

Detailed Allocation Plan for Future Use

Area of Focus	Guiding Principal	Department	Description	Allocation One-Time	Allocation Ongoing	Unfunded Need FY24-25 Final Budget (Y/N)
Investing in Employees	One-time funds with long term efficiencies	I&T	One-time costs for the acquisition of a new Enterprise Resource Planning (ERP) software (Finance and HR system) - includes system purchase and consulting services.  The City's current system is scheduled for discontinuation on Tyler's roadmap, and transitioning to a new system will provide additional operational efficiencies.  Additional funding request for this item are expected to be included in FY 2025-26 Budget that include additional limited term staffing to assist with implementation and, increased annual costs of approximately \$250,000. Those are not requested now as they will not be necessary in the current fiscal year.	\$769,166	\$0	Y
Enhancement	Limit ongoing expenses	Admin Services	New limited term position, Grants Analyst to assist the City with apply for, tracking and reporting grants and some purchasing support. This position is expected to be funded via a donation.	\$0	\$132,177	N
Enhancement	Limit ongoing expenses	Community Development	Add new classification of Code Enforcement Supervisor while deleting an existing vacancy through internal promotion. No new position is necessary. This division manager position is needed for operational and organizational purposes. The department has seen an increase in community inquiries, complaints, and investigations which resulted in Sr. Code Enforcement officers taking on additional responsibilities. Organizational improvements are necessary to maintain service level to the community and further improve efficiency.	\$0	\$23,530	N
Enhancement	Limit ongoing expenses	I&T	Add new classification of Senior Business Systems Analyst. The department will promote from within and there is no new position requested. This classification is necessary to fill the gap left by the unfilled GIS Manager position due to budget cuts.	\$0	\$17,332	N
Investing in Employees	One-time funds with long term efficiencies	Citywide	One-time payment to CalPERS retirement system toward the City' unfunded actuarial liability.	\$10,000,000	\$0	N
Investing in Employees	Limit ongoing expenses	Citywide	Adds back reduced training budgeted to approximately 50% of the reduction amount.	\$0	\$175,500	N
Enhancement	One-time Funds	Admin Services	Citywide Classification and Compensation Study. The last full study was completed in 2018. This study would look at classifications citywide ensuring all employees are working in and compensated for the work they perform in the appropriate classification .	\$200,000	\$0	N
Enhancement	One-time Funds	Admin Services	Consultant to draft training presentations for citywide staff including contract development, contract negotiations, Request for Proposal use. As recommended in procurement internal audit and to continue with updates to the procurement processes.	\$20,000	\$0	Y
Enhancement	Limit ongoing expenses	Admin Services	Diversity Equity and Inclusion (DEI) funding for up to 5 city sponsored events	\$0	\$5,000	N
Enhancement	One-time Funds	I&T	The I&T Department is requesting \$180k for Phase 1 and \$100k for Phase 2 of a project to enhance physical security and access controls at City of Cupertino facilities.  Phase 1 involves electrifying 24 doors, adding access control readers, and installing multi-lens security cameras at key locations. These upgrades will strengthen security by automating access controls, enhancing monitoring, and reducing reliance on physical keys, which do not provide entry or exit tracking.  Phase 2 will focus on achieving full integration of physical security systems, including alarms, cameras, door readers, and log management. This phase will involve working with partners for advanced configuration, system integration, and comprehensive testing to ensure all components work seamlessly together. The main objectives of the project, including complete system integration, will only be fully realized with the completion of Phase 2.	\$280,000	\$0	N
Enhancement	One-time funds with long term efficiencies	Public Works	Funds will be used for an analysis to help develop a strategy that optimizes staff levels, organizational structure, and job classifications to help retain qualified staff and ensure that core services and operational requirements are being delivered in a timely and cost-effective manner.	\$66,000	\$0	N
				<b>\$11,335,166</b>	<b>\$353,539</b>	