	1,955.00
501.506 - Dental Insurance	314.31	164.37	314.00	313.00
501.507 - Medicare	207.49	119.32	219.00	238.00
501.508 - Life Insurance	143.21	74.66	110.00	139.00
501.509 - Long Term Disability	82.38	48.52	102.00	118.00
501.510 - Workers Compensation	1,208.70	745.67	715.00	1,237.00
501.511 - Vision Insurance	35.68	18.59	36.00	36.00
501.516 - Hra City Contribution			392.00	391.00
10 - Employee benefits Total	7,407.91	4,239.44	7,784.00	9,128.00
15 - Materials				
600.601 - General Office Supplies	1,515.95	54.89	0.00	0.00
600.613 - General Supplies		1,079.94	1,208.00	1,500.00
600.618 - Utilities and Phone	2,598.17	3,576.76	2,514.00	4,200.00
600.619 - Advertising and Legal				
Notices	7,718.16	6,335.87	4,800.00	6,825.00
600.620 - Gas Service	260.50	286.18	525.00	445.00
15 - Materials Total	12,092.78	11,333.64	9,047.00	12,970.00
20 - Contract services				
700.702 - General Service Agreement	3,728.00	4,228.60	5,726.00	10,000.00
700.703 - Maintenance of Equipment	0.00	0.00	30.00	0.00
20 - Contract services Total	3,728.00	4,228.60	5,756.00	10,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	1,300.00	2,942.00	2,820.00	2,820.00
800.804 - Web Site Reimbursement		236.00	402.00	402.00
25 - Cost allocation Total	1,300.00	3,178.00	3,222.00	3,222.00
30 - Capital outlays				

900.904 - Non Recur Facility MGT	1,255.78	0.00	0.00	0.00
30 - Capital outlays Total	1,255.78	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,480.00	2,245.00
35 - Contingencies Total		0.00	1,480.00	2,245.00
834 Bldg Maint Wilson Total	40,175.86	31,208.49	42,538.00	54,262.00



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 PORTAL**

Budget Unit 100-87-835
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		30,799
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 30,799
Total Staffing		0.10
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Portal Park building to ensure user efficient operations, satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$30,799 be approved for the Portal Program. This represents an increase of \$654 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$30,799 contribution from the general fund.

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

Public Works - Portal

Category	2012-2013	2013-2014	2014-15	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	5,028	5,264	8,041	8,298
Employee Benefits	2,818	2,830	4,100	4,567
Materials	7,313	3,889	6,165	6,153
Contract Services	5,400	5,719	8,281	8,251
Appropriations for Contingency	-	-	1,445	1,417
Cost Allocation	500	2,422	2,113	2,113
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 21,059	\$ 20,124	\$ 30,145	\$ 30,799
Fund Balance	-	-	-	-
General Fund Costs	\$ 21,059	\$ 20,124	\$ 30,145	\$ 30,799

STAFFING

Total current authorized positions – .10

There are no recommended changes to staffing.

Total authorized positions – .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 PROPOSED BUDGET
835 Bldg Maint Portal				
05 - Employee compensation				
500.501 - Salaries Full Time	4,976.02	5,264.27	8,017.00	8,274.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	52.16	0.00	0.00	0.00
500.507 - Taxable Life Premium			24.00	24.00
05 - Employee compensation Total	5,028.18	5,264.27	8,041.00	8,298.00
10 - Employee benefits				
501.500 - Retirement System	1,305.60	1,359.94	2,215.00	2,350.00
501.502 - Pers 1959 Surv Empr	0.00	5.25	0.00	2.00
501.505 - Health Insurance	740.28	752.21	930.00	978.00
501.506 - Dental Insurance	156.85	156.75	157.00	157.00
501.507 - Medicare	74.62	78.21	116.00	119.00
501.508 - Life Insurance	71.48	71.21	55.00	69.00
501.509 - Long Term Disability	29.21	31.16	55.00	59.00
501.510 - Workers Compensation	422.19	357.97	358.00	619.00
501.511 - Vision Insurance	17.82	17.73	18.00	18.00
501.516 - Hra City Contribution			196.00	196.00
10 - Employee benefits Total	2,818.05	2,830.43	4,100.00	4,567.00
15 - Materials				
600.601 - General Office Supplies	1,542.14	0.00	0.00	679.00
600.613 - General Supplies		301.98	867.00	302.00
600.618 - Utilities and Phone	5,492.44	3,281.37	4,900.00	4,860.00
600.619 - Advertising and Legal				
Notices	0.00	0.00	0.00	0.00
600.620 - Gas Service	278.41	305.87	398.00	312.00
15 - Materials Total	7,312.99	3,889.22	6,165.00	6,153.00
20 - Contract services				
700.702 - General Service Agreement	5,400.00	5,718.70	8,251.00	8,251.00
700.703 - Maintenance of Equipment	0.00	0.00	30.00	0.00
20 - Contract services Total	5,400.00	5,718.70	8,281.00	8,251.00
25 - Cost allocation				
800.802 - IT Reimbursement	500.00	2,304.00	1,849.00	1,849.00
800.804 - Web Site Reimbursement		118.00	264.00	264.00
25 - Cost allocation Total	500.00	2,422.00	2,113.00	2,113.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
30 - Capital outlays Total	0.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00

31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,445.00	1,417.00
35 - Contingencies Total		0.00	1,445.00	1,417.00
835 Bldg Maint Portal Total	21,059.22	20,124.62	30,145.00	30,799.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

SPORTS CENTER

Budget Unit 570-87-836

General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		411,710
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 411,710
Total Staffing		0.75
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Sport Center facilities to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$411,710 be approved for the Sports Center Program. This represents an increase of \$47,462 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to special projects prioritized for this fiscal year, coupled with utility expenditures projected to significantly rise.

This budget is funded from a \$411,710 in fund balance.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
CCTV Cameras	\$ 40,000	\$ 40,000	Recreation Enterprise Fund	Upgrades to existing security system and installation of additional cameras
Lobby Carpet Replacement	\$5,000	\$5,000	Recreation Enterprise Fund	Lobby Carpet Replacement
Pre-filters HVAC	\$2,000	\$2,000	Recreation Enterprise Fund	Pre-filters HVAC
Sanding Gym Floor	\$15,000	\$15,000	Recreation Enterprise Fund	Sanding Gym Floor
TOTAL	\$ 62,000	\$ 62,000		

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

Public Works - Cupertino Sports Center

Category	2012-2013	2013-2014	2014-15	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	45,495	61,549	61,684	64,430
Employee Benefits	21,784	27,436	30,669	32,502
Materials	113,275	98,739	90,397	134,200
Contract Services	40,976	39,423	59,573	60,000
Appropriations for Contingency	-	-	17,997	19,420
Cost Allocation & Depreciation	24,406	66,510	90,428	84,158
Capital Outlay	17,588	-	13,500	-
Special Projects	-	-	-	17,000
TOTAL EXPENDITURES	\$ 263,524	\$ 293,657	\$ 364,248	\$ 411,710
Fund Balance	-	-	-	-
General Fund Costs	\$ 263,524	\$ 293,657	\$ 364,248	\$ 411,710

STAFFING

Total current authorized positions – .75

There are no changes to the current level of staffing.

Total authorized positions – .75

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
836 Bldg Maint Sports Center				
05 - Employee compensation				
500.501 - Salaries Full Time	44,266.67	60,324.92	59,759.00	62,514.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	1,227.51	1,224.21	1,500.00	1,500.00
500.507 - Taxable Life Premium			425.00	416.00
05 - Employee compensation Total	45,494.18	61,549.13	61,684.00	64,430.00
10 - Employee benefits				
501.500 - Retirement System	11,466.69	15,232.71	16,519.00	17,726.00
501.502 - Pers 1959 Surv Empr	0.00	39.78	0.00	13.00
501.505 - Health Insurance	4,986.96	6,447.32	6,974.00	6,787.00
501.506 - Dental Insurance	800.82	1,105.37	1,176.00	1,114.00
501.507 - Medicare	598.04	822.01	868.00	897.00
501.508 - Life Insurance	393.84	531.15	428.00	499.00
501.509 - Long Term Disability	245.33	332.36	415.00	442.00
501.510 - Workers Compensation	3,194.02	2,776.17	2,684.00	3,423.00
501.511 - Vision Insurance	97.92	146.18	136.00	134.00
501.516 - Hra City Contribution		2.46	1,469.00	1,467.00
10 - Employee benefits Total	21,783.62	27,435.51	30,669.00	32,502.00
15 - Materials				
600.601 - General Office Supplies	12,511.62	15.86	0.00	0.00
600.613 - General Supplies		4,104.46	10,000.00	10,000.00
600.618 - Utilities and Phone	18,718.54	17,979.46	12,666.00	44,100.00
600.619 - Advertising and Legal				
Notices	79,129.85	73,437.60	63,907.00	75,600.00
600.620 - Gas Service	2,914.70	3,201.86	3,824.00	4,500.00
15 - Materials Total	113,274.71	98,739.24	90,397.00	134,200.00
20 - Contract services				
700.702 - General Service Agreement	35,445.80	39,422.52	53,573.00	60,000.00
700.703 - Maintenance of Equipment	5,530.00	0.00	6,000.00	0.00

20 - Contract services Total	40,975.80	39,422.52	59,573.00	60,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				2,480.00
800.802 - IT Reimbursement	4,100.00	6,367.00	8,171.00	8,171.00
800.803 - City Channel Reimb		4,993.00	3,635.00	3,635.00
800.804 - Web Site Reimbursement		884.00	1,165.00	1,165.00
800.805 - CC CAP Allocation		4,246.00	5,092.00	5,092.00
800.806 - CM CAP Allocation		4,509.00	10,624.00	10,624.00
800.807 - ENV Affairs CAP Allo		1,431.00	2,976.00	2,976.00
800.808 - ECON Dev CAP Allo		1,095.00	2,854.00	2,854.00
800.809 - City Clerk CAP Alloc		3,203.00	2,986.00	2,986.00
800.811 - Public Affairs CAP Alloc		3,046.00	5,183.00	5,183.00
800.812 - Disaster PREP CAP Alloc		1,029.00	899.00	899.00
800.813 - Admin Serv CAP Allocation		3,435.00	5,145.00	5,145.00
800.814 - Finance CAP Alloc		6,512.00	12,404.00	12,404.00
800.815 - Human resources CAP Alloc		2,094.00	2,094.00	2,094.00
25 - Cost allocation Total	4,100.00	42,844.00	63,228.00	65,708.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	17,076.22	0.00	13,500.00	0.00
900.905 - Facility Improvements	511.51	0.00	0.00	0.00
30 - Capital outlays Total	17,587.73	0.00	13,500.00	0.00
31 - Special projects				
900.945 - Fixed Asset Acquisition			0.00	0.00
900.990 - Special Projects - PW				17,000.00
31 - Special projects Total			0.00	17,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	17,997.00	19,420.00
35 - Contingencies Total		0.00	17,997.00	19,420.00
50 - Other financing uses				
800.904 - Depreciation Expenses	20,305.53	23,666.07	27,200.00	18,450.00
50 - Other financing uses Total	20,305.53	23,666.07	27,200.00	18,450.00
836 Bldg Maint Sports Center Total	263,521.57	293,656.47	364,248.00	411,710.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

CREEKSIDE PARK

Budget Unit 100-87-837

General Fund

BUDGET AT A GLANCE

Total Revenue		\$	-
Total Expenditures			74,729
Fund Balance			-
	General Fund Costs	\$	74,729
Total Staffing			0.20
	% Funded by General Fund		100.0%

PROGRAM OVERVIEW

This program maintains Creekside Park building to ensure efficient operations, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$74,729 be approved for the Creekside Park Program. This represents an increase of \$19,503 over the FY 2014-15 Final Adopted Budget. The increase is driven primarily by the special projected identified below.

This budget is funded from a \$74,729 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Replace Air Conditioning Unit	\$ 20,000	\$ 20,000	General Fund	Replacement of failing Air Conditioning Unit
TOTAL	\$ 20,000	\$ 20,000		

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

Public Works - Creekside Park

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	18,276	17,265	18,107	17,597
Employee Benefits	8,055	7,644	8,594	9,064
Materials	12,827	11,017	11,187	12,536
Contract Services	5,262	10,636	6,259	10,000
Appropriations for Contingency	-	-	1,745	2,198
Cost Allocation	1,700	3,178	3,334	3,334
Capital Outlay	1,355	-	6,000	-
Special Projects	-	-	-	20,000
TOTAL EXPENDITURES	\$ 47,475	\$ 49,740	\$ 55,226	\$ 74,729
Fund Balance	-	-	-	-
General Fund Costs	\$ 47,475	\$ 49,740	\$ 55,226	\$ 74,729

STAFFING

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total 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 PROPOSED BUDGET
837 Bldg Maint Creekside				
05 - Employee compensation				
500.501 - Salaries Full Time	17,735.90	16,892.47	17,728.00	17,118.00
500.505 - Overtime	540.21	372.88	300.00	400.00
500.507 - Taxable Life Premium			79.00	79.00
05 - Employee compensation Total	18,276.11	17,265.35	18,107.00	17,597.00
10 - Employee benefits				
501.500 - Retirement System	4,558.05	4,355.03	4,776.00	4,835.00
501.502 - Pers 1959 Surv Empr	0.00	7.60	0.00	3.00
501.505 - Health Insurance	1,766.65	1,785.48	1,860.00	1,820.00
501.506 - Dental Insurance	250.74	251.35	314.00	252.00
501.507 - Medicare	270.31	253.84	257.00	246.00
501.508 - Life Insurance	143.46	143.61	124.00	125.00
501.509 - Long Term Disability	91.30	88.67	120.00	119.00
501.510 - Workers Compensation	938.97	714.97	715.00	1,237.00
501.511 - Vision Insurance	35.87	40.46	36.00	36.00
501.516 - Hra City Contribution		2.50	392.00	391.00
10 - Employee benefits Total	8,055.35	7,643.51	8,594.00	9,064.00
15 - Materials				
600.601 - General Office Supplies	1,394.23	0.00	0.00	0.00
600.613 - General Supplies		583.54	889.00	900.00
600.618 - Utilities and Phone	3,772.56	3,979.65	3,742.00	4,725.00
600.619 - Advertising and Legal				
Notices	7,661.20	6,454.38	6,556.00	6,911.00
15 - Materials Total	12,827.99	11,017.57	11,187.00	12,536.00
20 - Contract services				
700.702 - General Service Agreement	5,262.00	10,635.94	6,165.00	10,000.00
700.703 - Maintenance of Equipment	0.00	0.00	94.00	0.00

20 - Contract services Total	5,262.00	10,635.94	6,259.00	10,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	1,700.00	2,942.00	2,918.00	2,918.00
800.804 - Web Site Reimbursement		236.00	416.00	416.00
25 - Cost allocation Total	1,700.00	3,178.00	3,334.00	3,334.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	1,354.99	0.00	6,000.00	0.00
30 - Capital outlays Total	1,354.99	0.00	6,000.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				20,000.00
31 - Special projects Total				20,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,745.00	2,198.00
35 - Contingencies Total		0.00	1,745.00	2,198.00
837 Bldg Maint Creekside Total	47,476.44	49,740.37	55,226.00	74,729.00



PUBLIC RESOURCES

Public Ways

FACILITIES-
COMMUNITY HALL MAINTENANCE
 Budget Unit 100-87-838
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		242,868
Fund Balance		-
	General Fund Costs	\$ 242,868
Total Staffing		0.50
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Community Hall and interactive fountain to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Ensure water quality and functionality of interactive fountain.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$242,868 be approved for the Community Hall Maintenance Program. This represents an increase of \$105,008 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special projects highlighted below.

This budget is funded from a \$242,868 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Roof Restoration	\$90,000	\$90,000	General Fund	Preventative maintenance to extend the life of the existing 10-year-old roof
Sand Filter	\$4,500	\$4,500	General Fund	Sand Filter
UV Lights	\$3,000	\$3,000	General Fund	UV Lights
TOTAL	\$97,500	\$97,500		

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

Public Works - Community Hall Maintenance

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	8,065	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 8,065	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	39,476	33,527	36,460	33,844
Employee Benefits	20,388	16,177	19,112	20,017
Materials	55,376	45,566	45,598	53,350
Contract Services	13,604	23,361	24,157	25,000
Appropriations for Contingency	-	-	6,976	7,600
Cost Allocation	181,300	5,443	5,557	5,557
Capital Outlay	6,452	-	-	-
Special Projects	-	-	-	97,500
TOTAL EXPENDITURES	\$ 316,596	\$ 124,074	\$ 137,860	\$ 242,868
Fund Balance	-	-	-	-
General Fund Costs	\$ 316,596	\$ 116,009	\$ 137,860	\$ 242,868

STAFFING

Total current authorized positions – .50

There are no changes to the current level of staffing.

Total authorized positions – .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 PROPOSED BUDGET
838 Comm Hall Bldg Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	39,147.48	32,991.24	35,885.00	33,109.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	328.58	535.99	180.00	180.00
500.507 - Taxable Life Premium			395.00	555.00
05 - Employee compensation Total	39,476.06	33,527.23	36,460.00	33,844.00
10 - Employee benefits				
501.500 - Retirement System	10,332.60	8,332.33	9,774.00	9,356.00
501.502 - Pers 1959 Surv Empr	0.00	21.56	0.00	7.00
501.505 - Health Insurance	4,443.50	3,945.08	4,649.00	4,068.00
501.506 - Dental Insurance	940.91	793.51	784.00	783.00
501.507 - Medicare	582.73	639.37	521.00	475.00
501.508 - Life Insurance	428.29	360.35	276.00	291.00
501.509 - Long Term Disability	231.04	192.18	249.00	237.00
501.510 - Workers Compensation	3,321.32	1,788.97	1,789.00	3,732.00
501.511 - Vision Insurance	106.78	103.80	91.00	90.00
501.516 - Hra City Contribution			979.00	978.00
10 - Employee benefits Total	20,387.17	16,177.15	19,112.00	20,017.00
15 - Materials				
600.601 - General Office Supplies	6,920.82	243.62	0.00	0.00
600.613 - General Supplies		5,165.36	4,000.00	4,000.00
600.618 - Utilities and Phone	13,515.88	12,076.89	11,845.00	15,750.00
600.619 - Advertising and Legal				
Notices	34,938.54	28,080.35	29,753.00	33,600.00
15 - Materials Total	55,375.24	45,566.22	45,598.00	53,350.00
20 - Contract services				
700.702 - General Service				
Agreement	13,507.00	22,248.17	22,957.00	25,000.00
700.703 - Maintenance of				
Equipment	96.53	1,112.72	1,200.00	0.00
20 - Contract services Total	13,603.53	23,360.89	24,157.00	25,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	181,300.00	4,854.00	4,863.00	4,863.00
800.804 - Web Site				
Reimbursement		589.00	694.00	694.00
25 - Cost allocation Total	181,300.00	5,443.00	5,557.00	5,557.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	5,366.89	0.00	0.00	0.00
900.905 - Facility Improvements	1,084.94	0.00	0.00	0.00
30 - Capital outlays Total	6,451.83	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				97,500.00

31 - Special projects Total				97,500.00
35 - Contingencies				
719.705 - Contingencies		0.00	6,976.00	7,600.00
35 - Contingencies Total		0.00	6,976.00	7,600.00
838 Comm Hall Bldg Maint Total	316,593.83	124,074.49	137,860.00	242,868.00



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 TEEN CENTER BUILDING
 MAINTENANCE**
 Budget Unit 100-87-839
 General Fund

BUDGET AT A GLANCE			
Total Revenue		\$	-
Total Expenditures			36,813
Fund Balance			-
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	General Fund Costs	\$	36,813
Total Staffing			0.10
	% Funded by General Fund		100.0%

PROGRAM OVERVIEW

This program maintains Teen Center area below the Sports Center to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$36,813 be approved for the Teen Center Building Maintenance Program. This represents an increase of \$5,559 under the FY 2014-15 Final Adopted Budget. The Budget is relatively unchanged since the 2013-14 Final Adopted Budget.

This budget is funded from a \$36,813 contribution from the general fund.

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

Public Works - Teen Center Bldg Maintenance

Category	2012-2013	2013-2014	2014-15	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	7,823	15,442	7,184	8,498
Employee Benefits	4,029	6,713	3,777	4,568
Materials	7,043	6,683	7,463	8,612
Contract Services	9,090	9,383	9,974	12,000
Appropriations for Contingency	-	-	1,744	2,023
Cost Allocation	700	2,422	1,112	1,112
Capital Outlay	200	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 28,885	\$ 40,643	\$ 31,254	\$ 36,813
Fund Balance	-	-	-	-
General Fund Costs	\$ 28,885	\$ 40,643	\$ 31,254	\$ 36,813

STAFFING

Total current authorized positions – .10

There are no changes to the current level of staffing.

Total authorized positions – .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 PROPOSED BUDGET
839 Teen Center Bldg Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	7,800.70	15,339.69	6,929.00	8,274.00
500.505 - Overtime	21.90	102.02	200.00	200.00
500.507 - Taxable Life Premium			55.00	24.00
05 - Employee compensation Total	7,822.60	15,441.71	7,184.00	8,498.00
10 - Employee benefits				
501.500 - Retirement System	1,995.07	3,826.16	1,913.00	2,350.00
501.502 - Pers 1959 Surv Empr	0.00	10.49	0.00	3.00
501.505 - Health Insurance	972.30	1,696.00	930.00	978.00
501.506 - Dental Insurance	157.20	308.58	157.00	157.00
501.507 - Medicare	111.76	216.89	101.00	119.00
501.508 - Life Insurance	71.67	140.26	55.00	69.00
501.509 - Long Term Disability	44.38	85.97	49.00	59.00
501.510 - Workers Compensation	658.43	388.67	358.00	619.00
501.511 - Vision Insurance	17.83	39.63	18.00	18.00
501.516 - Hra City Contribution			196.00	196.00
10 - Employee benefits Total	4,028.64	6,712.65	3,777.00	4,568.00
15 - Materials				
600.601 - General Office Supplies	150.58	0.00	0.00	0.00
600.613 - General Supplies		13.53	222.00	500.00
600.618 - Utilities and Phone	2,017.08	2,146.42	1,731.00	2,310.00
600.619 - Advertising and Legal Notices	4,875.00	4,500.00	5,164.00	5,685.00
600.620 - Gas Service	0.00	23.15	346.00	117.00
15 - Materials Total	7,042.66	6,683.10	7,463.00	8,612.00
20 - Contract services				
700.702 - General Service Agreement	9,090.00	9,383.20	9,824.00	12,000.00
700.703 - Maintenance of Equipment	0.00	0.00	150.00	0.00
20 - Contract services Total	9,090.00	9,383.20	9,974.00	12,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	700.00	2,304.00	973.00	973.00
800.804 - Web Site Reimbursement		118.00	139.00	139.00
25 - Cost allocation Total	700.00	2,422.00	1,112.00	1,112.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	200.11	0.00	0.00	0.00
30 - Capital outlays Total	200.11	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,744.00	2,023.00

35 - Contingencies Total		0.00	1,744.00	2,023.00
839 Teen Center Bldg Maint Total	28,884.01	40,642.66	31,254.00	36,813.00



PUBLIC RESOURCES

Public Ways

FACILITIES-

PARK RESTROOMS

Budget Unit 100-87-840

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		129,867
Fund Balance		-
		<hr/>
	General Fund Costs	\$ 129,867
Total Staffing		0.20
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains park restrooms to ensure efficient operations, user satisfaction and community pride.

SERVICE OBJECTIVES

- Provide for clean and functioning restrooms at various park locations.
- Timely response to requests made by the users of the park.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$129,867 be approved for the Park Restrooms Program. This represents an increase of \$48,678 over the FY 2014-15 Final Adopted Budget, attributed to staffing changes to support this program.

This budget is funded from a \$129,867 contribution from the general fund.

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

Public Works - Park Restrooms

Category	2012-2013	2013-2014	2014-15	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	-	1,454	1,000	13,496
Employee Benefits	-	16	-	6,371
Materials	-	1,112	1,000	25,000
Contract Services	-	62,172	64,172	75,000
Appropriations for Contingency	-	-	6,517	10,000
Cost Allocation	-	-	-	-
Capital Outlay	-	688	8,500	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 65,442	\$ 81,189	\$ 129,867
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ 65,442	\$ 81,189	\$ 129,867

STAFFING

Total current authorized positions – 0.00

Increased one Maintenance Worker I/II time by 20% to appropriately reflect time spent in program.

Total authorized positions – 0.20

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 PROPOSED BUDGET
840 Park Bathrooms				
05 - Employee compensation				

500.501 - Salaries Full Time			12,417.00
500.505 - Overtime	1,452.73	1,000.00	1,000.00
500.507 - Taxable Life Premium			79.00
05 - Employee compensation			
Total	1,452.73	1,000.00	13,496.00
10 - Employee benefits			
501.500 - Retirement System			3,503.00
501.505 - Health Insurance			1,750.00
501.506 - Dental Insurance			313.00
501.507 - Medicare	16.39	0.00	178.00
501.508 - Life Insurance			111.00
501.509 - Long Term Disability			89.00
501.510 - Workers			
Compensation	0.00	0.00	0.00
501.511 - Vision Insurance			36.00
501.516 - Hra City Contribution			391.00
10 - Employee benefits Total	16.39	0.00	6,371.00
15 - Materials			
600.613 - General Supplies	1,112.13	1,000.00	25,000.00
600.618 - Utilities and Phone		0.00	0.00
15 - Materials Total	1,112.13	1,000.00	25,000.00
20 - Contract services			
700.702 - General Service			
Agreement	62,172.30	63,672.00	75,000.00
700.703 - Maintenance of			
Equipment	0.00	500.00	0.00
20 - Contract services Total	62,172.30	64,172.00	75,000.00
30 - Capital outlays			
900.904 - Non Recur Facility			
MGT		8,500.00	0.00
30 - Capital outlays Total		8,500.00	0.00
31 - Special projects			
900.917 - Park Door Jollyman			
Ranch	688.21	0.00	0.00
900.953 - Sandwich			
Refrigerator		0.00	0.00
900.990 - Special Projects - PW			0.00
31 - Special projects Total	688.21	0.00	0.00
35 - Contingencies			
719.705 - Contingencies	0.00	6,517.00	10,000.00
35 - Contingencies Total	0.00	6,517.00	10,000.00
840 Park Bathrooms Total	65,441.76	81,189.00	129,867.00



PUBLIC RESOURCES

Public Ways

FACILITIES-
BLACKBERRY FARM MAINTENANCE
 Budget Unit 100-87-841
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		316,094
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 316,094
Total Staffing		0.90
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

This program maintains Blackberry Farm buildings and facilities to ensure efficient operations, employee satisfaction, user satisfactions and community pride.

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely response to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

RECOMMENDED PROPOSED

It is recommended that a budget of \$316,094 be approved for the Blackberry Farm Maintenance Program. This represents an increase of \$105,755 over the FY 2014-15 Final Adopted Budget. The increase is driven by an increase in special projects for this property.

This budget is funded from a \$316,094 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Epoxy Floor	\$14,000	\$14,000	General Fund	Bathrooms upgrade to keep consistent with other park bathrooms
HVAC Swamp Cooler	\$3,000	\$3,000	General Fund	HVAC Swamp Cooler
Roof Replacement	\$50,000	\$50,000	General Fund	Replace original aging roof on the pool buildings
Pool Sweep	\$6,000	\$6,000	General Fund	Backup in case the existing breaks down
TOTAL	\$ 73,000	\$73,000		

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

Public Works - Blackberry Farm Maintenance

Category	2012-2013	2013-2014	2014-15	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	122	2,094	50,932	55,608
Employee Benefits	6	24	7,739	27,195
Materials	71,037	86,024	45,812	88,925
Contract Services	12,565	43,160	37,774	55,000
Appropriations for Contingency	-	-	8,359	14,143
Cost Allocation	-	1,667	2,223	2,223
Capital Outlay	504	65,009	57,500	-
Special Projects	-	-	-	73,000
TOTAL EXPENDITURES	\$ 84,234	\$ 197,978	\$ 210,339	\$ 316,094
Fund Balance	-	-	-	-
General Fund Costs	\$ 84,234	\$ 197,978	\$ 210,339	\$ 316,094

STAFFING

Total authorized positions – 0.20

Staffing to increase by one Maintenance Worker I/II by 70% to accurately reflect time spent in program.

Total current authorized positions – .90

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
841 BBF Facilities Maintenanc				
05 - Employee compensation				
500.501 - Salaries Full Time			14,168.00	54,120.00
500.502 - Salaries Part Time			36,264.00	0.00
500.505 - Overtime	121.97	2,094.26	500.00	1,200.00
500.507 - Taxable Life Premium			48.00	288.00
05 - Employee compensation Total	121.97	2,094.26	50,980.00	55,608.00
10 - Employee benefits				
501.500 - Retirement System			3,641.00	13,781.00
501.502 - Pers 1959 Surv Empr			0.00	0.00
501.505 - Health Insurance			1,859.00	8,511.00
501.506 - Dental Insurance			313.00	1,410.00
501.507 - Medicare	1.38	23.88	1,293.00	777.00
501.508 - Life Insurance			111.00	416.00
501.509 - Long Term Disability			94.00	379.00
501.510 - Workers Compensation	5.32	0.00	0.00	0.00
501.511 - Vision Insurance			37.00	161.00
501.516 - Hra City Contribution			391.00	1,760.00
10 - Employee benefits Total	6.70	23.88	7,739.00	27,195.00
15 - Materials				
600.601 - General Office Supplies	5,833.01	0.00	0.00	0.00
600.613 - General Supplies		32,436.59	5,000.00	32,437.00
600.618 - Utilities and Phone	15,185.89	14,795.74	10,695.00	21,000.00
600.619 - Advertising and Legal				
Notices	45,977.73	34,538.70	27,715.00	31,488.00
600.620 - Gas Service	4,039.52	4,253.41	2,402.00	4,000.00
15 - Materials Total	71,036.15	86,024.44	45,812.00	88,925.00
20 - Contract services				
700.702 - General Service				
Agreement	11,688.14	35,150.97	37,208.00	55,000.00
700.703 - Maintenance of				
Equipment	877.16	8,009.18	566.00	0.00
20 - Contract services Total	12,565.30	43,160.15	37,774.00	55,000.00
25 - Cost allocation				
800.802 - IT Reimbursement		1,667.00	1,946.00	1,946.00
800.804 - Web Site				
Reimbursement			277.00	277.00
25 - Cost allocation Total		1,667.00	2,223.00	2,223.00
30 - Capital outlays				

900.904 - Non Recur Facility MGT	503.95	0.00	0.00	0.00
30 - Capital outlays Total	503.95	0.00	0.00	0.00
31 - Special projects				
900.918 - Remodel Pool HVAC		65,008.74	0.00	0.00
900.950 - Floors Paint and amp; Doors			16,000.00	0.00
900.951 - Pool Sweep			5,000.00	0.00
900.952 - Pool Slide			15,000.00	0.00
900.953 - Sandwich Refrigerator			3,500.00	0.00
900.954 - FRP Restroom			3,000.00	0.00
900.955 - Golf Course Restroom			15,000.00	0.00
900.990 - Special Projects - PW				73,000.00
31 - Special projects Total		65,008.74	57,500.00	73,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	8,359.00	14,143.00
35 - Contingencies Total		0.00	8,359.00	14,143.00
841 BBF Facilities Maintenanc Total	84,234.07	197,978.47	210,387.00	316,094.00



PUBLIC RESOURCES

Public Ways

**TRANSPORTATION-
 TRAFFIC ENGINEERING**

Budget Unit 100-88-844
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		741,553
Fund Balance		-
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	General Fund Costs	\$ 741,553
Total Staffing		2.60
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage vehicular, bicycle and pedestrian traffic within the City’s street and trail network. This includes responding to citizen requests and concerns regarding traffic issues, developing plans for the installation of traffic signals, traffic signs, and pavement markings, and developing design standards. The Division assists in the preparation of the General Plan, street plan lines and the capital improvement program related to street improvements. Division staff are active on Santa Clara Valley Transportation Authority (VTA) subcommittees and working groups and keeps abreast regarding current developments in the field as well as grant funding opportunities for large projects.

The Transportation Division also participates in the review of private development proposals to identify potential traffic impacts and to require necessary mitigations to maintain levels of service and safe and efficient traffic operations.

SERVICE OBJECTIVES

- Ensure the efficiency and safety of the street system for all modes of travel through continual observation of traffic patterns, traffic signals and other traffic control devices.
- Review traffic collision reports, traffic flow patterns, and neighborhood traffic issues and respond as needed.
-
- Cooperate with neighboring jurisdictions on regional issues that affect both traffic safety and traffic efficiency at City boundaries.

- Continue training personnel in traffic engineering by encouraging attendance at classes and seminars.

RECOMMENDED PROPOSED

It is recommended that a budget of \$741,553 be approved for the Traffic Engineering Program. This represents an increase of \$240,848 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to an increase in staffing demands and associated costs.

This budget is funded from a \$741,553 contribution from the general fund.

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

Public Works - Traffic Engineering

Category	2012-2013 Actual	2013-2014 Actual	2014-15 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	199,727	213,280	208,032	379,497
Employee Benefits	73,442	85,529	89,491	140,308
Materials	2,758	4,520	5,500	5,230
Contract Services	108,469	136,452	156,200	175,500
Appropriations for Contingency	-	-	16,170	18,066
Cost Allocation	31,730	41,249	25,312	22,952
Capital Outlay	-	22,850	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 416,126	\$ 503,880	\$ 500,705	\$ 741,553
Fund Balance	-	-	-	-
General Fund Costs	\$ 416,126	\$ 503,880	\$ 500,705	\$ 741,553

STAFFING

Total current authorized positions – 1.60

To manage and assist with various new efforts included the adopted work plan, including the Transportation Plan and Traffic Impact Fee development as directed by the General Plan and the Bicycle Transportation Plan, this program will add 1.0 FTE 2-year limited-term Associate Civil Engineer.

Total authorized positions – 2.60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
844 Traffic Engineering				
05 - Employee compensation				
500.501 - Salaries Full Time	196,265.53	207,280.37	204,922.00	324,541.00
500.502 - Salaries Part Time	0.00	0.00	0.00	50,000.00
500.503 - Excess Med Pay			0.00	0.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.506 - Car Allowance	3,461.40	5,999.76	2,700.00	2,700.00
500.507 - Taxable Life Premium			410.00	756.00
500.512 - Vacancy Salary				
Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				1,500.00
05 - Employee compensation				
Total	199,726.93	213,280.13	208,032.00	379,497.00
10 - Employee benefits				
501.500 - Retirement System	52,463.43	54,618.52	56,611.00	88,240.00
501.502 - Pers 1959 Surv Empr	0.00	99.25	0.00	33.00
501.505 - Health Insurance	13,453.03	15,686.03	14,875.00	22,147.00
501.506 - Dental Insurance	1,634.31	1,772.78	2,507.00	2,457.00
501.507 - Medicare	2,800.96	3,001.88	2,970.00	4,705.00
501.508 - Life Insurance	1,202.79	1,324.26	1,109.00	1,739.00
501.509 - Long Term Disability	877.76	940.15	1,376.00	2,093.00
501.510 - Workers				
Compensation	696.98	6,620.03	6,620.00	13,342.00
501.511 - Vision Insurance	312.57	338.61	293.00	466.00
501.516 - Hra City Contribution		1,127.24	3,130.00	5,086.00
10 - Employee benefits Total	73,441.83	85,528.75	89,491.00	140,308.00

15 - Materials				
600.601 - General Office				
Supplies	1,251.09	2,612.68	2,000.00	2,500.00
600.603 - Maps, Blueprints, Etc	5.00	0.00	0.00	55.00
600.613 - General Supplies	195.50	400.00	900.00	500.00
600.618 - Utilities and Phone	1,150.98	1,499.65	1,500.00	1,575.00
600.629 - Conference and				
Meeting	154.52	8.00	1,000.00	500.00
600.632 - Mileage				
Reimbursement	0.00	0.00	100.00	100.00
15 - Materials Total	2,757.09	4,520.33	5,500.00	5,230.00
20 - Contract services				
700.701 - Training and				
Instruction	350.00	87.50	1,000.00	500.00
700.702 - General Service				
Agreement	108,118.84	128,729.09	155,200.00	175,000.00
700.703 - Maintenance of				
Equipment	0.00	7,635.89	0.00	0.00
20 - Contract services Total	108,468.84	136,452.48	156,200.00	175,500.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	8,530.00	6,690.00	7,530.00	5,170.00
800.802 - IT Reimbursement	23,200.00	32,378.00	15,563.00	15,563.00
800.804 - Web Site				
Reimbursement		2,181.00	2,219.00	2,219.00
25 - Cost allocation Total	31,730.00	41,249.00	25,312.00	22,952.00
31 - Special projects				
900.923 - Apple Campus 2		22,850.00	0.00	0.00
900.990 - Special Projects - PW				0.00
31 - Special projects Total		22,850.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	16,170.00	18,066.00
35 - Contingencies Total		0.00	16,170.00	18,066.00
844 Traffic Engineering Total	416,124.69	503,880.69	500,705.00	741,553.00



PUBLIC RESOURCES

Public Ways

**TRANSPORTATION-
TRAFFIC SIGNAL MAINTENANCE**

Budget Unit 100-88-845
General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ -
Total Expenditures		812,959
Fund Balance		-
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	General Fund Costs	\$ 812,959
Total Staffing		2.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City’s 56 traffic signals, including eight traffic signals owned by the State of California. The Division also maintains the traffic signal communication infrastructure, such as the fiber optic network and the traffic operation center hub.

SERVICE OBJECTIVES

- Ensure the continuous and safe operation of the City’s traffic signal system on a continuous 24-hour basis with full-time and on-call staff, which is accomplished by regularly performing preventative maintenance, diagnosing malfunctions and repairs, investigating citizen complaints, replacing or upgrading obsolete hardware, inspecting the work of contractors, responding to knockdowns and power outages, and adjusting signal timing parameters.
- Continue training maintaining proficiency of traffic signal technicians and on-call staff by encouraging attendance at classes and seminars.

RECOMMENDED PROPOSED

It is recommended that a budget of \$812,959 be approved for the Traffic Signal Maintenance Program. This represents an increase of \$42,573 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to special projects detailed below.

This budget is funded from a \$812,959 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects: Records Project

Special Project	Appropriations	Revenue	Funding Source	Description
Traffic Control Modification and Installation	\$150,000	\$150,000	General Fund	Traffic Control Modification and Installation
Traffic Operations Center Furniture Upgrade	\$15,000	\$15,000		Replace Damaged/Worn Tables and Chairs at the Traffic Operations Center
	\$165,000	\$165,000		

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

Public Works - Traffic Signal and Maintenance

Category	2012-2013	2013-2014	2014-15	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	-	250,000	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 250,000	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	168,104	186,342	208,051	205,594
Employee Benefits	63,214	77,132	92,053	94,233
Materials	45,659	54,496	45,050	53,750
Contract Services	140,554	155,984	216,000	201,000
Appropriations for Contingency	-	-	26,105	25,255
Cost Allocation	86,560	76,412	108,127	68,127
Capital Outlay	-	15,834	75,000	-
Special Projects	-	-	-	165,000
TOTAL EXPENDITURES	\$ 504,091	\$ 566,200	\$ 770,386	\$ 812,959
Fund Balance	-	-	-	-
General Fund Costs	\$ 504,091	\$ 316,200	\$ 770,386	\$ 812,959

STAFFING

Total current authorized positions – 2.00

There are no changes to the current level of staffing.

Total authorized positions – 2.00

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
845 Traffic Signal Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	153,498.22	171,296.00	192,259.00	187,059.00
500.503 - Excess Med Pay	642.34	0.00	0.00	711.00
500.504 - Stand By	9,600.00	9,200.00	10,000.00	10,000.00
500.505 - Overtime	4,364.23	5,845.77	5,000.00	6,000.00
500.507 - Taxable Life Premium			792.00	1,824.00
05 - Employee compensation Total	168,104.79	186,341.77	208,051.00	205,594.00
10 - Employee benefits				
501.500 - Retirement System	38,784.84	44,470.72	53,376.00	53,119.00
501.502 - Pers 1959 Surv Empr	0.00	103.50	0.00	35.00
501.505 - Health Insurance	12,748.57	16,381.31	18,594.00	17,136.00
501.506 - Dental Insurance	1,481.62	1,827.65	3,134.00	1,878.00
501.507 - Medicare	3,407.56	2,668.86	2,788.00	2,686.00
501.508 - Life Insurance	1,125.14	1,254.00	1,386.00	1,386.00
501.509 - Long Term Disability	759.08	933.57	1,340.00	1,309.00
501.510 - Workers Compensation	4,626.49	7,157.03	7,157.00	12,413.00
501.511 - Vision Insurance	280.18	343.62	366.00	359.00
501.516 - Hra City Contribution		1,992.06	3,912.00	3,912.00
10 - Employee benefits Total	63,213.48	77,132.32	92,053.00	94,233.00
15 - Materials				
600.601 - General Office Supplies	3,507.20	11,371.20	5,500.00	7,000.00
600.613 - General Supplies	356.62	91.72	350.00	350.00
600.618 - Utilities and Phone	3,488.62	3,758.84	4,000.00	4,200.00
600.619 - Advertising and Legal				
Notices	38,305.99	39,274.66	35,000.00	42,000.00
600.632 - Mileage Reimbursement	0.00	0.00	200.00	200.00
15 - Materials Total	45,658.43	54,496.42	45,050.00	53,750.00
20 - Contract services				
700.701 - Training and Instruction	448.60	1,353.92	1,000.00	1,000.00
700.702 - General Service				
Agreement	53,245.54	76,476.55	100,000.00	100,000.00
700.703 - Maintenance of				
Equipment	86,858.68	78,153.65	115,000.00	100,000.00
20 - Contract services Total	140,552.82	155,984.12	216,000.00	201,000.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement	67,060.00	58,420.00	85,900.00	45,900.00
800.802 - IT Reimbursement	19,500.00	15,634.00	19,453.00	19,453.00
800.804 - Web Site Reimbursement		2,358.00	2,774.00	2,774.00
25 - Cost allocation Total	86,560.00	76,412.00	108,127.00	68,127.00
31 - Special projects				

900.937 - T/S Intersc Modif	15,834.00	75,000.00	0.00
900.990 - Special Projects - PW			165,000.00
31 - Special projects Total	15,834.00	75,000.00	165,000.00
35 - Contingencies			
719.705 - Contingencies	0.00	26,105.00	25,255.00
35 - Contingencies Total	0.00	26,105.00	25,255.00
845 Traffic Signal Maintenance Total	504,089.52	566,200.63	770,386.00
			812,959.00



PUBLIC RESOURCES

Public Ways

TRANSPORTATION- SCHOOL TRAFFIC IMPROVEMENTS

Budget Unit 100-88-846
General Fund

PROGRAM OVERVIEW

The City and Sheriff's Office recognized the need to evaluate and monitor both vehicular and pedestrian traffic around the schools in Cupertino. In May, 2008, the City Council allocated \$300,000 toward a project that would help to relieve the congestion and address the safety of the student in the community.

SERVICE OBJECTIVES

The \$300,000 budget allocated in 2008 identified several improvements in the area of around several schools, including crosswalk relocation, signage, striping, delineator poles, and flashing crosswalk lights. Most of the feasible work on this list has been completed. The remaining balance has been released back to the general fund. Prior year actual costs are included to preserve historical data. Once all prior year actuals are \$0 in the following table, this program will be removed.

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

Public Works - School Traffic Improvement

Category	2012-2013	2013-2014	2014-15	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	-	-	-	-
Contract Services	28,212	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 28,212	\$ -	\$ -	\$ -
Fund Balance	-	-	-	-
General Fund Costs	\$ 28,212	\$ -	\$ -	\$ -

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 PROPOSED BUDGET
846 Comp Bike/Pedestr Safety				
20 - Contract services				
700.702 - General Service				
Agreement	28,212.00	0.00	0.00	0.00
20 - Contract services Total	28,212.00	0.00	0.00	0.00
31 - Special projects				
900.990 - Special Projects - PW				0.00
31 - Special projects Total				0.00
846 Comp Bike/Pedestr Safety Total	28,212.00	0.00	0.00	0.00



PUBLIC RESOURCES

Public Ways

FIXED ASSETS ACQUISITION-

Budget Unit 630-90-985
 Internal Service Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 451,000
Total Expenditures		846,000
Fund Balance		(395,000)
	General Fund Costs	\$ -
Total Staffing		-
	% Funded by General Fund	0.0%

PROGRAM OVERVIEW

This program purchases equipment having a value greater than \$5,000 and expected life of more than one year. Equipment users are charged be approved for the use of these assets through a depreciation schedule. Equipment used by Special Revenue and Enterprise funds are charged to the respective funds.

SERVICE OBJECTIVES

- Obtain quality equipment through competitive bidding.
- Purchase energy efficient vehicles whenever practical.
- Purchase quiet, ergonomic and environmentally friendly equipment whenever practical.

RECOMMENDED PROPOSED

It is recommended that a budget of \$846,000 be approved for the Fixed Assets Acquisition Program. This represents an increase of \$365,000 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the purchase of several replacement conventional vehicles with fuel efficient alternatives as well as additional vehicle/equipment purchases in FY 2015-16 shown below.

Replacement Vehicles/Equipment	Costs
Replacing truck #85 in Building Department with a Fusion/Plug in Hybrid	42,000
Replacing truck #88 in Public Works Department with Fusion plug in hybrid	42,000
Replacing pool car #54 with Fusion plug in hybrid	42,000
Replace Escape #51 in Public Works Department with a Fusion plug in hybrid	42,000
Replace Escape #87 in Public Works Department with a Fusion plug in hybrid	42,000
Replace vehicle #43 in Planning Department with a Fusion plug in hybrid	42,000
Replace vehicle #53 in Public Works Department with a Fusion plug in hybrid	42,000
CMAX for Case Management Program to replace existing salvaged vehicle at the Senior Center	35,000
Replacing Boom Truck for Tree & ROW Division	180,000
Replacing aerial lift truck #D21 with hybrid	125,000
Replacing stencil truck #D76 with hybrid (if feasible)	125,000
Replacing portable light tower	15,000
Replacing stump grinder (including remote control option for operator safety)	40,000
Replacing Gerber Edge printer	14,000
TOTAL REPLACEMENT VEHICLES/EQUIPMENT	828,000
NEW TRUCKS/EQUIPMENT	
Wanco Line Mini Message Board	18,000
TOTAL NEW TRUCKS/EQUIPMENT	18,000
TOTAL ALL	\$846,000

This budget is funded from \$451,000 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and \$48,752 in retained earnings.

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



CUPERTINO

Non- Departmental

Debt Service
Employee Housing Assistance
Transfers Out

Public Works - Fixed Asset Acquisition

Category	2012-2013	2013-2014	2014-15	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	-	-	432,248	451,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 432,248	\$ 451,000
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	772	-	-	-
Special Projects	-	-	481,000	846,000
TOTAL EXPENDITURES	\$ 772	\$ -	\$ 481,000	\$ 846,000
Fund Balance	-	-	(48,752)	(395,000)
General Fund Costs	\$ 772	\$ -	\$ -	\$ -

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 PROPOSED BUDGET
985 Fixed Assets Acquisition				
31 - Special projects				
900.945 - Fixed Asset Acquisition	772.06	0	481,000.00	846,000.00
31 - Special projects Total	772.06	0	481,000.00	846,000.00



CUPERTINO

Non Departmental

		Proposed 2015-16
Page Debt Service		\$ 3,167,538
GI Org		
365-90-500	Public Facilities Corporation	3,167,538
Employee Housing Assistance		\$ 2,239,763
GI Org		
100-90-502	Employee Housing Assistance	2,239,763
Transfers Out		\$ 12,633,222
GI Org		
100/429	Transfers Out	12,633,222
TOTAL NON DEPARTMENTAL		\$ 18,040,523

DIVISION SUMMARY

Non Departmental - Summary

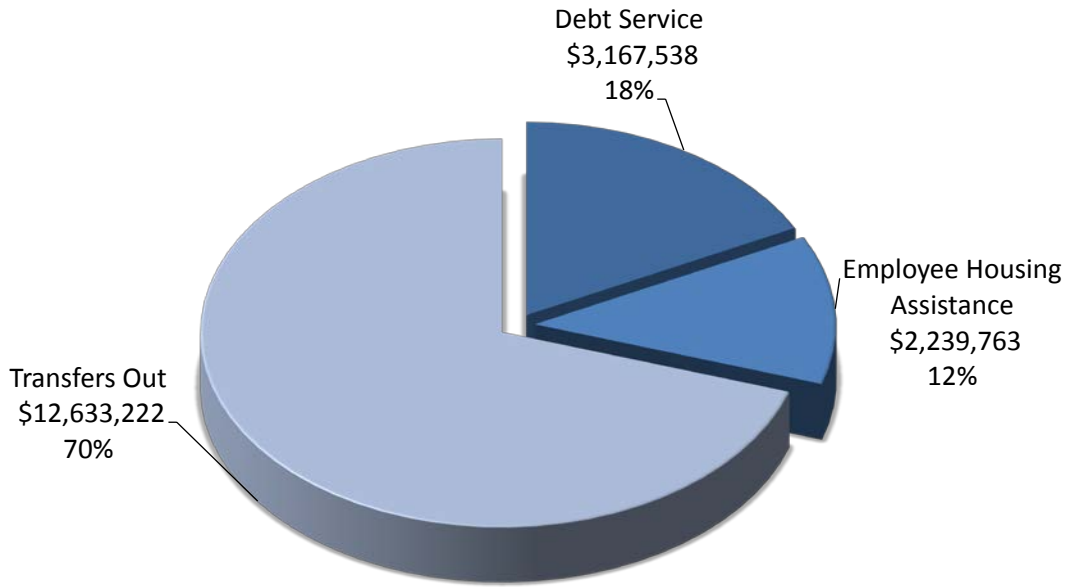
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	32,883,286	18,040,523
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 8,220,503	\$ 22,894,707	\$ 32,883,286	\$ 18,040,523
Fund Balance (Use of)	(1,899,864)	-	(590,000)	(6,262,000)
General Fund Costs	\$ 6,320,639	\$ 22,894,707	\$ 32,293,286	\$ 11,778,523

RECOMMENDED PROPOSED

It is recommended that a budget of \$18,040,523 be approved for the programs that are part of Non Departmental division. This represents a decrease of \$14,842,763 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the decrease in transfers out to the Capital Fund and is offset by an increase in Employee Housing Assistance to account for one new department head and a new City Attorney that will be eligible for the program.

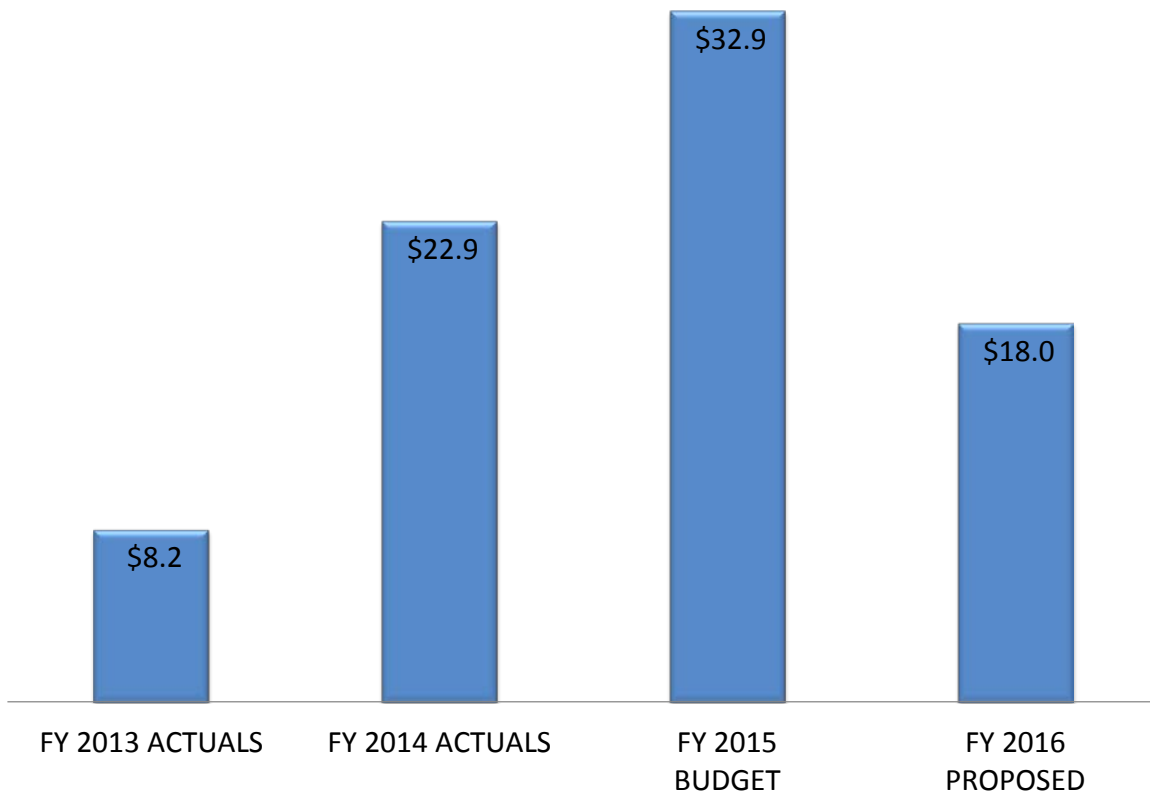
This budget is funded from \$11,778,523 contribution from the general fund and from \$6,262,000 in fund balance from the Capital Reserve to fund CIP projects in other funds.

Recommended Expenditures Fiscal Year 2015-16



4 Year Expenditure History

In Millions



City of Cupertino

Fiscal Year 2015-2016



CUPERTINO

FISCAL GENERAL SERVICES

Legislative/Administrative

NON-DEPARTMENTAL

DEBT SERVICE

PUBLIC FACILITIES CORPORATION

Budget Unit 365-90-500

Debt Service Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		3,167,538
Fund Balance		-
		<hr/>
	General Fund Costs	\$ 3,167,538
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Debt Service Program provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

SERVICE OBJECTIVES

The majority of the borrowings occurred in early 1990 to acquire additional park real estate and expand community facilities. A breakdown of the capital acquisitions follows:

- Increased 90 acres of park real estate to 190 acres, a 111% increase
- Increased 26,031 sq ft of recreation building space to 84,460 sq ft, a 224% increase
- Specific purchases included:
 - Blackberry Farm - \$18 million, voter approved debt;
 - Creekside Park - \$12 million voter approved debt;
 - Sports Center - \$8 million;
 - Quinlan Community Center, including park real estate - \$6.1 million;
 - Wilson Park and improvements - \$5.6 million;
 - Jollyman Park development - \$1 million;
 - City Hall renovation/improvements - \$1.7 million;
 - Library renovation/improvements - \$1.7 million.
 - New library/community center - \$10 million.

In May 2012, the Corporation refinanced its \$44 million in outstanding debt to lower the interest rate and save approximately \$350,000 per year in debt payments.

SCHEDULE OF LEASE PAYMENTS

Payment Date	Principal Component	Interest Component	Total Lease Payment	Annual Lease Payment
12/15/12		687,643.15	687,643.15	
6/15/13	1,920,000.00	567,778.75	2,487,778.75	3,175,421.90
12/15/13		564,418.75	564,418.75	
6/15/14	2,040,000.00	564,418.75	2,604,418.75	3,168,837.50
12/15/14		559,318.75	559,318.75	
6/15/15	2,055,000.00	559,318.75	2,614,318.75	3,173,637.50
12/15/15		538,768.75	538,768.75	
6/15/16	2,090,000.00	538,768.75	2,628,768.75	3,167,537.50
12/15/16		517,868.75	517,868.75	
6/15/17	2,135,000.00	517,868.75	2,652,868.75	3,170,737.50
12/15/17		496,518.75	496,518.75	
6/15/18	2,180,000.00	496,518.75	2,676,518.75	3,173,037.50
12/15/18		474,718.75	474,718.75	
6/15/19	2,220,000.00	474,718.75	2,694,718.75	3,169,437.50
12/15/19		441,418.75	441,418.75	
6/15/20	2,290,000.00	441,418.75	2,731,418.75	3,172,837.50
12/15/20		407,068.75	407,068.75	
6/15/21	2,355,000.00	407,068.75	2,762,068.75	3,169,137.50
12/15/21		371,743.75	371,743.75	
6/15/22	2,425,000.00	371,743.75	2,796,743.75	3,168,487.50
12/15/22		335,368.75	335,368.75	
6/15/23	2,500,000.00	335,368.75	2,835,368.75	3,170,737.50
12/15/23		297,868.75	297,868.75	
6/15/24	2,575,000.00	297,868.75	2,872,868.75	3,170,737.50
12/15/24		259,243.75	259,243.75	
6/15/25	2,655,000.00	259,243.75	2,914,243.75	3,173,487.50
12/15/25		219,418.75	219,418.75	
6/15/26	2,730,000.00	219,418.75	2,949,418.75	3,168,837.50
12/15/26		178,468.75	178,468.75	
6/15/27	2,815,000.00	178,468.75	2,993,468.75	3,171,937.50
12/15/27		136,243.75	136,243.75	
6/15/28	2,900,000.00	136,243.75	3,036,243.75	3,172,487.50
12/15/28		92,743.75	92,743.75	
6/15/29	2,985,000.00	92,743.75	3,077,743.75	3,170,487.50
12/15/29		47,968.75	47,968.75	
6/15/30	3,070,000.00	47,968.75	3,117,968.75	3,165,937.50
Total	43,940,000.00	13,133,759.40	57,073,759.40	57,073,759.40

RECOMMENDED PROPOSED

It is recommended that a budget of \$3,171,838 be approved for the Debt Service budget. This budget has changed only minimally since the final adopted budget.

This budget is funded from \$3,171,838 contribution from the general fund.

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:

Non Departmental - Debt Service

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	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	3,176,922	3,170,427	3,171,838	3,167,538
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 3,176,922	\$ 3,170,427	\$ 3,171,838	\$ 3,167,538
Fund Balance (Use of)	-	-	(92,838)	-
General Fund Costs	\$ 3,176,922	\$ 3,170,427	\$ 3,079,000	\$ 3,167,538

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	FY15 PROPOSED BUDGET
500 Facility Lease				
40 - Debt services				
800.901 - Debt Service Principal	3,176,922	3,170,428	3,171,838	3,167,538
40 - Debt services Total	3,176,922	3,170,428	3,171,838	3,167,538
500 Facility Lease Total	3,176,922	3,170,428	3,171,838	3,167,538

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



NON-DEPARTMENTAL
EMPLOYEE HOUSING ASSISTANCE
Budget Unit 100-90-502
General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		2,239,763
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 2,239,763
Total Staffing		-
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The recruitment and hiring of top quality department heads is essential to the efficient operation of the City. Housing costs in Silicon Valley tend to act as a disincentive to persons relocating to the area, and therefore, as an obstacle to the recruitment, hiring, and retention of such top quality personnel. To assist in this end, the Council adopted the housing assistance program for department heads.

SERVICE OBJECTIVES

The housing assistance program for department heads provides housing loans for their primary residence at interest rates indexed with the 11th District cost of funds with an optional deferred interest feature for the first five years. There is assistance with half of the closing costs. The City may assist in the purchase by acquiring up to thirty percent of the equity share in the residence.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,239,763 be approved for the Employee Housing Assistance. This represents an increase of \$983,763 from the Final Adopted. The increase is primarily due to the addition of one new department head (Director of Administrative Services) and the hiring of a new City Attorney, both of which will be eligible for this program.

This budget is funded from \$2,239,763 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, the Final Adopted Budget for the current Fiscal Year:

Non Departmental - Employee Housing Assistance

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	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	2,903	1,256,000	2,239,763
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 2,903	\$ 1,256,000	\$ 2,239,763
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 2,903	\$ 1,256,000	\$ 2,239,763

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.

	FY12 ACTUALS	FY13 ACTUALS	FY14 FINAL BUDGET	RECOMMENDED BUDGET
502 EE Housing Loan				
50 - Other financing uses				
800.903 - Origination EE HSG Loan		2,903	1,256,000	2,239,763
50 - Other financing uses Total		2,903	1,256,000	2,239,763
502 EE Housing Loan Total		2,903	1,256,000	2,239,763

City of Cupertino

Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Legislative/Administrative



NON-DEPARTMENTAL

TRANSFERS

Budget Unit 100-90-001 and
429-90-001
Various Funds

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		12,633,222
Fund Balance		(6,262,000)
<hr/>		
	General Fund Costs	\$ 6,371,222
Total Staffing		-
	% Funded by General Fund	50.4%

PROGRAM OVERVIEW AND SERVICE OBJECTIVES

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

RECOMMENDED PROPOSED

It is recommended that a budget of \$12,633,222 be approved for the Transfers Out Budget. This represents an decrease of \$18,994,064 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to several capital projects that are expected to start in FY 2015-16 that will funded from existing fund balance in the Capital reserve due to the Use of One time fund policy.

This budget is funded from \$6,262,000 in in fund balance from the Capital Reserve and a \$6,371,222 contribution from the general fund.

The transfers for 2015-16 are as follows:

Transfer	Out	from	Description	Amount
General Fund				
Special Revenue Funds			Non-Point Source	\$ 128,679
Debt Service Fund			Annual Debt Payment	\$ 3,167,538

Enterprise Fund	General Fund subsidy of several Recreation Enterprise Funds	1,634,510
Internal Service Funds	Compensated Absence Funding for employee accumulated leave cashouts	\$440,000
	Retiree Health	1,000,495
	TOTAL GENERAL FUND TRANSFERS OUT	\$6,371,222
Transfer Out from Special Funds	Description	Amount
Capital Funds	Transfer out to Special Revenue and Enterprise fund to fund Capital Project	6,262,000
	TOTAL SPECIAL FUNDS TRANSFERS OUT	\$6,262,000
	TOTAL ALL FUNDS TRANSFERS OUT	33,750,940

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

Non Departmental - Transfers Out

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	-	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	8,220,503	22,891,804	31,627,286	12,633,222
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 8,220,503	\$ 22,891,804	\$ 31,627,286	\$ 12,633,222
Fund Balance (Use of)	(1,899,864)	-	(590,000)	(6,262,000)
General Fund Costs	\$ 6,320,639	\$ 22,891,804	\$ 31,037,286	\$ 6,371,222

STAFFING

There is no staffing associated with this budget.

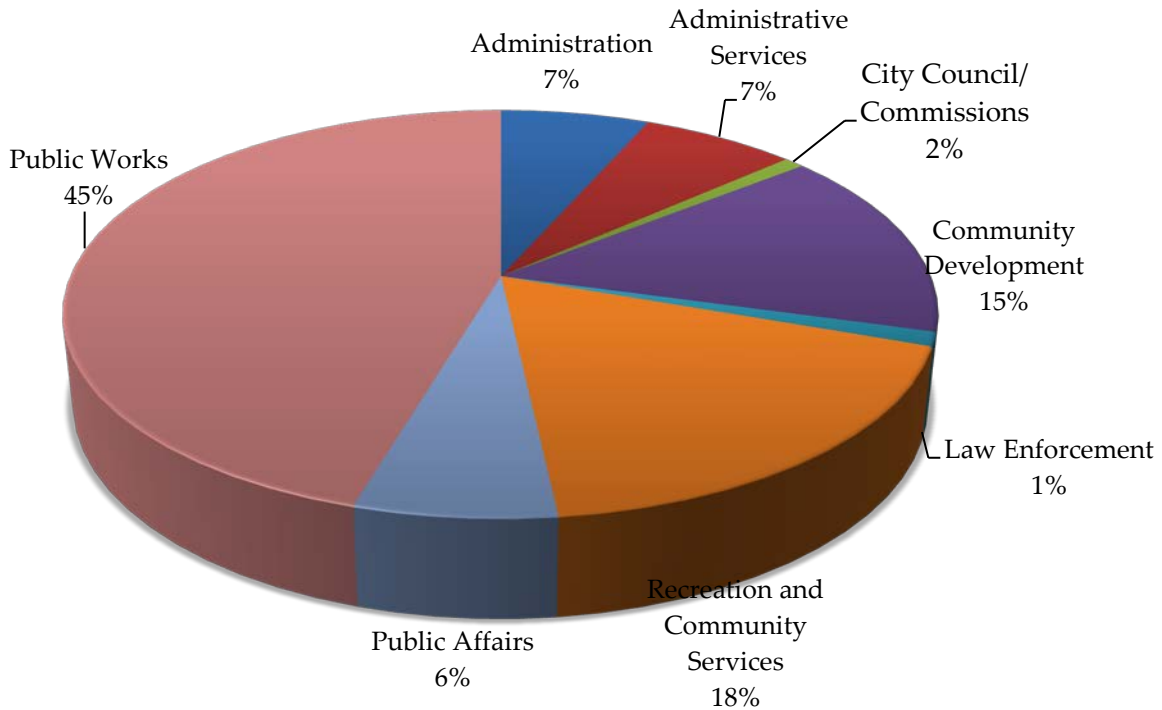


Personnel Schedules

PERSONNEL SUMMARY by Division and Department						
	FY12	FY13	FY14	FY15	Change	FY16
CITY COUNCIL/COMMISSIONS						
City Council	0.50	0.50	0.50	0.50	(0.05)	0.45
Sister Cities	0.00	0.00	0.00	0.10	(0.05)	0.05
Fine Arts Commission	0.10	0.10	0.10	0.15	0.00	0.15
Technology, Information & Communications Commission	0.10	0.10	0.10	0.10	0.00	0.10
Parks and Recreation Commission	0.10	0.10	0.10	0.05	0.05	0.10
Teen Commission	0.15	0.15	0.25	0.25	0.00	0.25
Housing Commission	0.05	0.05	0.05	0.15	0.00	0.15
Library Commission	0.02	0.07	0.05	0.05	0.00	0.05
Senior Commission	0.00	0.00	0.00	0.00	0.00	0.00
Public Safety Commission	0.00	0.00	0.00	0.00	0.00	0.00
Bicycle and Pedestrian Commission	0.00	0.00	0.00	0.00	0.00	0.00
Planning Commission	0.45	0.45	0.42	0.30	0.00	0.30
	1.47	1.52	1.57	1.55	-0.05	1.60
ADMINISTRATION						
City Clerk	0.00	0.00	3.60	3.60	(0.60)	3.00
City Manager	1.55	1.40	2.55	2.55	0.75	3.30
Community Outreach	0.50	0.75	0.00	0.00	0.00	0.00
Economic Development	0.00	0.00	1.00	1.00	(1.00)	0.00
Environmental Affairs	0.00	0.00	0.60	0.60	0.95	1.55
Legal Services	3.00	2.90	3.00	3.00	1.00	4.00
	5.05	5.05	10.75	10.75	1.10	11.85
PUBLIC AFFAIRS						
Public Affairs	1.60	1.60	1.80	1.80	(0.65)	1.15
Cupertino Scene	0.35	0.35	0.35	0.35	0.00	0.35
Government Channel	3.20	3.20	3.15	3.15	(0.20)	2.95
City Website	1.00	0.95	0.95	0.95	0.00	0.95
Community Outreach	0.00	0.00	0.75	0.00	0.00	0.00
Environmental Affairs	0.80	0.80	0.00	0.00	0.00	0.00
GIS	0.00	0.00	0.00	0.00	2.00	2.00
Information Technology	0.00	0.00	4.00	4.00	0.00	4.00
	6.95	6.90	11.00	10.25	1.15	11.40
ADMINISTRATIVE SERVICES						
Administration	1.98	1.93	2.70	1.80	0.70	2.50
Accounting	4.50	4.33	4.50	5.60	(0.40)	5.20
Business Licensing	0.50	0.50	0.50	0.50	0.60	1.10
City Clerk	2.90	2.90	0.00	0.00	0.00	0.00
Duplicating and Printing	0.60	0.60	0.00	0.00	0.00	0.00
Human Resources	3.50	3.50	2.95	3.75	(0.60)	3.15
Insurance Administration	0.50	0.50	0.35	0.35	0.00	0.35
Code Enforcement	4.00	4.00	0.00	0.00	0.00	0.00
Information Technology	4.00	4.00	0.00	0.00	0.00	0.00
	22.48	22.26	11.00	12.00	0.30	12.30

PERSONNEL SUMMARY by Division and Department						
	FY12	FY13	FY14	FY15	Change	FY16
RECREATION AND COMMUNITY SERVICES						
Administration	2.00	2.00	2.05	3.05	(0.10)	2.95
Facilities/Parks/Blackberry Farm/Community Events	9.60	9.60	9.80	9.85	(1.00)	8.85
Youth & Teen Programs/McClellan Ranch Park	4.88	4.88	4.58	4.53	1.05	5.58
Sports & Fitness/Golf Course/Monta Vista/Creekside	6.00	6.00	6.05	6.00	0.00	6.00
Senior Center/Stevens Creek Trail/Blue Pheasant	7.30	7.05	7.00	7.10	1.00	8.10
Community Outreach	0.00	0.00	0.00	0.75	(0.50)	0.70
	29.78	29.53	29.48	31.28	0.45	32.18
COMMUNITY DEVELOPMENT						
Administration	1.41	1.39	1.41	0.90	0.00	0.90
Planning	7.79	7.89	8.84	9.10	(0.50)	8.60
Housing Services	0.83	0.68	0.68	0.80	0.00	0.80
Building	11.90	11.90	12.25	12.25	1.05	13.30
Economic Development/RDA Successor Agency	1.50	2.04	0.00	0.00	1.00	1.00
Muni/Building Code Enforcement	0.00	0.00	1.65	1.75	0.95	2.70
	23.43	23.90	24.83	24.80	2.50	27.30
PUBLIC WORKS						
Administration	3.25	3.25	10.15	3.25	0.00	3.25
Environmental Programs	3.17	3.17	3.67	4.17	2.45	6.62
Development Services	6.72	6.82	0.00	7.40	0.00	7.40
Service Center	2.00	2.00	2.00	2.30	0.00	2.30
Grounds	19.70	18.95	18.75	19.75	0.00	19.75
Streets and Fleet	10.25	11.25	13.15	13.10	0.55	13.65
Trees and Right of Way	16.90	16.80	15.40	16.40	0.00	16.40
Facilities	7.35	7.20	7.15	7.15	1.00	8.15
Transportation	4.25	4.15	3.85	3.60	1.00	4.60
	73.59	73.59	74.12	77.12	5.00	82.12
LAW ENFORCEMENT						
Code Enforcement	0.00	0.00	2.00	2.00	0.00	2.00
	0.00	0.00	2.00	2.00	0.00	2.00
Total Benefitted Positions	162.75	162.75	164.75	169.75	10.45	180.75

FY 16 Benefitted Positions by Department



PERSONNEL SUMMARY by Fund

	FY14	FY15	Change	FY16
General Fund	132.85	137.23	6.15	143.38
Transportation	8.00	7.95	0.60	8.55
City Channel	4.10	4.10	(0.20)	3.90
Recreation	4.05	4.05	(0.05)	4.00
Information Technology	4.00	4.00	2.00	6.00
Sports Center	3.00	3.10	0.05	3.15
Equipment Fund	2.90	2.90	0.00	2.90
Resource Recovery	2.55	2.80	1.95	4.75
Golf Course	1.30	1.25	0.00	1.25
Environmental Management/ Clean Creek/Storm Drain	1.12	1.37	0.50	1.87
Housing and Community Development	0.68	0.80	0.00	0.80
Workers' Compensation	0.20	0.20	0.00	0.20
Storm Drain Improvement	0.00	0.00	0.00	0.00
Total Benefitted Positions	169.75	169.75	11.00	180.75