

**FULL COST  
ALLOCATION PLAN**

FY24 Budgeted Expenditures

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**CITY OF CUPERTINO, CA**

**OCTOBER 2023**



1650 S. Amphlett Blvd, Suite 213  
San Mateo, CA 94402  
650.858.0507

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# 1. Executive Summary

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The Matrix Consulting Group has prepared this Full Cost Allocation Plan (CAP) for the City of Cupertino, California. The report, which follows, presents a summary of the comprehensive analysis undertaken to identify the appropriate distribution of citywide administrative and support costs to all City operating divisions and programs.

## 1 Methodology

The primary objective of a CAP is to spread costs from central support divisions, generally called “Central Service Divisions” to those divisions, cost centers, and/or funds that receive services in support of conducting their operations. In doing so, an organization can both better understand its full cost of providing specific services to the community, and also generate organizational awareness regarding indirect (overhead) costs associated with operations.

### 1.1 Allocation Principles

This plan was compiled in accordance with Generally Accepted Accounting Principles and is also based on many of the methods of indirect cost allocation defined by the federal Office of Management and Budget’s (OMB) Title 2 CFR 200. These principles can be summarized in the following points:

- **Necessary and reasonable:** costs included for allocation should be necessary to the purpose of a division and the services it provides. Expenditures should be in alignment with reasonable costs associated with services, not arbitrarily or intentionally inflated.
- **Determined by allocation “bases” that relate to benefit received:** allocation metrics used to allocate costs should have a nexus to the service being provided, and generally reflect associated service levels.

Following the above principles ensures the production of an equitable and fair plan.

## 1.2 Double-Step Down Method

In addition, OMB guidelines outline a method for allocating indirect costs called the double-step down allocation method, which utilizes two “steps” or “passes” to fully allocate costs. The double-step down procedure is reflected in this plan, and ensures that the benefit of services between Central Service support divisions are recognized first, before final allocations to receivers of services are made. For example:

- **First Step:** Central Service division expenditures are allocated to other Central Service divisions such as Human Resources, Information Technology, etc., as well as to Receiving divisions.
- **Second Step:** Distributes Central Service division expenses and first step allocations to Receiving divisions only.

Other methods of distributing Central Service costs to Receivers do exist, however, the project team used the double-step down method as it is the most equitable means to distribute costs.

## 1.3 Types of Cost Allocation Plans

It should be noted that there are two types of cost allocation plans: Full Cost and OMB Compliant. The below dot points outline the two types of plans and provide examples of plan utilization.

- **Full Cost Allocation Plan:** is generally concerned with determining indirect costs associated with non-general fund sources, as well as funds and divisions that charge fees for service. For example, a Full Cost Allocation Plan could be used to justify transfers from non-general fund sources, or included in a cost-of-service study to account for indirect overhead.
- **OMB Compliant Plan:** is generally concerned with the use of the resulting cost allocations to develop, submit, and secure approval for claims. For example, OMB Compliant allocations could be used to reimburse indirect costs associated with the administration of State and/or Federal grants. An OMB Compliant Plan is far more sensitive in terms of recovering administrative costs within the framework of the specific federal requirements outlined by OMB.

This plan is a **Full Cost Allocation Plan**.

## 2 Project Steps

The project team, along with City staff, went through the following steps in order to develop this CAP:

- Meet with City administrative staff to customize the structure of the plan
- Identify / classify Central Service support divisions
- Determine the major services or “functions” provided by each Central Service support division
- Establish the optimal allocation basis for each function
- Identify the source and collect allocation basis data and statistics
- Populate the analytical model and calculate results
- Employ quality control processes for accurate results
- Review results with the City
- Revise and finalize
- Discuss implementation strategies
- Document and communicate results

The results of this effort are detailed in the following report.



### 3 Summary

In summary, key project details for the cost plan are as follows:

- Cost figures are based on Fiscal Year 2023-2024 budgeted expenditures
- The allocation methodology is **Full Cost**, not OMB Title 2 CFR 200 Compliant
- The results presented in this plan were derived using a double “step-down” allocation process

The following report provides a well-documented and defensible basis for the City’s indirect overhead costs, including the full detail regarding how cost centers were derived, the allocation bases used to allocate associated costs, and a summary schedule that illustrates the total indirect costs associated with Receiving divisions and funds.

## 2. Reading the Plan

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The final documentation of a CAP can be hundreds of pages in length. The following provides a guide for navigating and reviewing the plan:

- **Table of Contents:** All summary and detail allocation schedules can be referenced here; and appear in the same order as shown.
- **Summary of Overhead Allocations:** Lists Central Service divisions on one axis and Receiving divisions on the other. Shows how much was allocated from each Central Service division to each Receiving division. Summarized with unallocated and direct billed entries and produces a grand total for each axis.
- **Summary of Functions and Allocation Bases:** Recaps the source and basis for each function of each Central Service division. For example, if the Building Maintenance function of the Facilities Management Division allocates by square footage, then the basis for the allocation of that function shown on this schedule would be square footage and the source would potentially be blueprints of the building or square footage records.
- **Central Service Divisions:** Lists all Central Service divisions, including their fund, division, and or division number, along with expenditure totals per division, subtotal of disallowed costs, and a total of all expenditures being allocated through the plan.
- **Grantee Divisions:** Lists all Receiving divisions, including their fund, division, and or division number.
- **Detail Reports:** There is one set of reports for each Central Service division in the plan. The reports show an aggregate picture of the division's expenses, a function-by-function breakdown of the expenses, each function's allocation, and an allocation summary. Each set of Detail Reports contains:

- **Narrative:** This is a summary of the Central Service division including a brief description of the activities performed, the major functions and services provided, and how costs associated with each function are allocated to Receiving divisions, or those divisions and programs within the City that benefit from services.
- **Costs to Be Allocated:** This is a summary of the costs being allocated for the identified Central Service division. This worksheet shows the total expenditures for the Central Service division, along with the incoming allocations from all other Central Service divisions.
- **Divisional Expense Detail:** This worksheet details the Central Service’s direct expenditures, provides a recap of the incoming expenses, and arrives at a total this division encumbers on each pass of allocations. Additionally, this worksheet compounds incoming allocations and breaks total costs down by function. Lastly, it demonstrates how the G&A (General and Administrative) column is reallocated and displays subtotals for each pass of allocations. Here, unallocated functions are dropped from the Plan’s calculations.
- **Allocation Detail:** For each allocable function, this report shows the Receiving divisions its costs are allocated to and shows the dollar amount of allocations per pass.
- **Allocation Summary:** This worksheet shows the total costs being allocated to Receiving divisions by function.

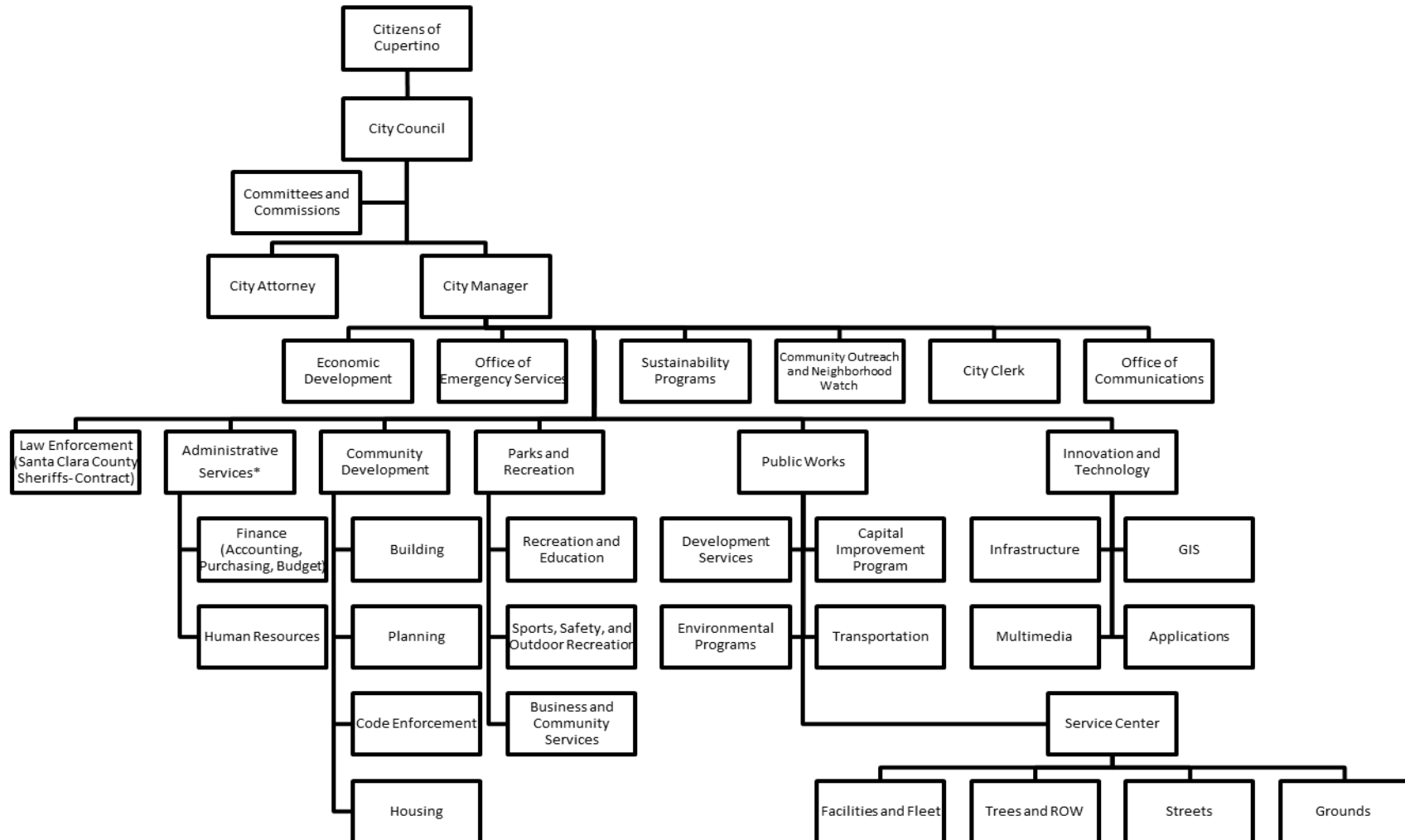
The Summary of Resulting Overhead Allocations and the Summary of Functions and Allocation Bases are the optimal documents for beginning review of the Cost Allocation Plan. The Summary of Resulting Overhead Allocations provides a summary of results and “bottom-line” picture of the analysis. The reviewer may then refer to the Detail Reports for more information on how allocations are derived and shown on the Summary of Overhead Allocations. The Summary of Functions and Allocation Bases provides a matrix detailing the allocation methodology applied to each Central Service division along with the source of the data.

### 3. Organizational Chart

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The organizational chart on the following page shows the overall structure for the City of Cupertino, including illustrating how each of the City's divisions are organized.

# City Organizational Chart



\*The City Treasurer is the Director of Administrative Services

## 4. Summary of Overhead Allocations

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Provided on the following pages are a summary of results and a “bottom-line” picture of the resulting CAP analysis. This summary shows how much was allocated from each Central Service division to each end Receiving division. Divisional costs have been summarized with unallocated and direct billed entries and produces a grand total for each Central Service and Receiving division. The Central Service divisions are listed down the left-hand side, with Receiving divisions across the top.

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-10-101 Community Funding	100-10-104 Historical Society	100-10-110 Sister Cities	100-11-131 Telecommunication Commission	100-11-140 Library Commission	100-11-142 Fine Arts Commission
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 311	\$ 349	\$ 1,145	\$ 666	\$ 882	\$ 869
100	12	126	Office of Communications	\$ -	\$ -	\$ 14,589	\$ 1,326	\$ 1,326	\$ 1,326
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ -	\$ 451	\$ 451	\$ 451	\$ 451
100	13	132	Mail Services	\$ -	\$ -	\$ 554	\$ 554	\$ 554	\$ 554
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ -	\$ -	\$ 369	\$ 507	\$ 795	\$ 5
100	41	425	Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	426	Budgeting	\$ 297	\$ 333	\$ 609	\$ 297	\$ 358	\$ 346
100	44	412	Human Resources	\$ -	\$ -	\$ 627	\$ 439	\$ 627	\$ 627
100	44	417	Insurance Administration	\$ -	\$ -	\$ 75	\$ 52	\$ 75	\$ 75
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ 47	\$ -	\$ 67
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ 467	\$ -	\$ 668
<b>Proposed Costs</b>				<b>\$ 607</b>	<b>\$ 683</b>	<b>\$ 18,420</b>	<b>\$ 4,808</b>	<b>\$ 5,069</b>	<b>\$ 4,988</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-11-150 Public Safety Commission	100-11-155 Bike/Ped Safety Commission	100-11-160 Recreation Commission	100-11-165 Teen Commission	100-11-170 Planning Commission	100-11-175 Housing Commission
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 667	\$ 1,308	\$ 846	\$ 624	\$ 2,345	\$ 1,296
100	12	126	Office of Communications	\$ 1,326	\$ 1,326	\$ 1,326	\$ 1,326	\$ 1,326	\$ 1,326
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ -	\$ 49,764	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 353	\$ 1,204	\$ 646	\$ 315	\$ 1,348	\$ 995
100	41	425	Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	426	Budgeting	\$ 395	\$ 523	\$ 324	\$ 354	\$ 981	\$ 512
100	44	412	Human Resources	\$ 314	\$ 941	\$ 627	\$ 314	\$ 1,630	\$ 941
100	44	417	Insurance Administration	\$ 37	\$ 112	\$ 75	\$ 37	\$ 194	\$ 112
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 34	\$ 101	\$ -	\$ -	\$ 40	\$ -
100	87	827	Bldg Maint City Hall	\$ 334	\$ 1,002	\$ -	\$ -	\$ 401	\$ -
<b>Proposed Costs</b>				<b>\$ 4,465</b>	<b>\$ 7,522</b>	<b>\$ 4,850</b>	<b>\$ 3,976</b>	<b>\$ 59,034</b>	<b>\$ 6,187</b>



**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-11-180 Sustainability Commission	100-11-190 Audit Committee	100-12-122 Sustainability Division	100-12-305 Video	100-12-307 Public Access Support
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 1,268	\$ 861	\$ 15,270	\$ 146	\$ 417
100	12	126	Office of Communications	\$ 1,326	\$ 1,326	\$ 3,647	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 451	\$ 451	\$ -	\$ -
100	13	132	Mail Services	\$ 554	\$ 554	\$ 554	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ -	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 838	\$ 330	\$ 11,453	\$ 13,713	\$ -
100	41	425	Purchasing	\$ -	\$ -	\$ 2,309	\$ 18,380	\$ -
100	41	426	Budgeting	\$ 484	\$ 338	\$ 5,869	\$ 140	\$ 398
100	44	412	Human Resources	\$ 941	\$ 627	\$ 29,222	\$ -	\$ -
100	44	417	Insurance Administration	\$ 112	\$ 75	\$ 1,343	\$ -	\$ -
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ 67	\$ 235	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ 668	\$ 2,337	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 5,975</b>	<b>\$ 5,298</b>	<b>\$ 72,692</b>	<b>\$ 32,379</b>	<b>\$ 815</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-12-632 Comm Outreach & Neigh Watch	100-12-705 Economic Development	100-13-133 Elections	100-14-123 City Manager Contingency	100-20-200 Law Enforcement SC Sherif
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 7,269	\$ 9,144	\$ 9	\$ 437	\$ 155,531
100	12	126	Office of Communications	\$ 7,295	\$ 14,589	\$ -	\$ -	\$ 9,036
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ 152,678
100	13	130	City Clerk	\$ 451	\$ 451	\$ -	\$ -	\$ -
100	13	132	Mail Services	\$ 554	\$ 554	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ 1,223	\$ -	\$ -	\$ 612
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ 86,258	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 4,300	\$ 7,325	\$ -	\$ -	\$ 4,026
100	41	425	Purchasing	\$ 793	\$ 463	\$ -	\$ 431	\$ 6,618
100	41	426	Budgeting	\$ 2,102	\$ 3,892	\$ 8	\$ 417	\$ 7,425
100	44	412	Human Resources	\$ 6,270	\$ 24,206	\$ -	\$ -	\$ -
100	44	417	Insurance Administration	\$ 746	\$ 746	\$ -	\$ -	\$ 27,176
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 673	\$ 777	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ 6,677	\$ 6,677	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 37,131</b>	<b>\$ 156,305</b>	<b>\$ 17</b>	<b>\$ 1,285</b>	<b>\$ 363,102</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-41-406 Business Licenses	100-60-601 Rec & Comm Svcs Administration	100-60-636 Library Services	100-61-602 Administration	100-61-605 Cultural Events	100-61-630 Facilities
100	10	100	City Council	\$ -	\$ -	\$ 2,544	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 9,273	\$ 36,693	\$ 5,814	\$ 20,324	\$ 8,891	\$ 14,810
100	12	126	Office of Communications	\$ 3,647	\$ 14,589	\$ -	\$ 14,589	\$ 14,589	\$ 14,589
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 2,304	\$ 3,484	\$ 451	\$ 683	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ -	\$ 554	\$ 554	\$ 554
100	15	141	City Attorney	\$ -	\$ 1,682	\$ 3,371	\$ -	\$ 306	\$ -
100	31	305	Video	\$ 5,915	\$ 19,141	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ 64,693	\$ 172,516	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ 30,220	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 4,736	\$ 112,948	\$ -	\$ 11,982	\$ 5,298	\$ 10,544
100	41	425	Purchasing	\$ -	\$ 616	\$ -	\$ -	\$ 705	\$ -
100	41	426	Budgeting	\$ 3,531	\$ 11,322	\$ 1,415	\$ 4,888	\$ 3,650	\$ 3,253
100	44	412	Human Resources	\$ 6,897	\$ 66,594	\$ -	\$ 18,810	\$ 6,270	\$ 14,108
100	44	417	Insurance Administration	\$ 821	\$ 247,023	\$ -	\$ 2,238	\$ 746	\$ 96,186
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 740	\$ 390	\$ 143,799	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ 7,345	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 138,824</b>	<b>\$ 686,373</b>	<b>\$ 160,426</b>	<b>\$ 73,838</b>	<b>\$ 41,692</b>	<b>\$ 154,496</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-62-608 Administration	100-62-623 Youth, Teen and Senior Adult Rec	100-62-639 Youth and Teen Programs	100-62-640 Neighborhood Events	100-63-612 Park Facilities
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ 7,632
100	12	120	City Manager	\$ 20,943	\$ 17,482	\$ 6,236	\$ 2,078	\$ 40,205
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ 14,589	\$ 14,589	\$ 14,589
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 13,423	\$ 1,841	\$ 2,999	\$ 8,586
100	13	132	Mail Services	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
100	15	141	City Attorney	\$ -	\$ 5,810	\$ 3,058	\$ 1,835	\$ 10,572
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 13,876	\$ 12,661	\$ 3,840	\$ 566	\$ 24,352
100	41	425	Purchasing	\$ -	\$ 3,035	\$ 2,742	\$ -	\$ 4,204
100	41	426	Budgeting	\$ 5,721	\$ 6,772	\$ 2,325	\$ 774	\$ 10,591
100	44	412	Human Resources	\$ 18,497	\$ 12,854	\$ 4,703	\$ 1,568	\$ 19,939
100	44	417	Insurance Administration	\$ 2,201	\$ 1,529	\$ 560	\$ 187	\$ 286,301
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ 546
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 76,833</b>	<b>\$ 88,709</b>	<b>\$ 40,448</b>	<b>\$ 25,149</b>	<b>\$ 428,071</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-70-700 Community Development Admin	100-71-701 Current Planning	100-71-702 Mid Long Term Planning	100-72-712 Gen Fund Human Services Grants	100-73-713 General Building
100	10	100	City Council	\$ -	\$ 43,249	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 7,519	\$ 151,428	\$ 28,433	\$ 1,573	\$ 24,067
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ 14,589	\$ -	\$ 14,589
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 59,674	\$ 451	\$ -	\$ 2,536
100	13	132	Mail Services	\$ 554	\$ 554	\$ 554	\$ -	\$ 554
100	15	141	City Attorney	\$ 3,669	\$ 86,206	\$ -	\$ -	\$ 9,174
100	31	305	Video	\$ 4,991	\$ 43,273	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ 115,011	\$ -	\$ -	\$ 201,269
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 179,828	\$ 39,208	\$ 21,973	\$ -	\$ 18,828
100	41	425	Purchasing	\$ -	\$ 4,460	\$ 9,255	\$ 2,421	\$ -
100	41	426	Budgeting	\$ 4,759	\$ 28,395	\$ 10,259	\$ 1,502	\$ 7,881
100	44	412	Human Resources	\$ 3,135	\$ 95,311	\$ 39,818	\$ -	\$ 19,562
100	44	417	Insurance Administration	\$ 13,758	\$ 7,073	\$ 2,604	\$ -	\$ 2,328
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 336	\$ 3,906	\$ 1,305	\$ -	\$ 1,964
100	87	827	Bldg Maint City Hall	\$ 3,339	\$ 27,912	\$ 12,954	\$ -	\$ 19,498
<b>Proposed Costs</b>				<b>\$ 236,929</b>	<b>\$ 720,247</b>	<b>\$ 142,195</b>	<b>\$ 5,496</b>	<b>\$ 322,250</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-73-714 Construction Plan Check	100-73-715 Building Inspection	100-73-718 Muni - Bldg Code Enforcement	100-74-202 Code Enforcement	100-82-804 Plan Review	100-83-807 Service Center Administration
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ 7,632	\$ -
100	12	120	City Manager	\$ 54,013	\$ 39,367	\$ 2,041	\$ 32,495	\$ 45,259	\$ 25,080
100	12	126	Office of Communications	\$ 3,647	\$ 3,647	\$ 3,647	\$ 3,647	\$ 3,647	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 915	\$ 1,146	\$ 451	\$ 1,609	\$ 27,348	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
100	15	141	City Attorney	\$ 9,174	\$ 3,669	\$ -	\$ 1,835	\$ 42,374	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ 194,080	\$ 115,011	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 39,919	\$ 30,496	\$ 1,618	\$ 15,739	\$ 34,668	\$ 19,708
100	41	425	Purchasing	\$ 7,032	\$ -	\$ -	\$ 2,766	\$ 4,331	\$ 6,112
100	41	426	Budgeting	\$ 19,150	\$ 12,666	\$ 739	\$ 11,670	\$ 11,932	\$ 9,187
100	44	412	Human Resources	\$ 77,880	\$ 32,291	\$ 1,568	\$ 43,016	\$ 24,453	\$ 19,124
100	44	417	Insurance Administration	\$ 4,999	\$ 3,842	\$ 187	\$ 2,984	\$ 2,910	\$ 2,276
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ 84,886	\$ 65,918
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 3,969	\$ 3,464	\$ 168	\$ 1,345	\$ 2,055	\$ -
100	87	827	Bldg Maint City Hall	\$ 39,397	\$ 34,389	\$ 1,669	\$ 13,355	\$ 19,364	\$ -
<b>Proposed Costs</b>				<b>\$ 260,648</b>	<b>\$ 165,533</b>	<b>\$ 12,642</b>	<b>\$ 325,096</b>	<b>\$ 426,425</b>	<b>\$ 148,410</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-84-808 McClellan Ranch Park	100-84-809 Memorial Park	100-84-811 BBF Ground Maintenance	100-84-812 School Site Maintenance	100-84-813 Neighborhood Parks	100-84-814 Sport Fields Jollyman CRK
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ 5,088	\$ -
100	12	120	City Manager	\$ 3,567	\$ 14,753	\$ 8,277	\$ 33,367	\$ 74,891	\$ 20,877
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ -	\$ -	\$ 14,589	\$ 14,589
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 451	\$ -	\$ -	\$ 8,126	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ -	\$ -	\$ -	\$ 554
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ -	\$ 8,883	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 1,710	\$ 8,480	\$ 3,300	\$ 15,759	\$ 31,762	\$ 9,334
100	41	425	Purchasing	\$ 6,609	\$ 9,888	\$ 8,820	\$ 9,284	\$ 13,763	\$ 8,929
100	41	426	Budgeting	\$ 1,470	\$ 6,828	\$ 3,063	\$ 11,535	\$ 21,618	\$ 7,836
100	44	412	Human Resources	\$ 2,508	\$ 9,405	\$ 6,270	\$ 26,334	\$ 53,922	\$ 15,675
100	44	417	Insurance Administration	\$ 298	\$ 3,681	\$ 746	\$ 4,975	\$ 6,990	\$ 3,174
100	80	800	Public Works Admin	\$ 9,504	\$ 39,904	\$ 21,778	\$ 87,151	\$ 171,969	\$ 55,019
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 41,260</b>	<b>\$ 108,533</b>	<b>\$ 52,253</b>	<b>\$ 188,405</b>	<b>\$ 411,601</b>	<b>\$ 136,439</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-85-848 Street Lighting	100-85-850 Environmental Materials	100-86-261 Trail Maintenance	100-86-824 Overpasses and Medians	100-86-825 Street Tree Maintenance	100-86-826 Weekend Work Program
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 15,171	\$ 5,712	\$ 6,049	\$ 47,783	\$ 53,123	\$ 16,322
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ 14,589	\$ 14,589	\$ 14,589	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 451	\$ 1,390	\$ 451	\$ 2,536	\$ -
100	13	132	Mail Services	\$ 554	\$ 554	\$ -	\$ 554	\$ 554	\$ -
100	15	141	City Attorney	\$ 9,174	\$ -	\$ 6,116	\$ -	\$ 24,463	\$ -
100	31	305	Video	\$ -	\$ -	\$ 4,760	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 5,792	\$ 3,260	\$ 3,836	\$ 23,760	\$ 27,566	\$ 9,479
100	41	425	Purchasing	\$ 7,307	\$ 414	\$ 11,260	\$ 6,830	\$ 2,862	\$ 810
100	41	426	Budgeting	\$ 8,436	\$ 1,825	\$ 1,663	\$ 13,927	\$ 14,913	\$ 4,938
100	44	412	Human Resources	\$ 7,838	\$ 4,703	\$ 5,330	\$ 41,069	\$ 46,398	\$ 13,794
100	44	417	Insurance Administration	\$ 933	\$ 560	\$ 634	\$ 4,887	\$ 248,888	\$ 1,641
100	80	800	Public Works Admin	\$ 42,154	\$ 14,800	\$ 15,461	\$ 122,752	\$ 136,018	\$ 42,074
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 112,398</b>	<b>\$ 46,868</b>	<b>\$ 71,087</b>	<b>\$ 276,603</b>	<b>\$ 571,912</b>	<b>\$ 89,059</b>



**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-87-828 Bldg Maint Library	100-87-829 Bldg Maint Service Center	100-87-830 Bldg Maint Quinlan Center	100-87-831 Bldg Maint Senior Center	100-87-832 Bldg Maint McClellan Ranch	100-87-833 Bldg Maint Monta Vista Ct
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 11,838	\$ 5,249	\$ 8,059	\$ 5,872	\$ 5,606	\$ 3,148
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ 232	\$ 232	\$ 463	\$ 232	\$ -
100	13	132	Mail Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ 1,223	\$ 1,223	\$ 1,223	\$ -	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 2,268	\$ 2,688	\$ 3,213	\$ 2,573	\$ 1,683	\$ 1,426
100	41	425	Purchasing	\$ 1,243	\$ 5,711	\$ 1,009	\$ 2,369	\$ 1,307	\$ 452
100	41	426	Budgeting	\$ 8,399	\$ 2,592	\$ 4,791	\$ 2,703	\$ 2,449	\$ 1,554
100	44	412	Human Resources	\$ 3,762	\$ 3,135	\$ 3,762	\$ 3,762	\$ 3,762	\$ 1,881
100	44	417	Insurance Administration	\$ 142,473	\$ 45,996	\$ 71,462	\$ 38,807	\$ 22,698	\$ 29,911
100	80	800	Public Works Admin	\$ 34,333	\$ 14,325	\$ 22,637	\$ 15,872	\$ 15,047	\$ 8,592
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 204,315</b>	<b>\$ 81,149</b>	<b>\$ 116,387</b>	<b>\$ 73,645</b>	<b>\$ 52,784</b>	<b>\$ 46,965</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-87-834 Bldg Maint Wilson	100-87-835 Bldg Maint Portal	100-87-837 Bldg Maint Creekside	100-87-838 Comm Hall Bldg Maint	100-87-839 Teen Center Bldg Maint	100-87-840 Park Bathrooms	100-87-841 BBF Facilities Maintenance
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,544
100	12	120	City Manager	\$ 1,343	\$ 404	\$ 2,709	\$ 3,490	\$ 969	\$ 2,081	\$ 16,017
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ -	\$ -	\$ 1,853	\$ 463	\$ -	\$ 3,484
100	13	132	Mail Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,747
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,146
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 828	\$ 402	\$ 828	\$ 1,597	\$ 422	\$ 681	\$ 842
100	41	425	Purchasing	\$ -	\$ -	\$ 399	\$ 394	\$ -	\$ -	\$ 1,766
100	41	426	Budgeting	\$ 798	\$ 385	\$ 1,134	\$ 1,880	\$ 441	\$ 1,503	\$ 4,382
100	44	412	Human Resources	\$ 627	\$ -	\$ 1,881	\$ 1,881	\$ 627	\$ 627	\$ 8,778
100	44	417	Insurance Administration	\$ 5,937	\$ 4,596	\$ 4,555	\$ 15,073	\$ 75	\$ 75	\$ 28,675
100	80	800	Public Works Admin	\$ 3,771	\$ 1,249	\$ 7,232	\$ 9,649	\$ 2,614	\$ 6,056	\$ 30,792
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 13,305</b>	<b>\$ 7,036</b>	<b>\$ 18,737</b>	<b>\$ 35,817</b>	<b>\$ 5,610</b>	<b>\$ 11,023</b>	<b>\$ 108,173</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	100-87-852 Franco Traffic Operations Center	100-87-857 City Hall Annex	100-88-844 Traffic Engineering	100-88-845 Traffic Signal Maintenance	100-88-846 Safe Routes 2 School	100-90-1 Non Departmental
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 133	\$ 724	\$ 28,059	\$ 17,296	\$ 11,462	\$ 56,538
100	12	126	Office of Communications	\$ -	\$ -	\$ 14,589	\$ 14,589	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ 451	\$ 1,841	\$ 451	\$ 232	\$ -
100	13	132	Mail Services	\$ -	\$ 554	\$ 554	\$ 554	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ 1,223	\$ 3,058	\$ -	\$ 612	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ 86,258	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ -	\$ -	\$ 23,400	\$ 10,742	\$ 6,678	\$ 45,406
100	41	425	Purchasing	\$ -	\$ -	\$ 29,919	\$ 8,376	\$ 538	\$ -
100	41	426	Budgeting	\$ 127	\$ 208	\$ 10,338	\$ 6,836	\$ 6,105	\$ 53,981
100	44	412	Human Resources	\$ -	\$ 627	\$ 21,318	\$ 12,540	\$ 6,270	\$ -
100	44	417	Insurance Administration	\$ -	\$ 75	\$ 15,922	\$ 5,284	\$ 746	\$ -
100	80	800	Public Works Admin	\$ 412	\$ 1,858	\$ 73,794	\$ 45,856	\$ 31,636	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ 1,614	\$ -	\$ 673	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ 16,026	\$ -	\$ 6,677	\$ -
<b>Proposed Costs</b>				<b>\$ 673</b>	<b>\$ 5,720</b>	<b>\$ 240,434</b>	<b>\$ 122,525</b>	<b>\$ 157,886</b>	<b>\$ 155,924</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	130-0-0 Investment Fund	210-0-0 Storm Drain Improvement	215-0-0 Storm Drain AB1600	230-81-802 Non Point Source	230-81-853 Storm Drain Fee	230-81-854 General Fund Subsidy
100	10	100	City Council	\$ -	\$ -	\$ -	\$ 2,544	\$ -	\$ -
100	12	120	City Manager	\$ -	\$ -	\$ -	\$ 28,399	\$ 226	\$ 202
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ -	\$ -	\$ 2,326	\$ -	\$ -
100	13	132	Mail Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ -	\$ -	\$ 2,912	\$ -	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ 301,903	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 1,007	\$ 3,094	\$ 5,033	\$ 66,632	\$ -	\$ -
100	41	425	Purchasing	\$ -	\$ 13,409	\$ -	\$ 1,707	\$ -	\$ -
100	41	426	Budgeting	\$ -	\$ -	\$ -	\$ 9,816	\$ 216	\$ 193
100	44	412	Human Resources	\$ -	\$ -	\$ -	\$ 17,054	\$ -	\$ -
100	44	417	Insurance Administration	\$ -	\$ -	\$ -	\$ 2,029	\$ -	\$ -
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ 64,046	\$ 700	\$ 626
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ 1,749	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ 17,361	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 1,007</b>	<b>\$ 16,503</b>	<b>\$ 5,033</b>	<b>\$ 518,479</b>	<b>\$ 1,143</b>	<b>\$ 1,021</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	230-81-855 Storm Drain Maintenance	260-72-707 CDBG General Admin	260-72-709 CDBG Capital/Housing Projects	260-72-710 CDBG Public Service Grants	265-72-711 BMR Affordable Housing Fund
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 19,943	\$ 3,657	\$ 4,021	\$ 480	\$ 14,714
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ -	\$ -	\$ 14,589
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 915	\$ 3,011	\$ -	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ -	\$ -	\$ 554
100	15	141	City Attorney	\$ -	\$ 1,835	\$ 7,339	\$ -	\$ -
100	31	305	Video	\$ -	\$ -	\$ 28,188	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 9,902	\$ 17,395	\$ -	\$ -	\$ 28,819
100	41	425	Purchasing	\$ 3,096	\$ -	\$ 1,057	\$ 1,222	\$ 3,982
100	41	426	Budgeting	\$ 8,395	\$ 1,101	\$ 3,839	\$ 459	\$ 8,213
100	44	412	Human Resources	\$ 13,794	\$ 3,097	\$ -	\$ -	\$ 7,562
100	44	417	Insurance Administration	\$ 1,641	\$ 369	\$ -	\$ -	\$ 900
100	80	800	Public Works Admin	\$ 53,278	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ 67	\$ 26	\$ -	\$ 538
100	87	827	Bldg Maint City Hall	\$ -	\$ 668	\$ -	\$ -	\$ 5,342
<b>Proposed Costs</b>				<b>\$ 125,644</b>	<b>\$ 44,246</b>	<b>\$ 47,481</b>	<b>\$ 2,162</b>	<b>\$ 85,665</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	270-85-820 Sidewalk Curb and Gutter	270-85-821 Street Pavement Maintenance	270-85-822 Street Sign Marking	271-0-0 Traffic Impact	280-0-0 Park Dedication	281-90-1 Non Departmental
100	10	100	City Council	\$ 12,720	\$ 12,720	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 46,966	\$ 74,355	\$ 22,259	\$ -	\$ -	\$ 131
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ 14,589	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 14,789	\$ 13,631	\$ 150	\$ 232	\$ 232	\$ -
100	13	132	Mail Services	\$ 185	\$ 185	\$ 185	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ 19,455	\$ 18,232	\$ -	\$ 612	\$ 612	\$ -
100	31	305	Video	\$ 2,681	\$ 2,450	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 76,305	\$ 18,086	\$ 12,539	\$ 298	\$ 8,723	\$ 1,044
100	41	425	Purchasing	\$ 13,701	\$ 31,811	\$ 5,874	\$ -	\$ 1,856	\$ -
100	41	426	Budgeting	\$ 14,968	\$ 32,892	\$ 6,494	\$ -	\$ -	\$ 125
100	44	412	Human Resources	\$ 11,913	\$ 40,508	\$ 19,124	\$ -	\$ -	\$ -
100	44	417	Insurance Administration	\$ 1,418	\$ 476,036	\$ 2,276	\$ -	\$ -	\$ -
100	80	800	Public Works Admin	\$ 71,027	\$ 149,266	\$ 57,187	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ 2,143	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ 5,008	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 300,716</b>	<b>\$ 891,910</b>	<b>\$ 140,675</b>	<b>\$ 1,141</b>	<b>\$ 11,423</b>	<b>\$ 1,300</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	365-90-500 Non Departmental - Facility Lease	420-99-7 ADA Improvements	420-99-47 CIP Prelim Planning & Design	420-99-48 Capital Project Support	420-99-56 St Light Install - Annual Infill
100	10	100	City Council	\$ -	\$ 2,544	\$ -	\$ 33,072	\$ -
100	12	120	City Manager	\$ 23,380	\$ 5,205	\$ 1,091	\$ 56,751	\$ 306
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ -	\$ 2,557	\$ -	\$ 36,486	\$ -
100	13	132	Mail Services	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ -	\$ 2,912	\$ -	\$ 114,309	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 708	\$ -	\$ -	\$ 42,200	\$ -
100	41	425	Purchasing	\$ -	\$ 1,442	\$ -	\$ 31,006	\$ 3,227
100	41	426	Budgeting	\$ 22,322	\$ 834	\$ 1,042	\$ 417	\$ 292
100	44	412	Human Resources	\$ -	\$ -	\$ -	\$ -	\$ -
100	44	417	Insurance Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ 82,629	\$ 103,287	\$ 41,315	\$ 28,920
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 46,410</b>	<b>\$ 98,124</b>	<b>\$ 105,420</b>	<b>\$ 355,557</b>	<b>\$ 32,745</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	420-99-63 CW Bldg Condition Assess Impl	420-99-85 Playground EQ (Creekside&Varian)	420-99-266 SCB/Calabazas Creek SD Repair	420-99-267 Stevens Creek Bridge Repair	427-0-0 Stevens Creek Corridor Park
100	10	100	City Council	\$ -	\$ 2,544	\$ -	\$ 5,088	\$ -
100	12	120	City Manager	\$ 8,732	\$ 6,951	\$ 3,667	\$ 10,166	\$ -
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 463	\$ 3,947	\$ -	\$ 5,114	\$ -
100	13	132	Mail Services	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ 612	\$ 7,193	\$ -	\$ 5,825	\$ -
100	31	305	Video	\$ -	\$ 4,760	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ -	\$ -	\$ -	\$ -	\$ 1,230
100	41	425	Purchasing	\$ 996	\$ 1,230	\$ -	\$ -	\$ -
100	41	426	Budgeting	\$ 8,337	\$ 2,501	\$ 3,501	\$ 1,434	\$ -
100	44	412	Human Resources	\$ -	\$ -	\$ -	\$ -	\$ -
100	44	417	Insurance Administration	\$ -	\$ -	\$ -	\$ -	\$ -
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ 826,294	\$ 247,888	\$ 347,043	\$ 142,122	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 845,433</b>	<b>\$ 277,014</b>	<b>\$ 354,212</b>	<b>\$ 169,749</b>	<b>\$ 1,230</b>



**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	429-90-1 Non Departmental	520-81-801 Resources Recovery	560-63-616 BBF Golf Course	560-87-260 BBF Golf Maintenance	570-63-621 Sports Center Operation	570-87-836 Bldg Maint Sports Center
100	10	100	City Council	\$ -	\$ 7,632	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 17,699	\$ 54,260	\$ 11,184	\$ 901	\$ 36,963	\$ 9,303
100	12	126	Office of Communications	\$ -	\$ 14,589	\$ 14,589	\$ -	\$ 14,589	\$ 7,295
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 232	\$ 9,049	\$ 1,146	\$ 2,085	\$ 451	\$ 451
100	13	132	Mail Services	\$ -	\$ 554	\$ 554	\$ -	\$ 554	\$ 554
100	15	141	City Attorney	\$ -	\$ 13,018	\$ 3,669	\$ 1,223	\$ -	\$ -
100	31	305	Video	\$ -	\$ 8,225	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ 129,387	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 336	\$ 51,564	\$ 101,751	\$ 12,925	\$ 285,371	\$ 13,647
100	41	425	Purchasing	\$ -	\$ 6,381	\$ 5,037	\$ 952	\$ 22,854	\$ 2,984
100	41	426	Budgeting	\$ 16,898	\$ 21,978	\$ 5,355	\$ 861	\$ 23,679	\$ 5,495
100	44	412	Human Resources	\$ -	\$ 22,572	\$ 6,897	\$ -	\$ 15,048	\$ 4,389
100	44	417	Insurance Administration	\$ -	\$ 2,686	\$ 821	\$ 5,266	\$ 1,791	\$ 41,975
100	80	800	Public Works Admin	\$ -	\$ 113,893	\$ -	\$ 2,790	\$ -	\$ 26,104
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ 1,514	\$ -	\$ -	\$ -	\$ -
100	87	827	Bldg Maint City Hall	\$ -	\$ 15,024	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 35,164</b>	<b>\$ 472,327</b>	<b>\$ 151,003</b>	<b>\$ 27,004</b>	<b>\$ 401,300</b>	<b>\$ 112,197</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	580-62-613 Youth Teen Recreation	580-63-620 Outdoor Recreation	610-30-300 Administration	610-34-310 Infrastructure	610-35-986 GIS	620-44-418 Workers Compensation Insurance
100	10	100	City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 23,488	\$ 20,134	\$ 4,343	\$ 42,410	\$ 30,237	\$ 6,102
100	12	126	Office of Communications	\$ 14,589	\$ 14,589	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 451	\$ 451	\$ 11,500	\$ 150	\$ 150	\$ 451
100	13	132	Mail Services	\$ 554	\$ 554	\$ 185	\$ 185	\$ 185	\$ 554
100	15	141	City Attorney	\$ -	\$ -	\$ 9,174	\$ -	\$ 6,116	\$ -
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,495
100	41	405	Accounting	\$ 207,110	\$ 5,288	\$ 103,616	\$ 29,471	\$ 1,352	\$ 26,883
100	41	425	Purchasing	\$ 15,185	\$ 11,424	\$ 884	\$ 27,111	\$ 7,127	\$ -
100	41	426	Budgeting	\$ 14,199	\$ 9,062	\$ 1,582	\$ 18,717	\$ 12,418	\$ 4,858
100	44	412	Human Resources	\$ 10,659	\$ 13,167	\$ 3,323	\$ 28,215	\$ 39,254	\$ 1,254
100	44	417	Insurance Administration	\$ 1,268	\$ 1,567	\$ 395	\$ 3,357	\$ 2,537	\$ 149
100	80	800	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ 156	\$ -	\$ 409	\$ 2,354	\$ 2,287	\$ 135
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ 3,539	\$ 23,371	\$ 22,703	\$ 1,335
<b>Proposed Costs</b>				<b>\$ 287,661</b>	<b>\$ 76,237</b>	<b>\$ 138,949</b>	<b>\$ 175,341</b>	<b>\$ 124,367</b>	<b>\$ 47,217</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	630-85-849 Equipment Maintenance	630-90-985 Non Departmental - Fixed Assets Acquisition	641-44-419 Long Term Disability	641-44-420 Compensate d Absence	642-44-414 HR Retiree Benefits	0-0-0 Other
100	10	100	City Council	\$ 2,544	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	120	City Manager	\$ 32,643	\$ 4,085	\$ 894	\$ 5,746	\$ 12,984	\$ -
100	12	126	Office of Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	12	633	Disaster Preparedness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	130	City Clerk	\$ 3,703	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	132	Mail Services	\$ 554	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	141	City Attorney	\$ 4,136	\$ -	\$ -	\$ -	\$ -	\$ 19,291
100	31	305	Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724,912
100	32	308	Applications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	40	400	Admin Services Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	41	405	Accounting	\$ 37,615	\$ -	\$ -	\$ 5,443	\$ 2,423	\$ -
100	41	425	Purchasing	\$ 1,236	\$ 11,126	\$ -	\$ -	\$ -	\$ -
100	41	426	Budgeting	\$ 12,514	\$ 3,900	\$ 85	\$ 549	\$ 1,240	\$ -
100	44	412	Human Resources	\$ 18,810	\$ -	\$ -	\$ -	\$ -	\$ -
100	44	417	Insurance Administration	\$ 2,238	\$ -	\$ -	\$ -	\$ -	\$ 108,299
100	80	800	Public Works Admin	\$ 76,107	\$ -	\$ -	\$ -	\$ -	\$ -
100	82	806	CIP Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	84	815	Civic Center Ground Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,463
100	87	827	Bldg Maint City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Costs</b>				<b>\$ 192,099</b>	<b>\$ 19,112</b>	<b>\$ 979</b>	<b>\$ 11,738</b>	<b>\$ 16,646</b>	<b>\$ 857,964</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

Fund	Dept	Div	Name	Subtotal	Direct Billed	Unallocated	Total
100	10	100	City Council	\$ 150,098	\$ -	\$ 413,022	\$ 563,120
100	12	120	City Manager	\$ 1,921,548	\$ -	\$ -	\$ 1,921,548
100	12	126	Office of Communications	\$ 603,545	\$ -	\$ 76,857	\$ 680,401
100	12	633	Disaster Preparedness	\$ 152,678	\$ -	\$ 675,052	\$ 827,730
100	13	130	City Clerk	\$ 276,647	\$ -	\$ 809,710	\$ 1,086,357
100	13	132	Mail Services	\$ 32,155	\$ -	\$ -	\$ 32,155
100	15	141	City Attorney	\$ 534,753	\$ -	\$ 858,484	\$ 1,393,237
100	31	305	Video	\$ 855,439	\$ -	\$ -	\$ 855,439
100	32	308	Applications	\$ 1,466,385	\$ -	\$ -	\$ 1,466,385
100	40	400	Admin Services Administration	\$ 35,714	\$ -	\$ -	\$ 35,714
100	41	405	Accounting	\$ 2,078,832	\$ -	\$ -	\$ 2,078,832
100	41	425	Purchasing	\$ 444,852	\$ -	\$ -	\$ 444,852
100	41	426	Budgeting	\$ 688,224	\$ -	\$ -	\$ 688,224
100	44	412	Human Resources	\$ 1,179,868	\$ -	\$ -	\$ 1,179,868
100	44	417	Insurance Administration	\$ 2,078,574	\$ -	\$ -	\$ 2,078,574
100	80	800	Public Works Admin	\$ 1,850,136	\$ -	\$ -	\$ 1,850,136
100	82	806	CIP Administration	\$ 1,819,498	\$ -	\$ -	\$ 1,819,498
100	84	815	Civic Center Ground Maint	\$ 185,157	\$ -	\$ -	\$ 185,157
100	87	827	Bldg Maint City Hall	\$ 315,507	\$ -	\$ -	\$ 315,507
<b>Proposed Costs</b>				<b>\$ 16,669,610</b>	<b>\$ -</b>	<b>\$ 2,833,125</b>	<b>\$ 19,502,735</b>

## 5. Summary of Functions and Allocation Bases

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The Summary of Functions and Allocation Bases provided on the following pages shows a recap of the allocation methodology applied to each Central Service division. For example, if the Building Maintenance function of the Facilities Management Division allocates by square footage, then the basis for the allocation of that function shown on this schedule would be square footage and the source would potentially be blueprints of the building or square footage records.

**SUMMARY OF FUNCTIONS AND ALLOCATION BASES**

<b>CS DEPARTMENT</b>	<b>FUNCTION</b>	<b>SUPPORT %</b>	<b>ALLOCATION BASIS</b>	<b>SOURCE</b>
<b>100-10-100 City Council</b>				
	Citywide Support	60%	# of Agenda Items / Dept	Legistar Report
	Legislative Support	40%	Not Allocated	-
<b>100-12-120 City Manager</b>				
	Management Support	33%	FTE per Fund / Dept / Program	Budget Report
	Administrative Support	33%	Expenditures per Fund / Dept / Program	Budget Report
	Council Support	33%	Agenda Items	Legistar Report
<b>100-12-126 Office of Communications</b>				
	General Communications	89%	Equal to All	-
	Law Enforcement Contract Support	1%	Direct to Law Enforcement	-
	Public Outreach	10%	Not Allocated	-
<b>100-12-633 Disaster Preparedness</b>				
	Law Enforcement Contract Support	18%	Direct to Law Enforcement	-
	Disaster Preparedness	82%	Not Allocated	-
<b>100-13-130 City Clerk</b>				
	City Council Support	31%	# of Agenda Items / Dept	Legistar Report
	Records Management	16%	# of Records / Dept	Laserfiche Report
	Mail Services	2%	Equal to All Departments	-
	Elections & Form 700's	12%	Not Allocated	-
	Public Records Request	23%	Not Allocated	-
	Legal Ads	10%	Not Allocated	-
	Notary Services	3%	Not Allocated	-
	Claims	3%	Not Allocated	-
<b>100-13-132 Mail Services</b>				
	Mail Services	100%	Equal to All Departments	-
<b>100-15-141 City Attorney</b>				
	Legal Support	32%	# of Agenda Items	Laserfiche Report
	Contract Support	17%	# of Contracts	Cobblestone Report
	Council Support	6%	Direct to City Council	-
	Planning Commission Support	2%	Direct to Planning Commission	-
	Claims	5%	Not Allocated	-
	Litigation	37%	Not Allocated	-
<b>100-31-305 Video</b>				
	Video Production Support	50%	Hours of Meetings Supported	IT Video & App Report
	Video Meeting Support	50%	# of Meetings Supported	IT Video & App Report
<b>100-32-308 Applications</b>				
	General Application Support	100%	# of Applications per Fund / Dept / Program	IT Video & App Report
<b>100-40-400 Admin Services Administration</b>				
	Program Support	100%	FTE per Administrative Services Programs	Budget Report

CS DEPARTMENT	FUNCTION	SUPPORT %	ALLOCATION BASIS	SOURCE
<b>100-41-405 Accounting</b>				
	Payroll	33%	Salaries and Benefits / Fund / Dept	Payroll Report
	General Accounting	67%	# of Transactions / Dept / Program	Transaction Report
<b>100-41-425 Purchasing</b>				
	PO Creation Support	60%	# of POs	PO Report
	PO Processing	40%	\$ of POs	PO Report
<b>100-41-426 Budgeting</b>				
	Budget	100%	Budgeted Expenditures	Budget Report
<b>100-44-412 Human Resources</b>				
	Recruitment	25%	# of Recruitments / Dept / Program	HR Email
	Employee Support	75%	# of FTE	Budget Report
<b>100-44-417 Insurance Administration</b>				
	General Liability	71%	3 Year Avg Claim History	GL FY Logs (FY20-23)
	Property	23%	Sq. Ft.	Sq. Footage Report
	Employment Practices	7%	# of FTE	Budget Report
<b>100-80-800 Public Works Admin</b>				
	Employee Program Support	50%	# of FTE per PW Division	Budget Report
	Administrative Program Support	50%	Expenditures per PW Division	Budget Report
<b>100-82-806 CIP Administration</b>				
	CIP Support	100%	Expenditures per CIP Project	Budget Report
<b>100-84-815 Civic Center Ground Maint</b>				
	Civic Center Maintenance - Community Hall	7%	Rental Hours per Fund / Dept / Entity	Report on Community Hall 2023
	Civic Center Maintenance - Library	65%	Direct to Library	-
	Civic Center Maintenance - City Hall	28%	FTE per City Hall Division / Program	City Hall Staffing
<b>100-87-827 Bldg Maint City Hall</b>				
	City Hall Maintenance	100%	FTE per City Hall Division / Program	City Hall Staffing

## 6. Central Service Divisions (Providers)

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The follow page provides a list of all the divisions included as Central Services, including; their fund, division, and or division number, expenditure totals per division, a subtotal of disallowed costs, and a total of all expenditures allocated through the plan.



**CENTRAL SERVICES DEPARTMENTS (PROVIDERS)**

Fund	Dept	Div	Name	Functional Expenditures	Disallowed Costs	Cost Adjustments	Total \$
100	10	100	City Council	\$ 431,393	\$ (1,707)	\$ -	\$ 429,686
100	12	120	City Manager	\$ 2,382,405	\$ (73,591)	\$ -	\$ 2,308,814
100	12	126	Office of Communications	\$ 680,267	\$ (2,214)	\$ -	\$ 678,053
100	12	633	Disaster Preparedness	\$ 753,768	\$ (401)	\$ -	\$ 753,367
100	13	130	City Clerk	\$ 774,402	\$ (1,120)	\$ -	\$ 773,282
100	13	132	Mail Services	\$ 40,808	\$ (462)	\$ -	\$ 40,346
100	15	141	City Attorney	\$ 1,589,268	\$ (7,610)	\$ -	\$ 1,581,658
100	31	305	Video	\$ 925,970	\$ (46,276)	\$ -	\$ 879,694
100	32	308	Applications	\$ 2,706,815	\$ (13,664)	\$ (521,528)	\$ 2,171,624
100	40	400	Admin Services Administration	\$ 367,693	\$ (289)	\$ -	\$ 367,404
100	41	405	Accounting	\$ 1,818,249	\$ (59,270)	\$ -	\$ 1,758,979
100	41	425	Purchasing	\$ 369,477	\$ (22)	\$ -	\$ 369,455
100	41	426	Budgeting	\$ 522,140	\$ (215)	\$ -	\$ 521,925
100	44	412	Human Resources	\$ 1,395,466	\$ (3,477)	\$ -	\$ 1,391,989
100	44	417	Insurance Administration	\$ 2,297,437	\$ (27,352)	\$ -	\$ 2,270,085
100	80	800	Public Works Admin	\$ 1,043,142	\$ (147)	\$ -	\$ 1,042,995
100	82	806	CIP Administration	\$ 1,486,037	\$ (210)	\$ -	\$ 1,485,827
100	84	815	Civic Center Ground Maint	\$ 182,220	\$ (612)	\$ -	\$ 181,608
100	87	827	Bldg Maint City Hall	\$ 500,689	\$ (4,745)	\$ -	\$ 495,944

**TOTAL ALLOCATED EXPENDITURES    \$ 20,267,646    \$ (243,384)    \$ (521,528)    \$ 19,502,735**

## 7. Grantee Divisions (Receivers)

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The following page provides a list of all the divisions included as Receiving divisions, including their fund, division, and or division number.

**GRANTEE DEPARTMENTS (RECEIVERS)**

FUND	DEPT	DIV	NAME
100	10	101	Community Funding
100	10	104	Historical Society
100	10	110	Sister Cities
100	11	131	Telecommunication Commission
100	11	140	Library Commission
100	11	142	Fine Arts Commission
100	11	150	Public Safety Commission
100	11	155	Bike/Ped Safety Commission
100	11	160	Recreation Commission
100	11	165	Teen Commission
100	11	170	Planning Commission
100	11	175	Housing Commission
100	11	180	Sustainability Commission
100	11	190	Audit Committee
100	12	122	Sustainability Division
100	12	305	Video
100	12	307	Public Access Support
100	12	632	Comm Outreach & Neigh Watch
100	12	705	Economic Development
100	13	133	Elections
100	14	123	City Manager Contingency
100	20	200	Law Enforcement SC Sherif
100	41	406	Business Licenses
100	60	601	Rec & Comm Svcs Administration
100	60	636	Library Services
100	61	602	Administration
100	61	605	Cultural Events
100	61	630	Facilities
100	62	608	Administration
100	62	623	Youth, Teen and Senior Adult Rec
100	62	639	Youth and Teen Programs
100	62	640	Neighborhood Events
100	63	612	Park Facilities
100	70	700	Community Development Admin
100	71	701	Current Planning
100	71	702	Mid Long Term Planning
100	72	712	Gen Fund Human Services Grants
100	73	713	General Building
100	73	714	Construction Plan Check
100	73	715	Building Inspection
100	73	718	Muni - Bldg Code Enforcement

**GRANTEE DEPARTMENTS (RECEIVERS)**

FUND	DEPT	DIV	NAME
100	74	202	Code Enforcement
100	82	804	Plan Review
100	83	807	Service Center Administration
100	84	808	McClellan Ranch Park
100	84	809	Memorial Park
100	84	811	BBF Ground Maintenance
100	84	812	School Site Maintenance
100	84	813	Neighborhood Parks
100	84	814	Sport Fields Jollyman CRK
100	85	848	Street Lighting
100	85	850	Environmental Materials
100	86	261	Trail Maintenance
100	86	824	Overpasses and Medians
100	86	825	Street Tree Maintenance
100	86	826	Weekend Work Program
100	87	828	Bldg Maint Library
100	87	829	Bldg Maint Service Center
100	87	830	Bldg Maint Quinlan Center
100	87	831	Bldg Maint Senior Center
100	87	832	Bldg Maint McClellan Ranch
100	87	833	Bldg Maint Monta Vista Ct
100	87	834	Bldg Maint Wilson
100	87	835	Bldg Maint Portal
100	87	837	Bldg Maint Creekside
100	87	838	Comm Hall Bldg Maint
100	87	839	Teen Center Bldg Maint
100	87	840	Park Bathrooms
100	87	841	BBF Facilities Maintenance
100	87	852	Franco Traffic Operations Center
100	87	857	City Hall Annex
100	88	844	Traffic Engineering
100	88	845	Traffic Signal Maintenance
100	88	846	Safe Routes 2 School
100	90	1	Non Departmental
130	0	0	Investment Fund
210	0	0	Storm Drain Improvement
215	0	0	Storm Drain AB1600
230	81	802	Non Point Source
230	81	853	Storm Drain Fee
230	81	854	General Fund Subsidy
230	81	855	Storm Drain Maintenance
260	72	707	CDBG General Admin

**GRANTEE DEPARTMENTS (RECEIVERS)**

FUND	DEPT	DIV	NAME
260	72	709	CDBG Capital/Housing Projects
260	72	710	CDBG Public Service Grants
265	72	711	BMR Affordable Housing Fund
270	85	820	Sidewalk Curb and Gutter
270	85	821	Street Pavement Maintenance
270	85	822	Street Sign Marking
271	0	0	Traffic Impact
280	0	0	Park Dedication
281	90	1	Non Departmental
365	90	500	Non Departmental - Facility Lease
420	99	7	ADA Improvements
420	99	47	CIP Prelim Planning & Design
420	99	48	Capital Project Support
420	99	56	St Light Install - Annual Infill
420	99	63	CW Bldg Condition Assess Impl
420	99	85	Playground EQ (Creekside&Varian)
420	99	266	SCB/Calabazas Creek SD Repair
420	99	267	Stevens Creek Bridge Repair
427	0	0	Stevens Creek Corridor Park
429	90	1	Non Departmental
520	81	801	Resources Recovery
560	63	616	BBF Golf Course
560	87	260	BBF Golf Maintenance
570	63	621	Sports Center Operation
570	87	836	Bldg Maint Sports Center
580	62	613	Youth Teen Recreation
580	63	620	Outdoor Recreation
610	30	300	Administration
610	34	310	Infrastructure
610	35	986	GIS
620	44	418	Workers Compensation Insurance
630	85	849	Equipment Maintenance
630	90	985	Non Departmental - Fixed Assets Acquisition
641	44	419	Long Term Disability
641	44	420	Compensated Absence
642	44	414	HR Retiree Benefits
0	0	0	Other

## 8. Cost Allocation Plan

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The following points highlight the information included for each Central Service division for the Citywide Cost Allocation Plan:

- **Divisional Narrative:** This describes the overall services provided by each Central Service division, the different functions associated with the division, as well as the allocation bases used to allocate costs to Receiving divisions.
- **Costs to be Allocated:** This details the total functional cost associated with a division, as well as any cost adjustments, and incoming costs from other Central Service divisions.
- **Divisional Expense Detail:** This provides a detailed breakout of the expenditures associated with each Central Service division (including personnel and non-personnel expenses), any cost adjustments, disallowed costs, incoming costs, and any unallocated costs.
- **Allocation Detail:** This details the allocation metric(s) used to determine the percentage of support and ultimate cost allocated to Receiving divisions; and accounts for any direct bills for services paid for by divisions to the particular Central Service division.
- **Allocation Summary:** This summarizes the total costs allocated to divisions by Central Service functional areas.

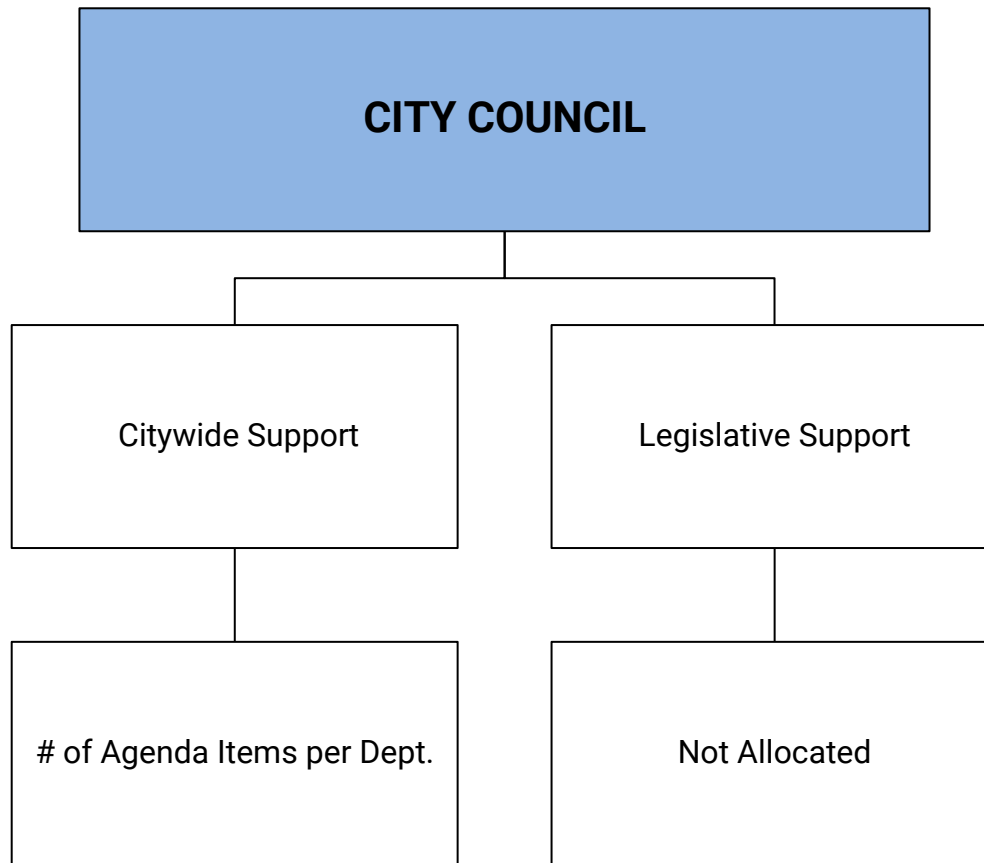
The following pages provide the detailed information outline above for each Central Service division.

## 1 City Council

The City Council, acting as the elected representatives of the residents of Cupertino, approve and adopt policies to meet the needs of the community. City Council costs are allocated to Receiving Divisions through the following functions:

- **Citywide Support** – represents support provided to all City divisions and divisions in providing guidance and policy direction. These costs are allocated based on the number of agenda items per fund per division.
- **Legislative Support** – These costs are in relation to providing legislative oversight of the City’s functions and servicing the community. These costs are not in relation to a particular Division and as such are not allocated.

The chart on the following page illustrates the functions and measures used to allocate City Council costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

<b>100-10-100 City Council</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 431,393</b>		<b>\$ 431,393</b>
Contingencies	\$ (1,707)		
<b>Total Disallowed Costs</b>	<b>\$ (1,707)</b>		<b>\$ (1,707)</b>
<b>Incoming Costs</b>			
100-10-100 City Council		\$ 26,773	\$ 26,773
100-12-120 City Manager		\$ 104,999	\$ 104,999
100-12-126 Office of Communications		\$ 13,080	\$ 13,080
100-13-130 City Clerk		\$ 55,899	\$ 55,899
100-13-132 Mail Services		\$ 549	\$ 549
100-15-141 City Attorney		\$ 168,620	\$ 168,620
100-31-305 Video		\$ 52,001	\$ 52,001
100-41-405 Accounting		\$ 103,467	\$ 103,467
100-41-425 Purchasing		\$ 348	\$ 348
100-41-426 Budgeting		\$ 3,116	\$ 3,116
100-44-412 Human Resources		\$ 33,669	\$ 33,669
100-44-417 Insurance Administration		\$ 4,345	\$ 4,345
100-84-815 Civic Center Ground Maint		\$ 5,741	\$ 5,741
100-87-827 Bldg Maint City Hall		\$ 30,260	\$ 30,260
<b>Total Incoming Costs</b>	<b>\$ -</b>	<b>\$ 602,869</b>	<b>\$ 602,869</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 429,686</b>	<b>\$ 602,869</b>	<b>\$ 1,032,555</b>

**100-10-100 City Council**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	Citywide Support	Legislative Support
<b>Personnel</b>			
Salaries & Wages	\$ 147,162	\$ 88,297	\$ 58,865
Fringe Benefits	\$ 146,001	\$ 87,601	\$ 58,400
<b>Subtotal Personnel Cost</b>	<b>\$ 293,163</b>	<b>\$ 175,898</b>	<b>\$ 117,265</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 108,303	\$ 64,982	\$ 43,321
General Services	\$ 28,220	\$ 16,932	\$ 11,288
Contingencies	\$ 1,707	\$ 1,024	\$ 683
<b>Subtotal Operating Cost</b>	<b>\$ 138,230</b>	<b>\$ 82,938</b>	<b>\$ 55,292</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 431,393</b>	<b>\$ 258,836</b>	<b>\$ 172,557</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (1,707)	\$ (1,024)	\$ (683)
<b>Subtotal Disallowed Costs</b>	<b>\$ (1,707)</b>	<b>\$ (1,024)</b>	<b>\$ (683)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 429,686</b>	<b>\$ 257,812</b>	<b>\$ 171,874</b>
<b>First Allocation</b>			
Incoming - All Others	\$ -	\$ -	\$ -
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ (171,874)	\$ -	\$ (171,874)
<b>Subtotal of First Allocation</b>	<b>\$ 257,812</b>	<b>\$ 257,812</b>	<b>\$ -</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 602,869	\$ 361,721	\$ 241,147
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ (241,147)	\$ -	\$ (241,147)
<b>Subtotal of Second Allocation</b>	<b>\$ 361,721</b>	<b>\$ 361,721</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 619,533</b>	<b>\$ 619,533</b>	<b>\$ -</b>

**100-10-100 City Council**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Citywide Support</b>							
100-10-100 City Council	27.00	10.385%	\$ 26,773		\$ 26,773		\$ 26,773
100-12-120 City Manager	25.00	9.615%	\$ 24,790		\$ 24,790	\$ 38,811	\$ 63,601
100-13-130 City Clerk	47.00	18.077%	\$ 46,604		\$ 46,604	\$ 72,965	\$ 119,570
100-15-141 City Attorney	26.00	10.000%	\$ 25,781		\$ 25,781	\$ 40,364	\$ 66,145
100-32-308 Applications	5.00	1.923%	\$ 4,958		\$ 4,958	\$ 7,762	\$ 12,720
100-41-405 Accounting	55.00	21.154%	\$ 54,537		\$ 54,537	\$ 85,385	\$ 139,922
100-44-412 Human Resources	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
100-80-800 Public Works Admin	15.00	5.769%	\$ 14,874		\$ 14,874	\$ 23,287	\$ 38,161
100-60-636 Library Services	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
100-63-612 Park Facilities	3.00	1.154%	\$ 2,975		\$ 2,975	\$ 4,657	\$ 7,632
100-71-701 Current Planning	17.00	6.538%	\$ 16,857		\$ 16,857	\$ 26,392	\$ 43,249
100-82-804 Plan Review	3.00	1.154%	\$ 2,975		\$ 2,975	\$ 4,657	\$ 7,632
100-84-813 Neighborhood Parks	2.00	0.769%	\$ 1,983		\$ 1,983	\$ 3,105	\$ 5,088
100-87-841 BBF Facilities Maintenance	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
230-81-802 Non Point Source	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
270-85-820 Sidewalk Curb and Gutter	5.00	1.923%	\$ 4,958		\$ 4,958	\$ 7,762	\$ 12,720
270-85-821 Street Pavement Maintenance	5.00	1.923%	\$ 4,958		\$ 4,958	\$ 7,762	\$ 12,720
420-99-7 ADA Improvements	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
420-99-48 Capital Project Support	13.00	5.000%	\$ 12,891		\$ 12,891	\$ 20,182	\$ 33,072
420-99-85 Playground EQ (Creekside&Varian)	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
420-99-267 Stevens Creek Bridge Repair	2.00	0.769%	\$ 1,983		\$ 1,983	\$ 3,105	\$ 5,088
520-81-801 Resources Recovery	3.00	1.154%	\$ 2,975		\$ 2,975	\$ 4,657	\$ 7,632
630-85-849 Equipment Maintenance	1.00	0.385%	\$ 992		\$ 992	\$ 1,552	\$ 2,544
<b>Total</b>	<b>260.00</b>	<b>100.000%</b>	<b>\$ 257,812</b>	<b>\$-</b>	<b>\$ 257,812</b>	<b>\$ 361,721</b>	<b>\$ 619,533</b>

**Allocation Basis:**

**# of Agenda Items / Dept**

**Source of Allocation:**

**Legistar Report**

**ALLOCATION SUMMARY**

<b>100-10-100 City Council</b>	<b>Citywide Support</b>	<b>Total</b>
100-10-100 City Council	\$ 26,773	\$ 26,773
100-12-120 City Manager	\$ 63,601	\$ 63,601
100-13-130 City Clerk	\$ 119,570	\$ 119,570
100-15-141 City Attorney	\$ 66,145	\$ 66,145
100-32-308 Applications	\$ 12,720	\$ 12,720
100-41-405 Accounting	\$ 139,922	\$ 139,922
100-44-412 Human Resources	\$ 2,544	\$ 2,544
100-80-800 Public Works Admin	\$ 38,161	\$ 38,161
100-60-636 Library Services	\$ 2,544	\$ 2,544
100-63-612 Park Facilities	\$ 7,632	\$ 7,632
100-71-701 Current Planning	\$ 43,249	\$ 43,249
100-82-804 Plan Review	\$ 7,632	\$ 7,632
100-84-813 Neighborhood Parks	\$ 5,088	\$ 5,088
100-87-841 BBF Facilities Maintenance	\$ 2,544	\$ 2,544
230-81-802 Non Point Source	\$ 2,544	\$ 2,544
270-85-820 Sidewalk Curb and Gutter	\$ 12,720	\$ 12,720
270-85-821 Street Pavement Maintenance	\$ 12,720	\$ 12,720
420-99-7 ADA Improvements	\$ 2,544	\$ 2,544
420-99-48 Capital Project Support	\$ 33,072	\$ 33,072
420-99-85 Playground EQ (Creekside&Varian)	\$ 2,544	\$ 2,544
420-99-267 Stevens Creek Bridge Repair	\$ 5,088	\$ 5,088
520-81-801 Resources Recovery	\$ 7,632	\$ 7,632
630-85-849 Equipment Maintenance	\$ 2,544	\$ 2,544
<b>Total</b>	<b>\$ 619,533</b>	<b>\$ 619,533</b>

## 2 City Manager - Administration

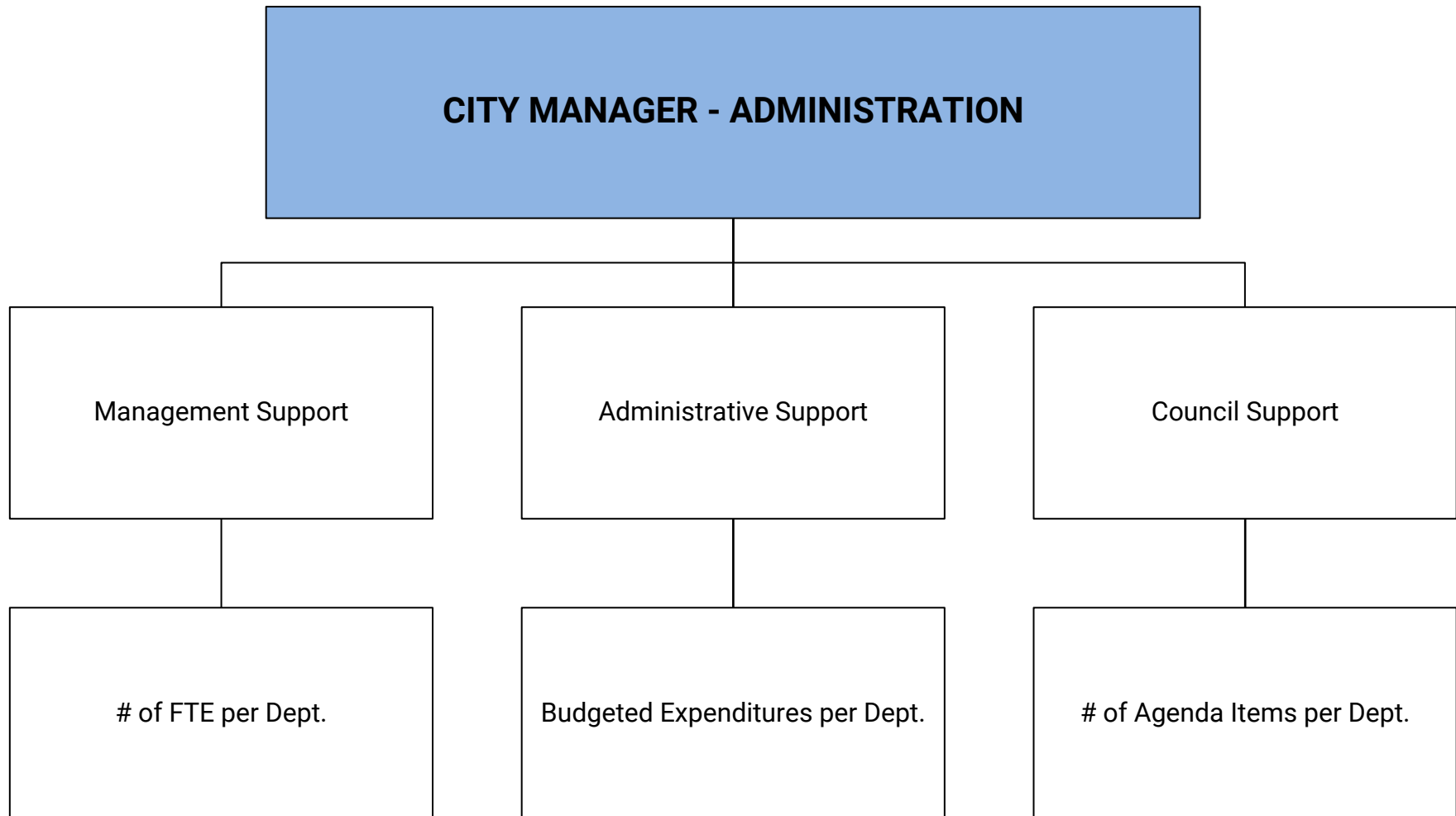
The City Manager's office carries out the City's adopted goals and objectives as directed by City Council. The Division is responsible for managing all of the City's operations, preparing reports and initiating recommendations to City Council. The City Manager's office also serves to coordinate all the activities of the Divisions. City Manager costs are allocated to Receiving Divisions through the following functions:

- **Management Support** – reflects the services and support provided to City divisions through the management and oversight of City staff. This function is allocated based on the number of employees per fund per division.
- **Administrative Support** – represents the support in relation to managing the City's operations and programs. The costs associated with this function are distributed based on Budgeted Expenditures per Fund / Division / Division<sup>1</sup>.
- **Council Support** – represents support provided to City Council. This function is allocated based on the number of agenda items per Fund / Division.

The chart on the following page illustrates the functions and measures used to allocate City Manager – Administration costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

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<sup>1</sup> Expenditures associated with Funds 641 and 642 were weighted at 10% as they do not require significant oversight and management from the City Manager's office.



**COSTS TO BE ALLOCATED**

<b>100-12-120 City Manager</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 2,382,405</b>		<b>\$ 2,382,405</b>
Contingencies	\$ (1,583)		
General Services	\$ (72,008)		
<b>Total Disallowed Costs</b>	<b>\$ (73,591)</b>		<b>\$ (73,591)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 24,790	\$ 38,811	\$ 63,601
100-12-120 City Manager		\$ 115,332	\$ 115,332
100-12-126 Office of Communications		\$ 13,080	\$ 13,080
100-13-130 City Clerk		\$ 48,249	\$ 48,249
100-13-132 Mail Services		\$ 549	\$ 549
100-15-141 City Attorney		\$ 67,761	\$ 67,761
100-31-305 Video		\$ 117,734	\$ 117,734
100-32-308 Applications		\$ 135,901	\$ 135,901
100-41-405 Accounting		\$ 30,249	\$ 30,249
100-41-425 Purchasing		\$ 1,786	\$ 1,786
100-41-426 Budgeting		\$ 17,210	\$ 17,210
100-44-412 Human Resources		\$ 88,518	\$ 88,518
100-44-417 Insurance Administration		\$ 126,362	\$ 126,362
100-84-815 Civic Center Ground Maint		\$ 3,129	\$ 3,129
100-87-827 Bldg Maint City Hall		\$ 31,548	\$ 31,548
<b>Total Incoming Costs</b>	<b>\$ 24,790</b>	<b>\$ 836,219</b>	<b>\$ 861,009</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 2,333,604</b>	<b>\$ 836,219</b>	<b>\$ 3,169,823</b>

**100-12-120 City Manager**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	Management Support	Administrative Support	Council Support
<b>Personnel</b>				
Salaries & Wages	\$ 1,559,339	\$ 519,780	\$ 519,780	\$ 519,780
Fringe Benefits	\$ 694,847	\$ 231,616	\$ 231,616	\$ 231,616
<b>Subtotal Personnel Cost</b>	<b>\$ 2,254,186</b>	<b>\$ 751,395</b>	<b>\$ 751,395</b>	<b>\$ 751,395</b>
<b>Operating Services &amp; Supplies</b>				
Operating Expenses	\$ 54,628	\$ 18,209	\$ 18,209	\$ 18,209
General Services	\$ 72,008	\$ 24,003	\$ 24,003	\$ 24,003
Contingencies	\$ 1,583	\$ 528	\$ 528	\$ 528
<b>Subtotal Operating Cost</b>	<b>\$ 128,219</b>	<b>\$ 42,740</b>	<b>\$ 42,740</b>	<b>\$ 42,740</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 2,382,405</b>	<b>\$ 794,135</b>	<b>\$ 794,135</b>	<b>\$ 794,135</b>
<b>Disallowed Costs</b>				
Contingencies	\$ (1,583)	\$ (528)	\$ (528)	\$ (528)
General Services	\$ (72,008)	\$ (24,003)	\$ (24,003)	\$ (24,003)
<b>Subtotal Disallowed Costs</b>	<b>\$ (73,591)</b>	<b>\$ (24,530)</b>	<b>\$ (24,530)</b>	<b>\$ (24,530)</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 2,308,814</b>	<b>\$ 769,605</b>	<b>\$ 769,605</b>	<b>\$ 769,605</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 24,790	\$ 8,263	\$ 8,263	\$ 8,263
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 2,333,604</b>	<b>\$ 777,868</b>	<b>\$ 777,868</b>	<b>\$ 777,868</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 836,219	\$ 278,740	\$ 278,740	\$ 278,740
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 836,219</b>	<b>\$ 278,740</b>	<b>\$ 278,740</b>	<b>\$ 278,740</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 3,169,823</b>	<b>\$ 1,056,608</b>	<b>\$ 1,056,608</b>	<b>\$ 1,056,608</b>



**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Management Support</b>							
100-10-100 City Council	5.85	2.759%	\$ 21,465		\$ 21,465		\$ 21,465
100-12-120 City Manager	6.90	3.255%	\$ 25,317		\$ 25,317		\$ 25,317
100-12-126 Office of Communications	2.65	1.250%	\$ 9,723		\$ 9,723	\$ 3,707	\$ 13,431
100-12-633 Disaster Preparedness	1.95	0.920%	\$ 7,155		\$ 7,155	\$ 2,728	\$ 9,883
100-13-130 City Clerk	3.50	1.651%	\$ 12,842		\$ 12,842	\$ 4,896	\$ 17,738
100-15-141 City Attorney	3.00	1.415%	\$ 11,008		\$ 11,008	\$ 4,197	\$ 15,204
100-31-305 Video	3.00	1.415%	\$ 11,008		\$ 11,008	\$ 4,197	\$ 15,204
100-32-308 Applications	3.50	1.651%	\$ 12,842		\$ 12,842	\$ 4,896	\$ 17,738
100-40-400 Admin Services Administration	1.40	0.660%	\$ 5,137		\$ 5,137	\$ 1,959	\$ 7,095
100-41-405 Accounting	7.05	3.325%	\$ 25,868		\$ 25,868	\$ 9,863	\$ 35,730
100-41-425 Purchasing	1.20	0.566%	\$ 4,403		\$ 4,403	\$ 1,679	\$ 6,082
100-41-426 Budgeting	1.95	0.920%	\$ 7,155		\$ 7,155	\$ 2,728	\$ 9,883
100-44-412 Human Resources	4.85	2.288%	\$ 17,796		\$ 17,796	\$ 6,785	\$ 24,580
100-44-417 Insurance Administration	0.15	0.071%	\$ 550		\$ 550	\$ 210	\$ 760
100-80-800 Public Works Admin	3.95	1.863%	\$ 14,493		\$ 14,493	\$ 5,526	\$ 20,019
100-82-806 CIP Administration	5.75	2.712%	\$ 21,098		\$ 21,098	\$ 8,044	\$ 29,142
100-84-815 Civic Center Ground Maint	0.80	0.377%	\$ 2,935		\$ 2,935	\$ 1,119	\$ 4,055
100-87-827 Bldg Maint City Hall	0.70	0.330%	\$ 2,568		\$ 2,568	\$ 979	\$ 3,548
100-10-110 Sister Cities	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-11-131 Telecommunication Commission	0.07	0.033%	\$ 257		\$ 257	\$ 98	\$ 355
100-11-140 Library Commission	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-11-142 Fine Arts Commission	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-11-150 Public Safety Commission	0.05	0.024%	\$ 183		\$ 183	\$ 70	\$ 253
100-11-155 Bike/Ped Safety Commission	0.15	0.071%	\$ 550		\$ 550	\$ 210	\$ 760
100-11-160 Recreation Commission	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-11-165 Teen Commission	0.05	0.024%	\$ 183		\$ 183	\$ 70	\$ 253
100-11-170 Planning Commission	0.26	0.123%	\$ 954		\$ 954	\$ 364	\$ 1,318
100-11-175 Housing Commission	0.15	0.071%	\$ 550		\$ 550	\$ 210	\$ 760
100-11-180 Sustainability Commission	0.15	0.071%	\$ 550		\$ 550	\$ 210	\$ 760
100-11-190 Audit Committee	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-12-122 Sustainability Division	1.80	0.849%	\$ 6,605		\$ 6,605	\$ 2,518	\$ 9,123
100-12-632 Comm Outreach & Neigh Watch	1.00	0.472%	\$ 3,669		\$ 3,669	\$ 1,399	\$ 5,068
100-12-705 Economic Development	1.00	0.472%	\$ 3,669		\$ 3,669	\$ 1,399	\$ 5,068
100-41-406 Business Licenses	1.10	0.519%	\$ 4,036		\$ 4,036	\$ 1,539	\$ 5,575
100-60-601 Rec & Comm Svcs Administration	4.90	2.311%	\$ 17,979		\$ 17,979	\$ 6,855	\$ 24,834
100-61-602 Administration	3.00	1.415%	\$ 11,008		\$ 11,008	\$ 4,197	\$ 15,204
100-61-605 Cultural Events	1.00	0.472%	\$ 3,669		\$ 3,669	\$ 1,399	\$ 5,068

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-61-630 Facilities	2.25	1.061%	\$ 8,256		\$ 8,256	\$ 3,148	\$ 11,403
100-62-608 Administration	2.95	1.392%	\$ 10,824		\$ 10,824	\$ 4,127	\$ 14,951
100-62-623 Youth, Teen and Senior Adult Rec	2.05	0.967%	\$ 7,522		\$ 7,522	\$ 2,868	\$ 10,390
100-62-639 Youth and Teen Programs	0.75	0.354%	\$ 2,752		\$ 2,752	\$ 1,049	\$ 3,801
100-62-640 Neighborhood Events	0.25	0.118%	\$ 917		\$ 917	\$ 350	\$ 1,267
100-63-612 Park Facilities	3.18	1.500%	\$ 11,668		\$ 11,668	\$ 4,449	\$ 16,117
100-70-700 Community Development Admin	0.50	0.236%	\$ 1,835		\$ 1,835	\$ 699	\$ 2,534
100-71-701 Current Planning	9.48	4.472%	\$ 34,784		\$ 34,784	\$ 13,262	\$ 48,046
100-71-702 Mid Long Term Planning	3.49	1.646%	\$ 12,805		\$ 12,805	\$ 4,882	\$ 17,688
100-73-713 General Building	3.12	1.472%	\$ 11,448		\$ 11,448	\$ 4,365	\$ 15,813
100-73-714 Construction Plan Check	6.70	3.160%	\$ 24,584		\$ 24,584	\$ 9,373	\$ 33,956
100-73-715 Building Inspection	5.15	2.429%	\$ 18,896		\$ 18,896	\$ 7,205	\$ 26,101
100-73-718 Muni - Bldg Code Enforcement	0.25	0.118%	\$ 917		\$ 917	\$ 350	\$ 1,267
100-74-202 Code Enforcement	4.00	1.887%	\$ 14,677		\$ 14,677	\$ 5,596	\$ 20,273
100-82-804 Plan Review	3.90	1.840%	\$ 14,310		\$ 14,310	\$ 5,456	\$ 19,766
100-83-807 Service Center Administration	3.05	1.439%	\$ 11,191		\$ 11,191	\$ 4,267	\$ 15,458
100-84-808 McClellan Ranch Park	0.40	0.189%	\$ 1,468		\$ 1,468	\$ 560	\$ 2,027
100-84-809 Memorial Park	1.50	0.708%	\$ 5,504		\$ 5,504	\$ 2,098	\$ 7,602
100-84-811 BBF Ground Maintenance	1.00	0.472%	\$ 3,669		\$ 3,669	\$ 1,399	\$ 5,068
100-84-812 School Site Maintenance	4.20	1.981%	\$ 15,411		\$ 15,411	\$ 5,876	\$ 21,286
100-84-813 Neighborhood Parks	8.60	4.057%	\$ 31,555		\$ 31,555	\$ 12,031	\$ 43,586
100-84-814 Sport Fields Jollyman CRK	2.50	1.179%	\$ 9,173		\$ 9,173	\$ 3,497	\$ 12,670
100-85-848 Street Lighting	1.25	0.590%	\$ 4,586		\$ 4,586	\$ 1,749	\$ 6,335
100-85-850 Environmental Materials	0.75	0.354%	\$ 2,752		\$ 2,752	\$ 1,049	\$ 3,801
100-86-261 Trail Maintenance	0.85	0.401%	\$ 3,119		\$ 3,119	\$ 1,189	\$ 4,308
100-86-824 Overpasses and Medians	6.55	3.090%	\$ 24,033		\$ 24,033	\$ 9,163	\$ 33,196
100-86-825 Street Tree Maintenance	7.40	3.491%	\$ 27,152		\$ 27,152	\$ 10,352	\$ 37,504
100-86-826 Weekend Work Program	2.20	1.038%	\$ 8,072		\$ 8,072	\$ 3,078	\$ 11,150
100-87-828 Bldg Maint Library	0.60	0.283%	\$ 2,202		\$ 2,202	\$ 839	\$ 3,041
100-87-829 Bldg Maint Service Center	0.50	0.236%	\$ 1,835		\$ 1,835	\$ 699	\$ 2,534
100-87-830 Bldg Maint Quinlan Center	0.60	0.283%	\$ 2,202		\$ 2,202	\$ 839	\$ 3,041
100-87-831 Bldg Maint Senior Center	0.60	0.283%	\$ 2,202		\$ 2,202	\$ 839	\$ 3,041
100-87-832 Bldg Maint McClellan Ranch	0.60	0.283%	\$ 2,202		\$ 2,202	\$ 839	\$ 3,041
100-87-833 Bldg Maint Monta Vista Ct	0.30	0.142%	\$ 1,101		\$ 1,101	\$ 420	\$ 1,520
100-87-834 Bldg Maint Wilson	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-87-837 Bldg Maint Creekside	0.30	0.142%	\$ 1,101		\$ 1,101	\$ 420	\$ 1,520
100-87-838 Comm Hall Bldg Maint	0.30	0.142%	\$ 1,101		\$ 1,101	\$ 420	\$ 1,520
100-87-839 Teen Center Bldg Maint	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-87-840 Park Bathrooms	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-87-841 BBF Facilities Maintenance	1.40	0.660%	\$ 5,137		\$ 5,137	\$ 1,959	\$ 7,095
100-87-857 City Hall Annex	0.10	0.047%	\$ 367		\$ 367	\$ 140	\$ 507
100-88-844 Traffic Engineering	3.40	1.604%	\$ 12,475		\$ 12,475	\$ 4,756	\$ 17,232
100-88-845 Traffic Signal Maintenance	2.00	0.943%	\$ 7,338		\$ 7,338	\$ 2,798	\$ 10,136
100-88-846 Safe Routes 2 School	1.00	0.472%	\$ 3,669		\$ 3,669	\$ 1,399	\$ 5,068
230-81-802 Non Point Source	2.72	1.283%	\$ 9,980		\$ 9,980	\$ 3,805	\$ 13,785
230-81-855 Storm Drain Maintenance	2.20	1.038%	\$ 8,072		\$ 8,072	\$ 3,078	\$ 11,150
260-72-707 CDBG General Admin	0.49	0.233%	\$ 1,813		\$ 1,813	\$ 691	\$ 2,504
265-72-711 BMR Affordable Housing Fund	1.21	0.569%	\$ 4,425		\$ 4,425	\$ 1,687	\$ 6,112
270-85-820 Sidewalk Curb and Gutter	1.90	0.896%	\$ 6,971		\$ 6,971	\$ 2,658	\$ 9,629
270-85-821 Street Pavement Maintenance	3.60	1.698%	\$ 13,209		\$ 13,209	\$ 5,036	\$ 18,245
270-85-822 Street Sign Marking	3.05	1.439%	\$ 11,191		\$ 11,191	\$ 4,267	\$ 15,458
520-81-801 Resources Recovery	3.60	1.698%	\$ 13,209		\$ 13,209	\$ 5,036	\$ 18,245
560-63-616 BBF Golf Course	1.10	0.519%	\$ 4,036		\$ 4,036	\$ 1,539	\$ 5,575
570-63-621 Sports Center Operation	2.40	1.132%	\$ 8,806		\$ 8,806	\$ 3,357	\$ 12,164
570-87-836 Bldg Maint Sports Center	0.70	0.330%	\$ 2,568		\$ 2,568	\$ 979	\$ 3,548
580-62-613 Youth Teen Recreation	1.70	0.802%	\$ 6,238		\$ 6,238	\$ 2,378	\$ 8,616
580-63-620 Outdoor Recreation	2.10	0.991%	\$ 7,705		\$ 7,705	\$ 2,938	\$ 10,643
610-30-300 Administration	0.53	0.250%	\$ 1,945		\$ 1,945	\$ 741	\$ 2,686
610-34-310 Infrastructure	4.50	2.123%	\$ 16,511		\$ 16,511	\$ 6,295	\$ 22,807
610-35-986 GIS	3.40	1.604%	\$ 12,475		\$ 12,475	\$ 4,756	\$ 17,232
620-44-418 Workers Compensation Insurance	0.20	0.094%	\$ 734		\$ 734	\$ 280	\$ 1,014
630-85-849 Equipment Maintenance	3.00	1.415%	\$ 11,008		\$ 11,008	\$ 4,197	\$ 15,204
<b>Total</b>	<b>212.00</b>	<b>100.000%</b>	<b>\$ 777,868</b>	<b>\$ -</b>	<b>\$ 777,868</b>	<b>\$ 278,740</b>	<b>\$ 1,056,608</b>

**Allocation Basis:**

**FTE per Fund / Dept / Program**

**Source of Allocation:**

**Budget Report**

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Administrative Support</b>							
100-10-100 City Council	431,393.00	0.354%	\$ 2,756		\$ 2,756		\$ 2,756
100-12-120 City Manager	2,382,405.00	1.957%	\$ 15,219		\$ 15,219		\$ 15,219
100-12-126 Office of Communications	680,267.00	0.559%	\$ 4,346		\$ 4,346	\$ 1,594	\$ 5,940
100-12-633 Disaster Preparedness	753,768.00	0.619%	\$ 4,815		\$ 4,815	\$ 1,766	\$ 6,582
100-13-130 City Clerk	774,402.00	0.636%	\$ 4,947		\$ 4,947	\$ 1,815	\$ 6,762
100-13-132 Mail Services	40,808.00	0.034%	\$ 261		\$ 261	\$ 96	\$ 356
100-15-141 City Attorney	1,589,268.00	1.305%	\$ 10,153		\$ 10,153	\$ 3,724	\$ 13,877
100-31-305 Video	925,970.00	0.760%	\$ 5,915		\$ 5,915	\$ 2,170	\$ 8,085
100-32-308 Applications	2,706,815.00	2.223%	\$ 17,292		\$ 17,292	\$ 6,343	\$ 23,635
100-40-400 Admin Services Administration	367,693.00	0.302%	\$ 2,349		\$ 2,349	\$ 862	\$ 3,211
100-41-405 Accounting	1,818,249.00	1.493%	\$ 11,615		\$ 11,615	\$ 4,261	\$ 15,876
100-41-425 Purchasing	369,477.00	0.303%	\$ 2,360		\$ 2,360	\$ 866	\$ 3,226
100-41-426 Budgeting	522,140.00	0.429%	\$ 3,336		\$ 3,336	\$ 1,224	\$ 4,559
100-44-412 Human Resources	1,395,466.00	1.146%	\$ 8,915		\$ 8,915	\$ 3,270	\$ 12,185
100-44-417 Insurance Administration	2,297,437.00	1.887%	\$ 14,677		\$ 14,677	\$ 5,384	\$ 20,060
100-80-800 Public Works Admin	1,043,142.00	0.857%	\$ 6,664		\$ 6,664	\$ 2,444	\$ 9,108
100-82-806 CIP Administration	1,486,037.00	1.220%	\$ 9,493		\$ 9,493	\$ 3,482	\$ 12,975
100-84-815 Civic Center Ground Maint	182,220.00	0.150%	\$ 1,164		\$ 1,164	\$ 427	\$ 1,591
100-87-827 Bldg Maint City Hall	500,689.00	0.411%	\$ 3,199		\$ 3,199	\$ 1,173	\$ 4,372
100-10-101 Community Funding	35,573.00	0.029%	\$ 227		\$ 227	\$ 83	\$ 311
100-10-104 Historical Society	40,000.00	0.033%	\$ 256		\$ 256	\$ 94	\$ 349
100-10-110 Sister Cities	73,086.00	0.060%	\$ 467		\$ 467	\$ 171	\$ 638
100-11-131 Telecommunication Commission	35,630.00	0.029%	\$ 228		\$ 228	\$ 83	\$ 311
100-11-140 Library Commission	42,959.00	0.035%	\$ 274		\$ 274	\$ 101	\$ 375
100-11-142 Fine Arts Commission	41,512.00	0.034%	\$ 265		\$ 265	\$ 97	\$ 362
100-11-150 Public Safety Commission	47,393.00	0.039%	\$ 303		\$ 303	\$ 111	\$ 414
100-11-155 Bike/Ped Safety Commission	62,715.00	0.052%	\$ 401		\$ 401	\$ 147	\$ 548
100-11-160 Recreation Commission	38,850.00	0.032%	\$ 248		\$ 248	\$ 91	\$ 339
100-11-165 Teen Commission	42,466.00	0.035%	\$ 271		\$ 271	\$ 100	\$ 371
100-11-170 Planning Commission	117,655.00	0.097%	\$ 752		\$ 752	\$ 276	\$ 1,027
100-11-175 Housing Commission	61,377.00	0.050%	\$ 392		\$ 392	\$ 144	\$ 536
100-11-180 Sustainability Commission	58,109.00	0.048%	\$ 371		\$ 371	\$ 136	\$ 507
100-11-190 Audit Committee	40,583.00	0.033%	\$ 259		\$ 259	\$ 95	\$ 354
100-12-122 Sustainability Division	704,037.00	0.578%	\$ 4,498		\$ 4,498	\$ 1,650	\$ 6,147
100-12-305 Video	16,752.00	0.014%	\$ 107		\$ 107	\$ 39	\$ 146
100-12-307 Public Access Support	47,732.00	0.039%	\$ 305		\$ 305	\$ 112	\$ 417
100-12-632 Comm Outreach & Neigh Watch	252,103.00	0.207%	\$ 1,610		\$ 1,610	\$ 591	\$ 2,201

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-12-705 Economic Development	466,811.00	0.383%	\$ 2,982		\$ 2,982	\$ 1,094	\$ 4,076
100-13-133 Elections	977.00	0.001%	\$ 6		\$ 6	\$ 2	\$ 9
100-14-123 City Manager Contingency	50,000.00	0.041%	\$ 319		\$ 319	\$ 117	\$ 437
100-20-200 Law Enforcement SC Sherif	17,812,608.00	14.629%	\$ 113,791		\$ 113,791	\$ 41,740	\$ 155,531
100-41-406 Business Licenses	423,530.00	0.348%	\$ 2,706		\$ 2,706	\$ 992	\$ 3,698
100-60-601 Rec & Comm Svcs Administration	1,358,144.00	1.115%	\$ 8,676		\$ 8,676	\$ 3,183	\$ 11,859
100-60-636 Library Services	169,698.00	0.139%	\$ 1,084		\$ 1,084	\$ 398	\$ 1,482
100-61-602 Administration	586,357.00	0.482%	\$ 3,746		\$ 3,746	\$ 1,374	\$ 5,120
100-61-605 Cultural Events	437,794.00	0.360%	\$ 2,797		\$ 2,797	\$ 1,026	\$ 3,823
100-61-630 Facilities	390,211.00	0.320%	\$ 2,493		\$ 2,493	\$ 914	\$ 3,407
100-62-608 Administration	686,262.00	0.564%	\$ 4,384		\$ 4,384	\$ 1,608	\$ 5,992
100-62-623 Youth, Teen and Senior Adult Rec	812,264.00	0.667%	\$ 5,189		\$ 5,189	\$ 1,903	\$ 7,092
100-62-639 Youth and Teen Programs	278,895.00	0.229%	\$ 1,782		\$ 1,782	\$ 654	\$ 2,435
100-62-640 Neighborhood Events	92,872.00	0.076%	\$ 593		\$ 593	\$ 218	\$ 811
100-63-612 Park Facilities	1,270,364.00	1.043%	\$ 8,115		\$ 8,115	\$ 2,977	\$ 11,092
100-70-700 Community Development Admin	570,884.00	0.469%	\$ 3,647		\$ 3,647	\$ 1,338	\$ 4,985
100-71-701 Current Planning	3,406,046.00	2.797%	\$ 21,759		\$ 21,759	\$ 7,981	\$ 29,740
100-71-702 Mid Long Term Planning	1,230,606.00	1.011%	\$ 7,861		\$ 7,861	\$ 2,884	\$ 10,745
100-72-712 Gen Fund Human Services Grants	180,140.00	0.148%	\$ 1,151		\$ 1,151	\$ 422	\$ 1,573
100-73-713 General Building	945,333.00	0.776%	\$ 6,039		\$ 6,039	\$ 2,215	\$ 8,254
100-73-714 Construction Plan Check	2,297,027.00	1.886%	\$ 14,674		\$ 14,674	\$ 5,383	\$ 20,057
100-73-715 Building Inspection	1,519,349.00	1.248%	\$ 9,706		\$ 9,706	\$ 3,560	\$ 13,266
100-73-718 Muni- Bldg Code Enforcement	88,611.00	0.073%	\$ 566		\$ 566	\$ 208	\$ 774
100-74-202 Code Enforcement	1,399,853.00	1.150%	\$ 8,943		\$ 8,943	\$ 3,280	\$ 12,223
100-82-804 Plan Review	1,431,296.00	1.175%	\$ 9,143		\$ 9,143	\$ 3,354	\$ 12,497
100-83-807 Service Center Administration	1,102,041.00	0.905%	\$ 7,040		\$ 7,040	\$ 2,582	\$ 9,622
100-84-808 McClellan Ranch Park	176,317.00	0.145%	\$ 1,126		\$ 1,126	\$ 413	\$ 1,540
100-84-809 Memorial Park	819,001.00	0.673%	\$ 5,232		\$ 5,232	\$ 1,919	\$ 7,151
100-84-811 BBF Ground Maintenance	367,451.00	0.302%	\$ 2,347		\$ 2,347	\$ 861	\$ 3,208
100-84-812 School Site Maintenance	1,383,586.00	1.136%	\$ 8,839		\$ 8,839	\$ 3,242	\$ 12,081
100-84-813 Neighborhood Parks	2,593,101.00	2.130%	\$ 16,565		\$ 16,565	\$ 6,076	\$ 22,642
100-84-814 Sport Fields Jollyman CRK	939,889.00	0.772%	\$ 6,004		\$ 6,004	\$ 2,202	\$ 8,207
100-85-848 Street Lighting	1,011,921.00	0.831%	\$ 6,464		\$ 6,464	\$ 2,371	\$ 8,836
100-85-850 Environmental Materials	218,853.00	0.180%	\$ 1,398		\$ 1,398	\$ 513	\$ 1,911
100-86-261 Trail Maintenance	199,458.00	0.164%	\$ 1,274		\$ 1,274	\$ 467	\$ 1,742
100-86-824 Overpasses and Medians	1,670,592.00	1.372%	\$ 10,672		\$ 10,672	\$ 3,915	\$ 14,587
100-86-825 Street Tree Maintenance	1,788,822.00	1.469%	\$ 11,427		\$ 11,427	\$ 4,192	\$ 15,619
100-86-826 Weekend Work Program	592,351.00	0.486%	\$ 3,784		\$ 3,784	\$ 1,388	\$ 5,172
100-87-828 Bldg Maint Library	1,007,493.00	0.827%	\$ 6,436		\$ 6,436	\$ 2,361	\$ 8,797

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-87-829 Bldg Maint Service Center	310,886.00	0.255%	\$ 1,986		\$ 1,986	\$ 728	\$ 2,715
100-87-830 Bldg Maint Quinlan Center	574,659.00	0.472%	\$ 3,671		\$ 3,671	\$ 1,347	\$ 5,018
100-87-831 Bldg Maint Senior Center	324,289.00	0.266%	\$ 2,072		\$ 2,072	\$ 760	\$ 2,832
100-87-832 Bldg Maint McClellan Ranch	293,750.00	0.241%	\$ 1,877		\$ 1,877	\$ 688	\$ 2,565
100-87-833 Bldg Maint Monta Vista Ct	186,417.00	0.153%	\$ 1,191		\$ 1,191	\$ 437	\$ 1,628
100-87-834 Bldg Maint Wilson	95,722.00	0.079%	\$ 611		\$ 611	\$ 224	\$ 836
100-87-835 Bldg Maint Portal	46,228.00	0.038%	\$ 295		\$ 295	\$ 108	\$ 404
100-87-837 Bldg Maint Creekside	136,076.00	0.112%	\$ 869		\$ 869	\$ 319	\$ 1,188
100-87-838 Comm Hall Bldg Maint	225,544.00	0.185%	\$ 1,441		\$ 1,441	\$ 529	\$ 1,969
100-87-839 Teen Center Bldg Maint	52,889.00	0.043%	\$ 338		\$ 338	\$ 124	\$ 462
100-87-840 Park Bathrooms	180,280.00	0.148%	\$ 1,152		\$ 1,152	\$ 422	\$ 1,574
100-87-841 BBF Facilities Maintenance	525,642.00	0.432%	\$ 3,358		\$ 3,358	\$ 1,232	\$ 4,590
100-87-852 Franco Traffic Operations Center	15,257.00	0.013%	\$ 97		\$ 97	\$ 36	\$ 133
100-87-857 City Hall Annex	24,892.00	0.020%	\$ 159		\$ 159	\$ 58	\$ 217
100-88-844 Traffic Engineering	1,240,071.00	1.018%	\$ 7,922		\$ 7,922	\$ 2,906	\$ 10,828
100-88-845 Traffic Signal Maintenance	820,029.00	0.673%	\$ 5,239		\$ 5,239	\$ 1,922	\$ 7,160
100-88-846 Safe Routes 2 School	732,278.00	0.601%	\$ 4,678		\$ 4,678	\$ 1,716	\$ 6,394
100-90-1 Non Departmental	6,475,103.00	5.318%	\$ 41,364		\$ 41,364	\$ 15,173	\$ 56,538
230-81-802 Non Point Source	1,177,495.00	0.967%	\$ 7,522		\$ 7,522	\$ 2,759	\$ 10,281
230-81-853 Storm Drain Fee	25,924.00	0.021%	\$ 166		\$ 166	\$ 61	\$ 226
230-81-854 General Fund Subsidy	23,164.00	0.019%	\$ 148		\$ 148	\$ 54	\$ 202
230-81-855 Storm Drain Maintenance	1,007,007.00	0.827%	\$ 6,433		\$ 6,433	\$ 2,360	\$ 8,793
260-72-707 CDBG General Admin	132,070.00	0.108%	\$ 844		\$ 844	\$ 309	\$ 1,153
260-72-709 CDBG Capital/Housing Projects	460,487.00	0.378%	\$ 2,942		\$ 2,942	\$ 1,079	\$ 4,021
260-72-710 CDBG Public Service Grants	55,028.00	0.045%	\$ 352		\$ 352	\$ 129	\$ 480
265-72-711 BMR Affordable Housing Fund	985,203.00	0.809%	\$ 6,294		\$ 6,294	\$ 2,309	\$ 8,602
270-85-820 Sidewalk Curb and Gutter	1,795,414.00	1.474%	\$ 11,470		\$ 11,470	\$ 4,207	\$ 15,677
270-85-821 Street Pavement Maintenance	3,945,450.00	3.240%	\$ 25,204		\$ 25,204	\$ 9,245	\$ 34,450
270-85-822 Street Sign Marking	778,930.00	0.640%	\$ 4,976		\$ 4,976	\$ 1,825	\$ 6,801
281-90-1 Non Departmental	15,000.00	0.012%	\$ 96		\$ 96	\$ 35	\$ 131
365-90-500 Non Departmental - Facility Lease	2,677,600.00	2.199%	\$ 17,105		\$ 17,105	\$ 6,274	\$ 23,380
420-99-7 ADA Improvements	100,000.00	0.082%	\$ 639		\$ 639	\$ 234	\$ 873
420-99-47 CIP Prelim Planning & Design	125,000.00	0.103%	\$ 799		\$ 799	\$ 293	\$ 1,091
420-99-48 Capital Project Support	50,000.00	0.041%	\$ 319		\$ 319	\$ 117	\$ 437
420-99-56 St Light Install - Annual Infill	35,000.00	0.029%	\$ 224		\$ 224	\$ 82	\$ 306
420-99-63 CW Bldg Condition Assess Impl	1,000,000.00	0.821%	\$ 6,388		\$ 6,388	\$ 2,343	\$ 8,732
420-99-85 Playground EQ (Creekside&Varian)	300,000.00	0.246%	\$ 1,916		\$ 1,916	\$ 703	\$ 2,619
420-99-266 SCB/Calabazas Creek SD Repair	420,000.00	0.345%	\$ 2,683		\$ 2,683	\$ 984	\$ 3,667
420-99-267 Stevens Creek Bridge Repair	172,000.00	0.141%	\$ 1,099		\$ 1,099	\$ 403	\$ 1,502

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
429-90-1 Non Departmental	2,027,000.00	1.665%	\$ 12,949		\$ 12,949	\$ 4,750	\$ 17,699
520-81-801 Resources Recovery	2,636,342.00	2.165%	\$ 16,842		\$ 16,842	\$ 6,178	\$ 23,019
560-63-616 BBF Golf Course	642,342.00	0.528%	\$ 4,103		\$ 4,103	\$ 1,505	\$ 5,609
560-87-260 BBF Golf Maintenance	103,244.00	0.085%	\$ 660		\$ 660	\$ 242	\$ 901
570-63-621 Sports Center Operation	2,840,279.00	2.333%	\$ 18,144		\$ 18,144	\$ 6,656	\$ 24,800
570-87-836 Bldg Maint Sports Center	659,124.00	0.541%	\$ 4,211		\$ 4,211	\$ 1,545	\$ 5,755
580-62-613 Youth Teen Recreation	1,703,251.00	1.399%	\$ 10,881		\$ 10,881	\$ 3,991	\$ 14,872
580-63-620 Outdoor Recreation	1,086,993.00	0.893%	\$ 6,944		\$ 6,944	\$ 2,547	\$ 9,491
610-30-300 Administration	189,715.00	0.156%	\$ 1,212		\$ 1,212	\$ 445	\$ 1,657
610-34-310 Infrastructure	2,245,117.00	1.844%	\$ 14,342		\$ 14,342	\$ 5,261	\$ 19,603
610-35-986 GIS	1,489,528.00	1.223%	\$ 9,515		\$ 9,515	\$ 3,490	\$ 13,006
620-44-418 Workers Compensation Insurance	582,778.00	0.479%	\$ 3,723		\$ 3,723	\$ 1,366	\$ 5,089
630-85-849 Equipment Maintenance	1,501,047.00	1.233%	\$ 9,589		\$ 9,589	\$ 3,517	\$ 13,106
630-90-985 Non Departmental - Fixed Assets Acquisition	467,868.00	0.384%	\$ 2,989		\$ 2,989	\$ 1,096	\$ 4,085
641-44-419 Long Term Disability	102,381.00	0.084%	\$ 654		\$ 654	\$ 240	\$ 894
641-44-420 Compensated Absence	658,090.00	0.540%	\$ 4,204		\$ 4,204	\$ 1,542	\$ 5,746
642-44-414 HR Retiree Benefits	1,486,988.00	1.221%	\$ 9,499		\$ 9,499	\$ 3,484	\$ 12,984
<b>Total</b>	<b>121,765,857.00</b>	<b>100.000%</b>	<b>\$ 777,868</b>	<b>\$ -</b>	<b>\$ 777,868</b>	<b>\$ 278,740</b>	<b>\$ 1,056,608</b>

**Allocation Basis:**

**Expenditures per Fund / Dept / Program**

**Source of Allocation:**

**Budget Report**

**100-12-120 City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Council Support</b>							
100-10-100 City Council	27.00	10.385%	\$ 80,779		\$ 80,779		\$ 80,779
100-12-120 City Manager	25.00	9.615%	\$ 74,795		\$ 74,795		\$ 74,795
100-13-130 City Clerk	47.00	18.077%	\$ 140,615		\$ 140,615	\$ 62,984	\$ 203,599
100-15-141 City Attorney	26.00	10.000%	\$ 77,787		\$ 77,787	\$ 34,842	\$ 112,629
100-32-308 Applications	5.00	1.923%	\$ 14,959		\$ 14,959	\$ 6,700	\$ 21,659
100-41-405 Accounting	55.00	21.154%	\$ 164,549		\$ 164,549	\$ 73,705	\$ 238,254
100-44-412 Human Resources	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
100-80-800 Public Works Admin	15.00	5.769%	\$ 44,877		\$ 44,877	\$ 20,101	\$ 64,978
100-60-636 Library Services	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
100-63-612 Park Facilities	3.00	1.154%	\$ 8,975		\$ 8,975	\$ 4,020	\$ 12,996
100-71-701 Current Planning	17.00	6.538%	\$ 50,861		\$ 50,861	\$ 22,782	\$ 73,642
100-82-804 Plan Review	3.00	1.154%	\$ 8,975		\$ 8,975	\$ 4,020	\$ 12,996
100-84-813 Neighborhood Parks	2.00	0.769%	\$ 5,984		\$ 5,984	\$ 2,680	\$ 8,664
100-87-841 BBF Facilities Maintenance	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
230-81-802 Non Point Source	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
270-85-820 Sidewalk Curb and Gutter	5.00	1.923%	\$ 14,959		\$ 14,959	\$ 6,700	\$ 21,659
270-85-821 Street Pavement Maintenance	5.00	1.923%	\$ 14,959		\$ 14,959	\$ 6,700	\$ 21,659
420-99-7 ADA Improvements	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
420-99-48 Capital Project Support	13.00	5.000%	\$ 38,893		\$ 38,893	\$ 17,421	\$ 56,315
420-99-85 Playground EQ (Creekside&Varian)	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
420-99-267 Stevens Creek Bridge Repair	2.00	0.769%	\$ 5,984		\$ 5,984	\$ 2,680	\$ 8,664
520-81-801 Resources Recovery	3.00	1.154%	\$ 8,975		\$ 8,975	\$ 4,020	\$ 12,996
630-85-849 Equipment Maintenance	1.00	0.385%	\$ 2,992		\$ 2,992	\$ 1,340	\$ 4,332
<b>Total</b>	<b>260.00</b>	<b>100.000%</b>	<b>\$ 777,868</b>	<b>\$ -</b>	<b>\$ 777,868</b>	<b>\$ 278,740</b>	<b>\$ 1,056,608</b>

**Allocation Basis:**

**Agenda Items**

**Source of Allocation:**

**Legistar Report**



**ALLOCATION SUMMARY**

<b>100-12-120 City Manager</b>	<b>Management Support</b>	<b>Administrative Support</b>	<b>Council Support</b>	<b>Total</b>
100-10-100 City Council	\$ 21,465	\$ 2,756	\$ 80,779	\$ 104,999
100-12-120 City Manager	\$ 25,317	\$ 15,219	\$ 74,795	\$ 115,332
100-12-126 Office of Communications	\$ 13,431	\$ 5,940	\$ -	\$ 19,370
100-12-633 Disaster Preparedness	\$ 9,883	\$ 6,582	\$ -	\$ 16,464
100-13-130 City Clerk	\$ 17,738	\$ 6,762	\$ 203,599	\$ 228,099
100-13-132 Mail Services	\$ -	\$ 356	\$ -	\$ 356
100-15-141 City Attorney	\$ 15,204	\$ 13,877	\$ 112,629	\$ 141,710
100-31-305 Video	\$ 15,204	\$ 8,085	\$ -	\$ 23,290
100-32-308 Applications	\$ 17,738	\$ 23,635	\$ 21,659	\$ 63,033
100-40-400 Admin Services Administration	\$ 7,095	\$ 3,211	\$ -	\$ 10,306
100-41-405 Accounting	\$ 35,730	\$ 15,876	\$ 238,254	\$ 289,861
100-41-425 Purchasing	\$ 6,082	\$ 3,226	\$ -	\$ 9,308
100-41-426 Budgeting	\$ 9,883	\$ 4,559	\$ -	\$ 14,442
100-44-412 Human Resources	\$ 24,580	\$ 12,185	\$ 4,332	\$ 41,097
100-44-417 Insurance Administration	\$ 760	\$ 20,060	\$ -	\$ 20,820
100-80-800 Public Works Admin	\$ 20,019	\$ 9,108	\$ 64,978	\$ 94,106
100-82-806 CIP Administration	\$ 29,142	\$ 12,975	\$ -	\$ 42,117
100-84-815 Civic Center Ground Maint	\$ 4,055	\$ 1,591	\$ -	\$ 5,646
100-87-827 Bldg Maint City Hall	\$ 3,548	\$ 4,372	\$ -	\$ 7,919
100-10-101 Community Funding	\$ -	\$ 311	\$ -	\$ 311
100-10-104 Historical Society	\$ -	\$ 349	\$ -	\$ 349
100-10-110 Sister Cities	\$ 507	\$ 638	\$ -	\$ 1,145
100-11-131 Telecommunication Commission	\$ 355	\$ 311	\$ -	\$ 666
100-11-140 Library Commission	\$ 507	\$ 375	\$ -	\$ 882
100-11-142 Fine Arts Commission	\$ 507	\$ 362	\$ -	\$ 869
100-11-150 Public Safety Commission	\$ 253	\$ 414	\$ -	\$ 667
100-11-155 Bike/Ped Safety Commission	\$ 760	\$ 548	\$ -	\$ 1,308
100-11-160 Recreation Commission	\$ 507	\$ 339	\$ -	\$ 846
100-11-165 Teen Commission	\$ 253	\$ 371	\$ -	\$ 624
100-11-170 Planning Commission	\$ 1,318	\$ 1,027	\$ -	\$ 2,345
100-11-175 Housing Commission	\$ 760	\$ 536	\$ -	\$ 1,296
100-11-180 Sustainability Commission	\$ 760	\$ 507	\$ -	\$ 1,268
100-11-190 Audit Committee	\$ 507	\$ 354	\$ -	\$ 861
100-12-122 Sustainability Division	\$ 9,123	\$ 6,147	\$ -	\$ 15,270

**ALLOCATION SUMMARY**

<b>100-12-120 City Manager</b>	<b>Management Support</b>	<b>Administrative Support</b>	<b>Council Support</b>	<b>Total</b>
100-12-305 Video	\$ -	\$ 146	\$ -	\$ 146
100-12-307 Public Access Support	\$ -	\$ 417	\$ -	\$ 417
100-12-632 Comm Outreach & Neigh Watch	\$ 5,068	\$ 2,201	\$ -	\$ 7,269
100-12-705 Economic Development	\$ 5,068	\$ 4,076	\$ -	\$ 9,144
100-13-133 Elections	\$ -	\$ 9	\$ -	\$ 9
100-14-123 City Manager Contingency	\$ -	\$ 437	\$ -	\$ 437
100-20-200 Law Enforcement SC Sheriff	\$ -	\$ 155,531	\$ -	\$ 155,531
100-41-406 Business Licenses	\$ 5,575	\$ 3,698	\$ -	\$ 9,273
100-60-601 Rec & Comm Svcs Administration	\$ 24,834	\$ 11,859	\$ -	\$ 36,693
100-60-636 Library Services	\$ -	\$ 1,482	\$ 4,332	\$ 5,814
100-61-602 Administration	\$ 15,204	\$ 5,120	\$ -	\$ 20,324
100-61-605 Cultural Events	\$ 5,068	\$ 3,823	\$ -	\$ 8,891
100-61-630 Facilities	\$ 11,403	\$ 3,407	\$ -	\$ 14,810
100-62-608 Administration	\$ 14,951	\$ 5,992	\$ -	\$ 20,943
100-62-623 Youth, Teen and Senior Adult Rec	\$ 10,390	\$ 7,092	\$ -	\$ 17,482
100-62-639 Youth and Teen Programs	\$ 3,801	\$ 2,435	\$ -	\$ 6,236
100-62-640 Neighborhood Events	\$ 1,267	\$ 811	\$ -	\$ 2,078
100-63-612 Park Facilities	\$ 16,117	\$ 11,092	\$ 12,996	\$ 40,205
100-70-700 Community Development Admin	\$ 2,534	\$ 4,985	\$ -	\$ 7,519
100-71-701 Current Planning	\$ 48,046	\$ 29,740	\$ 73,642	\$ 151,428
100-71-702 Mid Long Term Planning	\$ 17,688	\$ 10,745	\$ -	\$ 28,433
100-72-712 Gen Fund Human Services Grants	\$ -	\$ 1,573	\$ -	\$ 1,573
100-73-713 General Building	\$ 15,813	\$ 8,254	\$ -	\$ 24,067
100-73-714 Construction Plan Check	\$ 33,956	\$ 20,057	\$ -	\$ 54,013
100-73-715 Building Inspection	\$ 26,101	\$ 13,266	\$ -	\$ 39,367
100-73-718 Muni - Bldg Code Enforcement	\$ 1,267	\$ 774	\$ -	\$ 2,041
100-74-202 Code Enforcement	\$ 20,273	\$ 12,223	\$ -	\$ 32,495
100-82-804 Plan Review	\$ 19,766	\$ 12,497	\$ 12,996	\$ 45,259
100-83-807 Service Center Administration	\$ 15,458	\$ 9,622	\$ -	\$ 25,080
100-84-808 McClellan Ranch Park	\$ 2,027	\$ 1,540	\$ -	\$ 3,567
100-84-809 Memorial Park	\$ 7,602	\$ 7,151	\$ -	\$ 14,753
100-84-811 BBF Ground Maintenance	\$ 5,068	\$ 3,208	\$ -	\$ 8,277
100-84-812 School Site Maintenance	\$ 21,286	\$ 12,081	\$ -	\$ 33,367
100-84-813 Neighborhood Parks	\$ 43,586	\$ 22,642	\$ 8,664	\$ 74,891

**ALLOCATION SUMMARY**

<b>100-12-120 City Manager</b>	<b>Management Support</b>	<b>Administrative Support</b>	<b>Council Support</b>	<b>Total</b>
100-84-814 Sport Fields Jollyman CRK	\$ 12,670	\$ 8,207	\$ -	\$ 20,877
100-85-848 Street Lighting	\$ 6,335	\$ 8,836	\$ -	\$ 15,171
100-85-850 Environmental Materials	\$ 3,801	\$ 1,911	\$ -	\$ 5,712
100-86-261 Trail Maintenance	\$ 4,308	\$ 1,742	\$ -	\$ 6,049
100-86-824 Overpasses and Medians	\$ 33,196	\$ 14,587	\$ -	\$ 47,783
100-86-825 Street Tree Maintenance	\$ 37,504	\$ 15,619	\$ -	\$ 53,123
100-86-826 Weekend Work Program	\$ 11,150	\$ 5,172	\$ -	\$ 16,322
100-87-828 Bldg Maint Library	\$ 3,041	\$ 8,797	\$ -	\$ 11,838
100-87-829 Bldg Maint Service Center	\$ 2,534	\$ 2,715	\$ -	\$ 5,249
100-87-830 Bldg Maint Quinlan Center	\$ 3,041	\$ 5,018	\$ -	\$ 8,059
100-87-831 Bldg Maint Senior Center	\$ 3,041	\$ 2,832	\$ -	\$ 5,872
100-87-832 Bldg Maint McClellan Ranch	\$ 3,041	\$ 2,565	\$ -	\$ 5,606
100-87-833 Bldg Maint Monta Vista Ct	\$ 1,520	\$ 1,628	\$ -	\$ 3,148
100-87-834 Bldg Maint Wilson	\$ 507	\$ 836	\$ -	\$ 1,343
100-87-835 Bldg Maint Portal	\$ -	\$ 404	\$ -	\$ 404
100-87-837 Bldg Maint Creekside	\$ 1,520	\$ 1,188	\$ -	\$ 2,709
100-87-838 Comm Hall Bldg Maint	\$ 1,520	\$ 1,969	\$ -	\$ 3,490
100-87-839 Teen Center Bldg Maint	\$ 507	\$ 462	\$ -	\$ 969
100-87-840 Park Bathrooms	\$ 507	\$ 1,574	\$ -	\$ 2,081
100-87-841 BBF Facilities Maintenance	\$ 7,095	\$ 4,590	\$ 4,332	\$ 16,017
100-87-852 Franco Traffic Operations Center	\$ -	\$ 133	\$ -	\$ 133
100-87-857 City Hall Annex	\$ 507	\$ 217	\$ -	\$ 724
100-88-844 Traffic Engineering	\$ 17,232	\$ 10,828	\$ -	\$ 28,059
100-88-845 Traffic Signal Maintenance	\$ 10,136	\$ 7,160	\$ -	\$ 17,296
100-88-846 Safe Routes 2 School	\$ 5,068	\$ 6,394	\$ -	\$ 11,462
100-90-1 Non Departmental	\$ -	\$ 56,538	\$ -	\$ 56,538
230-81-802 Non Point Source	\$ 13,785	\$ 10,281	\$ 4,332	\$ 28,399
230-81-853 Storm Drain Fee	\$ -	\$ 226	\$ -	\$ 226
230-81-854 General Fund Subsidy	\$ -	\$ 202	\$ -	\$ 202
230-81-855 Storm Drain Maintenance	\$ 11,150	\$ 8,793	\$ -	\$ 19,943
260-72-707 CDBG General Admin	\$ 2,504	\$ 1,153	\$ -	\$ 3,657
260-72-709 CDBG Capital/Housing Projects	\$ -	\$ 4,021	\$ -	\$ 4,021
260-72-710 CDBG Public Service Grants	\$ -	\$ 480	\$ -	\$ 480
265-72-711 BMR Affordable Housing Fund	\$ 6,112	\$ 8,602	\$ -	\$ 14,714

**ALLOCATION SUMMARY**

<b>100-12-120 City Manager</b>	<b>Management Support</b>	<b>Administrative Support</b>	<b>Council Support</b>	<b>Total</b>
270-85-820 Sidewalk Curb and Gutter	\$ 9,629	\$ 15,677	\$ 21,659	\$ 46,966
270-85-821 Street Pavement Maintenance	\$ 18,245	\$ 34,450	\$ 21,659	\$ 74,355
270-85-822 Street Sign Marking	\$ 15,458	\$ 6,801	\$ -	\$ 22,259
281-90-1 Non Departmental	\$ -	\$ 131	\$ -	\$ 131
365-90-500 Non Departmental - Facility Lease	\$ -	\$ 23,380	\$ -	\$ 23,380
420-99-7 ADA Improvements	\$ -	\$ 873	\$ 4,332	\$ 5,205
420-99-47 CIP Prelim Planning & Design	\$ -	\$ 1,091	\$ -	\$ 1,091
420-99-48 Capital Project Support	\$ -	\$ 437	\$ 56,315	\$ 56,751
420-99-56 St Light Install - Annual Infill	\$ -	\$ 306	\$ -	\$ 306
420-99-63 CW Bldg Condition Assess Impl	\$ -	\$ 8,732	\$ -	\$ 8,732
420-99-85 Playground EQ (Creekside&Varian)	\$ -	\$ 2,619	\$ 4,332	\$ 6,951
420-99-266 SCB/Calabazas Creek SD Repair	\$ -	\$ 3,667	\$ -	\$ 3,667
420-99-267 Stevens Creek Bridge Repair	\$ -	\$ 1,502	\$ 8,664	\$ 10,166
429-90-1 Non Departmental	\$ -	\$ 17,699	\$ -	\$ 17,699
520-81-801 Resources Recovery	\$ 18,245	\$ 23,019	\$ 12,996	\$ 54,260
560-63-616 BBF Golf Course	\$ 5,575	\$ 5,609	\$ -	\$ 11,184
560-87-260 BBF Golf Maintenance	\$ -	\$ 901	\$ -	\$ 901
570-63-621 Sports Center Operation	\$ 12,164	\$ 24,800	\$ -	\$ 36,963
570-87-836 Bldg Maint Sports Center	\$ 3,548	\$ 5,755	\$ -	\$ 9,303
580-62-613 Youth Teen Recreation	\$ 8,616	\$ 14,872	\$ -	\$ 23,488
580-63-620 Outdoor Recreation	\$ 10,643	\$ 9,491	\$ -	\$ 20,134
610-30-300 Administration	\$ 2,686	\$ 1,657	\$ -	\$ 4,343
610-34-310 Infrastructure	\$ 22,807	\$ 19,603	\$ -	\$ 42,410
610-35-986 GIS	\$ 17,232	\$ 13,006	\$ -	\$ 30,237
620-44-418 Workers Compensation Insurance	\$ 1,014	\$ 5,089	\$ -	\$ 6,102
630-85-849 Equipment Maintenance	\$ 15,204	\$ 13,106	\$ 4,332	\$ 32,643
630-90-985 Non Departmental - Fixed Assets Acquisition	\$ -	\$ 4,085	\$ -	\$ 4,085
641-44-419 Long Term Disability	\$ -	\$ 894	\$ -	\$ 894
641-44-420 Compensated Absence	\$ -	\$ 5,746	\$ -	\$ 5,746
642-44-414 HR Retiree Benefits	\$ -	\$ 12,984	\$ -	\$ 12,984
<b>Total</b>	<b>\$ 1,056,608</b>	<b>\$ 1,056,608</b>	<b>\$ 1,056,608</b>	<b>\$ 3,169,823</b>

### 3 City Manager - Office of Communications

The City Manager - Office of Communications division conducts community outreach and ensure residents have access to important information about the City. The Office of Communications manages the City's website, social media accounts, newsletter, press releases, and other lines of communication with the public. This program also acts as a liaison between various City divisions and the community. City Manager – Office of Communications costs are allocated to Receiving Divisions, as follows:

- **General Communications** – represents costs associated with community outreach on behalf of City divisions. This function has been allocated equally to all divisions.
- **Law Enforcement Contract Support** – represents costs associated with managing the city's contract with the Santa Clara County Sheriff. This function has been allocated direct to the Law Enforcement Fund.
- **Public Outreach** – represents costs associated with informing the public about City news and events. These costs have not been allocated because they are not associated with any receiving division.

The chart on the following page illustrates the functions and measures used to allocate City Manager - Office of Communications costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-12-126 Office of Communications</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 680,267</b>		<b>\$ 680,267</b>
Contingencies	\$ (2,214)		
<b>Total Disallowed Costs</b>	<b>\$ (2,214)</b>		<b>\$ (2,214)</b>
<b>Incoming Costs</b>	<b>\$ (4,428)</b>		
100-12-120 City Manager	\$ 14,069	\$ 5,301	\$ 19,370
100-13-130 City Clerk		\$ 275	\$ 275
100-13-132 Mail Services		\$ 549	\$ 549
100-15-141 City Attorney		\$ 1,031	\$ 1,031
100-41-405 Accounting		\$ 7,795	\$ 7,795
100-41-425 Purchasing		\$ 452	\$ 452
100-41-426 Budgeting		\$ 4,914	\$ 4,914
100-44-412 Human Resources		\$ 47,789	\$ 47,789
100-44-417 Insurance Administration		\$ 1,968	\$ 1,968
100-84-815 Civic Center Ground Maint		\$ 575	\$ 575
100-87-827 Bldg Maint City Hall		\$ 5,794	\$ 5,794
<b>Total Incoming Costs</b>	<b>\$ 14,069</b>	<b>\$ 76,444</b>	<b>\$ 90,513</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 692,122</b>	<b>\$ 76,444</b>	<b>\$ 768,566</b>

**100-12-126 Office of Communications**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	General Communications	Law Enforcement Contract Support	Public Outreach
<b>Personnel</b>				
Salaries & Wages	\$ 347,188	\$ 308,387	\$ 4,082	\$ 34,719
Fringe Benefits	\$ 153,731	\$ 136,550	\$ 1,807	\$ 15,373
<b>Subtotal Personnel Cost</b>	<b>\$ 500,919</b>	<b>\$ 444,938</b>	<b>\$ 5,889</b>	<b>\$ 50,092</b>
<b>Operating Services &amp; Supplies</b>				
Operating Expenses	\$ 152,134	\$ 135,132	\$ 1,789	\$ 15,213
General Services	\$ 25,000	\$ 22,206	\$ 294	\$ 2,500
Contingencies	\$ 2,214	\$ 1,967	\$ 26	\$ 221
<b>Subtotal Operating Cost</b>	<b>\$ 179,348</b>	<b>\$ 159,305</b>	<b>\$ 2,109</b>	<b>\$ 17,935</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 680,267</b>	<b>\$ 604,242</b>	<b>\$ 7,998</b>	<b>\$ 68,027</b>
<b>Disallowed Costs</b>				
Contingencies	\$ (2,214)	\$ (1,967)	\$ (26)	\$ (221)
<b>Subtotal Disallowed Costs</b>	<b>\$ (2,214)</b>	<b>\$ (1,967)</b>	<b>\$ (26)</b>	<b>\$ (221)</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 678,053</b>	<b>\$ 602,276</b>	<b>\$ 7,972</b>	<b>\$ 67,805</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 14,069	\$ 12,497	\$ 165	\$ 1,407
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (69,212)	\$ -	\$ -	\$ (69,212)
<b>Subtotal of First Allocation</b>	<b>\$ 622,910</b>	<b>\$ 614,772</b>	<b>\$ 8,137</b>	<b>\$ -</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 76,444	\$ 67,901	\$ 899	\$ 7,644
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (7,644)	\$ -	\$ -	\$ (7,644)
<b>Subtotal of Second Allocation</b>	<b>\$ 68,799</b>	<b>\$ 67,901</b>	<b>\$ 899</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 691,709</b>	<b>\$ 682,673</b>	<b>\$ 9,036</b>	<b>\$ -</b>



**100-12-126 Office of Communications**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>General Communications</b>							
100-10-100 City Council	1.00	2.128%	\$ 13,080		\$ 13,080		\$ 13,080
100-12-120 City Manager	1.00	2.128%	\$ 13,080		\$ 13,080		\$ 13,080
100-12-633 Disaster Preparedness	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-13-130 City Clerk	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-80-800 Public Works Admin	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-82-806 CIP Administration	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-10-110 Sister Cities	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-12-632 Comm Outreach & Neigh Watch	0.50	1.064%	\$ 6,540		\$ 6,540	\$ 754	\$ 7,295
100-12-705 Economic Development	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-60-601 Rec & Comm Svcs Administration	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-61-602 Administration	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-61-605 Cultural Events	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-61-630 Facilities	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-62-608 Administration	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-62-623 Youth, Teen and Senior Adult Rec	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-62-639 Youth and Teen Programs	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-62-640 Neighborhood Events	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-63-612 Park Facilities	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-70-700 Community Development Admin	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-71-701 Current Planning	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-71-702 Mid Long Term Planning	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-73-713 General Building	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-84-808 McClellan Ranch Park	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-84-809 Memorial Park	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-84-813 Neighborhood Parks	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-84-814 Sport Fields Jollyman CRK	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-85-848 Street Lighting	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-85-850 Environmental Materials	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-86-261 Trail Maintenance	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-86-824 Overpasses and Medians	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-86-825 Street Tree Maintenance	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-88-844 Traffic Engineering	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
100-88-845 Traffic Signal Maintenance	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
230-81-855 Storm Drain Maintenance	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589

**100-12-126 Office of Communications**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
260-72-707 CDBG General Admin	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
265-72-711 BMR Affordable Housing Fund	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
270-85-820 Sidewalk Curb and Gutter	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
270-85-821 Street Pavement Maintenance	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
270-85-822 Street Sign Marking	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
520-81-801 Resources Recovery	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
560-63-616 BBF Golf Course	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
570-63-621 Sports Center Operation	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
570-87-836 Bldg Maint Sports Center	0.50	1.064%	\$ 6,540		\$ 6,540	\$ 754	\$ 7,295
580-62-613 Youth Teen Recreation	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
580-63-620 Outdoor Recreation	1.00	2.128%	\$ 13,080		\$ 13,080	\$ 1,509	\$ 14,589
<b>Total</b>	<b>47.00</b>	<b>100.000%</b>	<b>\$ 614,772</b>	<b>\$ -</b>	<b>\$ 614,772</b>	<b>\$ 67,901</b>	<b>\$ 682,673</b>

**Allocation Basis:**

**Equal to All**

**100-12-126 Office of Communications**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Law Enforcement Contract Support</b>							
100-20-200 Law Enforcement SC Sherif	1.00	100.000%	\$ 8,137		\$ 8,137	\$ 899	\$ 9,036
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 8,137</b>	<b>\$ -</b>	<b>\$ 8,137</b>	<b>\$ 899</b>	<b>\$ 9,036</b>

**Allocation Basis:**

**Direct to Law Enforcement**

**ALLOCATION SUMMARY**

<b>100-12-126 Office of Communications</b>	<b>General Communications</b>	<b>Law Enforcement Contract Support</b>	<b>Total</b>
100-10-100 City Council	\$ 13,080	\$ -	\$ 13,080
100-12-120 City Manager	\$ 13,080	\$ -	\$ 13,080
100-12-633 Disaster Preparedness	\$ 14,589	\$ -	\$ 14,589
100-13-130 City Clerk	\$ 14,589	\$ -	\$ 14,589
100-15-141 City Attorney	\$ 3,647	\$ -	\$ 3,647
100-80-800 Public Works Admin	\$ 14,589	\$ -	\$ 14,589
100-82-806 CIP Administration	\$ 14,589	\$ -	\$ 14,589
100-10-110 Sister Cities	\$ 14,589	\$ -	\$ 14,589
100-11-131 Telecommunication Commission	\$ 1,326	\$ -	\$ 1,326.29
100-11-140 Library Commission	\$ 1,326	\$ -	\$ 1,326
100-11-142 Fine Arts Commission	\$ 1,326	\$ -	\$ 1,326
100-11-150 Public Safety Commission	\$ 1,326	\$ -	\$ 1,326
100-11-155 Bike/Ped Safety Commission	\$ 1,326	\$ -	\$ 1,326
100-11-160 Recreation Commission	\$ 1,326	\$ -	\$ 1,326.29
100-11-165 Teen Commission	\$ 1,326	\$ -	\$ 1,326.29
100-11-170 Planning Commission	\$ 1,326	\$ -	\$ 1,326.29
100-11-175 Housing Commission	\$ 1,326	\$ -	\$ 1,326.29
100-11-180 Sustainability Commission	\$ 1,326	\$ -	\$ 1,326
100-11-190 Audit Committee	\$ 1,326	\$ -	\$ 1,326
100-12-122 Sustainability Division	\$ 3,647	\$ -	\$ 3,647.29
100-12-632 Comm Outreach & Neigh Watch	\$ 7,295	\$ -	\$ 7,295
100-12-705 Economic Development	\$ 14,589	\$ -	\$ 14,589.17
100-20-200 Law Enforcement SC Sheriff	\$ -	\$ 9,036	\$ 9,036
100-41-406 Business Licenses	\$ 3,647	\$ -	\$ 3,647
100-60-601 Rec & Comm Svcs Administration	\$ 14,589	\$ -	\$ 14,589.17
100-61-602 Administration	\$ 14,589	\$ -	\$ 14,589
100-61-605 Cultural Events	\$ 14,589	\$ -	\$ 14,589.17
100-61-630 Facilities	\$ 14,589	\$ -	\$ 14,589.17
100-62-608 Administration	\$ 14,589	\$ -	\$ 14,589.17
100-62-623 Youth, Teen and Senior Adult Rec	\$ 14,589	\$ -	\$ 14,589
100-62-639 Youth and Teen Programs	\$ 14,589	\$ -	\$ 14,589
100-62-640 Neighborhood Events	\$ 14,589	\$ -	\$ 14,589.17
100-63-612 Park Facilities	\$ 14,589	\$ -	\$ 14,589
100-70-700 Community Development Admin	\$ 14,589	\$ -	\$ 14,589.17

**ALLOCATION SUMMARY**

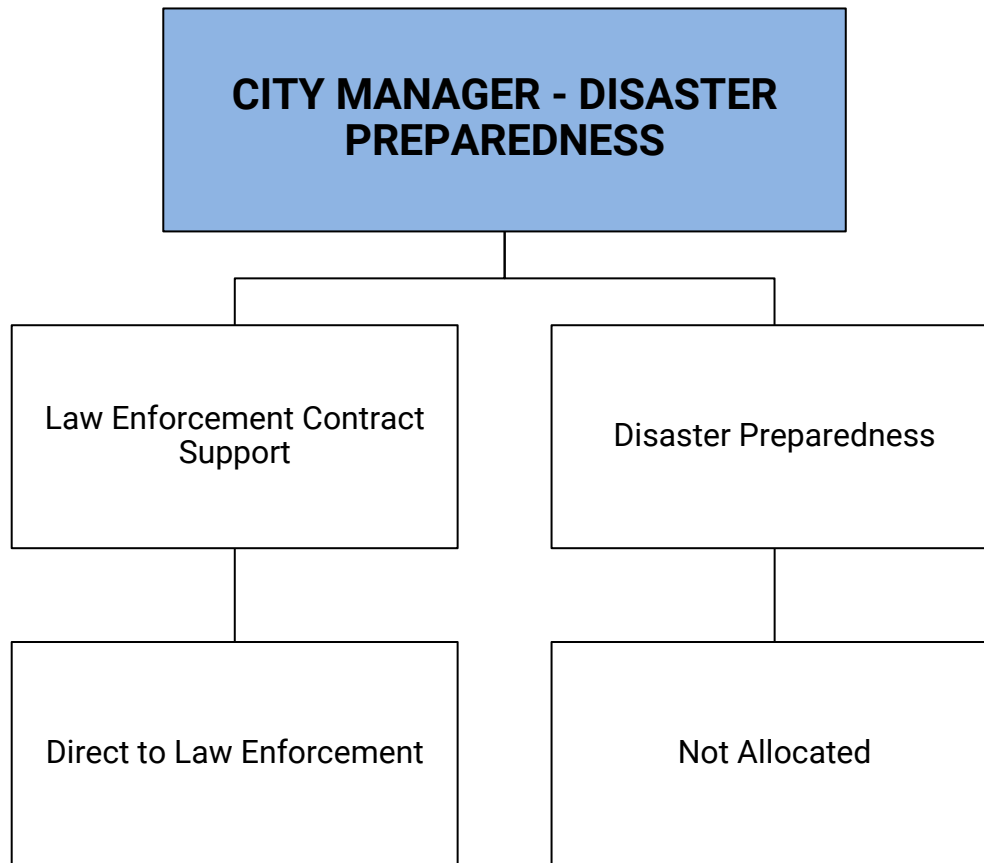
<b>100-12-126 Office of Communications</b>	<b>General Communications</b>	<b>Law Enforcement Contract Support</b>	<b>Total</b>
100-71-701 Current Planning	\$ 14,589	\$ -	\$ 14,589.17
100-71-702 Mid Long Term Planning	\$ 14,589	\$ -	\$ 14,589.17
100-73-713 General Building	\$ 14,589	\$ -	\$ 14,589.17
100-73-714 Construction Plan Check	\$ 3,647	\$ -	\$ 3,647.29
100-73-715 Building Inspection	\$ 3,647	\$ -	\$ 3,647
100-73-718 Muni - Bldg Code Enforcement	\$ 3,647	\$ -	\$ 3,647
100-74-202 Code Enforcement	\$ 3,647	\$ -	\$ 3,647
100-82-804 Plan Review	\$ 3,647	\$ -	\$ 3,647.29
100-84-808 McClellan Ranch Park	\$ 14,589	\$ -	\$ 14,589
100-84-809 Memorial Park	\$ 14,589	\$ -	\$ 14,589
100-84-813 Neighborhood Parks	\$ 14,589	\$ -	\$ 14,589
100-84-814 Sport Fields Jollyman CRK	\$ 14,589	\$ -	\$ 14,589.17
100-85-848 Street Lighting	\$ 14,589	\$ -	\$ 14,589.17
100-85-850 Environmental Materials	\$ 14,589	\$ -	\$ 14,589
100-86-261 Trail Maintenance	\$ 14,589	\$ -	\$ 14,589
100-86-824 Overpasses and Medians	\$ 14,589	\$ -	\$ 14,589
100-86-825 Street Tree Maintenance	\$ 14,589	\$ -	\$ 14,589
100-88-844 Traffic Engineering	\$ 14,589	\$ -	\$ 14,589
100-88-845 Traffic Signal Maintenance	\$ 14,589	\$ -	\$ 14,589
230-81-855 Storm Drain Maintenance	\$ 14,589	\$ -	\$ 14,589
260-72-707 CDBG General Admin	\$ 14,589	\$ -	\$ 14,589
265-72-711 BMR Affordable Housing Fund	\$ 14,589	\$ -	\$ 14,589
270-85-820 Sidewalk Curb and Gutter	\$ 14,589	\$ -	\$ 14,589
270-85-821 Street Pavement Maintenance	\$ 14,589	\$ -	\$ 14,589
270-85-822 Street Sign Marking	\$ 14,589	\$ -	\$ 14,589
520-81-801 Resources Recovery	\$ 14,589	\$ -	\$ 14,589
560-63-616 BBF Golf Course	\$ 14,589	\$ -	\$ 14,589
570-63-621 Sports Center Operation	\$ 14,589	\$ -	\$ 14,589
570-87-836 Bldg Maint Sports Center	\$ 7,295	\$ -	\$ 7,295
580-62-613 Youth Teen Recreation	\$ 14,589	\$ -	\$ 14,589
580-63-620 Outdoor Recreation	\$ 14,589	\$ -	\$ 14,589
<b>Total</b>	<b>\$ 682,673</b>	<b>\$ 9,036</b>	<b>\$ 691,709</b>

## 4 City Manager – Disaster Preparedness

The City Manager – Disaster Preparedness division is responsible for managing the City’s prevention, preparation, response, and recovery from all emergencies. This division manages the city’s Emergency Operations Center, acts as the city’s liaison to state and federal emergency response agencies, and manages the city’s Contract for Law Enforcement Services with the Santa Clara County Sheriff’s Office. City Manager – Disaster Preparedness costs are allocated to Receiving Divisions, as follows:

- **Law Enforcement Contract Support** – represents costs associated with managing the city’s contract with the Santa Clara County Sheriff. This function has been allocated direct to the Law Enforcement Fund.
- **Disaster Preparedness** – represents costs associated with preparing and responding to emergencies the city faces. These costs have not been allocated because they are not associated with any receiving division.

The chart on the following page illustrates the functions and measures used to allocate City Manager - Disaster Preparedness costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-12-633 Disaster Preparedness</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 753,768</b>		<b>\$ 753,768</b>
Contingencies	\$ (401)		
<b>Total Disallowed Costs</b>	<b>\$ (401)</b>		<b>\$ (401)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 11,970	\$ 4,494	\$ 16,464
100-12-126 Office of Communications	\$ 13,080	\$ 1,509	\$ 14,589
100-13-130 City Clerk		\$ 275	\$ 275
100-13-132 Mail Services		\$ 549	\$ 549
100-41-405 Accounting		\$ 10,237	\$ 10,237
100-41-425 Purchasing		\$ 332	\$ 332
100-41-426 Budgeting		\$ 5,445	\$ 5,445
100-44-412 Human Resources		\$ 11,223	\$ 11,223
100-44-417 Insurance Administration		\$ 1,448	\$ 1,448
100-84-815 Civic Center Ground Maint		\$ 1,245	\$ 1,245
100-87-827 Bldg Maint City Hall		\$ 12,555	\$ 12,555
<b>Total Incoming Costs</b>	<b>\$ 25,050</b>	<b>\$ 49,312</b>	<b>\$ 74,363</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 778,417</b>	<b>\$ 49,312</b>	<b>\$ 827,730</b>



**100-12-633 Disaster Preparedness**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	Law Enforcement Contract Support	Disaster Preparedness
<b>Personnel</b>			
Salaries & Wages	\$ 355,040	\$ 65,488	\$ 289,552
Fringe Benefits	\$ 160,346	\$ 29,576	\$ 130,770
<b>Subtotal Personnel Cost</b>	<b>\$ 515,386</b>	<b>\$ 95,065</b>	<b>\$ 420,321</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 29,925	\$ 5,520	\$ 24,405
General Services	\$ 2,120	\$ 391	\$ 1,729
Contingencies	\$ 401	\$ 74	\$ 327
CAP Allocations/Reimbursements	\$ 205,936	\$ 37,986	\$ 167,950
<b>Subtotal Operating Cost</b>	<b>\$ 238,382</b>	<b>\$ 43,970</b>	<b>\$ 194,412</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 753,768</b>	<b>\$ 139,035</b>	<b>\$ 614,733</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (401)	\$ (74)	\$ (327)
<b>Subtotal Disallowed Costs</b>	<b>\$ (401)</b>	<b>\$ (74)</b>	<b>\$ (327)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 753,367</b>	<b>\$ 138,961</b>	<b>\$ 614,406</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 25,050	\$ 4,621	\$ 20,430
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ (634,836)	\$ -	\$ (634,836)
<b>Subtotal of First Allocation</b>	<b>\$ 143,582</b>	<b>\$ 143,582</b>	<b>\$ -</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 49,312	\$ 9,096	\$ 40,216
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ (40,216)	\$ -	\$ (40,216)
<b>Subtotal of Second Allocation</b>	<b>\$ 9,096</b>	<b>\$ 9,095.82</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 152,678</b>	<b>\$ 152,678</b>	<b>\$ -</b>

**100-12-633 Disaster Preparedness**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Law Enforcement Contract Support</b>							
100-20-200 Law Enforcement SC Sherif	1.00	100.000%	\$ 143,582		\$ 143,582	\$ 9,096	\$ 152,678
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 143,582</b>	<b>\$ -</b>	<b>\$ 143,582</b>	<b>\$ 9,096</b>	<b>\$ 152,678</b>

**Allocation Basis:**

**Direct to Law Enforcement**

**ALLOCATION SUMMARY**

<b>100-12-633 Disaster Preparedness</b>	<b>Law Enforcement Contract Support</b>	<b>Total</b>
100-20-200 Law Enforcement SC Sherif	\$ 152,678	\$ 152,678
<b>Total</b>	<b>\$ 152,678</b>	<b>\$ 152,678</b>

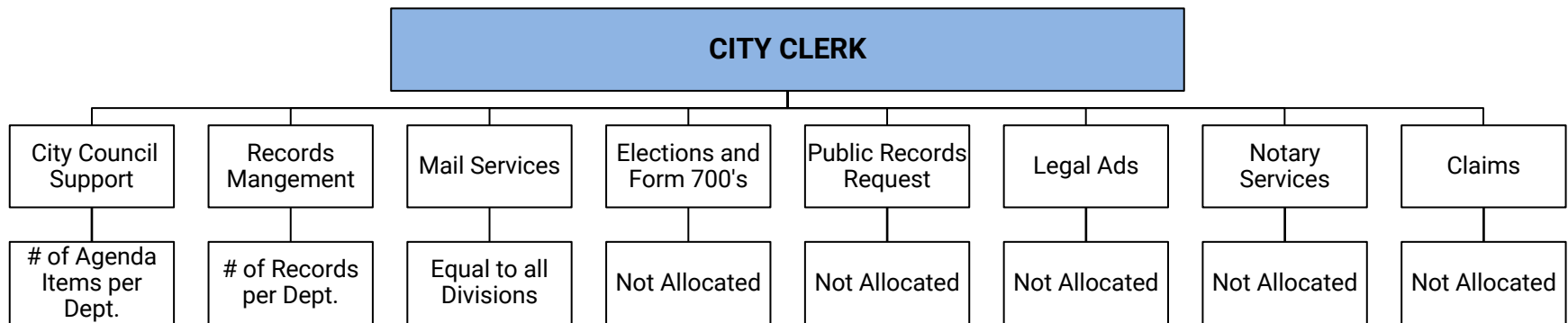
## 5 City Clerk

The City Clerk's office primarily serves to perform all administrative duties for the City Council, including developing the agenda and actions, publishing legal notices, posting notices of all commission vacancies, records management, codifying the City's Municipal Code, managing official elections, and providing partial mail service for all City Divisions. City Clerk costs are allocated to Receiving Divisions, as follows:

- **City Council Support** – includes the support provided by the Division in preparing and developing agenda packets for City Council. The costs associated with this function are based on the number of agenda items per Fund / Division / Division.
- **Records Management** – represents the costs associated with storing, retaining, and destroying City records for all Divisions. The costs associated with this function are allocated based on the number of records per Fund / Division / Division.
- **Mail Services** – represents the cost associated with processing all incoming and outgoing mail for City Divisions. These costs have been allocated equally to all divisions.
- **Elections and Form 700's** – includes costs associated with the management and oversight of the City's election process and are not related to City departments and as such has not been further allocated.
- **Public Records Request** – includes support provided to citizens associated with processing any public records requests and these costs have not been allocated to departments as it is an external facing division.
- **Legal Ads** – includes the support provided in developing and publishing all legal ads for the city. These costs are not in relation to legal noticing for residents and as such has not been further allocated.
- **Notary Services** – represents costs associated with serving as a Notary for City Divisions and citizens. These costs are external and as such have not been allocated.

- **Claims** – represents staff time associated with processing all claims on behalf of the City. These services are on behalf of residents and as such have not been further reallocated to City departments.

The chart on the following page illustrates the functions and measures used to allocate City Clerk costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-13-130 City Clerk</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 774,402</b>		<b>\$ 774,402</b>
Contingencies	\$ (1,120)		
<b>Total Disallowed Costs</b>	<b>\$ (1,120)</b>		<b>\$ (1,120)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 46,604	\$ 72,965	\$ 119,570
100-12-120 City Manager	\$ 158,404	\$ 69,695	\$ 228,099
100-12-126 Office of Communications	\$ 13,080	\$ 1,509	\$ 14,589
100-13-130 City Clerk		\$ 81,990	\$ 81,990
100-13-132 Mail Services		\$ 549	\$ 549
100-15-141 City Attorney		\$ 103,744	\$ 103,744
100-31-305 Video		\$ 2,447	\$ 2,447
100-32-308 Applications		\$ 203,851	\$ 203,851
100-41-405 Accounting		\$ 12,101	\$ 12,101
100-41-426 Budgeting		\$ 5,594	\$ 5,594
100-44-412 Human Resources		\$ 20,144	\$ 20,144
100-44-417 Insurance Administration		\$ 2,600	\$ 2,600
100-84-815 Civic Center Ground Maint		\$ 1,898	\$ 1,898
100-87-827 Bldg Maint City Hall		\$ 16,096	\$ 16,096
<b>Total Incoming Costs</b>	<b>\$ 218,088</b>	<b>\$ 595,184</b>	<b>\$ 813,272</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 991,370</b>	<b>\$ 595,184</b>	<b>\$ 1,586,554</b>

100-13-130 City Clerk

EXPENSE DETAIL

Expense Type	Expense (\$)	General Admin	City Council Support	Records Management	Mail Services	Elections & Form 700's	Public Records Request	Legal Ads	Notary Services	Claims
<b>Personnel</b>										
Salaries & Wages	\$ 473,192	\$ 39,303	\$ 141,746	\$ 73,002	\$ 9,379	\$ 52,877	\$ 106,574	\$ 21,856	\$ 15,207	\$ 13,247
Fringe Benefits	\$ 210,511	\$ 17,485	\$ 63,059	\$ 32,477	\$ 4,172	\$ 23,524	\$ 47,412	\$ 9,723	\$ 6,765	\$ 5,893
<b>Subtotal Personnel Cost</b>	<b>\$ 683,703</b>	<b>\$ 56,788</b>	<b>\$ 204,805</b>	<b>\$ 105,479</b>	<b>\$ 13,551</b>	<b>\$ 76,401</b>	<b>\$ 153,987</b>	<b>\$ 31,580</b>	<b>\$ 21,972</b>	<b>\$ 19,141</b>
<b>Operating Services &amp; Supplies</b>										
Operating Expenses	\$ 5,201	\$ 432	\$ 1,558	\$ 802	\$ 103	\$ 581	\$ 1,171	\$ 240	\$ 167	\$ 146
General Services	\$ 47,278	\$ 3,927	\$ 14,162	\$ 7,294	\$ 937	\$ 5,283	\$ 10,648	\$ 2,184	\$ 1,519	\$ 1,324
Contingencies	\$ 1,120	\$ 93	\$ 335	\$ 173	\$ 22	\$ 125	\$ 252	\$ 52	\$ 36	\$ 31
Advertising & Legal Notices	\$ 37,100							\$ 37,100		
<b>Subtotal Operating Cost</b>	<b>\$ 90,699</b>	<b>\$ 4,452</b>	<b>\$ 16,056</b>	<b>\$ 8,269</b>	<b>\$ 1,062</b>	<b>\$ 5,989</b>	<b>\$ 12,072</b>	<b>\$ 39,576</b>	<b>\$ 1,723</b>	<b>\$ 1,501</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 774,402</b>	<b>\$ 61,240</b>	<b>\$ 220,861</b>	<b>\$ 113,748</b>	<b>\$ 14,614</b>	<b>\$ 82,391</b>	<b>\$ 166,058</b>	<b>\$ 71,156</b>	<b>\$ 23,695</b>	<b>\$ 20,641</b>
<b>Disallowed Costs</b>										
Contingencies	\$ (1,120)	\$ (93)	\$ (335)	\$ (173)	\$ (22)	\$ (125)	\$ (252)	\$ (52)	\$ (36)	\$ (31)
<b>Subtotal Disallowed Costs</b>	<b>\$ (1,120)</b>	<b>\$ (93)</b>	<b>\$ (335)</b>	<b>\$ (173)</b>	<b>\$ (22)</b>	<b>\$ (125)</b>	<b>\$ (252)</b>	<b>\$ (52)</b>	<b>\$ (36)</b>	<b>\$ (31)</b>
<b>Cost Adjustments</b>										
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 773,282</b>	<b>\$ 61,147</b>	<b>\$ 220,525</b>	<b>\$ 113,575</b>	<b>\$ 14,592</b>	<b>\$ 82,265</b>	<b>\$ 165,806</b>	<b>\$ 71,104</b>	<b>\$ 23,659</b>	<b>\$ 20,610</b>
<b>First Allocation</b>										
Incoming - All Others	\$ 218,088	\$ 17,245	\$ 62,195	\$ 32,031	\$ 4,115	\$ 23,201	\$ 46,762	\$ 20,053	\$ 6,672	\$ 5,813
Reallocate Admin Costs	\$ 0	\$ (78,392)	\$ 24,275	\$ 12,502	\$ 1,606	\$ 9,056	\$ 18,252	\$ 7,827	\$ 2,604	\$ 2,269
Unallocated Costs	\$ (505,954)		\$ -	\$ -	\$ -	\$ (114,522)	\$ (230,820)	\$ (98,984)	\$ (32,936)	\$ (28,691)
<b>Subtotal of First Allocation</b>	<b>\$ 485,417</b>	<b>\$ 306,995</b>	<b>\$ 158,109</b>	<b>\$ 20,313</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Second Allocation</b>										
Incoming - All Others	\$ 595,184	\$ 47,064	\$ 169,735	\$ 87,417	\$ 11,231	\$ 63,318	\$ 127,618	\$ 54,728	\$ 18,210	\$ 15,863
Reallocate Admin Costs	\$ (0)	\$ (47,064)	\$ 14,574	\$ 7,506	\$ 964	\$ 5,437	\$ 10,958	\$ 4,699	\$ 1,564	\$ 1,362
Unallocated Costs	\$ (303,757)		\$ -	\$ -	\$ -	\$ (68,755)	\$ (138,576)	\$ (59,427)	\$ (19,773)	\$ (17,225)
<b>Subtotal of Second Allocation</b>	<b>\$ 291,427</b>	<b>\$ 184,309</b>	<b>\$ 94,923</b>	<b>\$ 12,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 776,844</b>	<b>\$ 491,304</b>	<b>\$ 253,032</b>	<b>\$ 32,508</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>City Council Support</b>							
100-10-100 City Council	27.00	10.385%	\$ 31,880		\$ 31,880		\$ 31,880
100-12-120 City Manager	25.00	9.615%	\$ 29,519		\$ 29,519		\$ 29,519
100-13-130 City Clerk	47.00	18.077%	\$ 55,495		\$ 55,495		\$ 55,495
100-15-141 City Attorney	26.00	10.000%	\$ 30,700		\$ 30,700	\$ 29,764	\$ 60,464
100-32-308 Applications	5.00	1.923%	\$ 5,904		\$ 5,904	\$ 5,724	\$ 11,628
100-41-405 Accounting	55.00	21.154%	\$ 64,941		\$ 64,941	\$ 62,963	\$ 127,904
100-44-412 Human Resources	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
100-80-800 Public Works Admin	15.00	5.769%	\$ 17,711		\$ 17,711	\$ 17,172	\$ 34,883
100-60-636 Library Services	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
100-63-612 Park Facilities	3.00	1.154%	\$ 3,542		\$ 3,542	\$ 3,434	\$ 6,977
100-71-701 Current Planning	17.00	6.538%	\$ 20,073		\$ 20,073	\$ 19,461	\$ 39,534
100-82-804 Plan Review	3.00	1.154%	\$ 3,542		\$ 3,542	\$ 3,434	\$ 6,977
100-84-813 Neighborhood Parks	2.00	0.769%	\$ 2,362		\$ 2,362	\$ 2,290	\$ 4,651
100-87-841 BBF Facilities Maintenance	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
230-81-802 Non Point Source	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
270-85-820 Sidewalk Curb and Gutter	5.00	1.923%	\$ 5,904		\$ 5,904	\$ 5,724	\$ 11,628
270-85-821 Street Pavement Maintenance	5.00	1.923%	\$ 5,904		\$ 5,904	\$ 5,724	\$ 11,628
420-99-7 ADA Improvements	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
420-99-48 Capital Project Support	13.00	5.000%	\$ 15,350		\$ 15,350	\$ 14,882	\$ 30,232
420-99-85 Playground EQ (Creekside&Varian)	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
420-99-267 Stevens Creek Bridge Repair	2.00	0.769%	\$ 2,362		\$ 2,362	\$ 2,290	\$ 4,651
520-81-801 Resources Recovery	3.00	1.154%	\$ 3,542		\$ 3,542	\$ 3,434	\$ 6,977
630-85-849 Equipment Maintenance	1.00	0.385%	\$ 1,181		\$ 1,181	\$ 1,145	\$ 2,326
<b>Total</b>	<b>260.00</b>	<b>100.000%</b>	<b>\$ 306,995</b>	<b>\$ -</b>	<b>\$ 306,995</b>	<b>\$ 184,309</b>	<b>\$ 491,304</b>

**Allocation Basis:**

**# of Agenda Items / Dept**

**Source of Allocation:**

**Legistar Report**

**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Records Management</b>							
100-10-100 City Council	211.00	15.018%	\$ 23,744		\$ 23,744		\$ 23,744
100-12-120 City Manager	164.00	11.673%	\$ 18,455		\$ 18,455		\$ 18,455
100-13-130 City Clerk	233.00	16.584%	\$ 26,220		\$ 26,220		\$ 26,220
100-15-141 City Attorney	21.00	1.495%	\$ 2,363		\$ 2,363	\$ 2,501	\$ 4,864
100-40-400 Admin Services Administration	144.00	10.249%	\$ 16,205		\$ 16,205	\$ 17,150	\$ 33,355
100-41-405 Accounting	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
100-44-412 Human Resources	12.00	0.854%	\$ 1,350		\$ 1,350	\$ 1,429	\$ 2,780
100-80-800 Public Works Admin	107.00	7.616%	\$ 12,041		\$ 12,041	\$ 12,744	\$ 24,785
100-87-827 Bldg Maint City Hall	23.00	1.637%	\$ 2,588		\$ 2,588	\$ 2,739	\$ 5,328
100-60-601 Rec & Comm Svcs Administration	8.00	0.569%	\$ 900		\$ 900	\$ 953	\$ 1,853
100-60-636 Library Services	5.00	0.356%	\$ 563		\$ 563	\$ 596	\$ 1,158
100-61-605 Cultural Events	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
100-62-623 Youth, Teen and Senior Adult Rec	56.00	3.986%	\$ 6,302		\$ 6,302	\$ 6,670	\$ 12,971
100-62-639 Youth and Teen Programs	6.00	0.427%	\$ 675		\$ 675	\$ 715	\$ 1,390
100-62-640 Neighborhood Events	11.00	0.783%	\$ 1,238		\$ 1,238	\$ 1,310	\$ 2,548
100-63-612 Park Facilities	5.00	0.356%	\$ 563		\$ 563	\$ 596	\$ 1,158
100-71-701 Current Planning	85.00	6.050%	\$ 9,565		\$ 9,565	\$ 10,124	\$ 19,689
100-73-713 General Building	9.00	0.641%	\$ 1,013		\$ 1,013	\$ 1,072	\$ 2,085
100-73-714 Construction Plan Check	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
100-73-715 Building Inspection	3.00	0.214%	\$ 338		\$ 338	\$ 357	\$ 695
100-74-202 Code Enforcement	5.00	0.356%	\$ 563		\$ 563	\$ 596	\$ 1,158
100-82-804 Plan Review	86.00	6.121%	\$ 9,678		\$ 9,678	\$ 10,243	\$ 19,920
100-84-813 Neighborhood Parks	15.00	1.068%	\$ 1,688		\$ 1,688	\$ 1,787	\$ 3,474
100-86-261 Trail Maintenance	6.00	0.427%	\$ 675		\$ 675	\$ 715	\$ 1,390
100-86-825 Street Tree Maintenance	9.00	0.641%	\$ 1,013		\$ 1,013	\$ 1,072	\$ 2,085
100-87-829 Bldg Maint Service Center	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
100-87-830 Bldg Maint Quinlan Center	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
100-87-831 Bldg Maint Senior Center	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
100-87-832 Bldg Maint McClellan Ranch	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
100-87-838 Comm Hall Bldg Maint	8.00	0.569%	\$ 900		\$ 900	\$ 953	\$ 1,853
100-87-839 Teen Center Bldg Maint	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
100-87-841 BBF Facilities Maintenance	5.00	0.356%	\$ 563		\$ 563	\$ 596	\$ 1,158
100-88-844 Traffic Engineering	6.00	0.427%	\$ 675		\$ 675	\$ 715	\$ 1,390
100-88-846 Safe Routes 2 School	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232

**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
260-72-707 CDBG General Admin	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
260-72-709 CDBG Capital/Housing Projects	13.00	0.925%	\$ 1,463		\$ 1,463	\$ 1,548	\$ 3,011
270-85-820 Sidewalk Curb and Gutter	13.00	0.925%	\$ 1,463		\$ 1,463	\$ 1,548	\$ 3,011
270-85-821 Street Pavement Maintenance	8.00	0.569%	\$ 900		\$ 900	\$ 953	\$ 1,853
271-0-0 Traffic Impact	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
280-0-0 Park Dedication	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
420-99-7 ADA Improvements	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
420-99-48 Capital Project Support	27.00	1.922%	\$ 3,038		\$ 3,038	\$ 3,216	\$ 6,254
420-99-63 CW Bldg Condition Assess Impl	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
420-99-85 Playground EQ (Creekside&Varian)	7.00	0.498%	\$ 788		\$ 788	\$ 834	\$ 1,621
420-99-267 Stevens Creek Bridge Repair	2.00	0.142%	\$ 225		\$ 225	\$ 238	\$ 463
429-90-1 Non Departmental	1.00	0.071%	\$ 113		\$ 113	\$ 119	\$ 232
520-81-801 Resources Recovery	7.00	0.498%	\$ 788		\$ 788	\$ 834	\$ 1,621
560-63-616 BBF Golf Course	3.00	0.214%	\$ 338		\$ 338	\$ 357	\$ 695
560-87-260 BBF Golf Maintenance	9.00	0.641%	\$ 1,013		\$ 1,013	\$ 1,072	\$ 2,085
610-30-300 Administration	49.00	3.488%	\$ 5,514		\$ 5,514	\$ 5,836	\$ 11,350
630-85-849 Equipment Maintenance	4.00	0.285%	\$ 450		\$ 450	\$ 476	\$ 927
<b>Total</b>	<b>1,405.00</b>	<b>100.000%</b>	<b>\$ 158,109</b>	<b>\$ -</b>	<b>\$ 158,109</b>	<b>\$ 94,923</b>	<b>\$ 253,032</b>

**Allocation Basis:**

**# of Records / Dept**

**Source of Allocation:**

**Laserfiche Report**

**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Mail Services</b>							
100-10-100 City Council	1.00	1.351%	\$ 275		\$ 275		\$ 275
100-12-120 City Manager	1.00	1.351%	\$ 275		\$ 275		\$ 275
100-12-126 Office of Communications	1.00	1.351%	\$ 275		\$ 275		\$ 275
100-12-633 Disaster Preparedness	1.00	1.351%	\$ 275		\$ 275		\$ 275
100-13-130 City Clerk	1.00	1.351%	\$ 275		\$ 275		\$ 275
100-15-141 City Attorney	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-31-305 Video	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-32-308 Applications	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-40-400 Admin Services Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-41-405 Accounting	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-41-425 Purchasing	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-41-426 Budgeting	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-44-412 Human Resources	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-44-417 Insurance Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-80-800 Public Works Admin	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-82-806 CIP Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-10-110 Sister Cities	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-131 Telecommunication Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-140 Library Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-142 Fine Arts Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-150 Public Safety Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-155 Bike/Ped Safety Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-160 Recreation Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-165 Teen Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-170 Planning Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-175 Housing Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-180 Sustainability Commission	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-11-190 Audit Committee	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-12-122 Sustainability Division	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-12-632 Comm Outreach & Neigh Watch	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-12-705 Economic Development	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-41-406 Business Licenses	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-60-601 Rec & Comm Svcs Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-61-602 Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451

**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-61-605 Cultural Events	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-61-630 Facilities	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-62-608 Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-62-623 Youth, Teen and Senior Adult Rec	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-62-639 Youth and Teen Programs	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-62-640 Neighborhood Events	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-63-612 Park Facilities	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-70-700 Community Development Admin	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-71-701 Current Planning	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-71-702 Mid Long Term Planning	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-73-713 General Building	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-73-714 Construction Plan Check	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-73-715 Building Inspection	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-73-718 Muni - Bldg Code Enforcement	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-74-202 Code Enforcement	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-82-804 Plan Review	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-83-807 Service Center Administration	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-84-808 McClellan Ranch Park	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-84-809 Memorial Park	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-84-814 Sport Fields Jollyman CRK	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-85-848 Street Lighting	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-85-850 Environmental Materials	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-86-824 Overpasses and Medians	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-86-825 Street Tree Maintenance	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-87-857 City Hall Annex	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-88-844 Traffic Engineering	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
100-88-845 Traffic Signal Maintenance	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
230-81-855 Storm Drain Maintenance	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
260-72-707 CDBG General Admin	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
265-72-711 BMR Affordable Housing Fund	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
270-85-820 Sidewalk Curb and Gutter	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
270-85-821 Street Pavement Maintenance	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
270-85-822 Street Sign Marking	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
520-81-801 Resources Recovery	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
560-63-616 BBF Golf Course	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
570-63-621 Sports Center Operation	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451

**100-13-130 City Clerk**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
570-87-836 Bldg Maint Sports Center	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
580-62-613 Youth Teen Recreation	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
580-63-620 Outdoor Recreation	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
610-30-300 Administration	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
610-34-310 Infrastructure	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
610-35-986 GIS	0.33	0.450%	\$ 92		\$ 92	\$ 59	\$ 150
620-44-418 Workers Compensation Insurance	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
630-85-849 Equipment Maintenance	1.00	1.351%	\$ 275		\$ 275	\$ 177	\$ 451
<b>Total</b>	<b>74.00</b>	<b>100.000%</b>	<b>\$ 20,313</b>	<b>\$ -</b>	<b>\$ 20,313</b>	<b>\$ 12,195</b>	<b>\$ 32,508</b>

**Allocation Basis:**

**Equal to All Departments**

**ALLOCATION SUMMARY**

	<b>City Council Support</b>	<b>Records Management</b>	<b>Mail Services</b>	<b>Total</b>
<b>100-13-130 City Clerk</b>				
100-10-100 City Council	\$ 31,880	\$ 23,744	\$ 275	\$ 55,899
100-12-120 City Manager	\$ 29,519	\$ 18,455	\$ 275	\$ 48,249
100-12-126 Office of Communications	\$ -	\$ -	\$ 275	\$ 275
100-12-633 Disaster Preparedness	\$ -	\$ -	\$ 275	\$ 275
100-13-130 City Clerk	\$ 55,495	\$ 26,220	\$ 275	\$ 81,990
100-15-141 City Attorney	\$ 60,464	\$ 4,864	\$ 451	\$ 65,779
100-31-305 Video	\$ -	\$ -	\$ 451	\$ 451
100-32-308 Applications	\$ 11,628	\$ -	\$ 451	\$ 12,079
100-40-400 Admin Services Administration	\$ -	\$ 33,355	\$ 451	\$ 33,806
100-41-405 Accounting	\$ 127,904	\$ 232	\$ 451	\$ 128,587
100-41-425 Purchasing	\$ -	\$ -	\$ 451	\$ 451
100-41-426 Budgeting	\$ -	\$ -	\$ 451	\$ 451
100-44-412 Human Resources	\$ 2,326	\$ 2,780	\$ 451	\$ 5,556
100-44-417 Insurance Administration	\$ -	\$ -	\$ 451	\$ 451
100-80-800 Public Works Admin	\$ 34,883	\$ 24,785	\$ 451	\$ 60,119
100-82-806 CIP Administration	\$ -	\$ -	\$ 451	\$ 451
100-87-827 Bldg Maint City Hall	\$ -	\$ 5,328	\$ -	\$ 5,328
100-10-110 Sister Cities	\$ -	\$ -	\$ 451	\$ 451
100-11-131 Telecommunication Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-140 Library Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-142 Fine Arts Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-150 Public Safety Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-155 Bike/Ped Safety Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-160 Recreation Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-165 Teen Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-170 Planning Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-175 Housing Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-180 Sustainability Commission	\$ -	\$ -	\$ 451	\$ 451
100-11-190 Audit Committee	\$ -	\$ -	\$ 451	\$ 451
100-12-122 Sustainability Division	\$ -	\$ -	\$ 451	\$ 451
100-12-632 Comm Outreach & Neigh Watch	\$ -	\$ -	\$ 451	\$ 451
100-12-705 Economic Development	\$ -	\$ -	\$ 451	\$ 451

**ALLOCATION SUMMARY**

<b>100-13-130 City Clerk</b>	<b>City Council Support</b>	<b>Records Management</b>	<b>Mail Services</b>	<b>Total</b>
100-41-406 Business Licenses	\$ -	\$ -	\$ 451	\$ 451
100-60-601 Rec & Comm Svcs Administration	\$ -	\$ 1,853	\$ 451	\$ 2,304
100-60-636 Library Services	\$ 2,326	\$ 1,158	\$ -	\$ 3,484
100-61-602 Administration	\$ -	\$ -	\$ 451	\$ 451
100-61-605 Cultural Events	\$ -	\$ 232	\$ 451	\$ 683
100-61-630 Facilities	\$ -	\$ -	\$ 451	\$ 451
100-62-608 Administration	\$ -	\$ -	\$ 451	\$ 451
100-62-623 Youth, Teen and Senior Adult Rec	\$ -	\$ 12,971	\$ 451	\$ 13,423
100-62-639 Youth and Teen Programs	\$ -	\$ 1,390	\$ 451	\$ 1,841
100-62-640 Neighborhood Events	\$ -	\$ 2,548	\$ 451	\$ 2,999
100-63-612 Park Facilities	\$ 6,977	\$ 1,158	\$ 451	\$ 8,586
100-70-700 Community Development Admin	\$ -	\$ -	\$ 451	\$ 451
100-71-701 Current Planning	\$ 39,534	\$ 19,689	\$ 451	\$ 59,674
100-71-702 Mid Long Term Planning	\$ -	\$ -	\$ 451	\$ 451
100-73-713 General Building	\$ -	\$ 2,085	\$ 451	\$ 2,536
100-73-714 Construction Plan Check	\$ -	\$ 463	\$ 451	\$ 915
100-73-715 Building Inspection	\$ -	\$ 695	\$ 451	\$ 1,146
100-73-718 Muni - Bldg Code Enforcement	\$ -	\$ -	\$ 451	\$ 451
100-74-202 Code Enforcement	\$ -	\$ 1,158	\$ 451	\$ 1,609
100-82-804 Plan Review	\$ 6,977	\$ 19,920	\$ 451	\$ 27,348
100-83-807 Service Center Administration	\$ -	\$ -	\$ 451	\$ 451
100-84-808 McClellan Ranch Park	\$ -	\$ -	\$ 451	\$ 451
100-84-809 Memorial Park	\$ -	\$ -	\$ 451	\$ 451
100-84-813 Neighborhood Parks	\$ 4,651	\$ 3,474	\$ -	\$ 8,126
100-84-814 Sport Fields Jollyman CRK	\$ -	\$ -	\$ 451	\$ 451
100-85-848 Street Lighting	\$ -	\$ -	\$ 451	\$ 451
100-85-850 Environmental Materials	\$ -	\$ -	\$ 451	\$ 451
100-86-261 Trail Maintenance	\$ -	\$ 1,390	\$ -	\$ 1,390
100-86-824 Overpasses and Medians	\$ -	\$ -	\$ 451	\$ 451
100-86-825 Street Tree Maintenance	\$ -	\$ 2,085	\$ 451	\$ 2,536
100-87-829 Bldg Maint Service Center	\$ -	\$ 232	\$ -	\$ 232
100-87-830 Bldg Maint Quinlan Center	\$ -	\$ 232	\$ -	\$ 232



**ALLOCATION SUMMARY**

<b>100-13-130 City Clerk</b>	<b>City Council Support</b>	<b>Records Management</b>	<b>Mail Services</b>	<b>Total</b>
100-87-831 Bldg Maint Senior Center	\$ -	\$ 463	\$ -	\$ 463
100-87-832 Bldg Maint McClellan Ranch	\$ -	\$ 232	\$ -	\$ 232
100-87-838 Comm Hall Bldg Maint	\$ -	\$ 1,853	\$ -	\$ 1,853
100-87-839 Teen Center Bldg Maint	\$ -	\$ 463	\$ -	\$ 463
100-87-841 BBF Facilities Maintenance	\$ 2,326	\$ 1,158	\$ -	\$ 3,484
100-87-857 City Hall Annex	\$ -	\$ -	\$ 451	\$ 451
100-88-844 Traffic Engineering	\$ -	\$ 1,390	\$ 451	\$ 1,841
100-88-845 Traffic Signal Maintenance	\$ -	\$ -	\$ 451	\$ 451
100-88-846 Safe Routes 2 School	\$ -	\$ 232	\$ -	\$ 232
230-81-802 Non Point Source	\$ 2,326	\$ -	\$ -	\$ 2,326
230-81-855 Storm Drain Maintenance	\$ -	\$ -	\$ 451	\$ 451
260-72-707 CDBG General Admin	\$ -	\$ 463	\$ 451	\$ 915
260-72-709 CDBG Capital/Housing Projects	\$ -	\$ 3,011	\$ -	\$ 3,011
265-72-711 BMR Affordable Housing Fund	\$ -	\$ -	\$ 451	\$ 451
270-85-820 Sidewalk Curb and Gutter	\$ 11,628	\$ 3,011	\$ 150	\$ 14,789
270-85-821 Street Pavement Maintenance	\$ 11,628	\$ 1,853	\$ 150	\$ 13,631
270-85-822 Street Sign Marking	\$ -	\$ -	\$ 150	\$ 150
271-0-0 Traffic Impact	\$ -	\$ 232	\$ -	\$ 232
280-0-0 Park Dedication	\$ -	\$ 232	\$ -	\$ 232
420-99-7 ADA Improvements	\$ 2,326	\$ 232	\$ -	\$ 2,557
420-99-48 Capital Project Support	\$ 30,232	\$ 6,254	\$ -	\$ 36,486
420-99-63 CW Bldg Condition Assess Impl	\$ -	\$ 463	\$ -	\$ 463
420-99-85 Playground EQ (Creekside&Varian)	\$ 2,326	\$ 1,621	\$ -	\$ 3,947
420-99-267 Stevens Creek Bridge Repair	\$ 4,651	\$ 463	\$ -	\$ 5,114
429-90-1 Non Departmental	\$ -	\$ 232	\$ -	\$ 232
520-81-801 Resources Recovery	\$ 6,977	\$ 1,621	\$ 451	\$ 9,049
560-63-616 BBF Golf Course	\$ -	\$ 695	\$ 451	\$ 1,146
560-87-260 BBF Golf Maintenance	\$ -	\$ 2,085	\$ -	\$ 2,085
570-63-621 Sports Center Operation	\$ -	\$ -	\$ 451	\$ 451
570-87-836 Bldg Maint Sports Center	\$ -	\$ -	\$ 451	\$ 451
580-62-613 Youth Teen Recreation	\$ -	\$ -	\$ 451	\$ 451
580-63-620 Outdoor Recreation	\$ -	\$ -	\$ 451	\$ 451

**ALLOCATION SUMMARY**

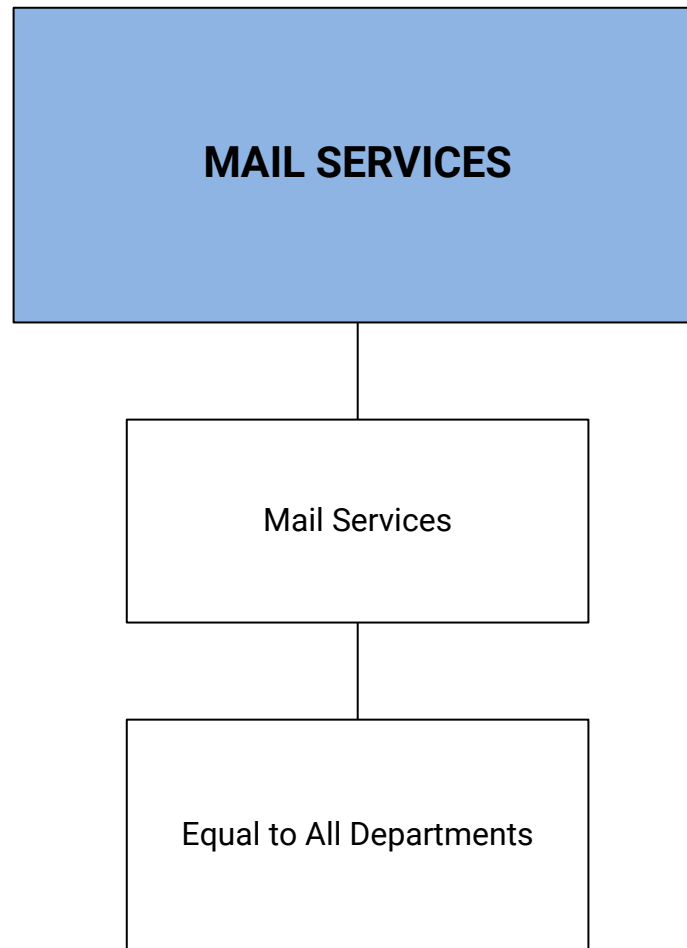
<b>100-13-130 City Clerk</b>	<b>City Council Support</b>	<b>Records Management</b>	<b>Mail Services</b>	<b>Total</b>
610-30-300 Administration	\$ -	\$ 11,350	\$ 150	\$ 11,500
610-34-310 Infrastructure	\$ -	\$ -	\$ 150	\$ 150
610-35-986 GIS	\$ -	\$ -	\$ 150	\$ 150
620-44-418 Workers Compensation Insurance	\$ -	\$ -	\$ 451	\$ 451
630-85-849 Equipment Maintenance	\$ 2,326	\$ 927	\$ 451	\$ 3,703
<b>Total</b>	<b>\$ 491,304</b>	<b>\$ 253,032</b>	<b>\$ 32,508</b>	<b>\$ 776,844</b>

## 6 Mail Services

The Mail Services Division is responsible for processing City mail and is responsible for the maintenance costs of the postage and folder-inserter machines. Mail Services costs are allocated to Receiving Divisions, as follows:

- **Mail Services** – represents the cost associated with processing all incoming and outgoing mail for City Divisions. These costs have been allocated equally to all divisions.

The chart on the following page illustrates the functions and measures used to allocate Mail Services costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-13-132 Mail Services</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	\$ 40,808		\$ 40,808
Contingencies	\$ (462)		
<b>Total Disallowed Costs</b>	<b>\$ (462)</b>		<b>\$ (462)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 261	\$ 96	\$ 356
100-41-426 Budgeting		\$ 295	\$ 295
<b>Total Incoming Costs</b>	<b>\$ 261</b>	<b>\$ 390</b>	<b>\$ 651</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 40,607</b>	<b>\$ 390</b>	<b>\$ 40,997</b>

**100-13-132 Mail Services**

**EXPENSE  
DETAIL**

Expense Type	Expense (\$)	Mail Services
<b>Personnel</b>		
<b>Subtotal Personnel Cost</b>	\$ -	\$ -
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 36,971	\$ 36,971
Contingencies	\$ 462	\$ 462
CAP Allocations/Reimbursements	\$ 3,375	\$ 3,375
<b>Subtotal Operating Cost</b>	\$ 40,808	\$ 40,808
<b>FUNCTIONAL EXPENDITURES</b>	\$ 40,808	\$ 40,808
<b>Disallowed Costs</b>		
Contingencies	\$ (462)	\$ (462)
<b>Subtotal Disallowed Costs</b>	\$ (462)	\$ (462)
<b>Cost Adjustments</b>		
<b>Subtotal Cost Adjustments</b>	\$ -	\$ -
<b>FUNCTIONAL COST</b>	\$ 40,346	\$ 40,346
<b>First Allocation</b>		
Incoming - All Others	\$ 261	\$ 261
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	\$ 40,607	\$ 40,607
<b>Second Allocation</b>		
Incoming - All Others	\$ 390	\$ 390
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	\$ 390	\$ 390
<b>TOTAL ALLOCATED</b>	\$ 40,997	\$ 40,997

**100-13-132 Mail Services**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Mail Services</b>							
100-10-100 City Council	1.00	1.351%	\$ 549		\$ 549		\$ 549
100-12-120 City Manager	1.00	1.351%	\$ 549		\$ 549		\$ 549
100-12-126 Office of Communications	1.00	1.351%	\$ 549		\$ 549		\$ 549
100-12-633 Disaster Preparedness	1.00	1.351%	\$ 549		\$ 549		\$ 549
100-13-130 City Clerk	1.00	1.351%	\$ 549		\$ 549		\$ 549
100-15-141 City Attorney	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-31-305 Video	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-32-308 Applications	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-40-400 Admin Services Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-41-405 Accounting	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-41-425 Purchasing	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-41-426 Budgeting	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-44-412 Human Resources	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-44-417 Insurance Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-80-800 Public Works Admin	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-82-806 CIP Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-10-110 Sister Cities	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-131 Telecommunication Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-140 Library Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-142 Fine Arts Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-150 Public Safety Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-155 Bike/Ped Safety Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-160 Recreation Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-165 Teen Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-170 Planning Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-175 Housing Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-180 Sustainability Commission	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-11-190 Audit Committee	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-12-122 Sustainability Division	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-12-632 Comm Outreach & Neigh Watch	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-12-705 Economic Development	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-41-406 Business Licenses	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-60-601 Rec & Comm Svcs Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-61-602 Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554

**100-13-132 Mail Services**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-61-605 Cultural Events	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-61-630 Facilities	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-62-608 Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-62-623 Youth, Teen and Senior Adult Rec	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-62-639 Youth and Teen Programs	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-62-640 Neighborhood Events	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-63-612 Park Facilities	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-70-700 Community Development Admin	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-71-701 Current Planning	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-71-702 Mid Long Term Planning	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-73-713 General Building	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-73-714 Construction Plan Check	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-73-715 Building Inspection	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-73-718 Muni - Bldg Code Enforcement	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-74-202 Code Enforcement	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-82-804 Plan Review	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-83-807 Service Center Administration	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-84-808 McClellan Ranch Park	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-84-809 Memorial Park	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-84-814 Sport Fields Jollyman CRK	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-85-848 Street Lighting	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-85-850 Environmental Materials	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-86-824 Overpasses and Medians	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-86-825 Street Tree Maintenance	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-87-857 City Hall Annex	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-88-844 Traffic Engineering	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
100-88-845 Traffic Signal Maintenance	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
230-81-855 Storm Drain Maintenance	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
260-72-707 CDBG General Admin	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
265-72-711 BMR Affordable Housing Fund	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
270-85-820 Sidewalk Curb and Gutter	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
270-85-821 Street Pavement Maintenance	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
270-85-822 Street Sign Marking	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
520-81-801 Resources Recovery	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
560-63-616 BBF Golf Course	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
570-63-621 Sports Center Operation	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554



**100-13-132 Mail Services**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
570-87-836 Bldg Maint Sports Center	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
580-62-613 Youth Teen Recreation	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
580-63-620 Outdoor Recreation	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
610-30-300 Administration	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
610-34-310 Infrastructure	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
610-35-986 GIS	0.33	0.450%	\$ 183		\$ 183	\$ 2	\$ 185
620-44-418 Workers Compensation Insurance	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
630-85-849 Equipment Maintenance	1.00	1.351%	\$ 549		\$ 549	\$ 6	\$ 554
<b>Total</b>	<b>74.00</b>	<b>100.000%</b>	<b>\$ 40,607</b>	<b>\$-</b>	<b>\$ 40,607</b>	<b>\$ 390</b>	<b>\$ 40,997</b>

**Allocation Basis:**

**Equal to All Departments**

**ALLOCATION SUMMARY**

<b>100-13-132 Mail Services</b>	<b>Mail Services</b>	<b>Total</b>
100-10-100 City Council	\$ 549	\$ 549
100-12-120 City Manager	\$ 549	\$ 549
100-12-126 Office of Communications	\$ 549	\$ 549
100-12-633 Disaster Preparedness	\$ 549	\$ 549
100-13-130 City Clerk	\$ 549	\$ 549
100-15-141 City Attorney	\$ 554	\$ 554
100-31-305 Video	\$ 554	\$ 554
100-32-308 Applications	\$ 554	\$ 554
100-40-400 Admin Services Administration	\$ 554	\$ 554
100-41-405 Accounting	\$ 554	\$ 554
100-41-425 Purchasing	\$ 554	\$ 554
100-41-426 Budgeting	\$ 554	\$ 554
100-44-412 Human Resources	\$ 554	\$ 554
100-44-417 Insurance Administration	\$ 554	\$ 554
100-80-800 Public Works Admin	\$ 554	\$ 554
100-82-806 CIP Administration	\$ 554	\$ 554
100-10-110 Sister Cities	\$ 554	\$ 554
100-11-131 Telecommunication Commission	\$ 554	\$ 554
100-11-140 Library Commission	\$ 554	\$ 554
100-11-142 Fine Arts Commission	\$ 554	\$ 554
100-11-150 Public Safety Commission	\$ 554	\$ 554
100-11-155 Bike/Ped Safety Commission	\$ 554	\$ 554
100-11-160 Recreation Commission	\$ 554	\$ 554
100-11-165 Teen Commission	\$ 554	\$ 554
100-11-170 Planning Commission	\$ 554	\$ 554
100-11-175 Housing Commission	\$ 554	\$ 554
100-11-180 Sustainability Commission	\$ 554	\$ 554
100-11-190 Audit Committee	\$ 554	\$ 554
100-12-122 Sustainability Division	\$ 554	\$ 554
100-12-632 Comm Outreach & Neigh Watch	\$ 554	\$ 554
100-12-705 Economic Development	\$ 554	\$ 554
100-41-406 Business Licenses	\$ 554	\$ 554

**ALLOCATION SUMMARY**

<b>100-13-132 Mail Services</b>	<b>Mail Services</b>	<b>Total</b>
100-60-601 Rec & Comm Svcs Administration	\$ 554	\$ 554
100-61-602 Administration	\$ 554	\$ 554
100-61-605 Cultural Events	\$ 554	\$ 554
100-61-630 Facilities	\$ 554	\$ 554
100-62-608 Administration	\$ 554	\$ 554
100-62-623 Youth, Teen and Senior Adult Rec	\$ 554	\$ 554
100-62-639 Youth and Teen Programs	\$ 554	\$ 554
100-62-640 Neighborhood Events	\$ 554	\$ 554
100-63-612 Park Facilities	\$ 554	\$ 554.40
100-70-700 Community Development Admin	\$ 554	\$ 554
100-71-701 Current Planning	\$ 554	\$ 554
100-71-702 Mid Long Term Planning	\$ 554	\$ 554
100-73-713 General Building	\$ 554	\$ 554
100-73-714 Construction Plan Check	\$ 554	\$ 554
100-73-715 Building Inspection	\$ 554	\$ 554
100-73-718 Muni - Bldg Code Enforcement	\$ 554	\$ 554
100-74-202 Code Enforcement	\$ 554	\$ 554
100-82-804 Plan Review	\$ 554	\$ 554
100-83-807 Service Center Administration	\$ 554	\$ 554
100-84-808 McClellan Ranch Park	\$ 554	\$ 554
100-84-809 Memorial Park	\$ 554	\$ 554
100-84-814 Sport Fields Jollyman CRK	\$ 554	\$ 554
100-85-848 Street Lighting	\$ 554	\$ 554
100-85-850 Environmental Materials	\$ 554	\$ 554
100-86-824 Overpasses and Medians	\$ 554	\$ 554
100-86-825 Street Tree Maintenance	\$ 554	\$ 554
100-87-857 City Hall Annex	\$ 554	\$ 554
100-88-844 Traffic Engineering	\$ 554	\$ 554
100-88-845 Traffic Signal Maintenance	\$ 554	\$ 554
230-81-855 Storm Drain Maintenance	\$ 554	\$ 554
260-72-707 CDBG General Admin	\$ 554	\$ 554
265-72-711 BMR Affordable Housing Fund	\$ 554	\$ 554

**ALLOCATION SUMMARY**

<b>100-13-132 Mail Services</b>	<b>Mail Services</b>	<b>Total</b>
270-85-820 Sidewalk Curb and Gutter	\$ 185	\$ 185
270-85-821 Street Pavement Maintenance	\$ 185	\$ 185
270-85-822 Street Sign Marking	\$ 185	\$ 185
520-81-801 Resources Recovery	\$ 554	\$ 554
560-63-616 BBF Golf Course	\$ 554	\$ 554
570-63-621 Sports Center Operation	\$ 554	\$ 554
570-87-836 Bldg Maint Sports Center	\$ 554	\$ 554
580-62-613 Youth Teen Recreation	\$ 554	\$ 554
580-63-620 Outdoor Recreation	\$ 554	\$ 554
610-30-300 Administration	\$ 185	\$ 185
610-34-310 Infrastructure	\$ 185	\$ 185
610-35-986 GIS	\$ 185	\$ 185
620-44-418 Workers Compensation Insurance	\$ 554	\$ 554
630-85-849 Equipment Maintenance	\$ 554	\$ 554
<b>Total</b>	<b>\$ 40,997</b>	<b>\$ 40,997</b>

## 7 City Attorney

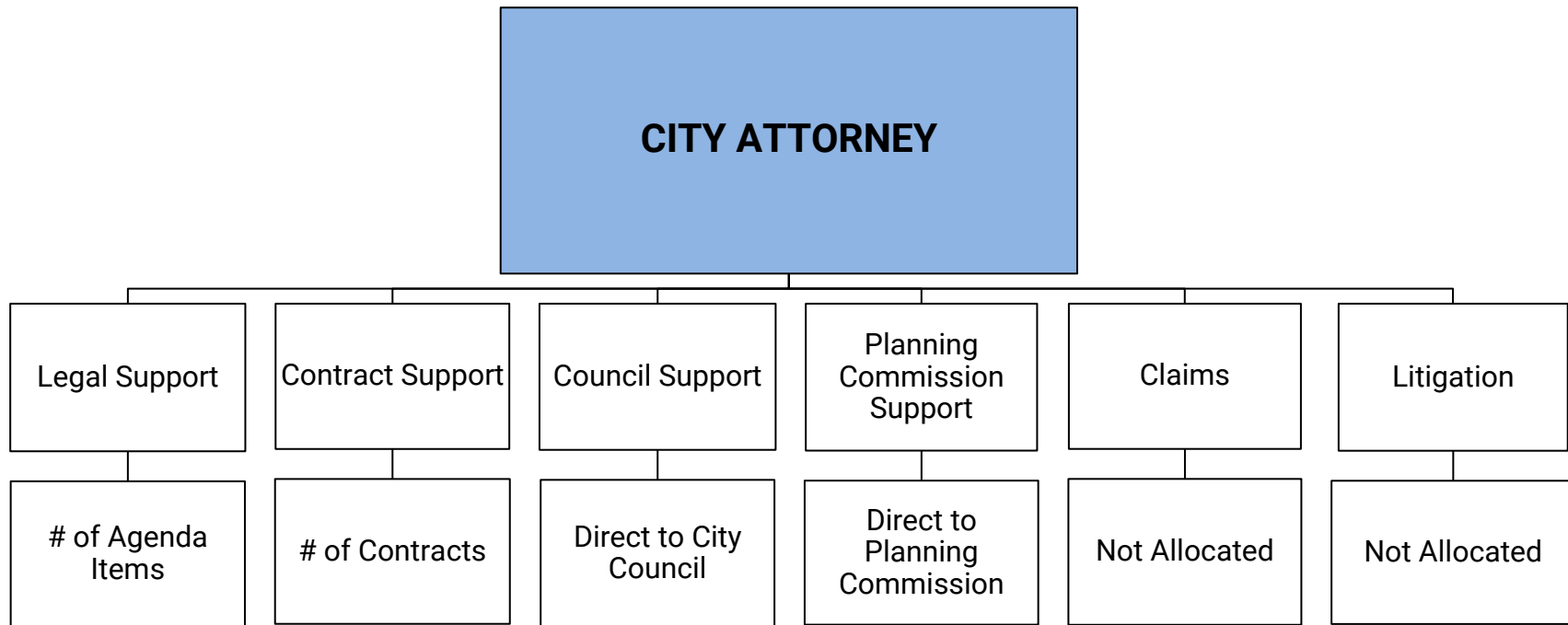
The City Attorney serves as the legal counsel for the City Council, City Commissions, City Manager, and all other City Divisions. These legal services include providing legal advice, research and analysis, preparing and reviewing legislation including ordinances and resolutions. The City Attorney also represents the City its divisions and City staff in any litigation, code enforcement, claims or administrative actions involving City Businesses. City Attorney costs are allocated to Receiving Divisions, as follows:

- **Legal Support** – represents costs associated with any legal support provided to City Divisions. These costs are allocated based upon the number of agenda items per division.
- **Contract Support** – relates to costs associated with reviewing and approving legal contracts on behalf of the city. These costs have been allocated based upon the number of contracts<sup>2</sup> per division.
- **Council Support** – relates to costs associated with providing legal guidance to City Council. These costs have been allocated directly to the City Council.
- **Planning Commission Support** – relates to costs associated with providing legal guidance to the city’s Planning Commission. These costs have been allocated directly to the Planning Commission.
- **Claims** – relates to costs associated with processing claims submitted to the city. These costs have not been allocated as they are in relation to overall city claims rather than specific departmental support.
- **Litigation** – relates to costs associated with defending the City against lawsuits and other litigation matters. These costs have not been allocated because they are not associated with any receiving division.

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<sup>2</sup> The number of contracts associated with Recreation were weighted at 0.25x as they are standardized contracts, whereas contracts associated with Development Services have been weighted at 3x due to the extra level of review, and Capital Project and IT contracts have been weighted at 5x due to the specialized requirements of the contract review.

The chart on the following page illustrates the functions and measures used to allocate City Attorney costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-15-141 City Attorney</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 1,589,268</b>		<b>\$ 1,589,268</b>
Contingencies	\$ (7,610)		
<b>Total Deductions</b>	<b>\$ (7,610)</b>		<b>\$ (7,610)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 25,781	\$ 40,364	\$ 66,145
100-12-120 City Manager	\$ 98,947	\$ 42,763	\$ 141,710
100-12-126 Office of Communications	\$ 3,270	\$ 377	\$ 3,647
100-13-130 City Clerk	\$ 33,337	\$ 32,442	\$ 65,779
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney		\$ 56,535	\$ 56,535
100-32-308 Applications		\$ 67,950	\$ 67,950
100-41-405 Accounting		\$ 21,693	\$ 21,693
100-41-426 Budgeting		\$ 11,481	\$ 11,481
100-44-412 Human Resources		\$ 17,266	\$ 17,266
100-44-417 Insurance Administration		\$ 2,228	\$ 2,228
100-84-815 Civic Center Ground Maint		\$ 1,277	\$ 1,277
100-87-827 Bldg Maint City Hall		\$ 12,877	\$ 12,877
<b>Total Incoming Costs</b>	<b>\$ 161,884</b>	<b>\$ 307,260</b>	<b>\$ 469,144</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 1,743,542</b>	<b>\$ 307,260</b>	<b>\$ 2,050,802</b>



**100-15-141 City Attorney**

**EXPENSE DETAIL**

Expense Type		Expense (\$)	Legal Support	Contract Support	Council Support	Planning Commission Support	Claims	Litigation
<b>Personnel</b>								
Salaries & Wages	\$	679,766	\$ 351,266	\$ 184,294	\$ 67,977	\$ 26,287	\$ 49,943	\$ -
Fringe Benefits	\$	293,078	\$ 151,447	\$ 79,458	\$ 29,308	\$ 11,333	\$ 21,533	\$ -
<b>Subtotal Personnel Cost</b>	<b>\$</b>	<b>972,844</b>	<b>\$ 502,712</b>	<b>\$ 263,752</b>	<b>\$ 97,284</b>	<b>\$ 37,620</b>	<b>\$ 71,475</b>	<b>\$ -</b>
<b>Operating Services &amp; Supplies</b>								
Operating Expenses	\$	19,636	\$ 10,147	\$ 5,324	\$ 1,964	\$ 759	\$ 1,443	\$ -
General Services	\$	589,178						\$ 589,178
Contingencies	\$	7,610	\$ 3,932	\$ 2,063	\$ 761	\$ 294	\$ 559	\$ -
<b>Subtotal Operating Cost</b>	<b>\$</b>	<b>616,424</b>	<b>\$ 14,079</b>	<b>\$ 7,387</b>	<b>\$ 2,725</b>	<b>\$ 1,054</b>	<b>\$ 2,002</b>	<b>\$ 589,178</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$</b>	<b>1,589,268</b>	<b>\$ 516,791</b>	<b>\$ 271,139</b>	<b>\$ 100,009</b>	<b>\$ 38,674</b>	<b>\$ 73,477</b>	<b>\$ 589,178</b>
<b>Disallowed Costs</b>								
Contingencies	\$	(7,610)	\$ (3,932)	\$ (2,063)	\$ (761)	\$ (294)	\$ (559)	\$ -
<b>Subtotal Disallowed Costs</b>	<b>\$</b>	<b>(7,610)</b>	<b>\$ (3,932)</b>	<b>\$ (2,063)</b>	<b>\$ (761)</b>	<b>\$ (294)</b>	<b>\$ (559)</b>	<b>\$ -</b>
<b>Cost Adjustments</b>								
<b>Subtotal Cost Adjustments</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$</b>	<b>1,581,658</b>	<b>\$ 512,859</b>	<b>\$ 269,075</b>	<b>\$ 99,248</b>	<b>\$ 38,380</b>	<b>\$ 72,918</b>	<b>\$ 589,178</b>
<b>First Allocation</b>								
Incoming - All Others	\$	161,884	\$ 52,492	\$ 27,540	\$ 10,158	\$ 3,928	\$ 7,463	\$ 60,303
Reallocate Admin Costs	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$	(729,862)	\$ -	\$ -	\$ -	\$ -	\$ (80,381)	\$ (649,481)
<b>Subtotal of First Allocation</b>	<b>\$</b>	<b>1,013,680</b>	<b>\$ 565,351</b>	<b>\$ 296,616</b>	<b>\$ 109,406</b>	<b>\$ 42,308</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Second Allocation</b>								
Incoming - All Others	\$	307,260	\$ 99,630	\$ 52,272	\$ 19,280	\$ 7,456	\$ 14,165	\$ 114,456
Reallocate Admin Costs	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$	(128,622)	\$ -	\$ -	\$ -	\$ -	\$ (14,165)	\$ (114,456)
<b>Subtotal of Second Allocation</b>	<b>\$</b>	<b>178,638</b>	<b>\$ 99,630</b>	<b>\$ 52,272</b>	<b>\$ 19,280</b>	<b>\$ 7,456</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$</b>	<b>1,192,318</b>	<b>\$ 664,981</b>	<b>\$ 348,887</b>	<b>\$ 128,686</b>	<b>\$ 49,764</b>	<b>\$ -</b>	<b>\$ -</b>

**100-15-141 City Attorney**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Legal Support</b>							
100-10-100 City Council	27.00	10.385%	\$ 58,709		\$ 58,709		\$ 58,709
100-12-120 City Manager	25.00	9.615%	\$ 54,361		\$ 54,361		\$ 54,361
100-13-130 City Clerk	47.00	18.077%	\$ 102,198		\$ 102,198		\$ 102,198
100-15-141 City Attorney	26.00	10.000%	\$ 56,535		\$ 56,535		\$ 56,535
100-32-308 Applications	5.00	1.923%	\$ 10,872		\$ 10,872	\$ 3,690	\$ 14,562
100-41-405 Accounting	55.00	21.154%	\$ 119,593		\$ 119,593	\$ 40,590	\$ 160,184
100-44-412 Human Resources	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
100-80-800 Public Works Admin	15.00	5.769%	\$ 32,616		\$ 32,616	\$ 11,070	\$ 43,686
100-60-636 Library Services	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
100-63-612 Park Facilities	3.00	1.154%	\$ 6,523		\$ 6,523	\$ 2,214	\$ 8,737
100-71-701 Current Planning	17.00	6.538%	\$ 36,965		\$ 36,965	\$ 12,546	\$ 49,511
100-82-804 Plan Review	3.00	1.154%	\$ 6,523		\$ 6,523	\$ 2,214	\$ 8,737
100-84-813 Neighborhood Parks	2.00	0.769%	\$ 4,349		\$ 4,349	\$ 1,476	\$ 5,825
100-87-841 BBF Facilities Maintenance	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
230-81-802 Non Point Source	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
270-85-820 Sidewalk Curb and Gutter	5.00	1.923%	\$ 10,872		\$ 10,872	\$ 3,690	\$ 14,562
270-85-821 Street Pavement Maintenance	5.00	1.923%	\$ 10,872		\$ 10,872	\$ 3,690	\$ 14,562
420-99-7 ADA Improvements	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
420-99-48 Capital Project Support	13.00	5.000%	\$ 28,268		\$ 28,268	\$ 9,594	\$ 37,862
420-99-85 Playground EQ (Creekside&Varian)	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
420-99-267 Stevens Creek Bridge Repair	2.00	0.769%	\$ 4,349		\$ 4,349	\$ 1,476	\$ 5,825
520-81-801 Resources Recovery	3.00	1.154%	\$ 6,523		\$ 6,523	\$ 2,214	\$ 8,737
630-85-849 Equipment Maintenance	1.00	0.385%	\$ 2,174		\$ 2,174	\$ 738	\$ 2,912
<b>Total</b>	<b>260.00</b>	<b>100.000%</b>	<b>\$ 565,351</b>	<b>\$ -</b>	<b>\$ 565,351</b>	<b>\$ 99,630</b>	<b>\$ 664,981</b>

**Allocation Basis:** # of Agenda Items

**Source of Allocation:** Laserfiche Report

**100-15-141 City Attorney**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Contract Support</b>							
100-10-100 City Council	1.00	0.174%	\$ 515		\$ 515		\$ 515
100-12-120 City Manager	26.00	4.518%	\$ 13,401		\$ 13,401		\$ 13,401
100-12-126 Office of Communications	2.00	0.348%	\$ 1,031		\$ 1,031		\$ 1,031
100-13-130 City Clerk	3.00	0.521%	\$ 1,546		\$ 1,546		\$ 1,546
100-31-305 Video	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
100-32-308 Applications	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
100-40-400 Admin Services Administration	4.00	0.695%	\$ 2,062		\$ 2,062	\$ 385	\$ 2,446
100-41-405 Accounting	11.00	1.911%	\$ 5,669		\$ 5,669	\$ 1,058	\$ 6,727
100-41-426 Budgeting	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
100-44-412 Human Resources	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
100-80-800 Public Works Admin	20.00	3.475%	\$ 10,308		\$ 10,308	\$ 1,924	\$ 12,232
100-82-806 CIP Administration	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
100-87-827 Bldg Maint City Hall	11.00	1.911%	\$ 5,669		\$ 5,669	\$ 1,058	\$ 6,727
100-12-705 Economic Development	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
100-20-200 Law Enforcement SC Sheriff	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
100-60-601 Rec & Comm Svcs Administration	2.75	0.478%	\$ 1,417		\$ 1,417	\$ 264	\$ 1,682
100-60-636 Library Services	0.75	0.130%	\$ 387		\$ 387	\$ 72	\$ 459
100-61-605 Cultural Events	0.50	0.087%	\$ 258		\$ 258	\$ 48	\$ 306
100-62-623 Youth, Teen and Senior Adult Rec	9.50	1.651%	\$ 4,896		\$ 4,896	\$ 914	\$ 5,810
100-62-639 Youth and Teen Programs	5.00	0.869%	\$ 2,577		\$ 2,577	\$ 481	\$ 3,058
100-62-640 Neighborhood Events	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
100-63-612 Park Facilities	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
100-70-700 Community Development Admin	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
100-71-701 Current Planning	60.00	10.426%	\$ 30,924		\$ 30,924	\$ 5,771	\$ 36,695
100-73-713 General Building	15.00	2.606%	\$ 7,731		\$ 7,731	\$ 1,443	\$ 9,174
100-73-714 Construction Plan Check	15.00	2.606%	\$ 7,731		\$ 7,731	\$ 1,443	\$ 9,174
100-73-715 Building Inspection	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
100-74-202 Code Enforcement	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
100-82-804 Plan Review	55.00	9.557%	\$ 28,347		\$ 28,347	\$ 5,290	\$ 33,637
100-84-813 Neighborhood Parks	5.00	0.869%	\$ 2,577		\$ 2,577	\$ 481	\$ 3,058
100-85-848 Street Lighting	15.00	2.606%	\$ 7,731		\$ 7,731	\$ 1,443	\$ 9,174
100-86-261 Trail Maintenance	10.00	1.738%	\$ 5,154		\$ 5,154	\$ 962	\$ 6,116

**100-15-141 City Attorney**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-86-825 Street Tree Maintenance	40.00	6.950%	\$ 20,616		\$ 20,616	\$ 3,847	\$ 24,463
100-87-829 Bldg Maint Service Center	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
100-87-830 Bldg Maint Quinlan Center	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
100-87-831 Bldg Maint Senior Center	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
100-87-841 BBF Facilities Maintenance	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
100-87-857 City Hall Annex	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
100-88-844 Traffic Engineering	5.00	0.869%	\$ 2,577		\$ 2,577	\$ 481	\$ 3,058
100-88-846 Safe Routes 2 School	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
260-72-707 CDBG General Admin	3.00	0.521%	\$ 1,546		\$ 1,546	\$ 289	\$ 1,835
260-72-709 CDBG Capital/Housing Projects	12.00	2.085%	\$ 6,185		\$ 6,185	\$ 1,154	\$ 7,339
270-85-820 Sidewalk Curb and Gutter	8.00	1.390%	\$ 4,123		\$ 4,123	\$ 769	\$ 4,893
270-85-821 Street Pavement Maintenance	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
271-0-0 Traffic Impact	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
280-0-0 Park Dedication	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
420-99-48 Capital Project Support	125.00	21.720%	\$ 64,426		\$ 64,426	\$ 12,022	\$ 76,448
420-99-63 CW Bldg Condition Assess Impl	1.00	0.174%	\$ 515		\$ 515	\$ 96	\$ 612
420-99-85 Playground EQ (Creekside&Varian)	7.00	1.216%	\$ 3,608		\$ 3,608	\$ 673	\$ 4,281
520-81-801 Resources Recovery	7.00	1.216%	\$ 3,608		\$ 3,608	\$ 673	\$ 4,281
560-63-616 BBF Golf Course	6.00	1.043%	\$ 3,092		\$ 3,092	\$ 577	\$ 3,669
560-87-260 BBF Golf Maintenance	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
610-30-300 Administration	15.00	2.606%	\$ 7,731		\$ 7,731	\$ 1,443	\$ 9,174
610-35-986 GIS	10.00	1.738%	\$ 5,154		\$ 5,154	\$ 962	\$ 6,116
630-85-849 Equipment Maintenance	2.00	0.348%	\$ 1,031		\$ 1,031	\$ 192	\$ 1,223
<b>Total</b>	<b>575.50</b>	<b>100.000%</b>	<b>\$ 296,616</b>	<b>\$ -</b>	<b>\$ 296,616</b>	<b>\$ 52,272</b>	<b>\$ 348,887</b>

**Allocation Basis:**

**# of Contracts**

**Source of Allocation:**

**Cobblestone Report**

**100-15-141 City Attorney**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Council Support</b>							
100-10-100 City Council	1.00	99.990%	\$ 109,395		\$ 109,395		\$ 109,395
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 109,406</b>	<b>\$ -</b>	<b>\$ 109,406</b>	<b>\$ 19,280</b>	<b>\$ 128,686</b>

**Allocation Basis:**

**Direct to City Council**

**100-15-141 City Attorney**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Planning Commission Support</b>							
100-11-170 Planning Commission	1.00	100.000%	\$ 42,308		\$ 42,308	\$ 7,456	\$ 49,764
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 42,308</b>	<b>\$ -</b>	<b>\$ 42,308</b>	<b>\$ 7,456</b>	<b>\$ 49,764</b>

**Allocation Basis:**

**Direct to Planning Commission**

**ALLOCATION SUMMARY**

	<b>Legal Support</b>	<b>Contract Support</b>	<b>Council Support</b>	<b>Planning Commission Support</b>	<b>Total</b>
<b>100-15-141 City Attorney</b>					
100-10-100 City Council	\$ 58,709	\$ 515	\$ 109,395	\$ -	\$ 168,620
100-12-120 City Manager	\$ 54,361	\$ 13,401	\$ -	\$ -	\$ 67,761
100-12-126 Office of Communications	\$ -	\$ 1,031	\$ -	\$ -	\$ 1,031
100-13-130 City Clerk	\$ 102,198	\$ 1,546	\$ -	\$ -	\$ 103,744
100-15-141 City Attorney	\$ 56,535	\$ -	\$ -	\$ -	\$ 56,535
100-31-305 Video	\$ -	\$ 1,835	\$ -	\$ -	\$ 1,835
100-32-308 Applications	\$ 14,562	\$ 3,669	\$ -	\$ -	\$ 18,232
100-40-400 Admin Services Administration	\$ -	\$ 2,446	\$ -	\$ -	\$ 2,446
100-41-405 Accounting	\$ 160,184	\$ 6,727	\$ -	\$ -	\$ 166,911
100-41-426 Budgeting	\$ -	\$ 612	\$ -	\$ -	\$ 612
100-44-412 Human Resources	\$ 2,912	\$ 3,669	\$ -	\$ -	\$ 6,582
100-80-800 Public Works Admin	\$ 43,686	\$ 12,232	\$ -	\$ -	\$ 55,918
100-82-806 CIP Administration	\$ -	\$ 612	\$ -	\$ -	\$ 612
100-87-827 Bldg Maint City Hall	\$ -	\$ 6,727	\$ -	\$ -	\$ 6,727
100-11-170 Planning Commission	\$ -	\$ -	\$ -	\$ 49,764	\$ 49,764
100-12-705 Economic Development	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
100-20-200 Law Enforcement SC Sheriff	\$ -	\$ 612	\$ -	\$ -	\$ 612
100-60-601 Rec & Comm Svcs Administration	\$ -	\$ 1,682	\$ -	\$ -	\$ 1,682
100-60-636 Library Services	\$ 2,912	\$ 459	\$ -	\$ -	\$ 3,371
100-61-605 Cultural Events	\$ -	\$ 306	\$ -	\$ -	\$ 306
100-62-623 Youth, Teen and Senior Adult Rec	\$ -	\$ 5,810	\$ -	\$ -	\$ 5,810
100-62-639 Youth and Teen Programs	\$ -	\$ 3,058	\$ -	\$ -	\$ 3,058
100-62-640 Neighborhood Events	\$ -	\$ 1,835	\$ -	\$ -	\$ 1,835
100-63-612 Park Facilities	\$ 8,737	\$ 1,835	\$ -	\$ -	\$ 10,572
100-70-700 Community Development Admin	\$ -	\$ 3,669	\$ -	\$ -	\$ 3,669
100-71-701 Current Planning	\$ 49,511	\$ 36,695	\$ -	\$ -	\$ 86,206
100-73-713 General Building	\$ -	\$ 9,174	\$ -	\$ -	\$ 9,174
100-73-714 Construction Plan Check	\$ -	\$ 9,174	\$ -	\$ -	\$ 9,174
100-73-715 Building Inspection	\$ -	\$ 3,669	\$ -	\$ -	\$ 3,669
100-74-202 Code Enforcement	\$ -	\$ 1,835	\$ -	\$ -	\$ 1,835
100-82-804 Plan Review	\$ 8,737	\$ 33,637	\$ -	\$ -	\$ 42,374
100-84-813 Neighborhood Parks	\$ 5,825	\$ 3,058	\$ -	\$ -	\$ 8,883

**ALLOCATION SUMMARY**

	<b>Legal Support</b>	<b>Contract Support</b>	<b>Council Support</b>	<b>Planning Commission Support</b>	<b>Total</b>
<b>100-15-141 City Attorney</b>					
100-85-848 Street Lighting	\$ -	\$ 9,174	\$ -	\$ -	\$ 9,174
100-86-261 Trail Maintenance	\$ -	\$ 6,116	\$ -	\$ -	\$ 6,116
100-86-825 Street Tree Maintenance	\$ -	\$ 24,463	\$ -	\$ -	\$ 24,463
100-87-829 Bldg Maint Service Center	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
100-87-830 Bldg Maint Quinlan Center	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
100-87-831 Bldg Maint Senior Center	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
100-87-841 BBF Facilities Maintenance	\$ 2,912	\$ 1,835	\$ -	\$ -	\$ 4,747
100-87-857 City Hall Annex	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
100-88-844 Traffic Engineering	\$ -	\$ 3,058	\$ -	\$ -	\$ 3,058
100-88-846 Safe Routes 2 School	\$ -	\$ 612	\$ -	\$ -	\$ 612
230-81-802 Non Point Source	\$ 2,912	\$ -	\$ -	\$ -	\$ 2,912
260-72-707 CDBG General Admin	\$ -	\$ 1,835	\$ -	\$ -	\$ 1,835
260-72-709 CDBG Capital/Housing Projects	\$ -	\$ 7,339	\$ -	\$ -	\$ 7,339
270-85-820 Sidewalk Curb and Gutter	\$ 14,562	\$ 4,893	\$ -	\$ -	\$ 19,455
270-85-821 Street Pavement Maintenance	\$ 14,562	\$ 3,669	\$ -	\$ -	\$ 18,232
271-0-0 Traffic Impact	\$ -	\$ 612	\$ -	\$ -	\$ 612
280-0-0 Park Dedication	\$ -	\$ 612	\$ -	\$ -	\$ 612
420-99-7 ADA Improvements	\$ 2,912	\$ -	\$ -	\$ -	\$ 2,912
420-99-48 Capital Project Support	\$ 37,862	\$ 76,448	\$ -	\$ -	\$ 114,309
420-99-63 CW Bldg Condition Assess Impl	\$ -	\$ 612	\$ -	\$ -	\$ 612
420-99-85 Playground EQ (Creekside&Varian)	\$ 2,912	\$ 4,281	\$ -	\$ -	\$ 7,193
420-99-267 Stevens Creek Bridge Repair	\$ 5,825	\$ -	\$ -	\$ -	\$ 5,825
520-81-801 Resources Recovery	\$ 8,737	\$ 4,281	\$ -	\$ -	\$ 13,018
560-63-616 BBF Golf Course	\$ -	\$ 3,669	\$ -	\$ -	\$ 3,669
560-87-260 BBF Golf Maintenance	\$ -	\$ 1,223	\$ -	\$ -	\$ 1,223
610-30-300 Administration	\$ -	\$ 9,174	\$ -	\$ -	\$ 9,174
610-35-986 GIS	\$ -	\$ 6,116	\$ -	\$ -	\$ 6,116
630-85-849 Equipment Maintenance	\$ 2,912	\$ 1,223	\$ -	\$ -	\$ 4,136
0-0-0 Other	\$ -	\$ -	\$ 19,291	\$ -	\$ 19,291
<b>Total</b>	<b>\$ 664,981</b>	<b>\$ 348,887</b>	<b>\$ 128,686</b>	<b>\$ 49,764</b>	<b>\$ 1,192,318</b>

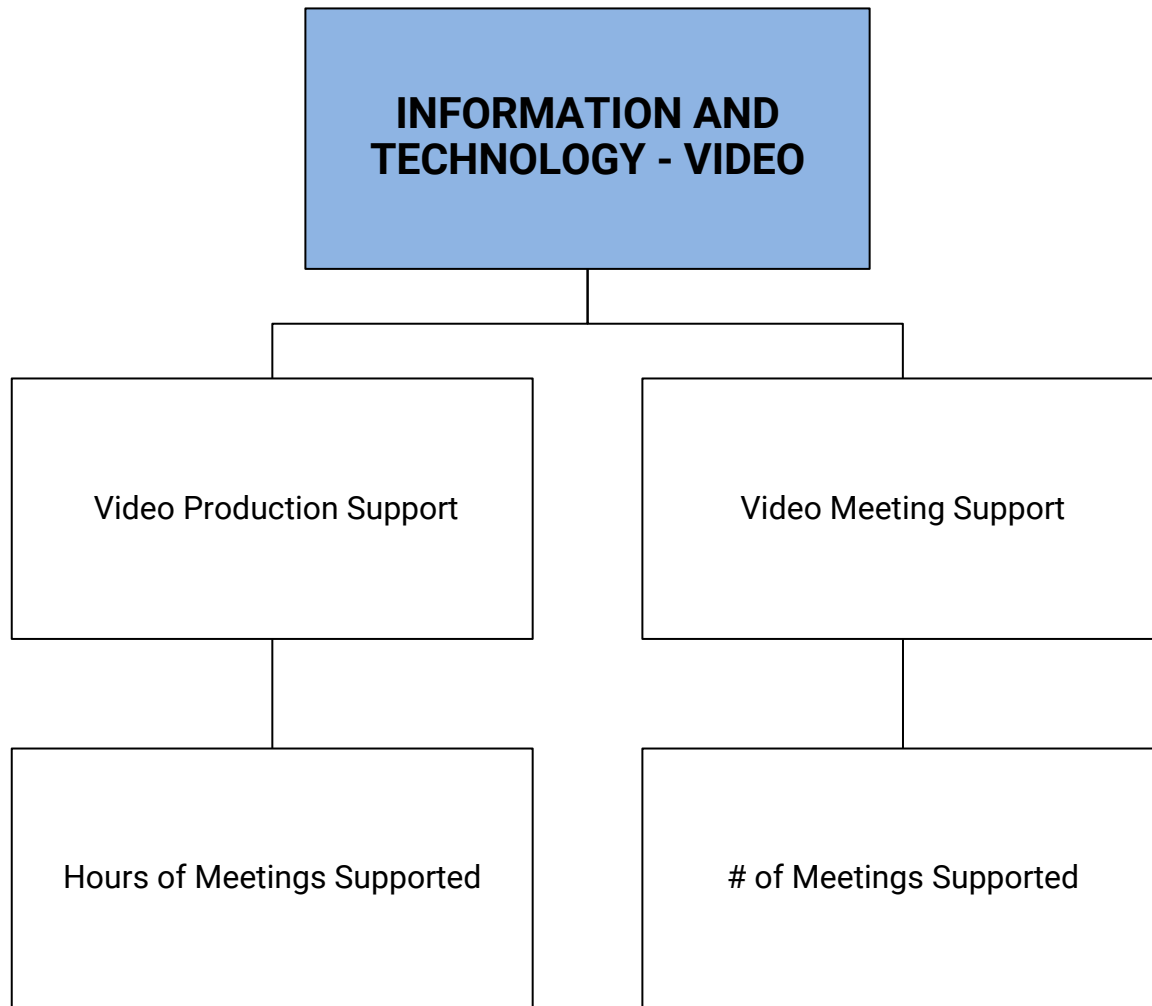


## 8 Information & Technology - Video

The Information & Technology – Video Division serves to increase awareness and interest in the issues, programs, and services presented by the City. The division manages the City’s 24/7 government access channel, radio station, digital signage network, City website, and online video platforms. The Division also provides multimedia production services and technical support for all City divisions. Information & Technology - Video costs are allocated to Receiving Divisions, as follows:

- **Video Production Support** – relates to costs associated with producing videos and general public announcements on behalf of the City. These costs are allocated based on the number of hours of meetings supported per Fund per Division.
- **Video Meeting Support** – relates to costs associated with recording city council meetings. These costs are allocated based on the number of meetings supported per Fund per Division.

The chart on the following page illustrates the functions and measures used to allocate Information & Technology - Video costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-31-305 Video</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Departmental Expenditures</b>	<b>\$ 925,970</b>		<b>\$ 925,970</b>
Contingencies	\$ (1,276)		
General Services	\$ (45,000)		
<b>Total Disallowed Costs</b>	<b>\$ (46,276)</b>		<b>\$ (46,276)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 16,923	\$ 6,367	\$ 23,290
100-13-130 City Clerk	\$ 275	\$ 177	\$ 451
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 1,546	\$ 289	\$ 1,835
100-41-405 Accounting		\$ 23,845	\$ 23,845
100-41-425 Purchasing		\$ 59,269	\$ 59,269
100-41-426 Budgeting		\$ 6,689	\$ 6,689
100-44-412 Human Resources		\$ 17,266	\$ 17,266
100-44-417 Insurance Administration		\$ 2,228	\$ 2,228
100-84-815 Civic Center Ground Maint		\$ 2,242	\$ 2,242
100-87-827 Bldg Maint City Hall		\$ 19,315	\$ 19,315
<b>Total Incoming Costs</b>	<b>\$ 19,292</b>	<b>\$ 137,693</b>	<b>\$ 156,985</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 898,986</b>	<b>\$ 137,693</b>	<b>\$ 1,036,679</b>

**100-31-305 Video**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	Video Production Support	Video Meeting Support
<b>Personnel</b>			
Salaries & Wages	\$ 568,280	\$ 284,140	\$ 284,140
Fringe Benefits	\$ 254,372	\$ 127,186	\$ 127,186
<b>Subtotal Personnel Cost</b>	<b>\$ 822,652</b>	<b>\$ 411,326</b>	<b>\$ 411,326</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 38,579	\$ 19,290	\$ 19,290
General Services	\$ 63,463	\$ 31,732	\$ 31,732
Contingencies	\$ 1,276	\$ 638	\$ 638
<b>Subtotal Operating Cost</b>	<b>\$ 103,318</b>	<b>\$ 51,659</b>	<b>\$ 51,659</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 925,970</b>	<b>\$ 462,985</b>	<b>\$ 462,985</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (1,276)	\$ (638)	\$ (638)
General Services	\$ (45,000)	\$ (22,500)	\$ (22,500)
<b>Subtotal Disallowed Costs</b>	<b>\$ (46,276)</b>	<b>\$ (23,138.00)</b>	<b>\$ (23,138.00)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 879,694</b>	<b>\$ 439,847</b>	<b>\$ 439,847</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 19,292	\$ 9,646	\$ 9,646
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 898,986</b>	<b>\$ 449,493</b>	<b>\$ 449,493</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 137,693	\$ 68,846	\$ 68,846
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 137,693</b>	<b>\$ 68,846</b>	<b>\$ 68,846</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,036,679</b>	<b>\$ 518,339</b>	<b>\$ 518,339</b>

**100-31-305 Video**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Video Production Support</b>							
100-10-100 City Council	15.00	0.647%	\$ 2,906		\$ 2,906		\$ 2,906
100-12-120 City Manager	450.00	19.397%	\$ 87,186		\$ 87,186		\$ 87,186
100-13-130 City Clerk	7.00	0.302%	\$ 1,356		\$ 1,356		\$ 1,356
100-41-426 Budgeting	28.00	1.207%	\$ 5,425		\$ 5,425	\$ 1,043	\$ 6,468
100-41-406 Business Licenses	20.00	0.862%	\$ 3,875		\$ 3,875	\$ 745	\$ 4,620
100-60-601 Rec & Comm Svcs Administration	10.00	0.431%	\$ 1,937		\$ 1,937	\$ 373	\$ 2,310
100-70-700 Community Development Admin	16.00	0.690%	\$ 3,100		\$ 3,100	\$ 596	\$ 3,696
100-71-701 Current Planning	36.00	1.552%	\$ 6,975		\$ 6,975	\$ 1,341	\$ 8,316
100-86-261 Trail Maintenance	15.00	0.647%	\$ 2,906		\$ 2,906	\$ 559	\$ 3,465
100-87-841 BBF Facilities Maintenance	21.00	0.905%	\$ 4,069		\$ 4,069	\$ 782	\$ 4,851
260-72-709 CDBG Capital/Housing Projects	94.00	4.052%	\$ 18,212		\$ 18,212	\$ 3,502	\$ 21,714
270-85-820 Sidewalk Curb and Gutter	6.00	0.259%	\$ 1,162		\$ 1,162	\$ 224	\$ 1,386
270-85-821 Street Pavement Maintenance	5.00	0.216%	\$ 969		\$ 969	\$ 186	\$ 1,155
420-99-85 Playground EQ (Creekside&Varian)	15.00	0.647%	\$ 2,906		\$ 2,906	\$ 559	\$ 3,465
520-81-801 Resources Recovery	30.00	1.293%	\$ 5,812		\$ 5,812	\$ 1,118	\$ 6,930
0-0-0 Other	1,552.00	66.897%	\$ 300,695		\$ 300,695	\$ 57,819	\$ 358,514
<b>Total</b>	<b>2,320.00</b>	<b>100.000%</b>	<b>\$ 449,493</b>	<b>\$ -</b>	<b>\$ 449,493</b>	<b>\$ 68,846</b>	<b>\$ 518,339</b>

**Allocation Basis:**

**Hours of Meetings Supported**

**Source of Allocation:**

**IT Video & App Report**

**100-31-305 Video**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Video Meeting Support</b>							
100-10-100 City Council	45.00	10.922%	\$ 49,095		\$ 49,095		\$ 49,095
100-12-120 City Manager	28.00	6.796%	\$ 30,548		\$ 30,548		\$ 30,548
100-13-130 City Clerk	1.00	0.243%	\$ 1,091		\$ 1,091		\$ 1,091
100-41-426 Budgeting	2.00	0.485%	\$ 2,182		\$ 2,182	\$ 407	\$ 2,589
100-41-406 Business Licenses	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
100-60-601 Rec & Comm Svcs Administration	13.00	3.155%	\$ 14,183		\$ 14,183	\$ 2,648	\$ 16,831
100-70-700 Community Development Admin	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
100-71-701 Current Planning	27.00	6.553%	\$ 29,457		\$ 29,457	\$ 5,500	\$ 34,957
100-86-261 Trail Maintenance	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
100-87-841 BBF Facilities Maintenance	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
260-72-709 CDBG Capital/Housing Projects	5.00	1.214%	\$ 5,455		\$ 5,455	\$ 1,018	\$ 6,473
270-85-820 Sidewalk Curb and Gutter	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
270-85-821 Street Pavement Maintenance	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
420-99-85 Playground EQ (Creekside&Varian)	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
520-81-801 Resources Recovery	1.00	0.243%	\$ 1,091		\$ 1,091	\$ 204	\$ 1,295
0-0-0 Other	283.00	68.689%	\$ 308,754		\$ 308,754	\$ 57,643	\$ 366,397
<b>Total</b>	<b>412.00</b>	<b>100.000%</b>	<b>\$ 449,493</b>	<b>\$ -</b>	<b>\$ 449,493</b>	<b>\$ 68,846</b>	<b>\$ 518,339</b>

**Allocation Basis:**

**# of Meetings Supported**

**Source of Allocation:**

**IT Video & App Report**

**ALLOCATION SUMMARY**

<b>100-31-305 Video</b>	<b>Video Production Support</b>	<b>Video Meeting Support</b>	<b>Total</b>
100-10-100 City Council	\$ 2,906	\$ 49,095	\$ 52,001
100-12-120 City Manager	\$ 87,186	\$ 30,548	\$ 117,734
100-13-130 City Clerk	\$ 1,356	\$ 1,091	\$ 2,447
100-41-426 Budgeting	\$ 6,468	\$ 2,589	\$ 9,057
100-41-406 Business Licenses	\$ 4,620	\$ 1,295	\$ 5,915
100-60-601 Rec & Comm Svcs Administration	\$ 2,310	\$ 16,831	\$ 19,141
100-70-700 Community Development Admin	\$ 3,696	\$ 1,295	\$ 4,991
100-71-701 Current Planning	\$ 8,316	\$ 34,957	\$ 43,273
100-86-261 Trail Maintenance	\$ 3,465	\$ 1,295	\$ 4,760
100-87-841 BBF Facilities Maintenance	\$ 4,851	\$ 1,295	\$ 6,146
260-72-709 CDBG Capital/Housing Projects	\$ 21,714	\$ 6,473	\$ 28,188
270-85-820 Sidewalk Curb and Gutter	\$ 1,386	\$ 1,295	\$ 2,681
270-85-821 Street Pavement Maintenance	\$ 1,155	\$ 1,295	\$ 2,450
420-99-85 Playground EQ (Creekside&Varian)	\$ 3,465	\$ 1,295	\$ 4,760
520-81-801 Resources Recovery	\$ 6,930	\$ 1,295	\$ 8,225
0-0-0 Other	\$ 358,514	\$ 366,397	\$ 724,912
<b>Total</b>	<b>\$ 518,339</b>	<b>\$ 518,339</b>	<b>\$ 1,036,679</b>

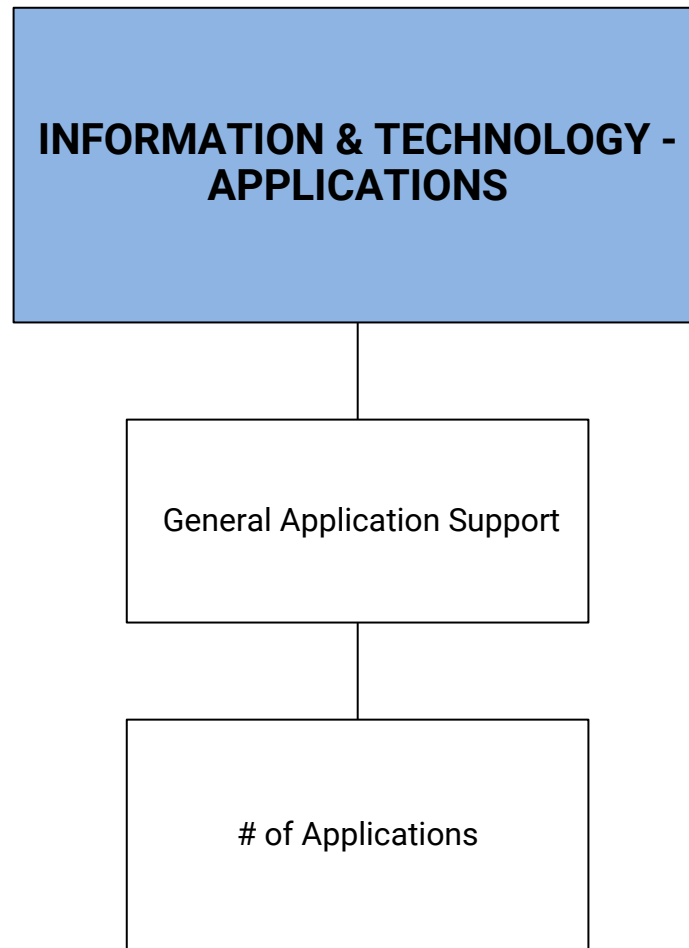
## 9 Information & Technology - Applications

The Information & Technology - Applications Division manages business requirements gathering, design, development, procurement, project management, implementation and ongoing maintenance and support of all enterprise-wide business systems and programs. The division is responsible for the city's electronic content and procurement management systems. The Applications Division also manages the City's website, Intranet, and mobile apps development.

- **General Application Support** – relates to costs associated with providing support with purchasing and overseeing citywide and division-specific applications. These costs are allocated based on the number of applications used per fund per division.

The chart on the following page illustrates the functions and measures used to allocate IT - Applications costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

<b>100-32-308 Applications</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 2,706,815</b>		<b>\$ 2,706,815</b>
Contingencies	\$ (13,664)		
<b>Total Disallowed Costs</b>	<b>\$ (13,664)</b>		<b>\$ (13,664)</b>
<b>Incoming Costs</b>	\$ (27,328)		
100-10-100 City Council	\$ 4,958	\$ 7,762	\$ 12,720
100-12-120 City Manager	\$ 45,093	\$ 17,940	\$ 63,033
100-13-130 City Clerk	\$ 6,178	\$ 5,901	\$ 12,079
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 13,965	\$ 4,267	\$ 18,232
100-32-308 Applications		\$ 271,802	\$ 271,802
100-41-405 Accounting		\$ 39,646	\$ 39,646
100-41-425 Purchasing		\$ 13,759	\$ 13,759
100-41-426 Budgeting		\$ 19,554	\$ 19,554
100-44-412 Human Resources		\$ 20,144	\$ 20,144
100-44-417 Insurance Administration		\$ 2,600	\$ 2,600
100-84-815 Civic Center Ground Maint		\$ 1,597	\$ 1,597
100-87-827 Bldg Maint City Hall		\$ 16,096	\$ 16,096
<b>Total Incoming Costs</b>	<b>\$ 70,742</b>	<b>\$ 421,072</b>	<b>\$ 491,814</b>
Software System Ammortization	\$ (521,528)		
<b>Total Cost Adjustments</b>	<b>\$ (521,528)</b>		<b>\$ (521,528)</b>
<b>Total Costs to be Allocated</b>	<b>\$ 2,242,366</b>	<b>\$ 421,072</b>	<b>\$ 2,663,437</b>

**100-32-308 Applications**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	General Application Support
<b>Personnel</b>		
Salaries & Wages	\$ 744,162	\$ 744,162
Fringe Benefits	\$ 276,364	\$ 276,364
<b>Subtotal Personnel Cost</b>	<b>\$ 1,020,526</b>	<b>\$ 1,020,526</b>
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 966,999	\$ 966,999
General Services	\$ 126,151	\$ 126,151
Contingencies	\$ 13,664	\$ 13,664
Software Systems	\$ 579,475	\$ 579,475
<b>Subtotal Operating Cost</b>	<b>\$ 1,686,289</b>	<b>\$ 1,686,289</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 2,706,815</b>	<b>\$ 2,706,815</b>
<b>Disallowed Costs</b>		
Contingencies	\$ (13,664)	\$ (13,664)
<b>Subtotal Disallowed Costs</b>	<b>\$ (13,664)</b>	<b>\$ (13,664)</b>
<b>Cost Adjustments</b>		
Software System Ammortization	\$ (521,528)	\$ (521,528)
<b>Subtotal Cost Adjustments</b>	<b>\$ (521,528)</b>	<b>\$ (521,528)</b>
<b>FUNCTIONAL COST</b>	<b>\$ 2,171,624</b>	<b>\$ 2,171,624</b>
<b>First Allocation</b>		
Incoming - All Others	\$ 70,742	\$ 70,742
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 2,242,366</b>	<b>\$ 2,242,366</b>
<b>Second Allocation</b>		
Incoming - All Others	\$ 421,072	\$ 421,072
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 421,072</b>	<b>\$ 421,072</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 2,663,437</b>	<b>\$ 2,663,437</b>

**100-32-308 Applications**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>General Application Support</b>							
100-12-120 City Manager	2.00	6.061%	\$ 135,901		\$ 135,901		\$ 135,901
100-13-130 City Clerk	3.00	9.091%	\$ 203,851		\$ 203,851		\$ 203,851
100-15-141 City Attorney	1.00	3.030%	\$ 67,950		\$ 67,950		\$ 67,950
100-32-308 Applications	4.00	12.121%	\$ 271,802		\$ 271,802		\$ 271,802
100-41-405 Accounting	2.00	6.061%	\$ 135,901		\$ 135,901	\$ 36,615	\$ 172,516
100-41-425 Purchasing	1.00	3.030%	\$ 67,950		\$ 67,950	\$ 18,307	\$ 86,258
100-41-426 Budgeting	2.00	6.061%	\$ 135,901		\$ 135,901	\$ 36,615	\$ 172,516
100-44-412 Human Resources	1.00	3.030%	\$ 67,950		\$ 67,950	\$ 18,307	\$ 86,258
100-12-705 Economic Development	1.00	3.030%	\$ 67,950		\$ 67,950	\$ 18,307	\$ 86,258
100-41-406 Business Licenses	0.75	2.273%	\$ 50,963		\$ 50,963	\$ 13,731	\$ 64,693
100-60-601 Rec & Comm Svcs Administration	2.00	6.061%	\$ 135,901		\$ 135,901	\$ 36,615	\$ 172,516
100-71-701 Current Planning	1.33	4.040%	\$ 90,601		\$ 90,601	\$ 24,410	\$ 115,011
100-73-713 General Building	2.33	7.071%	\$ 158,551		\$ 158,551	\$ 42,717	\$ 201,269
100-74-202 Code Enforcement	2.25	6.818%	\$ 152,889		\$ 152,889	\$ 41,192	\$ 194,080
100-82-804 Plan Review	1.33	4.040%	\$ 90,601		\$ 90,601	\$ 24,410	\$ 115,011
100-88-846 Safe Routes 2 School	1.00	3.030%	\$ 67,950		\$ 67,950	\$ 18,307	\$ 86,258
230-81-802 Non Point Source	3.50	10.606%	\$ 237,827		\$ 237,827	\$ 64,076	\$ 301,903
520-81-801 Resources Recovery	1.50	4.545%	\$ 101,926		\$ 101,926	\$ 27,461	\$ 129,387
<b>Total</b>	<b>33.00</b>	<b>100.000%</b>	<b>\$ 2,242,366</b>	<b>\$ -</b>	<b>\$ 2,242,366</b>	<b>\$ 421,072</b>	<b>\$ 2,663,437</b>

**Allocation Basis:**

**# of Applications per Fund / Dept / Program**

**Source of Allocation:**

**IT Video & App Report**

**ALLOCATION SUMMARY**

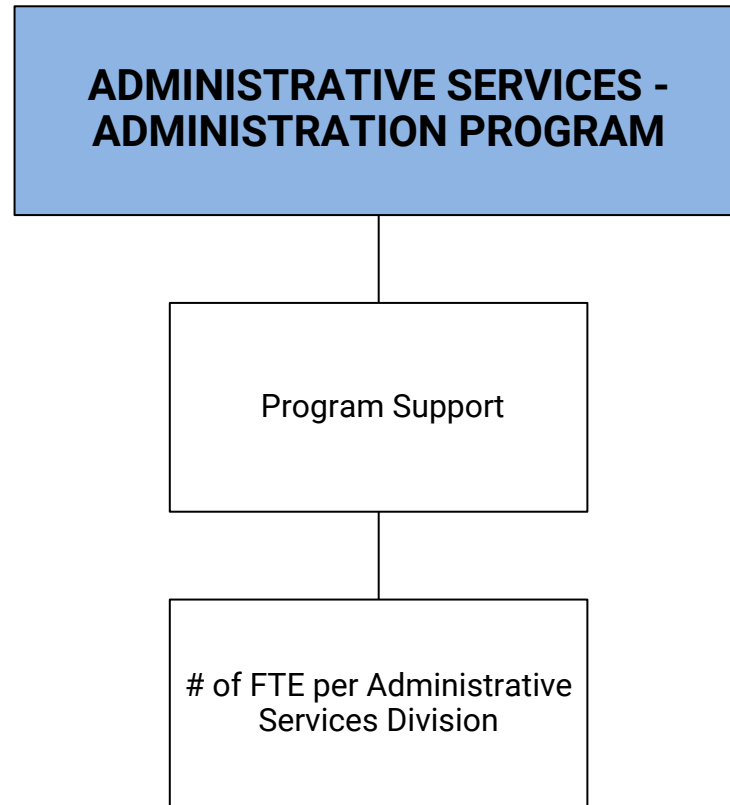
<b>100-32-308 Applications</b>	<b>General Application Support</b>	<b>Total</b>
100-12-120 City Manager	\$ 135,901	\$ 135,901
100-13-130 City Clerk	\$ 203,851	\$ 203,851
100-15-141 City Attorney	\$ 67,950	\$ 67,950
100-32-308 Applications	\$ 271,802	\$ 271,802
100-41-405 Accounting	\$ 172,516	\$ 172,516
100-41-425 Purchasing	\$ 86,258	\$ 86,258
100-41-426 Budgeting	\$ 172,516	\$ 172,516
100-44-412 Human Resources	\$ 86,258	\$ 86,258
100-12-705 Economic Development	\$ 86,258	\$ 86,258
100-41-406 Business Licenses	\$ 64,693	\$ 64,693
100-60-601 Rec & Comm Svcs Administration	\$ 172,516	\$ 172,516
100-71-701 Current Planning	\$ 115,011	\$ 115,011
100-73-713 General Building	\$ 201,269	\$ 201,269
100-74-202 Code Enforcement	\$ 194,080	\$ 194,080
100-82-804 Plan Review	\$ 115,011	\$ 115,011
100-88-846 Safe Routes 2 School	\$ 86,258	\$ 86,258
230-81-802 Non Point Source	\$ 301,903	\$ 301,903
520-81-801 Resources Recovery	\$ 129,387	\$ 129,387
<b>Total</b>	<b>\$ 2,663,437</b>	<b>\$ 2,663,437</b>

## 10 Administrative Services – Administration Program

The Administration Program in Administrative Services oversees the Human Resources/Risk Management, Finance, Purchasing, Budget, and Treasury divisions. The contract for the City's Fraud, Waste, and Abuse Program is managed by the Administration Program. Administrative Services staff also provides support to the Fiscal Strategic and Audit Committees. Administrative Services – Administration Program costs are allocated to Receiving Divisions, as follows:

- **Program Support** – represents the level of support provided to Finance and Human Resources Programs. These costs are allocated based number of full-time employees per Administrative Services Programs.

The chart on the following page illustrates the functions and measures used to allocate Administrative Services costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-40-400 Admin Services Administration</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 367,693</b>		<b>\$ 367,693</b>
Contingencies	\$ (289)		
<b>Total Disallowed Costs</b>	<b>\$ (289)</b>		<b>\$ (289)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 7,486	\$ 2,820	\$ 10,306
100-13-130 City Clerk	\$ 16,479	\$ 17,327	\$ 33,806
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 2,062	\$ 385	\$ 2,446
100-41-405 Accounting		\$ 17,120	\$ 17,120
100-41-426 Budgeting		\$ 2,656	\$ 2,656
100-44-412 Human Resources		\$ 8,058	\$ 8,058
100-44-417 Insurance Administration		\$ 1,040	\$ 1,040
100-84-815 Civic Center Ground Maint		\$ 894	\$ 894
100-87-827 Bldg Maint City Hall		\$ 9,014	\$ 9,014
<b>Total Incoming Costs</b>	<b>\$ 26,575</b>	<b>\$ 59,319</b>	<b>\$ 85,895</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 393,979</b>	<b>\$ 59,319</b>	<b>\$ 453,299</b>



**100-40-400 Admin Services Administration**

**EXPENSE  
DETAIL**

Expense Type	Expense (\$)	Program Support
<b>Personnel</b>		
Salaries & Wages	\$ 240,029	\$ 240,029
Fringe Benefits	\$ 104,242	\$ 104,242
<b>Subtotal Personnel Cost</b>	<b>\$ 344,271</b>	<b>\$ 344,271</b>
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 17,628	\$ 17,628
General Services	\$ 5,505	\$ 5,505
Contingencies	\$ 289	\$ 289
<b>Subtotal Operating Cost</b>	<b>\$ 23,422</b>	<b>\$ 23,422</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 367,693</b>	<b>\$ 367,693</b>
<b>Disallowed Costs</b>		
Contingencies	\$ (289)	\$ (289)
<b>Subtotal Disallowed Costs</b>	<b>\$ (289)</b>	<b>\$ (289)</b>
<b>Cost Adjustments</b>		
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 367,404</b>	<b>\$ 367,404</b>
<b>First Allocation</b>		
Incoming - All Others	\$ 26,575	\$ 26,575
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 393,979</b>	<b>\$ 393,979</b>
<b>Second Allocation</b>		
Incoming - All Others	\$ 59,319	\$ 59,319
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 59,319</b>	<b>\$ 59,319</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 453,299</b>	<b>\$ 453,299</b>

**100-40-400 Admin Services Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Program Support</b>							
100-41-405 Accounting	7.05	42.727%	\$ 168,337		\$ 168,337	\$ 25,346	\$ 193,682
100-41-425 Purchasing	1.20	7.273%	\$ 28,653		\$ 28,653	\$ 4,314	\$ 32,967
100-41-426 Budgeting	1.95	11.818%	\$ 46,561		\$ 46,561	\$ 7,010	\$ 53,572
100-44-412 Human Resources	4.85	29.394%	\$ 115,806		\$ 115,806	\$ 17,436	\$ 133,242
100-44-417 Insurance Administration	0.15	0.909%	\$ 3,582		\$ 3,582	\$ 539	\$ 4,121
100-41-406 Business Licenses	1.10	6.667%	\$ 26,265		\$ 26,265	\$ 3,955	\$ 30,220
620-44-418 Workers Compensation Insurance	0.20	1.212%	\$ 4,776		\$ 4,776	\$ 719	\$ 5,495
<b>Total</b>	<b>16.50</b>	<b>100.000%</b>	<b>\$ 393,979</b>	<b>\$ -</b>	<b>\$ 393,979</b>	<b>\$ 59,319</b>	<b>\$ 453,299</b>

**Allocation Basis:**

**FTE per Administrative Services Programs**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

<b>100-40-400 Admin Services Administration</b>	<b>Program Support</b>	<b>Total</b>
100-41-405 Accounting	\$ 193,682	\$ 193,682
100-41-425 Purchasing	\$ 32,967	\$ 32,967
100-41-426 Budgeting	\$ 53,572	\$ 53,572
100-44-412 Human Resources	\$ 133,242	\$ 133,242
100-44-417 Insurance Administration	\$ 4,121	\$ 4,121
100-41-406 Business Licenses	\$ 30,220	\$ 30,220
620-44-418 Workers Compensation Insurance	\$ 5,495	\$ 5,495
<b>Total</b>	<b>\$ 453,299</b>	<b>\$ 453,299</b>

## 11 Accounting

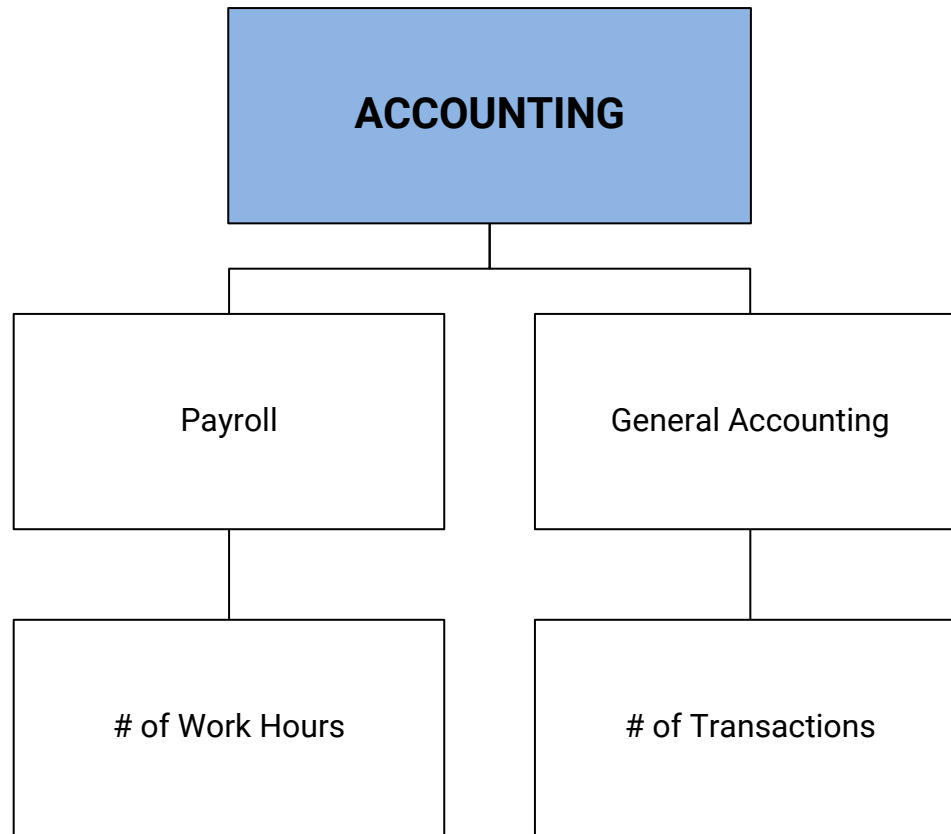
The Accounting division manages all accounting and treasury functions for the City. This includes maintaining all financial records, collecting revenue, managing investment records, disbursing all funds, and processing payroll for all City Divisions. The Finance Division staff also processes all required Federal, State, and other regulatory reporting and generates all reports for fiscal matters of the City for all internal and external customers. Finance costs are allocated to Receiving Divisions, as follows:

- **Payroll** – represents costs associated with processing payroll for all City employees. These costs are allocated based on the salaries and benefits per fund per department per division.
- **General Accounting** – represents costs associated with processing accounts payable, journal entries, and other general ledger transactions. These costs are allocated based on the number of total accounting transactions<sup>3</sup> per fund per division.

The chart on the following page illustrates the functions and measures used to allocate Accounting costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

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<sup>3</sup> Accounting transactions associated with recreation and golf were weighted at 5% as they are processed in batches rather than individual reviews compared to other departments.



**COSTS TO BE ALLOCATED**

100-41-405 Accounting	First Allocation	Second Allocation	Total
<b>Functional Expenditures</b>	<b>\$ 1,818,249</b>		<b>\$ 1,818,249</b>
Contingencies	\$ (4,070)		
General Services	\$ (55,200)		
<b>Total Disallowed Costs</b>	<b>\$ (59,270)</b>		<b>\$ (59,270)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 54,537	\$ 85,385	\$ 139,922
100-12-120 City Manager	\$ 202,032	\$ 87,828	\$ 289,861
100-13-130 City Clerk	\$ 65,328	\$ 63,259	\$ 128,587
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 125,263	\$ 41,648	\$ 166,911
100-32-308 Applications	\$ 135,901	\$ 36,615	\$ 172,516
100-40-400 Admin Services Administration	\$ 168,337	\$ 25,346	\$ 193,682
100-41-405 Accounting		\$ 196,963	\$ 196,963
100-41-425 Purchasing		\$ 4,627	\$ 4,627
100-41-426 Budgeting		\$ 13,135	\$ 13,135
100-44-412 Human Resources		\$ 56,844	\$ 56,844
100-44-417 Insurance Administration		\$ 5,237	\$ 5,237
100-84-815 Civic Center Ground Maint		\$ 4,502	\$ 4,502
100-87-827 Bldg Maint City Hall		\$ 45,390	\$ 45,390
<b>Total Incoming Costs</b>	<b>\$ 751,947</b>	<b>\$ 666,784</b>	<b>\$ 1,418,731</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 2,510,926</b>	<b>\$ 666,784</b>	<b>\$ 3,177,710</b>

**100-41-405 Accounting**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	EXPENSE DETAIL	
		Payroll	General Accounting
<b>Personnel</b>			
Salaries & Wages	\$ 1,017,009	\$ 338,969	\$ 678,040
Fringe Benefits	\$ 471,563	\$ 157,172	\$ 314,391
<b>Subtotal Personnel Cost</b>	<b>\$ 1,488,572</b>	<b>\$ 496,141</b>	<b>\$ 992,431</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 14,987	\$ 4,995	\$ 9,992
General Services	\$ 310,620	\$ 103,530	\$ 207,090
Contingencies	\$ 4,070	\$ 1,357	\$ 2,713
<b>Subtotal Operating Cost</b>	<b>\$ 329,677</b>	<b>\$ 109,881</b>	<b>\$ 219,796</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 1,818,249</b>	<b>\$ 606,022</b>	<b>\$ 1,212,227</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (4,070)	\$ (1,357)	\$ (2,713)
General Services	\$ (55,200)	\$ (18,398)	\$ (36,802)
<b>Subtotal Disallowed Costs</b>	<b>\$ (59,270)</b>	<b>\$ (19,755)</b>	<b>\$ (39,515)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,758,979</b>	<b>\$ 586,268</b>	<b>\$ 1,172,711</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 751,947	\$ 250,624	\$ 501,323
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 2,510,926</b>	<b>\$ 836,892</b>	<b>\$ 1,674,034</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 666,784	\$ 222,239	\$ 444,545
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 666,784</b>	<b>\$ 222,239</b>	<b>\$ 444,545</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 3,177,710</b>	<b>\$ 1,059,131</b>	<b>\$ 2,118,579</b>

**100-41-405 Accounting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Payroll</b>							
100-10-100 City Council	102,591.01	0.413%	\$ 3,459		\$ 3,459		\$ 3,459
100-12-120 City Manager	897,101.43	3.614%	\$ 30,249		\$ 30,249		\$ 30,249
100-12-126 Office of Communications	231,191.13	0.931%	\$ 7,795		\$ 7,795		\$ 7,795
100-12-633 Disaster Preparedness	303,608.39	1.223%	\$ 10,237		\$ 10,237		\$ 10,237
100-13-130 City Clerk	358,875.82	1.446%	\$ 12,101		\$ 12,101		\$ 12,101
100-15-141 City Attorney	643,355.79	2.592%	\$ 21,693		\$ 21,693		\$ 21,693
100-31-305 Video	210,617.33	0.849%	\$ 7,102		\$ 7,102		\$ 7,102
100-32-308 Applications	679,229.68	2.737%	\$ 22,903		\$ 22,903		\$ 22,903
100-40-400 Admin Services Administration	507,737.90	2.046%	\$ 17,120		\$ 17,120		\$ 17,120
100-41-405 Accounting	744,016.80	2.998%	\$ 25,087		\$ 25,087		\$ 25,087
100-41-425 Purchasing	27,122.14	0.109%	\$ 915		\$ 915	\$ 299	\$ 1,214
100-41-426 Budgeting	118,734.77	0.478%	\$ 4,004		\$ 4,004	\$ 1,310	\$ 5,314
100-80-800 Public Works Admin	607,460.63	2.447%	\$ 20,483		\$ 20,483	\$ 6,703	\$ 27,185
100-82-806 CIP Administration	1,002,052.09	4.037%	\$ 33,788		\$ 33,788	\$ 11,057	\$ 44,844
100-84-815 Civic Center Ground Maint	75,812.14	0.305%	\$ 2,556		\$ 2,556	\$ 837	\$ 3,393
100-87-827 Bldg Maint City Hall	95,652.35	0.385%	\$ 3,225		\$ 3,225	\$ 1,055	\$ 4,281
100-10-110 Sister Cities	8,251.58	0.033%	\$ 278		\$ 278	\$ 91	\$ 369
100-11-131 Telecommunication Commission	11,338.38	0.046%	\$ 382		\$ 382	\$ 125	\$ 507
100-11-140 Library Commission	17,772.25	0.072%	\$ 599		\$ 599	\$ 196	\$ 795
100-11-142 Fine Arts Commission	102.27	0.000%	\$ 3		\$ 3	\$ 1	\$ 5
100-11-150 Public Safety Commission	7,884.95	0.032%	\$ 266		\$ 266	\$ 87	\$ 353
100-11-155 Bike/Ped Safety Commission	26,913.39	0.108%	\$ 907		\$ 907	\$ 297	\$ 1,204
100-11-160 Recreation Commission	14,438.69	0.058%	\$ 487		\$ 487	\$ 159	\$ 646
100-11-165 Teen Commission	7,028.96	0.028%	\$ 237		\$ 237	\$ 78	\$ 315
100-11-170 Planning Commission	30,112.35	0.121%	\$ 1,015		\$ 1,015	\$ 332	\$ 1,348
100-11-175 Housing Commission	22,239.61	0.090%	\$ 750		\$ 750	\$ 245	\$ 995
100-11-180 Sustainability Commission	18,730.73	0.075%	\$ 632		\$ 632	\$ 207	\$ 838
100-11-190 Audit Committee	7,375.09	0.030%	\$ 249		\$ 249	\$ 81	\$ 330
100-12-122 Sustainability Division	255,928.95	1.031%	\$ 8,630		\$ 8,630	\$ 2,824	\$ 11,453
100-12-305 Video	306,420.42	1.235%	\$ 10,332		\$ 10,332	\$ 3,381	\$ 13,713
100-12-632 Comm Outreach & Neigh Watch	96,091.42	0.387%	\$ 3,240		\$ 3,240	\$ 1,060	\$ 4,300
100-12-705 Economic Development	163,673.18	0.659%	\$ 5,519		\$ 5,519	\$ 1,806	\$ 7,325
100-41-406 Business Licenses	105,831.70	0.426%	\$ 3,569		\$ 3,569	\$ 1,168	\$ 4,736
100-60-601 Rec & Comm Svcs Administration	667,112.20	2.688%	\$ 22,494		\$ 22,494	\$ 7,361	\$ 29,855
100-61-602 Administration	267,740.12	1.079%	\$ 9,028		\$ 9,028	\$ 2,954	\$ 11,982
100-61-605 Cultural Events	118,384.23	0.477%	\$ 3,992		\$ 3,992	\$ 1,306	\$ 5,298
100-61-630 Facilities	235,603.99	0.949%	\$ 7,944		\$ 7,944	\$ 2,600	\$ 10,544



**100-41-405 Accounting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-62-608 Administration	310,070.92	1.249%	\$ 10,455		\$ 10,455	\$ 3,421	\$ 13,876
100-62-623 Youth, Teen and Senior Adult Rec	282,910.29	1.140%	\$ 9,539		\$ 9,539	\$ 3,122	\$ 12,661
100-62-639 Youth and Teen Programs	85,797.34	0.346%	\$ 2,893		\$ 2,893	\$ 947	\$ 3,840
100-62-640 Neighborhood Events	12,641.57	0.051%	\$ 426		\$ 426	\$ 139	\$ 566
100-63-612 Park Facilities	544,149.29	2.192%	\$ 18,348		\$ 18,348	\$ 6,004	\$ 24,352
100-70-700 Community Development Admin	93,146.52	0.375%	\$ 3,141		\$ 3,141	\$ 1,028	\$ 4,169
100-71-701 Current Planning	876,102.73	3.530%	\$ 29,541		\$ 29,541	\$ 9,667	\$ 39,208
100-71-702 Mid Long Term Planning	490,987.57	1.978%	\$ 16,555		\$ 16,555	\$ 5,418	\$ 21,973
100-73-713 General Building	420,713.70	1.695%	\$ 14,186		\$ 14,186	\$ 4,642	\$ 18,828
100-73-714 Construction Plan Check	891,985.46	3.594%	\$ 30,077		\$ 30,077	\$ 9,842	\$ 39,919
100-73-715 Building Inspection	681,435.75	2.746%	\$ 22,977		\$ 22,977	\$ 7,519	\$ 30,496
100-73-718 Muni - Bldg Code Enforcement	36,157.90	0.146%	\$ 1,219		\$ 1,219	\$ 399	\$ 1,618
100-74-202 Code Enforcement	351,682.64	1.417%	\$ 11,858		\$ 11,858	\$ 3,880	\$ 15,739
100-82-804 Plan Review	774,661.16	3.121%	\$ 26,121		\$ 26,121	\$ 8,548	\$ 34,668
100-83-807 Service Center Administration	440,374.37	1.774%	\$ 14,849		\$ 14,849	\$ 4,859	\$ 19,708
100-84-808 McClellan Ranch Park	38,203.83	0.154%	\$ 1,288		\$ 1,288	\$ 422	\$ 1,710
100-84-809 Memorial Park	189,474.95	0.763%	\$ 6,389		\$ 6,389	\$ 2,091	\$ 8,480
100-84-811 BBF Ground Maintenance	73,735.70	0.297%	\$ 2,486		\$ 2,486	\$ 814	\$ 3,300
100-84-812 School Site Maintenance	352,140.25	1.419%	\$ 11,874		\$ 11,874	\$ 3,885	\$ 15,759
100-84-813 Neighborhood Parks	709,713.90	2.859%	\$ 23,931		\$ 23,931	\$ 7,831	\$ 31,762
100-84-814 Sport Fields Jollyman CRK	208,579.21	0.840%	\$ 7,033		\$ 7,033	\$ 2,301	\$ 9,334
100-85-848 Street Lighting	129,419.60	0.521%	\$ 4,364		\$ 4,364	\$ 1,428	\$ 5,792
100-85-850 Environmental Materials	72,850.63	0.294%	\$ 2,456		\$ 2,456	\$ 804	\$ 3,260
100-86-261 Trail Maintenance	85,705.58	0.345%	\$ 2,890		\$ 2,890	\$ 946	\$ 3,836
100-86-824 Overpasses and Medians	530,923.03	2.139%	\$ 17,902		\$ 17,902	\$ 5,858	\$ 23,760
100-86-825 Street Tree Maintenance	615,974.22	2.482%	\$ 20,770		\$ 20,770	\$ 6,797	\$ 27,566
100-86-826 Weekend Work Program	211,818.91	0.853%	\$ 7,142		\$ 7,142	\$ 2,337	\$ 9,479
100-87-828 Bldg Maint Library	50,667.83	0.204%	\$ 1,708		\$ 1,708	\$ 559	\$ 2,268
100-87-829 Bldg Maint Service Center	60,053.27	0.242%	\$ 2,025		\$ 2,025	\$ 663	\$ 2,688
100-87-830 Bldg Maint Quinlan Center	71,783.47	0.289%	\$ 2,420		\$ 2,420	\$ 792	\$ 3,213
100-87-831 Bldg Maint Senior Center	57,499.48	0.232%	\$ 1,939		\$ 1,939	\$ 634	\$ 2,573
100-87-832 Bldg Maint McClellan Ranch	37,603.47	0.152%	\$ 1,268		\$ 1,268	\$ 415	\$ 1,683
100-87-833 Bldg Maint Monta Vista Ct	31,867.64	0.128%	\$ 1,075		\$ 1,075	\$ 352	\$ 1,426
100-87-834 Bldg Maint Wilson	18,509.88	0.075%	\$ 624		\$ 624	\$ 204	\$ 828
100-87-835 Bldg Maint Portal	8,977.41	0.036%	\$ 303		\$ 303	\$ 99	\$ 402
100-87-837 Bldg Maint Creekside	18,496.07	0.075%	\$ 624		\$ 624	\$ 204	\$ 828
100-87-838 Comm Hall Bldg Maint	35,688.83	0.144%	\$ 1,203		\$ 1,203	\$ 394	\$ 1,597
100-87-839 Teen Center Bldg Maint	9,428.20	0.038%	\$ 318		\$ 318	\$ 104	\$ 422
100-87-840 Park Bathrooms	15,216.48	0.061%	\$ 513		\$ 513	\$ 168	\$ 681

**100-41-405 Accounting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-87-841 BBF Facilities Maintenance	18,822.98	0.076%	\$ 635		\$ 635	\$ 208	\$ 842
100-88-844 Traffic Engineering	522,878.88	2.107%	\$ 17,631		\$ 17,631	\$ 5,769	\$ 23,400
100-88-845 Traffic Signal Maintenance	240,028.43	0.967%	\$ 8,093		\$ 8,093	\$ 2,648	\$ 10,742
100-88-846 Safe Routes 2 School	149,212.89	0.601%	\$ 5,031		\$ 5,031	\$ 1,646	\$ 6,678
230-81-802 Non Point Source	371,008.45	1.495%	\$ 12,510		\$ 12,510	\$ 4,094	\$ 16,604
230-81-855 Storm Drain Maintenance	221,259.00	0.891%	\$ 7,461		\$ 7,461	\$ 2,441	\$ 9,902
260-72-707 CDBG General Admin	78,809.52	0.318%	\$ 2,657		\$ 2,657	\$ 870	\$ 3,527
265-72-711 BMR Affordable Housing Fund	145,829.52	0.588%	\$ 4,917		\$ 4,917	\$ 1,609	\$ 6,526
270-85-820 Sidewalk Curb and Gutter	205,628.45	0.828%	\$ 6,934		\$ 6,934	\$ 2,269	\$ 9,202
270-85-821 Street Pavement Maintenance	404,125.03	1.628%	\$ 13,627		\$ 13,627	\$ 4,459	\$ 18,086
270-85-822 Street Sign Marking	280,176.05	1.129%	\$ 9,447		\$ 9,447	\$ 3,091	\$ 12,539
520-81-801 Resources Recovery	461,631.86	1.860%	\$ 15,566		\$ 15,566	\$ 5,094	\$ 20,659
560-63-616 BBF Golf Course	187,197.44	0.754%	\$ 6,312		\$ 6,312	\$ 2,066	\$ 8,378
560-87-260 BBF Golf Maintenance	288,817.50	1.164%	\$ 9,739		\$ 9,739	\$ 3,187	\$ 12,925
570-63-621 Sports Center Operation	64,622.72	0.260%	\$ 2,179		\$ 2,179	\$ 713	\$ 2,892
570-87-836 Bldg Maint Sports Center	304,934.04	1.229%	\$ 10,282		\$ 10,282	\$ 3,365	\$ 13,647
580-62-613 Youth Teen Recreation	218,179.01	0.879%	\$ 7,357		\$ 7,357	\$ 2,407	\$ 9,764
580-63-620 Outdoor Recreation	118,151.77	0.476%	\$ 3,984		\$ 3,984	\$ 1,304	\$ 5,288
610-30-300 Administration	619,302.00	2.495%	\$ 20,882		\$ 20,882	\$ 6,833	\$ 27,715
610-34-310 Infrastructure	658,521.46	2.653%	\$ 22,205		\$ 22,205	\$ 7,266	\$ 29,471
610-35-986 GIS	30,218.32	0.122%	\$ 1,019		\$ 1,019	\$ 333	\$ 1,352
620-44-418 Workers Compensation Insurance	309,144.49	1.246%	\$ 10,424		\$ 10,424	\$ 3,411	\$ 13,835
<b>Total</b>	<b>24,819,782.72</b>	<b>100.000%</b>	<b>\$ 836,892</b>	<b>\$ -</b>	<b>\$ 836,892</b>	<b>\$ 222,239</b>	<b>\$ 1,059,131</b>

**Allocation Basis:**

**Salaries and Benefits / Fund / Dept**

**Source of Allocation:**

**Payroll Report**

**100-41-405 Accounting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>General Accounting</b>							
100-10-100 City Council	3,554.00	5.974%	\$ 100,007		\$ 100,007		\$ 100,007
100-31-305 Video	595.00	1.000%	\$ 16,743		\$ 16,743		\$ 16,743
100-32-308 Applications	595.00	1.000%	\$ 16,743		\$ 16,743		\$ 16,743
100-41-405 Accounting	6,108.00	10.267%	\$ 171,875		\$ 171,875		\$ 171,875
100-80-800 Public Works Admin	14,741.00	24.779%	\$ 414,803		\$ 414,803	\$ 134,729	\$ 549,531
100-20-200 Law Enforcement SC Sherif	108.00	0.182%	\$ 3,039		\$ 3,039	\$ 987	\$ 4,026
100-60-601 Rec & Comm Svcs Administration	2,228.95	3.747%	\$ 62,721		\$ 62,721	\$ 20,372	\$ 83,093
100-70-700 Community Development Admin	4,712.00	7.921%	\$ 132,593		\$ 132,593	\$ 43,066	\$ 175,659
100-90-1 Non Departmental	1,218.00	2.047%	\$ 34,274		\$ 34,274	\$ 11,132	\$ 45,406
130-0-0 Investment Fund	27.00	0.045%	\$ 760		\$ 760	\$ 247	\$ 1,007
210-0-0 Storm Drain Improvement	83.00	0.140%	\$ 2,336		\$ 2,336	\$ 759	\$ 3,094
215-0-0 Storm Drain AB1600	135.00	0.227%	\$ 3,799		\$ 3,799	\$ 1,234	\$ 5,033
230-81-802 Non Point Source	1,342.00	2.256%	\$ 37,763		\$ 37,763	\$ 12,266	\$ 50,029
260-72-707 CDBG General Admin	372.00	0.625%	\$ 10,468		\$ 10,468	\$ 3,400	\$ 13,868
265-72-711 BMR Affordable Housing Fund	598.00	1.005%	\$ 16,827		\$ 16,827	\$ 5,466	\$ 22,293
270-85-820 Sidewalk Curb and Gutter	1,800.00	3.026%	\$ 50,651		\$ 50,651	\$ 16,451	\$ 67,102
271-0-0 Traffic Impact	8.00	0.013%	\$ 225		\$ 225	\$ 73	\$ 298
280-0-0 Park Dedication	234.00	0.393%	\$ 6,585		\$ 6,585	\$ 2,139	\$ 8,723
281-90-1 Non Departmental	28.00	0.047%	\$ 788		\$ 788	\$ 256	\$ 1,044
365-90-500 Non Departmental - Facility Lease	19.00	0.032%	\$ 535		\$ 535	\$ 174	\$ 708
420-99-48 Capital Project Support	1,132.00	1.903%	\$ 31,854		\$ 31,854	\$ 10,346	\$ 42,200
427-0-0 Stevens Creek Corridor Park	33.00	0.055%	\$ 929		\$ 929	\$ 302	\$ 1,230
429-90-1 Non Departmental	9.00	0.015%	\$ 253		\$ 253	\$ 82	\$ 336
520-81-801 Resources Recovery	829.00	1.393%	\$ 23,328		\$ 23,328	\$ 7,577	\$ 30,904
560-63-616 BBF Golf Course	2,504.70	4.210%	\$ 70,481		\$ 70,481	\$ 22,892	\$ 93,373
570-63-621 Sports Center Operation	7,577.40	12.737%	\$ 213,223		\$ 213,223	\$ 69,255	\$ 282,479
580-62-613 Youth Teen Recreation	5,293.75	8.898%	\$ 148,963		\$ 148,963	\$ 48,383	\$ 197,346
610-30-300 Administration	2,036.00	3.422%	\$ 57,292		\$ 57,292	\$ 18,608	\$ 75,900
620-44-418 Workers Compensation Insurance	350.00	0.588%	\$ 9,849		\$ 9,849	\$ 3,199	\$ 13,048
630-85-849 Equipment Maintenance	1,009.00	1.696%	\$ 28,393		\$ 28,393	\$ 9,222	\$ 37,615
641-44-420 Compensated Absence	146.00	0.245%	\$ 4,108		\$ 4,108	\$ 1,334	\$ 5,443
642-44-414 HR Retiree Benefits	65.00	0.109%	\$ 1,829		\$ 1,829	\$ 594	\$ 2,423
<b>Total</b>	<b>59,490.80</b>	<b>100.000%</b>	<b>\$1,674,034</b>	<b>\$ -</b>	<b>\$ 1,674,034</b>	<b>\$ 444,545</b>	<b>\$ 2,118,579</b>

**Allocation Basis:**

**# of Transactions / Dept / Program**

**Source of Allocation:**

**Transaction Report**

**ALLOCATION SUMMARY**

100-41-405 Accounting	Payroll	General Accounting	Total
100-10-100 City Council	\$ 3,459	\$ 100,007	\$ 103,467
100-12-120 City Manager	\$ 30,249	\$ -	\$ 30,249
100-12-126 Office of Communications	\$ 7,795	\$ -	\$ 7,795
100-12-633 Disaster Preparedness	\$ 10,237	\$ -	\$ 10,237
100-13-130 City Clerk	\$ 12,101	\$ -	\$ 12,101
100-15-141 City Attorney	\$ 21,693	\$ -	\$ 21,693
100-31-305 Video	\$ 7,102	\$ 16,743	\$ 23,845
100-32-308 Applications	\$ 22,903	\$ 16,743	\$ 39,646
100-40-400 Admin Services Administration	\$ 17,120	\$ -	\$ 17,120
100-41-405 Accounting	\$ 25,087	\$ 171,875	\$ 196,963
100-41-425 Purchasing	\$ 1,214	\$ -	\$ 1,214
100-41-426 Budgeting	\$ 5,314	\$ -	\$ 5,314
100-80-800 Public Works Admin	\$ 27,185	\$ 549,531	\$ 576,717
100-82-806 CIP Administration	\$ 44,844	\$ -	\$ 44,844
100-84-815 Civic Center Ground Maint	\$ 3,393	\$ -	\$ 3,393
100-87-827 Bldg Maint City Hall	\$ 4,281	\$ -	\$ 4,281
100-10-110 Sister Cities	\$ 369	\$ -	\$ 369
100-11-131 Telecommunication Commission	\$ 507	\$ -	\$ 507
100-11-140 Library Commission	\$ 795	\$ -	\$ 795
100-11-142 Fine Arts Commission	\$ 5	\$ -	\$ 5
100-11-150 Public Safety Commission	\$ 353	\$ -	\$ 353
100-11-155 Bike/Ped Safety Commission	\$ 1,204	\$ -	\$ 1,204
100-11-160 Recreation Commission	\$ 646	\$ -	\$ 646
100-11-165 Teen Commission	\$ 315	\$ -	\$ 315
100-11-170 Planning Commission	\$ 1,348	\$ -	\$ 1,348
100-11-175 Housing Commission	\$ 995	\$ -	\$ 995
100-11-180 Sustainability Commission	\$ 838	\$ -	\$ 838
100-11-190 Audit Committee	\$ 330	\$ -	\$ 330
100-12-122 Sustainability Division	\$ 11,453	\$ -	\$ 11,453

**ALLOCATION SUMMARY**

<b>100-41-405 Accounting</b>	<b>Payroll</b>	<b>General Accounting</b>	<b>Total</b>
100-12-305 Video	\$ 13,713	\$ -	\$ 13,713
100-12-632 Comm Outreach & Neigh Watch	\$ 4,300	\$ -	\$ 4,300
100-12-705 Economic Development	\$ 7,325	\$ -	\$ 7,325
100-20-200 Law Enforcement SC Sheriff	\$ -	\$ 4,026	\$ 4,026
100-41-406 Business Licenses	\$ 4,736	\$ -	\$ 4,736
100-60-601 Rec & Comm Svcs Administration	\$ 29,855	\$ 83,093	\$ 112,948
100-61-602 Administration	\$ 11,982	\$ -	\$ 11,982
100-61-605 Cultural Events	\$ 5,298	\$ -	\$ 5,298
100-61-630 Facilities	\$ 10,544	\$ -	\$ 10,544
100-62-608 Administration	\$ 13,876	\$ -	\$ 13,876
100-62-623 Youth, Teen and Senior Adult Rec	\$ 12,661	\$ -	\$ 12,661
100-62-639 Youth and Teen Programs	\$ 3,840	\$ -	\$ 3,840
100-62-640 Neighborhood Events	\$ 566	\$ -	\$ 566
100-63-612 Park Facilities	\$ 24,352	\$ -	\$ 24,352
100-70-700 Community Development Admin	\$ 4,169	\$ 175,659	\$ 179,828
100-71-701 Current Planning	\$ 39,208	\$ -	\$ 39,208
100-71-702 Mid Long Term Planning	\$ 21,973	\$ -	\$ 21,973
100-73-713 General Building	\$ 18,828	\$ -	\$ 18,828
100-73-714 Construction Plan Check	\$ 39,919	\$ -	\$ 39,919
100-73-715 Building Inspection	\$ 30,496	\$ -	\$ 30,496
100-73-718 Muni - Bldg Code Enforcement	\$ 1,618	\$ -	\$ 1,618
100-74-202 Code Enforcement	\$ 15,739	\$ -	\$ 15,739
100-82-804 Plan Review	\$ 34,668	\$ -	\$ 34,668
100-83-807 Service Center Administration	\$ 19,708	\$ -	\$ 19,708
100-84-808 McClellan Ranch Park	\$ 1,710	\$ -	\$ 1,710
100-84-809 Memorial Park	\$ 8,480	\$ -	\$ 8,480
100-84-811 BBF Ground Maintenance	\$ 3,300	\$ -	\$ 3,300
100-84-812 School Site Maintenance	\$ 15,759	\$ -	\$ 15,759
100-84-813 Neighborhood Parks	\$ 31,762	\$ -	\$ 31,762

**ALLOCATION SUMMARY**

<b>100-41-405 Accounting</b>	<b>Payroll</b>	<b>General Accounting</b>	<b>Total</b>
100-84-814 Sport Fields Jollyman CRK	\$ 9,334	\$ -	\$ 9,334
100-85-848 Street Lighting	\$ 5,792	\$ -	\$ 5,792
100-85-850 Environmental Materials	\$ 3,260	\$ -	\$ 3,260
100-86-261 Trail Maintenance	\$ 3,836	\$ -	\$ 3,836
100-86-824 Overpasses and Medians	\$ 23,760	\$ -	\$ 23,760
100-86-825 Street Tree Maintenance	\$ 27,566	\$ -	\$ 27,566
100-86-826 Weekend Work Program	\$ 9,479	\$ -	\$ 9,479
100-87-828 Bldg Maint Library	\$ 2,268	\$ -	\$ 2,268
100-87-829 Bldg Maint Service Center	\$ 2,688	\$ -	\$ 2,688
100-87-830 Bldg Maint Quinlan Center	\$ 3,213	\$ -	\$ 3,213
100-87-831 Bldg Maint Senior Center	\$ 2,573	\$ -	\$ 2,573
100-87-832 Bldg Maint McClellan Ranch	\$ 1,683	\$ -	\$ 1,683
100-87-833 Bldg Maint Monta Vista Ct	\$ 1,426	\$ -	\$ 1,426
100-87-834 Bldg Maint Wilson	\$ 828	\$ -	\$ 828
100-87-835 Bldg Maint Portal	\$ 402	\$ -	\$ 402
100-87-837 Bldg Maint Creekside	\$ 828	\$ -	\$ 828
100-87-838 Comm Hall Bldg Maint	\$ 1,597	\$ -	\$ 1,597
100-87-839 Teen Center Bldg Maint	\$ 422	\$ -	\$ 422
100-87-840 Park Bathrooms	\$ 681	\$ -	\$ 681
100-87-841 BBF Facilities Maintenance	\$ 842	\$ -	\$ 842
100-88-844 Traffic Engineering	\$ 23,400	\$ -	\$ 23,400
100-88-845 Traffic Signal Maintenance	\$ 10,742	\$ -	\$ 10,742
100-88-846 Safe Routes 2 School	\$ 6,678	\$ -	\$ 6,678
100-90-1 Non Departmental	\$ -	\$ 45,406	\$ 45,406
130-0-0 Investment Fund	\$ -	\$ 1,007	\$ 1,007
210-0-0 Storm Drain Improvement	\$ -	\$ 3,094	\$ 3,094
215-0-0 Storm Drain AB1600	\$ -	\$ 5,033	\$ 5,033
230-81-802 Non Point Source	\$ 16,604	\$ 50,029	\$ 66,632
230-81-855 Storm Drain Maintenance	\$ 9,902	\$ -	\$ 9,902

**ALLOCATION SUMMARY**

<b>100-41-405 Accounting</b>	<b>Payroll</b>	<b>General Accounting</b>	<b>Total</b>
260-72-707 CDBG General Admin	\$ 3,527	\$ 13,868	\$ 17,395
265-72-711 BMR Affordable Housing Fund	\$ 6,526	\$ 22,293	\$ 28,819
270-85-820 Sidewalk Curb and Gutter	\$ 9,202	\$ 67,102	\$ 76,305
270-85-821 Street Pavement Maintenance	\$ 18,086	\$ -	\$ 18,086
270-85-822 Street Sign Marking	\$ 12,539	\$ -	\$ 12,539
271-0-0 Traffic Impact	\$ -	\$ 298	\$ 298
280-0-0 Park Dedication	\$ -	\$ 8,723	\$ 8,723
281-90-1 Non Departmental	\$ -	\$ 1,044	\$ 1,044
365-90-500 Non Departmental - Facility Lease	\$ -	\$ 708	\$ 708
420-99-48 Capital Project Support	\$ -	\$ 42,200	\$ 42,200
427-0-0 Stevens Creek Corridor Park	\$ -	\$ 1,230	\$ 1,230
429-90-1 Non Departmental	\$ -	\$ 336	\$ 336
520-81-801 Resources Recovery	\$ 20,659	\$ 30,904	\$ 51,564
560-63-616 BBF Golf Course	\$ 8,378	\$ 93,373	\$ 101,751
560-87-260 BBF Golf Maintenance	\$ 12,925	\$ -	\$ 12,925
570-63-621 Sports Center Operation	\$ 2,892	\$ 282,479	\$ 285,371
570-87-836 Bldg Maint Sports Center	\$ 13,647	\$ -	\$ 13,647
580-62-613 Youth Teen Recreation	\$ 9,764	\$ 197,346	\$ 207,110
580-63-620 Outdoor Recreation	\$ 5,288	\$ -	\$ 5,288
610-30-300 Administration	\$ 27,715	\$ 75,900	\$ 103,616
610-34-310 Infrastructure	\$ 29,471	\$ -	\$ 29,471
610-35-986 GIS	\$ 1,352	\$ -	\$ 1,352
620-44-418 Workers Compensation Insurance	\$ 13,835	\$ 13,048	\$ 26,883
630-85-849 Equipment Maintenance	\$ -	\$ 37,615	\$ 37,615
641-44-420 Compensated Absence	\$ -	\$ 5,443	\$ 5,443
642-44-414 HR Retiree Benefits	\$ -	\$ 2,423	\$ 2,423
<b>Total</b>	<b>\$ 1,059,131</b>	<b>\$ 2,118,579</b>	<b>\$ 3,177,710</b>

## 12 Purchasing

The Purchasing Division is responsible for the management of procurement of goods and services on behalf of the City. This includes soliciting formal competitive bids and proposals, obtaining quotes, and participating in cooperative procurements with other governmental agencies. The Purchasing Division also assists in ensuring employees of the City are in compliance with all legal and ethical requirements. Purchasing costs are allocated to Receiving Divisions, as follows:

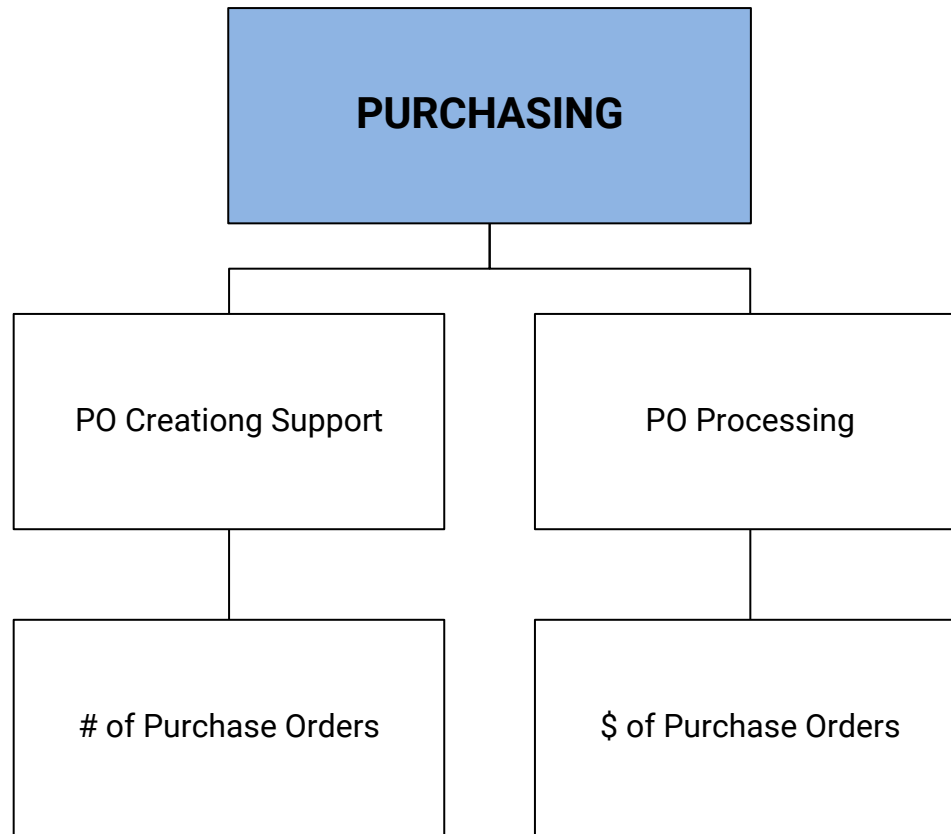
- **PO Creation Support** – related to the costs associated with initiating and creating purchase orders. These costs are allocated based on the number of purchase orders per division.
- **PO Processing** – related to the costs associated with processing purchase orders and maintaining compliance with City procurement requirements. These costs are allocated based on the dollar amount of purchase orders<sup>4</sup> per division.

The chart on the following page illustrates the functions and measures used to allocate Purchasing costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

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<sup>4</sup> The dollar amount for the Sherriff's purchase order was weighted at 10% due to the large dollar value not reflecting the level of effort associated with that type of purchase order.





**COSTS TO BE ALLOCATED**

<b>100-41-425 Purchasing</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 369,477</b>		<b>\$ 369,477</b>
Contingencies	\$ (22)		
<b>Total Disallowed Costs</b>	<b>\$ (22)</b>		<b>\$ (22)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 6,763	\$ 2,545	\$ 9,308
100-13-130 City Clerk	\$ 275	\$ 177	\$ 451
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-32-308 Applications	\$ 67,950	\$ 18,307	\$ 86,258
100-40-400 Admin Services Administration	\$ 28,653	\$ 4,314	\$ 32,967
100-41-405 Accounting	\$ 915	\$ 299	\$ 1,214
100-41-426 Budgeting		\$ 2,669	\$ 2,669
100-44-412 Human Resources		\$ 23,175	\$ 23,175
100-44-417 Insurance Administration		\$ 891	\$ 891
100-84-815 Civic Center Ground Maint		\$ 766	\$ 766
100-87-827 Bldg Maint City Hall		\$ 7,726	\$ 7,726
<b>Total Incoming Costs</b>	<b>\$ 105,105</b>	<b>\$ 60,876</b>	<b>\$ 165,980</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 474,560</b>	<b>\$ 60,876</b>	<b>\$ 535,435</b>

**100-41-425 Purchasing**

**EXPENSE DETAIL**

Expense Type	Expense (\$)	PO Creation Support	PO Processing
<b>Personnel</b>			
Salaries & Wages	\$ 255,179	\$ 153,107	\$ 102,072
Fringe Benefits	\$ 112,524	\$ 67,514	\$ 45,010
<b>Subtotal Personnel Cost</b>	<b>\$ 367,703</b>	<b>\$ 220,622</b>	<b>\$ 147,081</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 1,752	\$ 1,051	\$ 701
Contingencies	\$ 22	\$ 13	\$ 9
<b>Subtotal Operating Cost</b>	<b>\$ 1,774</b>	<b>\$ 1,064</b>	<b>\$ 710</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 369,477</b>	<b>\$ 221,686</b>	<b>\$ 147,791</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (22)	\$ (13)	\$ (9)
<b>Subtotal Disallowed Costs</b>	<b>\$ (22)</b>	<b>\$ (13)</b>	<b>\$ (9)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 369,455</b>	<b>\$ 221,673</b>	<b>\$ 147,782</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 105,105	\$ 63,063	\$ 42,042
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 474,560</b>	<b>\$ 284,736</b>	<b>\$ 189,824</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 60,876	\$ 36,525	\$ 24,350
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>TOTAL ALLOCATED</b>	<b>\$ 535,435</b>	<b>\$ 321,261</b>	<b>\$ 214,174</b>

**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>PO Creation Support</b>							
100-10-100 City Council	1.00	0.116%	\$ 331		\$ 331		\$ 331
100-12-120 City Manager	4.00	0.465%	\$ 1,323		\$ 1,323		\$ 1,323
100-12-126 Office of Communications	1.00	0.116%	\$ 331		\$ 331		\$ 331
100-12-633 Disaster Preparedness	1.00	0.116%	\$ 331		\$ 331		\$ 331
100-31-305 Video	176.00	20.441%	\$ 58,204		\$ 58,204		\$ 58,204
100-32-308 Applications	26.00	3.020%	\$ 8,598		\$ 8,598		\$ 8,598
100-41-405 Accounting	8.00	0.929%	\$ 2,646		\$ 2,646		\$ 2,646
100-44-412 Human Resources	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
100-80-800 Public Works Admin	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-84-815 Civic Center Ground Maint	14.00	1.626%	\$ 4,630		\$ 4,630	\$ 794	\$ 5,424
100-87-827 Bldg Maint City Hall	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
100-12-122 Sustainability Division	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
100-12-305 Video	47.00	5.459%	\$ 15,543		\$ 15,543	\$ 2,666	\$ 18,209
100-12-632 Comm Outreach & Neigh Watch	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-12-705 Economic Development	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-14-123 City Manager Contingency	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-20-200 Law Enforcement SC Sheriff	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-60-601 Rec & Comm Svcs Administration	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-61-605 Cultural Events	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-62-623 Youth, Teen and Senior Adult Rec	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
100-62-639 Youth and Teen Programs	7.00	0.813%	\$ 2,315		\$ 2,315	\$ 397	\$ 2,712
100-63-612 Park Facilities	9.00	1.045%	\$ 2,976		\$ 2,976	\$ 510	\$ 3,487
100-71-701 Current Planning	7.00	0.813%	\$ 2,315		\$ 2,315	\$ 397	\$ 2,712
100-71-702 Mid Long Term Planning	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-72-712 Gen Fund Human Services Grants	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
100-73-714 Construction Plan Check	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
100-74-202 Code Enforcement	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-82-804 Plan Review	9.00	1.045%	\$ 2,976		\$ 2,976	\$ 510	\$ 3,487
100-83-807 Service Center Administration	11.00	1.278%	\$ 3,638		\$ 3,638	\$ 624	\$ 4,262
100-84-808 McClellan Ranch Park	15.00	1.742%	\$ 4,961		\$ 4,961	\$ 851	\$ 5,811
100-84-809 Memorial Park	23.00	2.671%	\$ 7,606		\$ 7,606	\$ 1,304	\$ 8,911
100-84-811 BBF Ground Maintenance	21.00	2.439%	\$ 6,945		\$ 6,945	\$ 1,191	\$ 8,136
100-84-812 School Site Maintenance	20.00	2.323%	\$ 6,614		\$ 6,614	\$ 1,134	\$ 7,748
100-84-813 Neighborhood Parks	29.00	3.368%	\$ 9,590		\$ 9,590	\$ 1,645	\$ 11,235
100-84-814 Sport Fields Jollyman CRK	21.00	2.439%	\$ 6,945		\$ 6,945	\$ 1,191	\$ 8,136
100-85-848 Street Lighting	12.00	1.394%	\$ 3,968		\$ 3,968	\$ 681	\$ 4,649
100-85-850 Environmental Materials	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387

**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-86-261 Trail Maintenance	28.00	3.252%	\$ 9,260		\$ 9,260	\$ 1,588	\$ 10,848
100-86-824 Overpasses and Medians	12.00	1.394%	\$ 3,968		\$ 3,968	\$ 681	\$ 4,649
100-86-825 Street Tree Maintenance	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
100-86-826 Weekend Work Program	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-87-828 Bldg Maint Library	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-87-829 Bldg Maint Service Center	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
100-87-830 Bldg Maint Quinlan Center	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
100-87-831 Bldg Maint Senior Center	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
100-87-832 Bldg Maint McClellan Ranch	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
100-87-833 Bldg Maint Monta Vista Ct	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-87-837 Bldg Maint Creekside	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-87-838 Comm Hall Bldg Maint	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
100-87-841 BBF Facilities Maintenance	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
100-88-844 Traffic Engineering	5.00	0.581%	\$ 1,654		\$ 1,654	\$ 284	\$ 1,937
100-88-845 Traffic Signal Maintenance	19.00	2.207%	\$ 6,283		\$ 6,283	\$ 1,078	\$ 7,361
100-88-846 Safe Routes 2 School	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
210-0-0 Storm Drain Improvement	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
230-81-802 Non Point Source	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
230-81-855 Storm Drain Maintenance	5.00	0.581%	\$ 1,654		\$ 1,654	\$ 284	\$ 1,937
260-72-709 CDBG Capital/Housing Projects	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387
260-72-710 CDBG Public Service Grants	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
265-72-711 BMR Affordable Housing Fund	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
270-85-820 Sidewalk Curb and Gutter	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
270-85-821 Street Pavement Maintenance	10.00	1.161%	\$ 3,307		\$ 3,307	\$ 567	\$ 3,874
270-85-822 Street Sign Marking	12.00	1.394%	\$ 3,968		\$ 3,968	\$ 681	\$ 4,649
280-0-0 Park Dedication	4.00	0.465%	\$ 1,323		\$ 1,323	\$ 227	\$ 1,550
420-99-7 ADA Improvements	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
420-99-48 Capital Project Support	34.00	3.949%	\$ 11,244		\$ 11,244	\$ 1,928	\$ 13,172
420-99-56 St Light Install - Annual Infill	5.00	0.581%	\$ 1,654		\$ 1,654	\$ 284	\$ 1,937
420-99-63 CW Bldg Condition Assess Impl	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
420-99-85 Playground EQ (Creekside&Varian)	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
520-81-801 Resources Recovery	10.00	1.161%	\$ 3,307		\$ 3,307	\$ 567	\$ 3,874
560-63-616 BBF Golf Course	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
560-87-260 BBF Golf Maintenance	2.00	0.232%	\$ 661		\$ 661	\$ 113	\$ 775
570-63-621 Sports Center Operation	16.00	1.858%	\$ 5,291		\$ 5,291	\$ 907	\$ 6,199
570-87-836 Bldg Maint Sports Center	6.00	0.697%	\$ 1,984		\$ 1,984	\$ 340	\$ 2,325
580-62-613 Youth Teen Recreation	24.00	2.787%	\$ 7,937		\$ 7,937	\$ 1,361	\$ 9,298
580-63-620 Outdoor Recreation	22.00	2.555%	\$ 7,275		\$ 7,275	\$ 1,248	\$ 8,523
610-30-300 Administration	1.00	0.116%	\$ 331		\$ 331	\$ 57	\$ 387

**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
610-34-310 Infrastructure	55.00	6.388%	\$ 18,189		\$ 18,189	\$ 3,119	\$ 21,308
610-35-986 GIS	12.00	1.394%	\$ 3,968		\$ 3,968	\$ 681	\$ 4,649
630-85-849 Equipment Maintenance	3.00	0.348%	\$ 992		\$ 992	\$ 170	\$ 1,162
630-90-985 Non Departmental - Fixed Assets Acquisition	13.00	1.510%	\$ 4,299		\$ 4,299	\$ 737	\$ 5,036
<b>Total</b>	<b>861.00</b>	<b>100.000%</b>	<b>\$ 284,736</b>	<b>\$ -</b>	<b>\$ 284,736</b>	<b>\$ 36,525</b>	<b>\$ 321,261</b>

**Allocation Basis:**

**# of POs**

**Source of Allocation:**

**PO Report**

**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>PO Processing</b>							
100-10-100 City Council	2,605.36	0.009%	\$ 17		\$ 17		\$ 17
100-12-120 City Manager	69,774.64	0.244%	\$ 463		\$ 463		\$ 463
100-12-126 Office of Communications	18,287.00	0.064%	\$ 121		\$ 121		\$ 121
100-12-633 Disaster Preparedness	182.21	0.001%	\$ 1		\$ 1		\$ 1
100-31-305 Video	160,602.32	0.561%	\$ 1,065		\$ 1,065		\$ 1,065
100-32-308 Applications	777,957.72	2.719%	\$ 5,161		\$ 5,161		\$ 5,161
100-41-405 Accounting	298,676.13	1.044%	\$ 1,981		\$ 1,981		\$ 1,981
100-44-412 Human Resources	110,517.42	0.386%	\$ 733		\$ 733	\$ 99	\$ 832
100-80-800 Public Works Admin	1,198.52	0.004%	\$ 8		\$ 8	\$ 1	\$ 9
100-84-815 Civic Center Ground Maint	34,950.00	0.122%	\$ 232		\$ 232	\$ 31	\$ 263
100-87-827 Bldg Maint City Hall	102,424.00	0.358%	\$ 679		\$ 679	\$ 91	\$ 771
100-12-122 Sustainability Division	100,919.86	0.353%	\$ 669		\$ 669	\$ 90	\$ 760
100-12-305 Video	22,790.67	0.080%	\$ 151		\$ 151	\$ 20	\$ 172
100-12-632 Comm Outreach & Neigh Watch	2,447.66	0.009%	\$ 16		\$ 16	\$ 2	\$ 18
100-12-705 Economic Development	10,000.00	0.035%	\$ 66		\$ 66	\$ 9	\$ 75
100-14-123 City Manager Contingency	5,850.00	0.020%	\$ 39		\$ 39	\$ 5	\$ 44
100-20-200 Law Enforcement SC Sheriff	827,909.90	2.893%	\$ 5,492		\$ 5,492	\$ 739	\$ 6,231
100-60-601 Rec & Comm Svcs Administration	30,400.00	0.106%	\$ 202		\$ 202	\$ 27	\$ 229
100-61-605 Cultural Events	42,177.00	0.147%	\$ 280		\$ 280	\$ 38	\$ 317
100-62-623 Youth, Teen and Senior Adult Rec	94,450.00	0.330%	\$ 627		\$ 627	\$ 84	\$ 711
100-62-639 Youth and Teen Programs	3,991.57	0.014%	\$ 26		\$ 26	\$ 4	\$ 30
100-63-612 Park Facilities	95,334.94	0.333%	\$ 632		\$ 632	\$ 85	\$ 717
100-71-701 Current Planning	232,245.00	0.812%	\$ 1,541		\$ 1,541	\$ 207	\$ 1,748
100-71-702 Mid Long Term Planning	1,126,757.00	3.938%	\$ 7,474		\$ 7,474	\$ 1,005	\$ 8,480
100-72-712 Gen Fund Human Services Grants	115,780.00	0.405%	\$ 768		\$ 768	\$ 103	\$ 871
100-73-714 Construction Plan Check	780,000.00	2.726%	\$ 5,174		\$ 5,174	\$ 696	\$ 5,870
100-74-202 Code Enforcement	264,544.46	0.924%	\$ 1,755		\$ 1,755	\$ 236	\$ 1,991
100-82-804 Plan Review	112,198.30	0.392%	\$ 744		\$ 744	\$ 100	\$ 844
100-83-807 Service Center Administration	245,892.53	0.859%	\$ 1,631		\$ 1,631	\$ 219	\$ 1,851
100-84-808 McClellan Ranch Park	105,954.27	0.370%	\$ 703		\$ 703	\$ 95	\$ 797
100-84-809 Memorial Park	129,881.00	0.454%	\$ 862		\$ 862	\$ 116	\$ 977
100-84-811 BBF Ground Maintenance	90,872.00	0.318%	\$ 603		\$ 603	\$ 81	\$ 684
100-84-812 School Site Maintenance	204,081.58	0.713%	\$ 1,354		\$ 1,354	\$ 182	\$ 1,536
100-84-813 Neighborhood Parks	335,918.97	1.174%	\$ 2,228		\$ 2,228	\$ 300	\$ 2,528
100-84-814 Sport Fields Jollyman CRK	105,331.00	0.368%	\$ 699		\$ 699	\$ 94	\$ 793
100-85-848 Street Lighting	353,131.36	1.234%	\$ 2,343		\$ 2,343	\$ 315	\$ 2,658
100-85-850 Environmental Materials	3,500.00	0.012%	\$ 23		\$ 23	\$ 3	\$ 26

**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-86-261 Trail Maintenance	54,750.00	0.191%	\$ 363		\$ 363	\$ 49	\$ 412
100-86-824 Overpasses and Medians	289,839.74	1.013%	\$ 1,923		\$ 1,923	\$ 259	\$ 2,181
100-86-825 Street Tree Maintenance	71,440.00	0.250%	\$ 474		\$ 474	\$ 64	\$ 538
100-86-826 Weekend Work Program	4,700.00	0.016%	\$ 31		\$ 31	\$ 4	\$ 35
100-87-828 Bldg Maint Library	62,200.00	0.217%	\$ 413		\$ 413	\$ 56	\$ 468
100-87-829 Bldg Maint Service Center	449,939.00	1.572%	\$ 2,985		\$ 2,985	\$ 402	\$ 3,386
100-87-830 Bldg Maint Quinlan Center	31,166.48	0.109%	\$ 207		\$ 207	\$ 28	\$ 235
100-87-831 Bldg Maint Senior Center	108,822.50	0.380%	\$ 722		\$ 722	\$ 97	\$ 819
100-87-832 Bldg Maint McClellan Ranch	19,253.00	0.067%	\$ 128		\$ 128	\$ 17	\$ 145
100-87-833 Bldg Maint Monta Vista Ct	8,629.00	0.030%	\$ 57		\$ 57	\$ 8	\$ 65
100-87-837 Bldg Maint Creekside	1,595.00	0.006%	\$ 11		\$ 11	\$ 1	\$ 12
100-87-838 Comm Hall Bldg Maint	893.00	0.003%	\$ 6		\$ 6	\$ 1	\$ 7
100-87-841 BBF Facilities Maintenance	28,708.66	0.100%	\$ 190		\$ 190	\$ 26	\$ 216
100-88-844 Traffic Engineering	3,718,079.50	12.993%	\$ 24,664		\$ 24,664	\$ 3,318	\$ 27,982
100-88-845 Traffic Signal Maintenance	134,914.25	0.471%	\$ 895		\$ 895	\$ 120	\$ 1,015
100-88-846 Safe Routes 2 School	20,000.00	0.070%	\$ 133		\$ 133	\$ 18	\$ 151
210-0-0 Storm Drain Improvement	1,575,798.00	5.507%	\$ 10,453		\$ 10,453	\$ 1,406	\$ 11,859
230-81-802 Non Point Source	72,335.00	0.253%	\$ 480		\$ 480	\$ 65	\$ 544
230-81-855 Storm Drain Maintenance	154,024.85	0.538%	\$ 1,022		\$ 1,022	\$ 137	\$ 1,159
260-72-709 CDBG Capital/Housing Projects	88,966.00	0.311%	\$ 590		\$ 590	\$ 79	\$ 670
260-72-710 CDBG Public Service Grants	59,460.45	0.208%	\$ 394		\$ 394	\$ 53	\$ 447
265-72-711 BMR Affordable Housing Fund	323,156.00	1.129%	\$ 2,144		\$ 2,144	\$ 288	\$ 2,432
270-85-820 Sidewalk Curb and Gutter	1,511,648.40	5.283%	\$ 10,028		\$ 10,028	\$ 1,349	\$ 11,376
270-85-821 Street Pavement Maintenance	3,712,075.23	12.972%	\$ 24,624		\$ 24,624	\$ 3,312	\$ 27,937
270-85-822 Street Sign Marking	162,700.37	0.569%	\$ 1,079		\$ 1,079	\$ 145	\$ 1,224
280-0-0 Park Dedication	40,744.00	0.142%	\$ 270		\$ 270	\$ 36	\$ 307
420-99-7 ADA Improvements	88,672.00	0.310%	\$ 588		\$ 588	\$ 79	\$ 667
420-99-48 Capital Project Support	2,369,721.61	8.281%	\$ 15,720		\$ 15,720	\$ 2,115	\$ 17,834
420-99-56 St Light Install - Annual Infill	171,453.70	0.599%	\$ 1,137		\$ 1,137	\$ 153	\$ 1,290
420-99-63 CW Bldg Condition Assess Impl	29,436.00	0.103%	\$ 195		\$ 195	\$ 26	\$ 222
420-99-85 Playground EQ (Creekside&Varian)	60,417.55	0.211%	\$ 401		\$ 401	\$ 54	\$ 455
520-81-801 Resources Recovery	333,122.40	1.164%	\$ 2,210		\$ 2,210	\$ 297	\$ 2,507
560-63-616 BBF Golf Course	360,461.00	1.260%	\$ 2,391		\$ 2,391	\$ 322	\$ 2,713
560-87-260 BBF Golf Maintenance	23,560.00	0.082%	\$ 156		\$ 156	\$ 21	\$ 177
570-63-621 Sports Center Operation	2,213,123.00	7.734%	\$ 14,681		\$ 14,681	\$ 1,975	\$ 16,656
570-87-836 Bldg Maint Sports Center	87,641.00	0.306%	\$ 581		\$ 581	\$ 78	\$ 660
580-62-613 Youth Teen Recreation	782,184.39	2.733%	\$ 5,189		\$ 5,189	\$ 698	\$ 5,887
580-63-620 Outdoor Recreation	385,473.70	1.347%	\$ 2,557		\$ 2,557	\$ 344	\$ 2,901
610-30-300 Administration	66,000.00	0.231%	\$ 438		\$ 438	\$ 59	\$ 497



**100-41-425 Purchasing**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
610-34-310 Infrastructure	771,023.04	2.694%	\$ 5,115		\$ 5,115	\$ 688	\$ 5,803
610-35-986 GIS	329,306.90	1.151%	\$ 2,184		\$ 2,184	\$ 294	\$ 2,478
630-85-849 Equipment Maintenance	9,769.46	0.034%	\$ 65		\$ 65	\$ 9	\$ 74
630-90-985 Non Departmental - Fixed Assets Acquisition	809,131.71	2.828%	\$ 5,367		\$ 5,367	\$ 722	\$ 6,089
<b>Total</b>	<b>28,615,870.28</b>	<b>100.000%</b>	<b>\$ 189,824</b>	<b>\$ -</b>	<b>\$ 189,824</b>	<b>\$ 24,350</b>	<b>\$ 214,174</b>

**Allocation Basis:** \$ of POs

**Source of Allocation:** PO Report

**ALLOCATION SUMMARY**

<b>100-41-425 Purchasing</b>	<b>PO Creation Support</b>	<b>PO Processing</b>	<b>Total</b>
100-10-100 City Council	\$ 331	\$ 17	\$ 348
100-12-120 City Manager	\$ 1,323	\$ 463	\$ 1,786
100-12-126 Office of Communications	\$ 331	\$ 121	\$ 452
100-12-633 Disaster Preparedness	\$ 331	\$ 1	\$ 332
100-31-305 Video	\$ 58,204	\$ 1,065	\$ 59,269
100-32-308 Applications	\$ 8,598	\$ 5,161	\$ 13,759
100-41-405 Accounting	\$ 2,646	\$ 1,981	\$ 4,627
100-44-412 Human Resources	\$ 1,162	\$ 832	\$ 1,994
100-80-800 Public Works Admin	\$ 387	\$ 9	\$ 396
100-84-815 Civic Center Ground Maint	\$ 5,424	\$ 263	\$ 5,687
100-87-827 Bldg Maint City Hall	\$ 1,162	\$ 771	\$ 1,933
100-12-122 Sustainability Division	\$ 1,550	\$ 760	\$ 2,309
100-12-305 Video	\$ 18,209	\$ 172	\$ 18,380
100-12-632 Comm Outreach & Neigh Watch	\$ 775	\$ 18	\$ 793
100-12-705 Economic Development	\$ 387	\$ 75	\$ 463
100-14-123 City Manager Contingency	\$ 387	\$ 44	\$ 431
100-20-200 Law Enforcement SC Sherif	\$ 387	\$ 6,231	\$ 6,618
100-60-601 Rec & Comm Svcs Administration	\$ 387	\$ 229	\$ 616
100-61-605 Cultural Events	\$ 387	\$ 317	\$ 705
100-62-623 Youth, Teen and Senior Adult Rec	\$ 2,325	\$ 711	\$ 3,035
100-62-639 Youth and Teen Programs	\$ 2,712	\$ 30	\$ 2,742
100-63-612 Park Facilities	\$ 3,487	\$ 717	\$ 4,204
100-71-701 Current Planning	\$ 2,712	\$ 1,748	\$ 4,460
100-71-702 Mid Long Term Planning	\$ 775	\$ 8,480	\$ 9,255
100-72-712 Gen Fund Human Services Grants	\$ 1,550	\$ 871	\$ 2,421
100-73-714 Construction Plan Check	\$ 1,162	\$ 5,870	\$ 7,032
100-74-202 Code Enforcement	\$ 775	\$ 1,991	\$ 2,766
100-82-804 Plan Review	\$ 3,487	\$ 844	\$ 4,331
100-83-807 Service Center Administration	\$ 4,262	\$ 1,851	\$ 6,112

**ALLOCATION SUMMARY**

100-41-425 Purchasing	PO Creation Support	PO Processing	Total
100-84-808 McClellan Ranch Park	\$ 5,811	\$ 797	\$ 6,609
100-84-809 Memorial Park	\$ 8,911	\$ 977	\$ 9,888
100-84-811 BBF Ground Maintenance	\$ 8,136	\$ 684	\$ 8,820
100-84-812 School Site Maintenance	\$ 7,748	\$ 1,536	\$ 9,284
100-84-813 Neighborhood Parks	\$ 11,235	\$ 2,528	\$ 13,763
100-84-814 Sport Fields Jollyman CRK	\$ 8,136	\$ 793	\$ 8,929
100-85-848 Street Lighting	\$ 4,649	\$ 2,658	\$ 7,307
100-85-850 Environmental Materials	\$ 387	\$ 26	\$ 414
100-86-261 Trail Maintenance	\$ 10,848	\$ 412	\$ 11,260
100-86-824 Overpasses and Medians	\$ 4,649	\$ 2,181	\$ 6,830
100-86-825 Street Tree Maintenance	\$ 2,325	\$ 538	\$ 2,862
100-86-826 Weekend Work Program	\$ 775	\$ 35	\$ 810
100-87-828 Bldg Maint Library	\$ 775	\$ 468	\$ 1,243
100-87-829 Bldg Maint Service Center	\$ 2,325	\$ 3,386	\$ 5,711
100-87-830 Bldg Maint Quinlan Center	\$ 775	\$ 235	\$ 1,009
100-87-831 Bldg Maint Senior Center	\$ 1,550	\$ 819	\$ 2,369
100-87-832 Bldg Maint McClellan Ranch	\$ 1,162	\$ 145	\$ 1,307
100-87-833 Bldg Maint Monta Vista Ct	\$ 387	\$ 65	\$ 452
100-87-837 Bldg Maint Creekside	\$ 387	\$ 12	\$ 399
100-87-838 Comm Hall Bldg Maint	\$ 387	\$ 7	\$ 394
100-87-841 BBF Facilities Maintenance	\$ 1,550	\$ 216	\$ 1,766
100-88-844 Traffic Engineering	\$ 1,937	\$ 27,982	\$ 29,919
100-88-845 Traffic Signal Maintenance	\$ 7,361	\$ 1,015	\$ 8,376
100-88-846 Safe Routes 2 School	\$ 387	\$ 151	\$ 538
210-0-0 Storm Drain Improvement	\$ 1,550	\$ 11,859	\$ 13,409
230-81-802 Non Point Source	\$ 1,162	\$ 544	\$ 1,707
230-81-855 Storm Drain Maintenance	\$ 1,937	\$ 1,159	\$ 3,096
260-72-709 CDBG Capital/Housing Projects	\$ 387	\$ 670	\$ 1,057
260-72-710 CDBG Public Service Grants	\$ 775	\$ 447	\$ 1,222

**ALLOCATION SUMMARY**

<b>100-41-425 Purchasing</b>	<b>PO Creation Support</b>	<b>PO Processing</b>	<b>Total</b>
265-72-711 BMR Affordable Housing Fund	\$ 1,550	\$ 2,432	\$ 3,982
270-85-820 Sidewalk Curb and Gutter	\$ 2,325	\$ 11,376	\$ 13,701
270-85-821 Street Pavement Maintenance	\$ 3,874	\$ 27,937	\$ 31,811
270-85-822 Street Sign Marking	\$ 4,649	\$ 1,224	\$ 5,874
280-0-0 Park Dedication	\$ 1,550	\$ 307	\$ 1,856
420-99-7 ADA Improvements	\$ 775	\$ 667	\$ 1,442
420-99-48 Capital Project Support	\$ 13,172	\$ 17,834	\$ 31,006
420-99-56 St Light Install - Annual Infill	\$ 1,937	\$ 1,290	\$ 3,227
420-99-63 CW Bldg Condition Assess Impl	\$ 775	\$ 222	\$ 996
420-99-85 Playground EQ (Creekside&Varian)	\$ 775	\$ 455	\$ 1,230
520-81-801 Resources Recovery	\$ 3,874	\$ 2,507	\$ 6,381
560-63-616 BBF Golf Course	\$ 2,325	\$ 2,713	\$ 5,037
560-87-260 BBF Golf Maintenance	\$ 775	\$ 177	\$ 952
570-63-621 Sports Center Operation	\$ 6,199	\$ 16,656	\$ 22,854
570-87-836 Bldg Maint Sports Center	\$ 2,325	\$ 660	\$ 2,984
580-62-613 Youth Teen Recreation	\$ 9,298	\$ 5,887	\$ 15,185
580-63-620 Outdoor Recreation	\$ 8,523	\$ 2,901	\$ 11,424
610-30-300 Administration	\$ 387	\$ 497	\$ 884
610-34-310 Infrastructure	\$ 21,308	\$ 5,803	\$ 27,111
610-35-986 GIS	\$ 4,649	\$ 2,478	\$ 7,127
630-85-849 Equipment Maintenance	\$ 1,162	\$ 74	\$ 1,236
630-90-985 Non Departmental - Fixed Assets Acquisition	\$ 5,036	\$ 6,089	\$ 11,126
<b>Total</b>	<b>\$ 321,261</b>	<b>\$ 214,174</b>	<b>\$ 535,435</b>

## 13 Budget

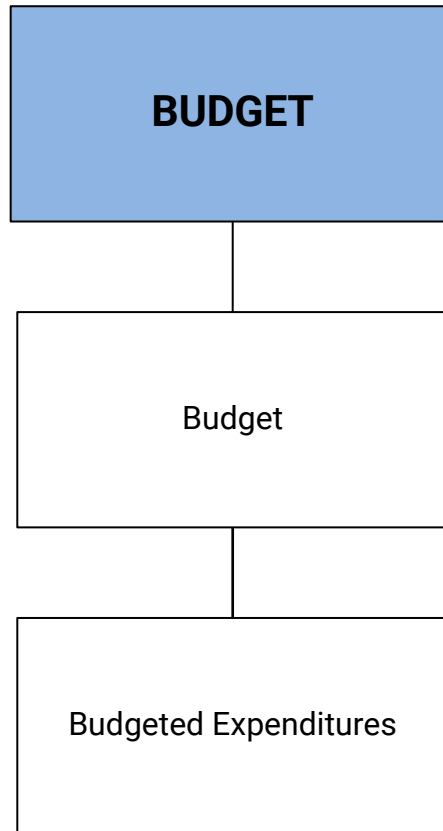
The Budget Division is responsible for developing and managing the annual operating budget, as well as managing and updating the twenty-year long-term financial forecast and revenue and expenditure projections. Also, the Division provides financial planning and fiscal analysis for issues and business decisions facing the city. Budget costs are allocated to Receiving Divisions, as follows:

- **Budget** – represents the support associated with developing the budget and monitoring the budget on behalf of City divisions. These costs have been allocated based upon budgeted expenditures per division<sup>5</sup>.

The chart on the following page illustrates the functions and measures used to allocate Budget costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.

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<sup>5</sup> Expenditures associated with Law Enforcement, Insurance Administration, Compensated Absence Fund, and HR Retiree Benefits were discounted as they are primarily a singular line item with minimal effort and support provided by budget staff in developing these budgets.



**COSTS TO BE ALLOCATED**

<b>100-41-426 Budgeting</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 522,140</b>		<b>\$ 522,140</b>
Contingencies	\$ (215)		
<b>Total Disallowed Costs</b>	<b>\$ (215)</b>		<b>\$ (215)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 10,490	\$ 3,951	\$ 14,442
100-13-130 City Clerk	\$ 275	\$ 177	\$ 451
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 515	\$ 96	\$ 612
100-31-305 Video	\$ 7,607	\$ 1,450	\$ 9,057
100-32-308 Applications	\$ 135,901	\$ 36,615	\$ 172,516
100-40-400 Admin Services Administration	\$ 46,561	\$ 7,010	\$ 53,572
100-41-405 Accounting	\$ 4,004	\$ 1,310	\$ 5,314
100-41-426 Budgeting		\$ 3,772	\$ 3,772
100-44-412 Human Resources		\$ 27,492	\$ 27,492
100-44-417 Insurance Administration		\$ 1,448	\$ 1,448
100-84-815 Civic Center Ground Maint		\$ 1,371	\$ 1,371
100-87-827 Bldg Maint City Hall		\$ 12,555	\$ 12,555
<b>Total Incoming Costs</b>	<b>\$ 205,902</b>	<b>\$ 97,254</b>	<b>\$ 303,156</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 727,827</b>	<b>\$ 97,254</b>	<b>\$ 825,081</b>

**100-41-426 Budgeting**

**EXPENSE  
DETAIL**

Expense Type	Expenses (\$)	Budget
<b>Personnel</b>		
Salaries & Wages	\$ 351,551	\$ 351,551
Fringe Benefits	\$ 153,168	\$ 153,168
<b>Subtotal Personnel Cost</b>	<b>\$ 504,719</b>	<b>\$ 504,719</b>
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 14,249	\$ 14,249
General Services	\$ 2,957	\$ 2,957
Contingencies	\$ 215	\$ 215
<b>Subtotal Operating Cost</b>	<b>\$ 17,421</b>	<b>\$ 17,421</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 522,140</b>	<b>\$ 522,140</b>
<b>Disallowed Costs</b>		
Contingencies	\$ (215)	\$ (215)
<b>Subtotal Disallowed Costs</b>	<b>\$ (215)</b>	<b>\$ (215.00)</b>
<b>Cost Adjustments</b>		
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 521,925</b>	<b>\$ 521,925</b>
<b>First Allocation</b>		
Incoming - All Others	\$ 205,902	\$ 205,902
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 727,827</b>	<b>\$ 727,827</b>
<b>Second Allocation</b>		
Incoming - All Others	\$ 97,254	\$ 97,254
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 97,254</b>	<b>\$ 97,254</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 825,081</b>	<b>\$ 825,081</b>



**100-41-426 Budgeting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Budget</b>							
100-10-100 City Council	431,393.00	0.428%	\$ 3,116		\$ 3,116		\$ 3,116
100-12-120 City Manager	2,382,405.00	2.365%	\$ 17,210		\$ 17,210		\$ 17,210
100-12-126 Office of Communications	680,267.00	0.675%	\$ 4,914		\$ 4,914		\$ 4,914
100-12-633 Disaster Preparedness	753,768.00	0.748%	\$ 5,445		\$ 5,445		\$ 5,445
100-13-130 City Clerk	774,402.00	0.769%	\$ 5,594		\$ 5,594		\$ 5,594
100-13-132 Mail Services	40,808.00	0.041%	\$ 295		\$ 295		\$ 295
100-15-141 City Attorney	1,589,268.00	1.577%	\$ 11,481		\$ 11,481		\$ 11,481
100-31-305 Video	925,970.00	0.919%	\$ 6,689		\$ 6,689		\$ 6,689
100-32-308 Applications	2,706,815.00	2.687%	\$ 19,554		\$ 19,554		\$ 19,554
100-40-400 Admin Services Administration	367,693.00	0.365%	\$ 2,656		\$ 2,656		\$ 2,656
100-41-405 Accounting	1,818,249.00	1.805%	\$ 13,135		\$ 13,135		\$ 13,135
100-41-425 Purchasing	369,477.00	0.367%	\$ 2,669		\$ 2,669		\$ 2,669
100-41-426 Budgeting	522,140.00	0.518%	\$ 3,772		\$ 3,772		\$ 3,772
100-44-412 Human Resources	1,395,466.00	1.385%	\$ 10,081		\$ 10,081	\$ 1,553	\$ 11,634
100-44-417 Insurance Administration	229,743.70	0.228%	\$ 1,660		\$ 1,660	\$ 256	\$ 1,915
100-80-800 Public Works Admin	1,043,142.00	1.035%	\$ 7,535		\$ 7,535	\$ 1,161	\$ 8,696
100-82-806 CIP Administration	1,486,037.00	1.475%	\$ 10,735		\$ 10,735	\$ 1,654	\$ 12,389
100-84-815 Civic Center Ground Maint	182,220.00	0.181%	\$ 1,316		\$ 1,316	\$ 203	\$ 1,519
100-87-827 Bldg Maint City Hall	500,689.00	0.497%	\$ 3,617		\$ 3,617	\$ 557	\$ 4,174
100-10-101 Community Funding	35,573.00	0.035%	\$ 257		\$ 257	\$ 40	\$ 297
100-10-104 Historical Society	40,000.00	0.040%	\$ 289		\$ 289	\$ 45	\$ 333
100-10-110 Sister Cities	73,086.00	0.073%	\$ 528		\$ 528	\$ 81	\$ 609
100-11-131 Telecommunication Commission	35,630.00	0.035%	\$ 257		\$ 257	\$ 40	\$ 297
100-11-140 Library Commission	42,959.00	0.043%	\$ 310		\$ 310	\$ 48	\$ 358
100-11-142 Fine Arts Commission	41,512.00	0.041%	\$ 300		\$ 300	\$ 46	\$ 346
100-11-150 Public Safety Commission	47,393.00	0.047%	\$ 342		\$ 342	\$ 53	\$ 395
100-11-155 Bike/Ped Safety Commission	62,715.00	0.062%	\$ 453		\$ 453	\$ 70	\$ 523
100-11-160 Recreation Commission	38,850.00	0.039%	\$ 281		\$ 281	\$ 43	\$ 324
100-11-165 Teen Commission	42,466.00	0.042%	\$ 307		\$ 307	\$ 47	\$ 354
100-11-170 Planning Commission	117,655.00	0.117%	\$ 850		\$ 850	\$ 131	\$ 981
100-11-175 Housing Commission	61,377.00	0.061%	\$ 443		\$ 443	\$ 68	\$ 512
100-11-180 Sustainability Commission	58,109.00	0.058%	\$ 420		\$ 420	\$ 65	\$ 484
100-11-190 Audit Committee	40,583.00	0.040%	\$ 293		\$ 293	\$ 45	\$ 338
100-12-122 Sustainability Division	704,037.00	0.699%	\$ 5,086		\$ 5,086	\$ 783	\$ 5,869
100-12-305 Video	16,752.00	0.017%	\$ 121		\$ 121	\$ 19	\$ 140

**100-41-426 Budgeting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-12-307 Public Access Support	47,732.00	0.047%	\$ 345		\$ 345	\$ 53	\$ 398
100-12-632 Comm Outreach & Neigh Watch	252,103.00	0.250%	\$ 1,821		\$ 1,821	\$ 281	\$ 2,102
100-12-705 Economic Development	466,811.00	0.463%	\$ 3,372		\$ 3,372	\$ 519	\$ 3,892
100-13-133 Elections	977.00	0.001%	\$ 7		\$ 7	\$ 1	\$ 8
100-14-123 City Manager Contingency	50,000.00	0.050%	\$ 361		\$ 361	\$ 56	\$ 417
100-20-200 Law Enforcement SC Sheriff	890,630.40	0.884%	\$ 6,434		\$ 6,434	\$ 991	\$ 7,425
100-41-406 Business Licenses	423,530.00	0.420%	\$ 3,060		\$ 3,060	\$ 471	\$ 3,531
100-60-601 Rec & Comm Svcs Administration	1,358,144.00	1.348%	\$ 9,811		\$ 9,811	\$ 1,511	\$ 11,322
100-60-636 Library Services	169,698.00	0.168%	\$ 1,226		\$ 1,226	\$ 189	\$ 1,415
100-61-602 Administration	586,357.00	0.582%	\$ 4,236		\$ 4,236	\$ 653	\$ 4,888
100-61-605 Cultural Events	437,794.00	0.435%	\$ 3,163		\$ 3,163	\$ 487	\$ 3,650
100-61-630 Facilities	390,211.00	0.387%	\$ 2,819		\$ 2,819	\$ 434	\$ 3,253
100-62-608 Administration	686,262.00	0.681%	\$ 4,957		\$ 4,957	\$ 764	\$ 5,721
100-62-623 Youth, Teen and Senior Adult Rec	812,264.00	0.806%	\$ 5,868		\$ 5,868	\$ 904	\$ 6,772
100-62-639 Youth and Teen Programs	278,895.00	0.277%	\$ 2,015		\$ 2,015	\$ 310	\$ 2,325
100-62-640 Neighborhood Events	92,872.00	0.092%	\$ 671		\$ 671	\$ 103	\$ 774
100-63-612 Park Facilities	1,270,364.00	1.261%	\$ 9,177		\$ 9,177	\$ 1,414	\$ 10,591
100-70-700 Community Development Admin	570,884.00	0.567%	\$ 4,124		\$ 4,124	\$ 635	\$ 4,759
100-71-701 Current Planning	3,406,046.00	3.381%	\$ 24,605		\$ 24,605	\$ 3,790	\$ 28,395
100-71-702 Mid Long Term Planning	1,230,606.00	1.221%	\$ 8,890		\$ 8,890	\$ 1,369	\$ 10,259
100-72-712 Gen Fund Human Services Grants	180,140.00	0.179%	\$ 1,301		\$ 1,301	\$ 200	\$ 1,502
100-73-713 General Building	945,333.00	0.938%	\$ 6,829		\$ 6,829	\$ 1,052	\$ 7,881
100-73-714 Construction Plan Check	2,297,027.00	2.280%	\$ 16,593		\$ 16,593	\$ 2,556	\$ 19,150
100-73-715 Building Inspection	1,519,349.00	1.508%	\$ 10,976		\$ 10,976	\$ 1,691	\$ 12,666
100-73-718 Muni - Bldg Code Enforcement	88,611.00	0.088%	\$ 640		\$ 640	\$ 99	\$ 739
100-74-202 Code Enforcement	1,399,853.00	1.389%	\$ 10,112		\$ 10,112	\$ 1,558	\$ 11,670
100-82-804 Plan Review	1,431,296.00	1.421%	\$ 10,339		\$ 10,339	\$ 1,593	\$ 11,932
100-83-807 Service Center Administration	1,102,041.00	1.094%	\$ 7,961		\$ 7,961	\$ 1,226	\$ 9,187
100-84-808 McClellan Ranch Park	176,317.00	0.175%	\$ 1,274		\$ 1,274	\$ 196	\$ 1,470
100-84-809 Memorial Park	819,001.00	0.813%	\$ 5,916		\$ 5,916	\$ 911	\$ 6,828
100-84-811 BBF Ground Maintenance	367,451.00	0.365%	\$ 2,654		\$ 2,654	\$ 409	\$ 3,063
100-84-812 School Site Maintenance	1,383,586.00	1.373%	\$ 9,995		\$ 9,995	\$ 1,540	\$ 11,535
100-84-813 Neighborhood Parks	2,593,101.00	2.574%	\$ 18,732		\$ 18,732	\$ 2,886	\$ 21,618
100-84-814 Sport Fields Jollyman CRK	939,889.00	0.933%	\$ 6,790		\$ 6,790	\$ 1,046	\$ 7,836
100-85-848 Street Lighting	1,011,921.00	1.004%	\$ 7,310		\$ 7,310	\$ 1,126	\$ 8,436
100-85-850 Environmental Materials	218,853.00	0.217%	\$ 1,581		\$ 1,581	\$ 244	\$ 1,825
100-86-261 Trail Maintenance	199,458.00	0.198%	\$ 1,441		\$ 1,441	\$ 222	\$ 1,663

**100-41-426 Budgeting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-86-824 Overpasses and Medians	1,670,592.00	1.658%	\$ 12,068		\$ 12,068	\$ 1,859	\$ 13,927
100-86-825 Street Tree Maintenance	1,788,822.00	1.775%	\$ 12,922		\$ 12,922	\$ 1,991	\$ 14,913
100-86-826 Weekend Work Program	592,351.00	0.588%	\$ 4,279		\$ 4,279	\$ 659	\$ 4,938
100-87-828 Bldg Maint Library	1,007,493.00	1.000%	\$ 7,278		\$ 7,278	\$ 1,121	\$ 8,399
100-87-829 Bldg Maint Service Center	310,886.00	0.309%	\$ 2,246		\$ 2,246	\$ 346	\$ 2,592
100-87-830 Bldg Maint Quinlan Center	574,659.00	0.570%	\$ 4,151		\$ 4,151	\$ 640	\$ 4,791
100-87-831 Bldg Maint Senior Center	324,289.00	0.322%	\$ 2,343		\$ 2,343	\$ 361	\$ 2,703
100-87-832 Bldg Maint McClellan Ranch	293,750.00	0.292%	\$ 2,122		\$ 2,122	\$ 327	\$ 2,449
100-87-833 Bldg Maint Monta Vista Ct	186,417.00	0.185%	\$ 1,347		\$ 1,347	\$ 207	\$ 1,554
100-87-834 Bldg Maint Wilson	95,722.00	0.095%	\$ 691		\$ 691	\$ 107	\$ 798
100-87-835 Bldg Maint Portal	46,228.00	0.046%	\$ 334		\$ 334	\$ 51	\$ 385
100-87-837 Bldg Maint Creekside	136,076.00	0.135%	\$ 983		\$ 983	\$ 151	\$ 1,134
100-87-838 Comm Hall Bldg Maint	225,544.00	0.224%	\$ 1,629		\$ 1,629	\$ 251	\$ 1,880
100-87-839 Teen Center Bldg Maint	52,889.00	0.052%	\$ 382		\$ 382	\$ 59	\$ 441
100-87-840 Park Bathrooms	180,280.00	0.179%	\$ 1,302		\$ 1,302	\$ 201	\$ 1,503
100-87-841 BBF Facilities Maintenance	525,642.00	0.522%	\$ 3,797		\$ 3,797	\$ 585	\$ 4,382
100-87-852 Franco Traffic Operations Center	15,257.00	0.015%	\$ 110		\$ 110	\$ 17	\$ 127
100-87-857 City Hall Annex	24,892.00	0.025%	\$ 180		\$ 180	\$ 28	\$ 208
100-88-844 Traffic Engineering	1,240,071.00	1.231%	\$ 8,958		\$ 8,958	\$ 1,380	\$ 10,338
100-88-845 Traffic Signal Maintenance	820,029.00	0.814%	\$ 5,924		\$ 5,924	\$ 913	\$ 6,836
100-88-846 Safe Routes 2 School	732,278.00	0.727%	\$ 5,290		\$ 5,290	\$ 815	\$ 6,105
100-90-1 Non Departmental	6,475,103.00	6.427%	\$ 46,775		\$ 46,775	\$ 7,206	\$ 53,981
230-81-802 Non Point Source	1,177,495.00	1.169%	\$ 8,506		\$ 8,506	\$ 1,310	\$ 9,816
230-81-853 Storm Drain Fee	25,924.00	0.026%	\$ 187		\$ 187	\$ 29	\$ 216
230-81-854 General Fund Subsidy	23,164.00	0.023%	\$ 167		\$ 167	\$ 26	\$ 193
230-81-855 Storm Drain Maintenance	1,007,007.00	0.999%	\$ 7,274		\$ 7,274	\$ 1,121	\$ 8,395
260-72-707 CDBG General Admin	132,070.00	0.131%	\$ 954		\$ 954	\$ 147	\$ 1,101
260-72-709 CDBG Capital/Housing Projects	460,487.00	0.457%	\$ 3,326		\$ 3,326	\$ 512	\$ 3,839
260-72-710 CDBG Public Service Grants	55,028.00	0.055%	\$ 398		\$ 398	\$ 61	\$ 459
265-72-711 BMR Affordable Housing Fund	985,203.00	0.978%	\$ 7,117		\$ 7,117	\$ 1,096	\$ 8,213
270-85-820 Sidewalk Curb and Gutter	1,795,414.00	1.782%	\$ 12,970		\$ 12,970	\$ 1,998	\$ 14,968
270-85-821 Street Pavement Maintenance	3,945,450.00	3.916%	\$ 28,501		\$ 28,501	\$ 4,391	\$ 32,892
270-85-822 Street Sign Marking	778,930.00	0.773%	\$ 5,627		\$ 5,627	\$ 867	\$ 6,494
281-90-1 Non Departmental	15,000.00	0.015%	\$ 108		\$ 108	\$ 17	\$ 125
365-90-500 Non Departmental - Facility Lease	2,677,600.00	2.658%	\$ 19,343		\$ 19,343	\$ 2,980	\$ 22,322
420-99-7 ADA Improvements	100,000.00	0.099%	\$ 722		\$ 722	\$ 111	\$ 834
420-99-47 CIP Prelim Planning & Design	125,000.00	0.124%	\$ 903		\$ 903	\$ 139	\$ 1,042

**100-41-426 Budgeting**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
420-99-48 Capital Project Support	50,000.00	0.050%	\$ 361		\$ 361	\$ 56	\$ 417
420-99-56 St Light Install - Annual Infill	35,000.00	0.035%	\$ 253		\$ 253	\$ 39	\$ 292
420-99-63 CW Bldg Condition Assess Impl	1,000,000.00	0.993%	\$ 7,224		\$ 7,224	\$ 1,113	\$ 8,337
420-99-85 Playground EQ (Creekside&Varian)	300,000.00	0.298%	\$ 2,167		\$ 2,167	\$ 334	\$ 2,501
420-99-266 SCB/Calabazas Creek SD Repair	420,000.00	0.417%	\$ 3,034		\$ 3,034	\$ 467	\$ 3,501
420-99-267 Stevens Creek Bridge Repair	172,000.00	0.171%	\$ 1,243		\$ 1,243	\$ 191	\$ 1,434
429-90-1 Non Departmental	2,027,000.00	2.012%	\$ 14,643		\$ 14,643	\$ 2,256	\$ 16,898
520-81-801 Resources Recovery	2,636,342.00	2.617%	\$ 19,045		\$ 19,045	\$ 2,934	\$ 21,978
560-63-616 BBF Golf Course	642,342.00	0.638%	\$ 4,640		\$ 4,640	\$ 715	\$ 5,355
560-87-260 BBF Golf Maintenance	103,244.00	0.102%	\$ 746		\$ 746	\$ 115	\$ 861
570-63-621 Sports Center Operation	2,840,279.00	2.819%	\$ 20,518		\$ 20,518	\$ 3,161	\$ 23,679
570-87-836 Bldg Maint Sports Center	659,124.00	0.654%	\$ 4,761		\$ 4,761	\$ 734	\$ 5,495
580-62-613 Youth Teen Recreation	1,703,251.00	1.691%	\$ 12,304		\$ 12,304	\$ 1,895	\$ 14,199
580-63-620 Outdoor Recreation	1,086,993.00	1.079%	\$ 7,852		\$ 7,852	\$ 1,210	\$ 9,062
610-30-300 Administration	189,715.00	0.188%	\$ 1,370		\$ 1,370	\$ 211	\$ 1,582
610-34-310 Infrastructure	2,245,117.00	2.228%	\$ 16,218		\$ 16,218	\$ 2,499	\$ 18,717
610-35-986 GIS	1,489,528.00	1.478%	\$ 10,760		\$ 10,760	\$ 1,658	\$ 12,418
620-44-418 Workers Compensation Insurance	582,778.00	0.578%	\$ 4,210		\$ 4,210	\$ 649	\$ 4,858
630-85-849 Equipment Maintenance	1,501,047.00	1.490%	\$ 10,843		\$ 10,843	\$ 1,670	\$ 12,514
630-90-985 Non Departmental - Fixed Assets Acquisition	467,868.00	0.464%	\$ 3,380		\$ 3,380	\$ 521	\$ 3,900
641-44-419 Long Term Disability	10,238.10	0.010%	\$ 74		\$ 74	\$ 11	\$ 85
641-44-420 Compensated Absence	65,809.00	0.065%	\$ 475		\$ 475	\$ 73	\$ 549
642-44-414 HR Retiree Benefits	148,698.80	0.148%	\$ 1,074		\$ 1,074	\$ 165	\$ 1,240
<b>Total</b>	<b>100,753,473.00</b>	<b>100.000%</b>	<b>\$ 727,827</b>	<b>\$ -</b>	<b>\$ 727,827</b>	<b>\$ 97,254</b>	<b>\$ 825,081</b>

**Allocation Basis:**

**Budgeted Expenditures**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

<b>100-41-426 Budgeting</b>	<b>Budget</b>	<b>Total</b>
100-10-100 City Council	\$ 3,116	\$ 3,116
100-12-120 City Manager	\$ 17,210	\$ 17,210
100-12-126 Office of Communications	\$ 4,914	\$ 4,914
100-12-633 Disaster Preparedness	\$ 5,445	\$ 5,445
100-13-130 City Clerk	\$ 5,594	\$ 5,594
100-13-132 Mail Services	\$ 295	\$ 295
100-15-141 City Attorney	\$ 11,481	\$ 11,481
100-31-305 Video	\$ 6,689	\$ 6,689
100-32-308 Applications	\$ 19,554	\$ 19,554
100-40-400 Admin Services Administration	\$ 2,656	\$ 2,656
100-41-405 Accounting	\$ 13,135	\$ 13,135
100-41-425 Purchasing	\$ 2,669	\$ 2,669
100-41-426 Budgeting	\$ 3,772	\$ 3,772
100-44-412 Human Resources	\$ 11,634	\$ 11,634
100-44-417 Insurance Administration	\$ 1,915	\$ 1,915
100-80-800 Public Works Admin	\$ 8,696	\$ 8,696
100-82-806 CIP Administration	\$ 12,389	\$ 12,389
100-84-815 Civic Center Ground Maint	\$ 1,519	\$ 1,519
100-87-827 Bldg Maint City Hall	\$ 4,174	\$ 4,174
100-10-101 Community Funding	\$ 297	\$ 297
100-10-104 Historical Society	\$ 333	\$ 333
100-10-110 Sister Cities	\$ 609	\$ 609
100-11-131 Telecommunication Commission	\$ 297	\$ 297
100-11-140 Library Commission	\$ 358	\$ 358
100-11-142 Fine Arts Commission	\$ 346	\$ 346
100-11-150 Public Safety Commission	\$ 395	\$ 395
100-11-155 Bike/Ped Safety Commission	\$ 523	\$ 523
100-11-160 Recreation Commission	\$ 324	\$ 324
100-11-165 Teen Commission	\$ 354	\$ 354

**ALLOCATION SUMMARY**

<b>100-41-426 Budgeting</b>	<b>Budget</b>	<b>Total</b>
100-11-170 Planning Commission	\$ 981	\$ 981
100-11-175 Housing Commission	\$ 512	\$ 512
100-11-180 Sustainability Commission	\$ 484	\$ 484
100-11-190 Audit Committee	\$ 338	\$ 338
100-12-122 Sustainability Division	\$ 5,869	\$ 5,869
100-12-305 Video	\$ 140	\$ 140
100-12-307 Public Access Support	\$ 398	\$ 398
100-12-632 Comm Outreach & Neigh Watch	\$ 2,102	\$ 2,102
100-12-705 Economic Development	\$ 3,892	\$ 3,892
100-13-133 Elections	\$ 8	\$ 8
100-14-123 City Manager Contingency	\$ 417	\$ 417
100-20-200 Law Enforcement SC Sherif	\$ 7,425	\$ 7,425
100-41-406 Business Licenses	\$ 3,531	\$ 3,531
100-60-601 Rec & Comm Svcs Administration	\$ 11,322	\$ 11,322
100-60-636 Library Services	\$ 1,415	\$ 1,415
100-61-602 Administration	\$ 4,888	\$ 4,888
100-61-605 Cultural Events	\$ 3,650	\$ 3,650
100-61-630 Facilities	\$ 3,253	\$ 3,253
100-62-608 Administration	\$ 5,721	\$ 5,721
100-62-623 Youth, Teen and Senior Adult Rec	\$ 6,772	\$ 6,772
100-62-639 Youth and Teen Programs	\$ 2,325	\$ 2,325
100-62-640 Neighborhood Events	\$ 774	\$ 774
100-63-612 Park Facilities	\$ 10,591	\$ 10,591
100-70-700 Community Development Admin	\$ 4,759	\$ 4,759
100-71-701 Current Planning	\$ 28,395	\$ 28,395
100-71-702 Mid Long Term Planning	\$ 10,259	\$ 10,259
100-72-712 Gen Fund Human Services Grants	\$ 1,502	\$ 1,502
100-73-713 General Building	\$ 7,881	\$ 7,881
100-73-714 Construction Plan Check	\$ 19,150	\$ 19,150

**ALLOCATION SUMMARY**

<b>100-41-426 Budgeting</b>	<b>Budget</b>	<b>Total</b>
100-73-715 Building Inspection	\$ 12,666	\$ 12,666
100-73-718 Muni - Bldg Code Enforcement	\$ 739	\$ 739
100-74-202 Code Enforcement	\$ 11,670	\$ 11,670
100-82-804 Plan Review	\$ 11,932	\$ 11,932
100-83-807 Service Center Administration	\$ 9,187	\$ 9,187
100-84-808 McClellan Ranch Park	\$ 1,470	\$ 1,470
100-84-809 Memorial Park	\$ 6,828	\$ 6,828
100-84-811 BBF Ground Maintenance	\$ 3,063	\$ 3,063
100-84-812 School Site Maintenance	\$ 11,535	\$ 11,535
100-84-813 Neighborhood Parks	\$ 21,618	\$ 21,618
100-84-814 Sport Fields Jollyman CRK	\$ 7,836	\$ 7,836
100-85-848 Street Lighting	\$ 8,436	\$ 8,436
100-85-850 Environmental Materials	\$ 1,825	\$ 1,825
100-86-261 Trail Maintenance	\$ 1,663	\$ 1,663
100-86-824 Overpasses and Medians	\$ 13,927	\$ 13,927
100-86-825 Street Tree Maintenance	\$ 14,913	\$ 14,913
100-86-826 Weekend Work Program	\$ 4,938	\$ 4,938
100-87-828 Bldg Maint Library	\$ 8,399	\$ 8,399
100-87-829 Bldg Maint Service Center	\$ 2,592	\$ 2,592
100-87-830 Bldg Maint Quinlan Center	\$ 4,791	\$ 4,791
100-87-831 Bldg Maint Senior Center	\$ 2,703	\$ 2,703
100-87-832 Bldg Maint McClellan Ranch	\$ 2,449	\$ 2,449
100-87-833 Bldg Maint Monta Vista Ct	\$ 1,554	\$ 1,554
100-87-834 Bldg Maint Wilson	\$ 798	\$ 798
100-87-835 Bldg Maint Portal	\$ 385	\$ 385
100-87-837 Bldg Maint Creekside	\$ 1,134	\$ 1,134
100-87-838 Comm Hall Bldg Maint	\$ 1,880	\$ 1,880
100-87-839 Teen Center Bldg Maint	\$ 441	\$ 441
100-87-840 Park Bathrooms	\$ 1,503	\$ 1,503

**ALLOCATION SUMMARY**

<b>100-41-426 Budgeting</b>	<b>Budget</b>	<b>Total</b>
100-87-841 BBF Facilities Maintenance	\$ 4,382	\$ 4,382
100-87-852 Franco Traffic Operations Center	\$ 127	\$ 127
100-87-857 City Hall Annex	\$ 208	\$ 208
100-88-844 Traffic Engineering	\$ 10,338	\$ 10,338
100-88-845 Traffic Signal Maintenance	\$ 6,836	\$ 6,836
100-88-846 Safe Routes 2 School	\$ 6,105	\$ 6,105
100-90-1 Non Departmental	\$ 53,981	\$ 53,981
230-81-802 Non Point Source	\$ 9,816	\$ 9,816
230-81-853 Storm Drain Fee	\$ 216	\$ 216
230-81-854 General Fund Subsidy	\$ 193	\$ 193
230-81-855 Storm Drain Maintenance	\$ 8,395	\$ 8,395
260-72-707 CDBG General Admin	\$ 1,101	\$ 1,101
260-72-709 CDBG Capital/Housing Projects	\$ 3,839	\$ 3,839
260-72-710 CDBG Public Service Grants	\$ 459	\$ 459
265-72-711 BMR Affordable Housing Fund	\$ 8,213	\$ 8,213
270-85-820 Sidewalk Curb and Gutter	\$ 14,968	\$ 14,968
270-85-821 Street Pavement Maintenance	\$ 32,892	\$ 32,892
270-85-822 Street Sign Marking	\$ 6,494	\$ 6,494
281-90-1 Non Departmental	\$ 125	\$ 125
365-90-500 Non Departmental - Facility Lease	\$ 22,322	\$ 22,322
420-99-7 ADA Improvements	\$ 834	\$ 834
420-99-47 CIP Prelim Planning & Design	\$ 1,042	\$ 1,042
420-99-48 Capital Project Support	\$ 417	\$ 417
420-99-56 St Light Install - Annual Infill	\$ 292	\$ 292
420-99-63 CW Bldg Condition Assess Impl	\$ 8,337	\$ 8,337
420-99-85 Playground EQ (Creekside&Varian)	\$ 2,501	\$ 2,501
420-99-266 SCB/Calabazas Creek SD Repair	\$ 3,501	\$ 3,501
420-99-267 Stevens Creek Bridge Repair	\$ 1,434	\$ 1,434
429-90-1 Non Departmental	\$ 16,898	\$ 16,898



**ALLOCATION SUMMARY**

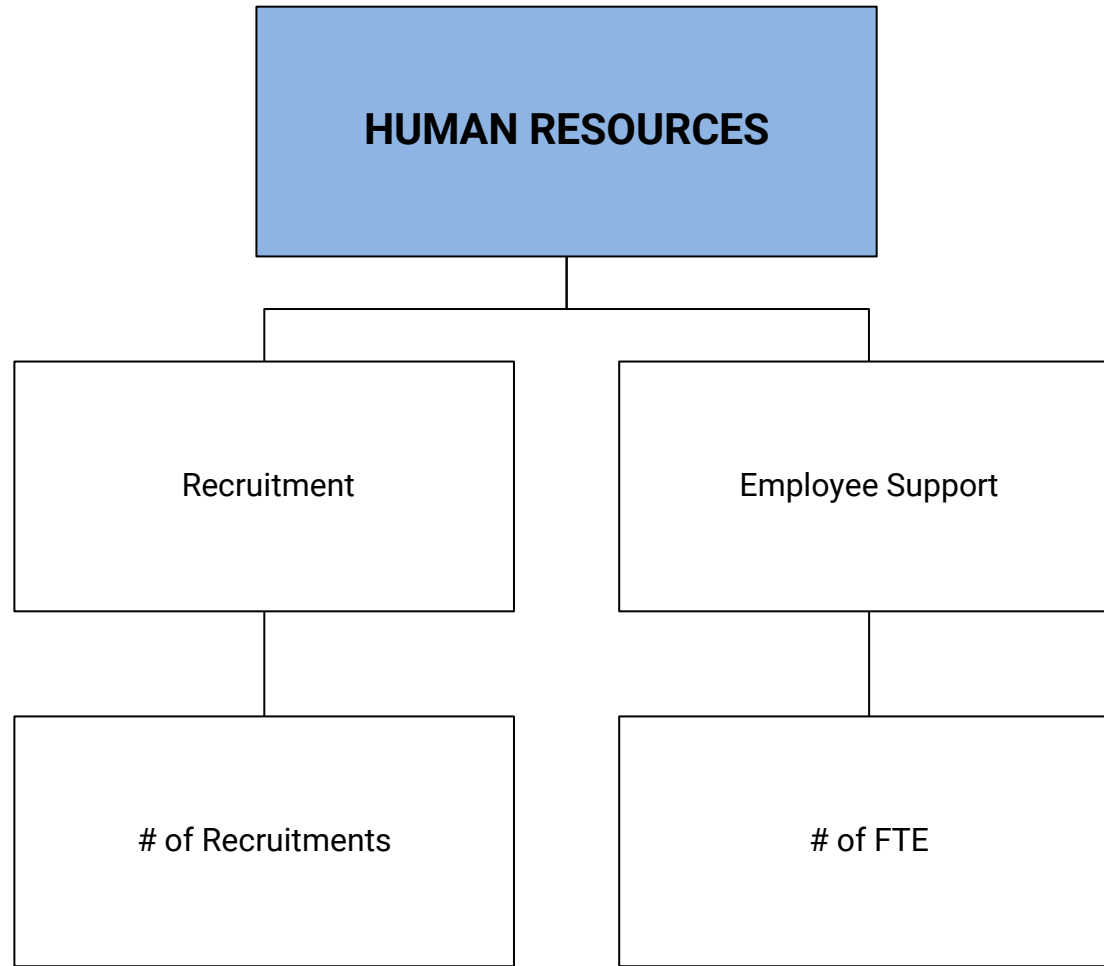
<b>100-41-426 Budgeting</b>	<b>Budget</b>	<b>Total</b>
520-81-801 Resources Recovery	\$ 21,978	\$ 21,978
560-63-616 BBF Golf Course	\$ 5,355	\$ 5,355
560-87-260 BBF Golf Maintenance	\$ 861	\$ 861
570-63-621 Sports Center Operation	\$ 23,679	\$ 23,679
570-87-836 Bldg Maint Sports Center	\$ 5,495	\$ 5,495
580-62-613 Youth Teen Recreation	\$ 14,199	\$ 14,199
580-63-620 Outdoor Recreation	\$ 9,062	\$ 9,062
610-30-300 Administration	\$ 1,582	\$ 1,582
610-34-310 Infrastructure	\$ 18,717	\$ 18,717
610-35-986 GIS	\$ 12,418	\$ 12,418
620-44-418 Workers Compensation Insurance	\$ 4,858	\$ 4,858
630-85-849 Equipment Maintenance	\$ 12,514	\$ 12,514
630-90-985 Non Departmental - Fixed Assets Acquisition	\$ 3,900	\$ 3,900
641-44-419 Long Term Disability	\$ 85	\$ 85
641-44-420 Compensated Absence	\$ 549	\$ 549
642-44-414 HR Retiree Benefits	\$ 1,240	\$ 1,240
<b>Total</b>	<b>\$ 825,081</b>	<b>\$ 825,081</b>

## 14 Human Resources

The Human Resources Division is responsible for the administration of employee benefits and labor relations, recruitment, classification, compensation, employee development, and benefits. The Division also administers risk management, safety and wellness, and workers compensation programs for all City Divisions. Costs for this division were allocated based on the estimated level of effort associated with support of the Receiving Divisions, as follows:

- **Recruitment** – represents the support associated with recruiting and onboarding of new employees for vacant positions. These costs are allocated based on the number of full and part-time recruitments per fund per Division.
- **Employee Support** – represents the support associated with labor relations, classification and compensation, promotions, and benefits administration. These costs have been allocated based on total number of full-time employees per fund per Division.

The chart on the following page illustrates the functions and measures used to allocate Human Resources costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

100-44-412 Human Resources	First Allocation	Second Allocation	Total
<b>Functional Expenditures</b>	<b>\$ 1,395,466</b>		<b>\$ 1,395,466</b>
Contingencies	\$ (3,477)		
<b>Total Disallowed Costs</b>	<b>\$ (3,477)</b>		<b>\$ (3,477)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 992	\$ 1,552	\$ 2,544
100-12-120 City Manager	\$ 29,702	\$ 11,395	\$ 41,097
100-13-130 City Clerk	\$ 2,806	\$ 2,751	\$ 5,556
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 5,267	\$ 1,315	\$ 6,582
100-32-308 Applications	\$ 67,950	\$ 18,307	\$ 86,258
100-40-400 Admin Services Administration	\$ 115,806	\$ 17,436	\$ 133,242
100-41-425 Purchasing	\$ 1,725	\$ 269	\$ 1,994
100-41-426 Budgeting	\$ 10,081	\$ 1,553	\$ 11,634
100-44-412 Human Resources		\$ 27,914	\$ 27,914
100-44-417 Insurance Administration		\$ 3,603	\$ 3,603
100-84-815 Civic Center Ground Maint		\$ 2,459	\$ 2,459
100-87-827 Bldg Maint City Hall		\$ 24,788	\$ 24,788
<b>Total Incoming Costs</b>	<b>\$ 234,877</b>	<b>\$ 113,347</b>	<b>\$ 348,224</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 1,626,866</b>	<b>\$ 113,347</b>	<b>\$ 1,740,213</b>

**100-44-412 Human Resources**

**EXPENSE DETAIL**

Expense Type	Expenses (\$)	Recruitment	Employee Support
<b>Personnel</b>			
Salaries & Wages	\$ 776,398	\$ 194,100	\$ 582,299
Fringe Benefits	\$ 337,405	\$ 84,351	\$ 253,054
<b>Subtotal Personnel Cost</b>	<b>\$ 1,113,803</b>	<b>\$ 278,451</b>	<b>\$ 835,352</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 60,192	\$ 15,048	\$ 45,144
General Services	\$ 217,994	\$ 54,499	\$ 163,496
Contingencies	\$ 3,477	\$ 869	\$ 2,608
<b>Subtotal Operating Cost</b>	<b>\$ 281,663</b>	<b>\$ 70,416</b>	<b>\$ 211,247</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 1,395,466</b>	<b>\$ 348,867</b>	<b>\$ 1,046,600</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (3,477)	\$ (869)	\$ (2,608)
<b>Subtotal Disallowed Costs</b>	<b>\$ (3,477)</b>	<b>\$ (869)</b>	<b>\$ (2,608)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,391,989</b>	<b>\$ 347,997</b>	<b>\$ 1,043,992</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 234,877	\$ 58,719	\$ 176,158
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,626,866</b>	<b>\$ 406,717</b>	<b>\$ 1,220,150</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 113,347	\$ 28,337	\$ 85,010
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 113,347</b>	<b>\$ 28,337</b>	<b>\$ 85,010</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,740,213</b>	<b>\$ 435,053</b>	<b>\$ 1,305,160</b>

**100-44-412 Human Resources**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Recruitment</b>							
100-12-120 City Manager	3.00	12.000%	\$ 48,806		\$ 48,806		\$ 48,806
100-12-126 Office of Communications	2.00	8.000%	\$ 32,537		\$ 32,537		\$ 32,537
100-41-405 Accounting	1.00	4.000%	\$ 16,269		\$ 16,269		\$ 16,269
100-41-425 Purchasing	1.00	4.000%	\$ 16,269		\$ 16,269		\$ 16,269
100-41-426 Budgeting	1.00	4.000%	\$ 16,269		\$ 16,269		\$ 16,269
100-80-800 Public Works Admin	3.00	12.000%	\$ 48,806		\$ 48,806	\$ 5,001	\$ 53,807
100-82-806 CIP Administration	2.00	8.000%	\$ 32,537		\$ 32,537	\$ 3,334	\$ 35,871
100-12-122 Sustainability Division	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
100-12-705 Economic Development	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
100-60-601 Rec & Comm Svcs Administration	2.00	8.000%	\$ 32,537		\$ 32,537	\$ 3,334	\$ 35,871
100-71-701 Current Planning	2.00	8.000%	\$ 32,537		\$ 32,537	\$ 3,334	\$ 35,871
100-71-702 Mid Long Term Planning	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
100-73-714 Construction Plan Check	2.00	8.000%	\$ 32,537		\$ 32,537	\$ 3,334	\$ 35,871
100-74-202 Code Enforcement	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
270-85-821 Street Pavement Maintenance	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
610-35-986 GIS	1.00	4.000%	\$ 16,269		\$ 16,269	\$ 1,667	\$ 17,936
<b>Total</b>	<b>25.00</b>	<b>100.000%</b>	<b>\$ 406,717</b>	<b>\$ -</b>	<b>\$ 406,717</b>	<b>\$ 28,337</b>	<b>\$ 435,053</b>

**Allocation Basis:**

**# of Recruitments / Dept / Program**

**Source of Allocation:**

**HR Email**

**100-44-412 Human Resources**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Employee Support</b>							
100-10-100 City Council	5.85	2.759%	\$ 33,669		\$ 33,669		\$ 33,669
100-12-120 City Manager	6.90	3.255%	\$ 39,712		\$ 39,712		\$ 39,712
100-12-126 Office of Communications	2.65	1.250%	\$ 15,252		\$ 15,252		\$ 15,252
100-12-633 Disaster Preparedness	1.95	0.920%	\$ 11,223		\$ 11,223		\$ 11,223
100-13-130 City Clerk	3.50	1.651%	\$ 20,144		\$ 20,144		\$ 20,144
100-15-141 City Attorney	3.00	1.415%	\$ 17,266		\$ 17,266		\$ 17,266
100-31-305 Video	3.00	1.415%	\$ 17,266		\$ 17,266		\$ 17,266
100-32-308 Applications	3.50	1.651%	\$ 20,144		\$ 20,144		\$ 20,144
100-40-400 Admin Services Administration	1.40	0.660%	\$ 8,058		\$ 8,058		\$ 8,058
100-41-405 Accounting	7.05	3.325%	\$ 40,576		\$ 40,576		\$ 40,576
100-41-425 Purchasing	1.20	0.566%	\$ 6,907		\$ 6,907		\$ 6,907
100-41-426 Budgeting	1.95	0.920%	\$ 11,223		\$ 11,223		\$ 11,223
100-44-412 Human Resources	4.85	2.288%	\$ 27,914		\$ 27,914		\$ 27,914
100-44-417 Insurance Administration	0.15	0.071%	\$ 863		\$ 863	\$ 77	\$ 941
100-80-800 Public Works Admin	3.95	1.863%	\$ 22,734		\$ 22,734	\$ 2,033	\$ 24,767
100-82-806 CIP Administration	5.75	2.712%	\$ 33,094		\$ 33,094	\$ 2,959	\$ 36,053
100-84-815 Civic Center Ground Maint	0.80	0.377%	\$ 4,604		\$ 4,604	\$ 412	\$ 5,016
100-87-827 Bldg Maint City Hall	0.70	0.330%	\$ 4,029		\$ 4,029	\$ 360	\$ 4,389
100-10-110 Sister Cities	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-11-131 Telecommunication Commission	0.07	0.033%	\$ 403		\$ 403	\$ 36	\$ 439
100-11-140 Library Commission	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-11-142 Fine Arts Commission	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-11-150 Public Safety Commission	0.05	0.024%	\$ 288		\$ 288	\$ 26	\$ 314
100-11-155 Bike/Ped Safety Commission	0.15	0.071%	\$ 863		\$ 863	\$ 77	\$ 941
100-11-160 Recreation Commission	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-11-165 Teen Commission	0.05	0.024%	\$ 288		\$ 288	\$ 26	\$ 314
100-11-170 Planning Commission	0.26	0.123%	\$ 1,496		\$ 1,496	\$ 134	\$ 1,630
100-11-175 Housing Commission	0.15	0.071%	\$ 863		\$ 863	\$ 77	\$ 941
100-11-180 Sustainability Commission	0.15	0.071%	\$ 863		\$ 863	\$ 77	\$ 941
100-11-190 Audit Committee	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-12-122 Sustainability Division	1.80	0.849%	\$ 10,360		\$ 10,360	\$ 926	\$ 11,286
100-12-632 Comm Outreach & Neigh Watch	1.00	0.472%	\$ 5,755		\$ 5,755	\$ 515	\$ 6,270
100-12-705 Economic Development	1.00	0.472%	\$ 5,755		\$ 5,755	\$ 515	\$ 6,270
100-41-406 Business Licenses	1.10	0.519%	\$ 6,331		\$ 6,331	\$ 566	\$ 6,897

**100-44-412 Human Resources**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-60-601 Rec & Comm Svcs Administration	4.90	2.311%	\$ 28,202		\$ 28,202	\$ 2,521	\$ 30,723
100-61-602 Administration	3.00	1.415%	\$ 17,266		\$ 17,266	\$ 1,544	\$ 18,810
100-61-605 Cultural Events	1.00	0.472%	\$ 5,755		\$ 5,755	\$ 515	\$ 6,270
100-61-630 Facilities	2.25	1.061%	\$ 12,950		\$ 12,950	\$ 1,158	\$ 14,108
100-62-608 Administration	2.95	1.392%	\$ 16,978		\$ 16,978	\$ 1,518	\$ 18,497
100-62-623 Youth, Teen and Senior Adult Rec	2.05	0.967%	\$ 11,799		\$ 11,799	\$ 1,055	\$ 12,854
100-62-639 Youth and Teen Programs	0.75	0.354%	\$ 4,317		\$ 4,317	\$ 386	\$ 4,703
100-62-640 Neighborhood Events	0.25	0.118%	\$ 1,439		\$ 1,439	\$ 129	\$ 1,568
100-63-612 Park Facilities	3.18	1.500%	\$ 18,302		\$ 18,302	\$ 1,636	\$ 19,939
100-70-700 Community Development Admin	0.50	0.236%	\$ 2,878		\$ 2,878	\$ 257	\$ 3,135
100-71-701 Current Planning	9.48	4.472%	\$ 54,561		\$ 54,561	\$ 4,878	\$ 59,440
100-71-702 Mid Long Term Planning	3.49	1.646%	\$ 20,086		\$ 20,086	\$ 1,796	\$ 21,882
100-73-713 General Building	3.12	1.472%	\$ 17,957		\$ 17,957	\$ 1,606	\$ 19,562
100-73-714 Construction Plan Check	6.70	3.160%	\$ 38,561		\$ 38,561	\$ 3,448	\$ 42,009
100-73-715 Building Inspection	5.15	2.429%	\$ 29,640		\$ 29,640	\$ 2,650	\$ 32,291
100-73-718 Muni - Bldg Code Enforcement	0.25	0.118%	\$ 1,439		\$ 1,439	\$ 129	\$ 1,568
100-74-202 Code Enforcement	4.00	1.887%	\$ 23,022		\$ 23,022	\$ 2,058	\$ 25,080
100-82-804 Plan Review	3.90	1.840%	\$ 22,446		\$ 22,446	\$ 2,007	\$ 24,453
100-83-807 Service Center Administration	3.05	1.439%	\$ 17,554		\$ 17,554	\$ 1,570	\$ 19,124
100-84-808 McClellan Ranch Park	0.40	0.189%	\$ 2,302		\$ 2,302	\$ 206	\$ 2,508
100-84-809 Memorial Park	1.50	0.708%	\$ 8,633		\$ 8,633	\$ 772	\$ 9,405
100-84-811 BBF Ground Maintenance	1.00	0.472%	\$ 5,755		\$ 5,755	\$ 515	\$ 6,270
100-84-812 School Site Maintenance	4.20	1.981%	\$ 24,173		\$ 24,173	\$ 2,161	\$ 26,334
100-84-813 Neighborhood Parks	8.60	4.057%	\$ 49,497		\$ 49,497	\$ 4,425	\$ 53,922
100-84-814 Sport Fields Jollyman CRK	2.50	1.179%	\$ 14,389		\$ 14,389	\$ 1,286	\$ 15,675
100-85-848 Street Lighting	1.25	0.590%	\$ 7,194		\$ 7,194	\$ 643	\$ 7,838
100-85-850 Environmental Materials	0.75	0.354%	\$ 4,317		\$ 4,317	\$ 386	\$ 4,703
100-86-261 Trail Maintenance	0.85	0.401%	\$ 4,892		\$ 4,892	\$ 437	\$ 5,330
100-86-824 Overpasses and Medians	6.55	3.090%	\$ 37,698		\$ 37,698	\$ 3,371	\$ 41,069
100-86-825 Street Tree Maintenance	7.40	3.491%	\$ 42,590		\$ 42,590	\$ 3,808	\$ 46,398
100-86-826 Weekend Work Program	2.20	1.038%	\$ 12,662		\$ 12,662	\$ 1,132	\$ 13,794
100-87-828 Bldg Maint Library	0.60	0.283%	\$ 3,453		\$ 3,453	\$ 309	\$ 3,762
100-87-829 Bldg Maint Service Center	0.50	0.236%	\$ 2,878		\$ 2,878	\$ 257	\$ 3,135
100-87-830 Bldg Maint Quinlan Center	0.60	0.283%	\$ 3,453		\$ 3,453	\$ 309	\$ 3,762
100-87-831 Bldg Maint Senior Center	0.60	0.283%	\$ 3,453		\$ 3,453	\$ 309	\$ 3,762
100-87-832 Bldg Maint McClellan Ranch	0.60	0.283%	\$ 3,453		\$ 3,453	\$ 309	\$ 3,762



**100-44-412 Human Resources**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-87-833 Bldg Maint Monta Vista Ct	0.30	0.142%	\$ 1,727		\$ 1,727	\$ 154	\$ 1,881
100-87-834 Bldg Maint Wilson	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-87-837 Bldg Maint Creekside	0.30	0.142%	\$ 1,727		\$ 1,727	\$ 154	\$ 1,881
100-87-838 Comm Hall Bldg Maint	0.30	0.142%	\$ 1,727		\$ 1,727	\$ 154	\$ 1,881
100-87-839 Teen Center Bldg Maint	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-87-840 Park Bathrooms	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-87-841 BBF Facilities Maintenance	1.40	0.660%	\$ 8,058		\$ 8,058	\$ 720	\$ 8,778
100-87-857 City Hall Annex	0.10	0.047%	\$ 576		\$ 576	\$ 51	\$ 627
100-88-844 Traffic Engineering	3.40	1.604%	\$ 19,568		\$ 19,568	\$ 1,750	\$ 21,318
100-88-845 Traffic Signal Maintenance	2.00	0.943%	\$ 11,511		\$ 11,511	\$ 1,029	\$ 12,540
100-88-846 Safe Routes 2 School	1.00	0.472%	\$ 5,755		\$ 5,755	\$ 515	\$ 6,270
230-81-802 Non Point Source	2.72	1.283%	\$ 15,655		\$ 15,655	\$ 1,400	\$ 17,054
230-81-855 Storm Drain Maintenance	2.20	1.038%	\$ 12,662		\$ 12,662	\$ 1,132	\$ 13,794
260-72-707 CDBG General Admin	0.49	0.233%	\$ 2,843		\$ 2,843	\$ 254	\$ 3,097
265-72-711 BMR Affordable Housing Fund	1.21	0.569%	\$ 6,941		\$ 6,941	\$ 621	\$ 7,562
270-85-820 Sidewalk Curb and Gutter	1.90	0.896%	\$ 10,935		\$ 10,935	\$ 978	\$ 11,913
270-85-821 Street Pavement Maintenance	3.60	1.698%	\$ 20,720		\$ 20,720	\$ 1,853	\$ 22,572
270-85-822 Street Sign Marking	3.05	1.439%	\$ 17,554		\$ 17,554	\$ 1,570	\$ 19,124
520-81-801 Resources Recovery	3.60	1.698%	\$ 20,720		\$ 20,720	\$ 1,853	\$ 22,572
560-63-616 BBF Golf Course	1.10	0.519%	\$ 6,331		\$ 6,331	\$ 566	\$ 6,897
570-63-621 Sports Center Operation	2.40	1.132%	\$ 13,813		\$ 13,813	\$ 1,235	\$ 15,048
570-87-836 Bldg Maint Sports Center	0.70	0.330%	\$ 4,029		\$ 4,029	\$ 360	\$ 4,389
580-62-613 Youth Teen Recreation	1.70	0.802%	\$ 9,784		\$ 9,784	\$ 875	\$ 10,659
580-63-620 Outdoor Recreation	2.10	0.991%	\$ 12,086		\$ 12,086	\$ 1,081	\$ 13,167
610-30-300 Administration	0.53	0.250%	\$ 3,050		\$ 3,050	\$ 273	\$ 3,323
610-34-310 Infrastructure	4.50	2.123%	\$ 25,899		\$ 25,899	\$ 2,316	\$ 28,215
610-35-986 GIS	3.40	1.604%	\$ 19,568		\$ 19,568	\$ 1,750	\$ 21,318
620-44-418 Workers Compensation Insurance	0.20	0.094%	\$ 1,151		\$ 1,151	\$ 103	\$ 1,254
630-85-849 Equipment Maintenance	3.00	1.415%	\$ 17,266		\$ 17,266	\$ 1,544	\$ 18,810
<b>Total</b>	<b>212.00</b>	<b>100.000%</b>	<b>\$ 1,220,150</b>	<b>\$ -</b>	<b>\$ 1,220,150</b>	<b>\$ 85,010</b>	<b>\$ 1,305,160</b>

**Allocation Basis:**

**# of FTE**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

<b>100-44-412 Human Resources</b>	<b>Recruitment</b>	<b>Employee Support</b>	<b>Total</b>
100-10-100 City Council	\$ -	\$ 33,669	\$ 33,669
100-12-120 City Manager	\$ 48,806	\$ 39,712	\$ 88,518
100-12-126 Office of Communications	\$ 32,537	\$ 15,252	\$ 47,789
100-12-633 Disaster Preparedness	\$ -	\$ 11,223	\$ 11,223
100-13-130 City Clerk	\$ -	\$ 20,144	\$ 20,144
100-15-141 City Attorney	\$ -	\$ 17,266	\$ 17,266
100-31-305 Video	\$ -	\$ 17,266	\$ 17,266
100-32-308 Applications	\$ -	\$ 20,144	\$ 20,144
100-40-400 Admin Services Administration	\$ -	\$ 8,058	\$ 8,058
100-41-405 Accounting	\$ 16,269	\$ 40,576	\$ 56,844
100-41-425 Purchasing	\$ 16,269	\$ 6,907	\$ 23,175
100-41-426 Budgeting	\$ 16,269	\$ 11,223	\$ 27,492
100-44-412 Human Resources	\$ -	\$ 27,914	\$ 27,914
100-44-417 Insurance Administration	\$ -	\$ 941	\$ 941
100-80-800 Public Works Admin	\$ 53,807	\$ 24,767	\$ 78,573
100-82-806 CIP Administration	\$ 35,871	\$ 36,053	\$ 71,924
100-84-815 Civic Center Ground Maint	\$ -	\$ 5,016	\$ 5,016
100-87-827 Bldg Maint City Hall	\$ -	\$ 4,389	\$ 4,389
100-10-110 Sister Cities	\$ -	\$ 627	\$ 627
100-11-131 Telecommunication Commission	\$ -	\$ 439	\$ 439
100-11-140 Library Commission	\$ -	\$ 627	\$ 627
100-11-142 Fine Arts Commission	\$ -	\$ 627	\$ 627
100-11-150 Public Safety Commission	\$ -	\$ 314	\$ 314
100-11-155 Bike/Ped Safety Commission	\$ -	\$ 941	\$ 941
100-11-160 Recreation Commission	\$ -	\$ 627	\$ 627
100-11-165 Teen Commission	\$ -	\$ 314	\$ 314
100-11-170 Planning Commission	\$ -	\$ 1,630	\$ 1,630
100-11-175 Housing Commission	\$ -	\$ 941	\$ 941
100-11-180 Sustainability Commission	\$ -	\$ 941	\$ 941

**ALLOCATION SUMMARY**

<b>100-44-412 Human Resources</b>	<b>Recruitment</b>	<b>Employee Support</b>	<b>Total</b>
100-11-190 Audit Committee	\$ -	\$ 627	\$ 627
100-12-122 Sustainability Division	\$ 17,936	\$ 11,286	\$ 29,222
100-12-632 Comm Outreach & Neigh Watch	\$ -	\$ 6,270	\$ 6,270
100-12-705 Economic Development	\$ 17,936	\$ 6,270	\$ 24,206
100-41-406 Business Licenses	\$ -	\$ 6,897	\$ 6,897
100-60-601 Rec & Comm Svcs Administration	\$ 35,871	\$ 30,723	\$ 66,594
100-61-602 Administration	\$ -	\$ 18,810	\$ 18,810
100-61-605 Cultural Events	\$ -	\$ 6,270	\$ 6,270
100-61-630 Facilities	\$ -	\$ 14,108	\$ 14,108
100-62-608 Administration	\$ -	\$ 18,497	\$ 18,497
100-62-623 Youth, Teen and Senior Adult Rec	\$ -	\$ 12,854	\$ 12,854
100-62-639 Youth and Teen Programs	\$ -	\$ 4,703	\$ 4,703
100-62-640 Neighborhood Events	\$ -	\$ 1,568	\$ 1,568
100-63-612 Park Facilities	\$ -	\$ 19,939	\$ 19,939
100-70-700 Community Development Admin	\$ -	\$ 3,135	\$ 3,135
100-71-701 Current Planning	\$ 35,871	\$ 59,440	\$ 95,311
100-71-702 Mid Long Term Planning	\$ 17,936	\$ 21,882	\$ 39,818
100-73-713 General Building	\$ -	\$ 19,562	\$ 19,562
100-73-714 Construction Plan Check	\$ 35,871	\$ 42,009	\$ 77,880
100-73-715 Building Inspection	\$ -	\$ 32,291	\$ 32,291
100-73-718 Muni - Bldg Code Enforcement	\$ -	\$ 1,568	\$ 1,568
100-74-202 Code Enforcement	\$ 17,936	\$ 25,080	\$ 43,016
100-82-804 Plan Review	\$ -	\$ 24,453	\$ 24,453
100-83-807 Service Center Administration	\$ -	\$ 19,124	\$ 19,124
100-84-808 McClellan Ranch Park	\$ -	\$ 2,508	\$ 2,508
100-84-809 Memorial Park	\$ -	\$ 9,405	\$ 9,405
100-84-811 BBF Ground Maintenance	\$ -	\$ 6,270	\$ 6,270
100-84-812 School Site Maintenance	\$ -	\$ 26,334	\$ 26,334
100-84-813 Neighborhood Parks	\$ -	\$ 53,922	\$ 53,922

**ALLOCATION SUMMARY**

<b>100-44-412 Human Resources</b>	<b>Recruitment</b>	<b>Employee Support</b>	<b>Total</b>
100-84-814 Sport Fields Jollyman CRK	\$ -	\$ 15,675	\$ 15,675
100-85-848 Street Lighting	\$ -	\$ 7,838	\$ 7,838
100-85-850 Environmental Materials	\$ -	\$ 4,703	\$ 4,703
100-86-261 Trail Maintenance	\$ -	\$ 5,330	\$ 5,330
100-86-824 Overpasses and Medians	\$ -	\$ 41,069	\$ 41,069
100-86-825 Street Tree Maintenance	\$ -	\$ 46,398	\$ 46,398
100-86-826 Weekend Work Program	\$ -	\$ 13,794	\$ 13,794
100-87-828 Bldg Maint Library	\$ -	\$ 3,762	\$ 3,762
100-87-829 Bldg Maint Service Center	\$ -	\$ 3,135	\$ 3,135
100-87-830 Bldg Maint Quinlan Center	\$ -	\$ 3,762	\$ 3,762
100-87-831 Bldg Maint Senior Center	\$ -	\$ 3,762	\$ 3,762
100-87-832 Bldg Maint McClellan Ranch	\$ -	\$ 3,762	\$ 3,762
100-87-833 Bldg Maint Monta Vista Ct	\$ -	\$ 1,881	\$ 1,881
100-87-834 Bldg Maint Wilson	\$ -	\$ 627	\$ 627
100-87-837 Bldg Maint Creekside	\$ -	\$ 1,881	\$ 1,881
100-87-838 Comm Hall Bldg Maint	\$ -	\$ 1,881	\$ 1,881
100-87-839 Teen Center Bldg Maint	\$ -	\$ 627	\$ 627
100-87-840 Park Bathrooms	\$ -	\$ 627	\$ 627
100-87-841 BBF Facilities Maintenance	\$ -	\$ 8,778	\$ 8,778
100-87-857 City Hall Annex	\$ -	\$ 627	\$ 627
100-88-844 Traffic Engineering	\$ -	\$ 21,318	\$ 21,318
100-88-845 Traffic Signal Maintenance	\$ -	\$ 12,540	\$ 12,540
100-88-846 Safe Routes 2 School	\$ -	\$ 6,270	\$ 6,270
230-81-802 Non Point Source	\$ -	\$ 17,054	\$ 17,054
230-81-855 Storm Drain Maintenance	\$ -	\$ 13,794	\$ 13,794
260-72-707 CDBG General Admin	\$ -	\$ 3,097	\$ 3,097
265-72-711 BMR Affordable Housing Fund	\$ -	\$ 7,562	\$ 7,562
270-85-820 Sidewalk Curb and Gutter	\$ -	\$ 11,913	\$ 11,913
270-85-821 Street Pavement Maintenance	\$ 17,936	\$ 22,572	\$ 40,508

**ALLOCATION SUMMARY**

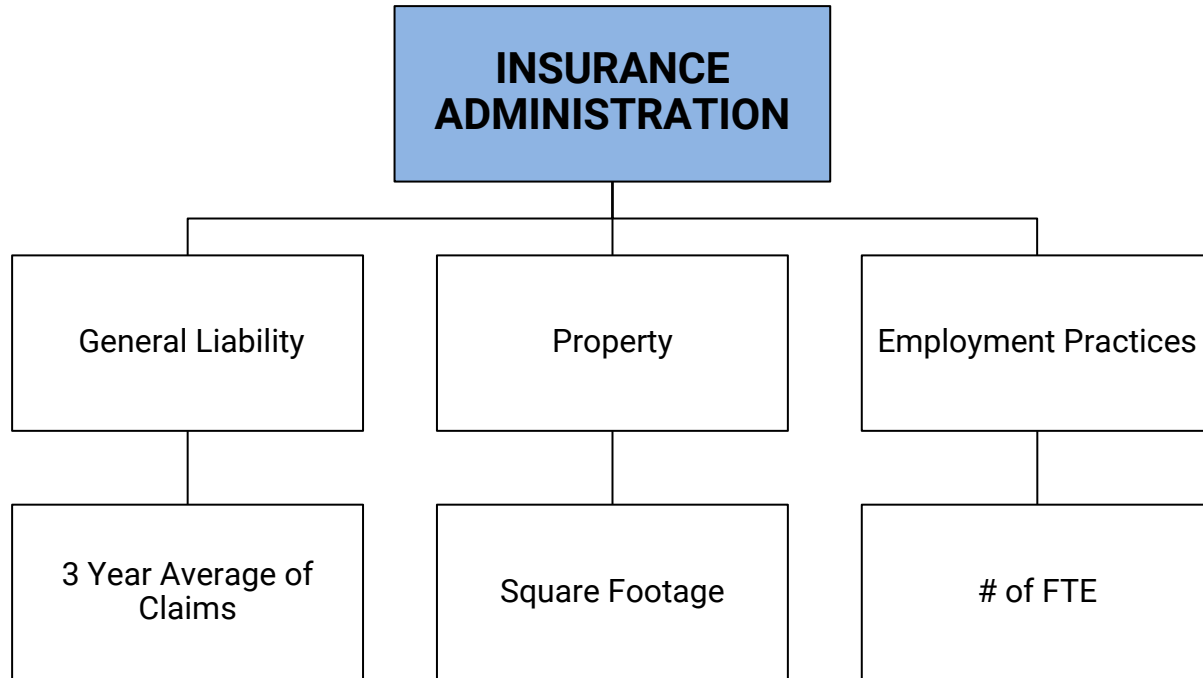
<b>100-44-412 Human Resources</b>	<b>Recruitment</b>	<b>Employee Support</b>	<b>Total</b>
270-85-822 Street Sign Marking	\$ -	\$ 19,124	\$ 19,124
520-81-801 Resources Recovery	\$ -	\$ 22,572	\$ 22,572
560-63-616 BBF Golf Course	\$ -	\$ 6,897	\$ 6,897
570-63-621 Sports Center Operation	\$ -	\$ 15,048	\$ 15,048
570-87-836 Bldg Maint Sports Center	\$ -	\$ 4,389	\$ 4,389
580-62-613 Youth Teen Recreation	\$ -	\$ 10,659	\$ 10,659
580-63-620 Outdoor Recreation	\$ -	\$ 13,167	\$ 13,167
610-30-300 Administration	\$ -	\$ 3,323	\$ 3,323
610-34-310 Infrastructure	\$ -	\$ 28,215	\$ 28,215
610-35-986 GIS	\$ 17,936	\$ 21,318	\$ 39,254
620-44-418 Workers Compensation Insurance	\$ -	\$ 1,254	\$ 1,254
630-85-849 Equipment Maintenance	\$ -	\$ 18,810	\$ 18,810
<b>Total</b>	<b>\$ 435,053</b>	<b>\$ 1,305,160</b>	<b>\$ 1,740,213</b>

## 15 Insurance Administration

The Insurance Administration Division oversees the management of Citywide insurances including property, general liability, and employment. Insurance Administration costs are allocated to Receiving Divisions, as follows:

- **General Liability** – represents the costs associated with administering the General Liability program as well as the premium costs. These costs are allocated based on a three-year average of the number of claims per division.
- **Property** – refers to costs associated with maintaining the City’s property insurance policies. These costs are allocated based on square feet of insured property occupied per division.
- **Employment Practices** – represents the costs associated with maintaining and managing the employment practices liability premiums. These costs are allocated based on the total number of full-time employees per division.

The chart on the following page illustrates the functions and measures used to allocate Insurance Administration costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-44-417 Insurance Administration</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 2,297,437</b>		<b>\$ 2,297,437</b>
Contingencies	\$ (27,352)		
<b>Total Disallowed Costs</b>	<b>\$ (27,352)</b>		<b>\$ (27,352)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 15,227	\$ 5,593	\$ 20,820
100-13-130 City Clerk	\$ 275	\$ 177	\$ 451
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-40-400 Admin Services Administration	\$ 3,582	\$ 539	\$ 4,121
100-41-426 Budgeting	\$ 1,660	\$ 256	\$ 1,915
100-44-412 Human Resources	\$ 863	\$ 77	\$ 941
100-44-417 Insurance Administration		\$ 111	\$ 111
100-84-815 Civic Center Ground Maint		\$ 96	\$ 96
100-87-827 Bldg Maint City Hall		\$ 966	\$ 966
<b>Total Incoming Costs</b>	<b>\$ 22,155</b>	<b>\$ 7,821</b>	<b>\$ 29,976</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 2,292,240</b>	<b>\$ 7,821</b>	<b>\$ 2,300,061</b>



**100-44-417 Insurance Administration**

**EXPENSE DETAIL**

Expense Type	Expenses (\$)	General Liability	Property	Employment Practices
<b>Personnel</b>				
Salaries & Wages	\$ 21,793	\$ 15,368	\$ 4,927	\$ 1,497
Fringe Benefits	\$ 9,403	\$ 6,631	\$ 2,126	\$ 646
<b>Subtotal Personnel Cost</b>	<b>\$ 31,196</b>	<b>\$ 21,999</b>	<b>\$ 7,053</b>	<b>\$ 2,143</b>
<b>Operating Services &amp; Supplies</b>				
General Services	\$ 2,188,193	\$ 1,543,114	\$ 494,750	\$ 150,329
Contingencies	\$ 27,352	\$ 19,289	\$ 6,184	\$ 1,879
CAP Allocations/Reimbursement	\$ 50,696	\$ 35,751	\$ 11,462	\$ 3,483
<b>Subtotal Operating Cost</b>	<b>\$ 2,266,241</b>	<b>\$1,598,153</b>	<b>\$ 512,397</b>	<b>\$ 155,691</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 2,297,437</b>	<b>\$1,620,153</b>	<b>\$ 519,451</b>	<b>\$ 157,834</b>
<b>Disallowed Costs</b>				
Contingencies	\$ (27,352)	\$ (19,289)	\$ (6,184)	\$ (1,879)
<b>Subtotal Disallowed Costs</b>	<b>\$ (27,352)</b>	<b>\$ (19,289)</b>	<b>\$ (6,184)</b>	<b>\$ (1,879)</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 2,270,085</b>	<b>\$1,600,864</b>	<b>\$ 513,266</b>	<b>\$ 155,955</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 22,155	\$ 15,624	\$ 5,009	\$ 1,522
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 2,292,240</b>	<b>\$1,616,487</b>	<b>\$ 518,275</b>	<b>\$ 157,477</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 7,821	\$ 5,515	\$ 1,768	\$ 537
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 7,821</b>	<b>\$ 5,515</b>	<b>\$ 1,768</b>	<b>\$ 537</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 2,300,061</b>	<b>\$1,622,003</b>	<b>\$ 520,044</b>	<b>\$ 158,014</b>

**100-44-417 Insurance Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>General Liability</b>							
100-12-120 City Manager	3.00	7.500%	\$ 121,237		\$ 121,237		\$ 121,237
100-20-200 Law Enforcement SC Sherif	0.67	1.675%	\$ 27,076		\$ 27,076	\$ 100	\$ 27,176
100-60-601 Rec & Comm Svcs Administration	6.00	15.000%	\$ 242,473		\$ 242,473	\$ 894	\$ 243,367
100-61-630 Facilities	2.33	5.825%	\$ 94,160		\$ 94,160	\$ 347	\$ 94,508
100-63-612 Park Facilities	7.00	17.500%	\$ 282,885		\$ 282,885	\$ 1,043	\$ 283,929
100-70-700 Community Development Admin	0.33	0.825%	\$ 13,336		\$ 13,336	\$ 49	\$ 13,385
100-86-825 Street Tree Maintenance	6.00	15.000%	\$ 242,473		\$ 242,473	\$ 894	\$ 243,367
100-88-844 Traffic Engineering	0.33	0.825%	\$ 13,336		\$ 13,336	\$ 49	\$ 13,385
270-85-821 Street Pavement Maintenance	11.67	29.175%	\$ 471,610		\$ 471,610	\$ 1,740	\$ 473,350
0-0-0 Other	2.67	6.675%	\$ 107,901		\$ 107,901	\$ 398	\$ 108,299
<b>Total</b>	<b>40.00</b>	<b>100.000%</b>	<b>\$ 1,616,487</b>	<b>\$ -</b>	<b>\$ 1,616,487</b>	<b>\$ 5,515</b>	<b>\$ 1,622,003</b>

**Allocation Basis:**

**3 Year Avg Claim History**

**Source of Allocation:**

**GL FY Logs (FY20-23)**

**100-44-417 Insurance Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Property</b>							
100-87-827 Bldg Maint City Hall	23,040.00	10.964%	\$ 56,825		\$ 56,825	\$ 194	\$ 57,019
100-84-809 Memorial Park	1,035.00	0.493%	\$ 2,553		\$ 2,553	\$ 9	\$ 2,561
100-84-812 School Site Maintenance	744.00	0.354%	\$ 1,835		\$ 1,835	\$ 6	\$ 1,841
100-84-813 Neighborhood Parks	232.00	0.110%	\$ 572		\$ 572	\$ 2	\$ 574
100-84-814 Sport Fields Jollyman CRK	529.00	0.252%	\$ 1,305		\$ 1,305	\$ 4	\$ 1,309
100-87-828 Bldg Maint Library	57,389.00	27.310%	\$ 141,542		\$ 141,542	\$ 483	\$ 142,025
100-87-829 Bldg Maint Service Center	18,435.00	8.773%	\$ 45,468		\$ 45,468	\$ 155	\$ 45,623
100-87-830 Bldg Maint Quinlan Center	28,695.00	13.655%	\$ 70,772		\$ 70,772	\$ 241	\$ 71,014
100-87-831 Bldg Maint Senior Center	15,500.00	7.376%	\$ 38,229		\$ 38,229	\$ 130	\$ 38,359
100-87-832 Bldg Maint McClellan Ranch	8,991.00	4.279%	\$ 22,175		\$ 22,175	\$ 76	\$ 22,251
100-87-833 Bldg Maint Monta Vista Ct	11,996.00	5.709%	\$ 29,587		\$ 29,587	\$ 101	\$ 29,688
100-87-834 Bldg Maint Wilson	2,369.00	1.127%	\$ 5,843		\$ 5,843	\$ 20	\$ 5,863
100-87-835 Bldg Maint Portal	1,857.00	0.884%	\$ 4,580		\$ 4,580	\$ 16	\$ 4,596
100-87-837 Bldg Maint Creekside	1,750.00	0.833%	\$ 4,316		\$ 4,316	\$ 15	\$ 4,331
100-87-838 Comm Hall Bldg Maint	6,000.00	2.855%	\$ 14,798		\$ 14,798	\$ 50	\$ 14,849
100-87-841 BBF Facilities Maintenance	11,165.00	5.313%	\$ 27,537		\$ 27,537	\$ 94	\$ 27,631
100-88-845 Traffic Signal Maintenance	1,532.00	0.729%	\$ 3,778		\$ 3,778	\$ 13	\$ 3,791
560-87-260 BBF Golf Maintenance	2,128.00	1.013%	\$ 5,248		\$ 5,248	\$ 18	\$ 5,266
570-87-836 Bldg Maint Sports Center	16,750.00	7.971%	\$ 41,312		\$ 41,312	\$ 141	\$ 41,453
<b>Total</b>	<b>210,137.00</b>	<b>100.000%</b>	<b>\$ 518,275</b>	<b>\$ -</b>	<b>\$ 518,275</b>	<b>\$ 1,768</b>	<b>\$ 520,044</b>

**Allocation Basis:**

**Sq. Ft.**

**Source of Allocation:**

**Sq. Footage Report**

**100-44-417 Insurance Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Employment Practices</b>							
100-10-100 City Council	5.85	2.759%	\$ 4,345		\$ 4,345		\$ 4,345
100-12-120 City Manager	6.90	3.255%	\$ 5,125		\$ 5,125		\$ 5,125
100-12-126 Office of Communications	2.65	1.250%	\$ 1,968		\$ 1,968		\$ 1,968
100-12-633 Disaster Preparedness	1.95	0.920%	\$ 1,448		\$ 1,448		\$ 1,448
100-13-130 City Clerk	3.50	1.651%	\$ 2,600		\$ 2,600		\$ 2,600
100-15-141 City Attorney	3.00	1.415%	\$ 2,228		\$ 2,228		\$ 2,228
100-31-305 Video	3.00	1.415%	\$ 2,228		\$ 2,228		\$ 2,228
100-32-308 Applications	3.50	1.651%	\$ 2,600		\$ 2,600		\$ 2,600
100-40-400 Admin Services Administration	1.40	0.660%	\$ 1,040		\$ 1,040		\$ 1,040
100-41-405 Accounting	7.05	3.325%	\$ 5,237		\$ 5,237		\$ 5,237
100-41-425 Purchasing	1.20	0.566%	\$ 891		\$ 891		\$ 891
100-41-426 Budgeting	1.95	0.920%	\$ 1,448		\$ 1,448		\$ 1,448
100-44-412 Human Resources	4.85	2.288%	\$ 3,603		\$ 3,603		\$ 3,603
100-44-417 Insurance Administration	0.15	0.071%	\$ 111		\$ 111		\$ 111
100-80-800 Public Works Admin	3.95	1.863%	\$ 2,934		\$ 2,934	\$ 13	\$ 2,947
100-82-806 CIP Administration	5.75	2.712%	\$ 4,271		\$ 4,271	\$ 19	\$ 4,290
100-84-815 Civic Center Ground Maint	0.80	0.377%	\$ 594		\$ 594	\$ 3	\$ 597
100-87-827 Bldg Maint City Hall	0.70	0.330%	\$ 520		\$ 520	\$ 2	\$ 522
100-10-110 Sister Cities	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-11-131 Telecommunication Commission	0.07	0.033%	\$ 52		\$ 52	\$ 0	\$ 52
100-11-140 Library Commission	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-11-142 Fine Arts Commission	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-11-150 Public Safety Commission	0.05	0.024%	\$ 37		\$ 37	\$ 0	\$ 37
100-11-155 Bike/Ped Safety Commission	0.15	0.071%	\$ 111		\$ 111	\$ 0	\$ 112
100-11-160 Recreation Commission	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-11-165 Teen Commission	0.05	0.024%	\$ 37		\$ 37	\$ 0	\$ 37
100-11-170 Planning Commission	0.26	0.123%	\$ 193		\$ 193	\$ 1	\$ 194
100-11-175 Housing Commission	0.15	0.071%	\$ 111		\$ 111	\$ 0	\$ 112
100-11-180 Sustainability Commission	0.15	0.071%	\$ 111		\$ 111	\$ 0	\$ 112
100-11-190 Audit Committee	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-12-122 Sustainability Division	1.80	0.849%	\$ 1,337		\$ 1,337	\$ 6	\$ 1,343
100-12-632 Comm Outreach & Neigh Watch	1.00	0.472%	\$ 743		\$ 743	\$ 3	\$ 746
100-12-705 Economic Development	1.00	0.472%	\$ 743		\$ 743	\$ 3	\$ 746
100-41-406 Business Licenses	1.10	0.519%	\$ 817		\$ 817	\$ 4	\$ 821
100-60-601 Rec & Comm Svcs Administration	4.90	2.311%	\$ 3,640		\$ 3,640	\$ 16	\$ 3,656
100-61-602 Administration	3.00	1.415%	\$ 2,228		\$ 2,228	\$ 10	\$ 2,238
100-61-605 Cultural Events	1.00	0.472%	\$ 743		\$ 743	\$ 3	\$ 746

**100-44-417 Insurance Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-61-630 Facilities	2.25	1.061%	\$ 1,671		\$ 1,671	\$ 7	\$ 1,679
100-62-608 Administration	2.95	1.392%	\$ 2,191		\$ 2,191	\$ 10	\$ 2,201
100-62-623 Youth, Teen and Senior Adult Rec	2.05	0.967%	\$ 1,523		\$ 1,523	\$ 7	\$ 1,529
100-62-639 Youth and Teen Programs	0.75	0.354%	\$ 557		\$ 557	\$ 2	\$ 560
100-62-640 Neighborhood Events	0.25	0.118%	\$ 186		\$ 186	\$ 1	\$ 187
100-63-612 Park Facilities	3.18	1.500%	\$ 2,362		\$ 2,362	\$ 10	\$ 2,373
100-70-700 Community Development Admin	0.50	0.236%	\$ 371		\$ 371	\$ 2	\$ 373
100-71-701 Current Planning	9.48	4.472%	\$ 7,042		\$ 7,042	\$ 31	\$ 7,073
100-71-702 Mid Long Term Planning	3.49	1.646%	\$ 2,592		\$ 2,592	\$ 11	\$ 2,604
100-73-713 General Building	3.12	1.472%	\$ 2,318		\$ 2,318	\$ 10	\$ 2,328
100-73-714 Construction Plan Check	6.70	3.160%	\$ 4,977		\$ 4,977	\$ 22	\$ 4,999
100-73-715 Building Inspection	5.15	2.429%	\$ 3,825		\$ 3,825	\$ 17	\$ 3,842
100-73-718 Muni - Bldg Code Enforcement	0.25	0.118%	\$ 186		\$ 186	\$ 1	\$ 187
100-74-202 Code Enforcement	4.00	1.887%	\$ 2,971		\$ 2,971	\$ 13	\$ 2,984
100-82-804 Plan Review	3.90	1.840%	\$ 2,897		\$ 2,897	\$ 13	\$ 2,910
100-83-807 Service Center Administration	3.05	1.439%	\$ 2,266		\$ 2,266	\$ 10	\$ 2,276
100-84-808 McClellan Ranch Park	0.40	0.189%	\$ 297		\$ 297	\$ 1	\$ 298
100-84-809 Memorial Park	1.50	0.708%	\$ 1,114		\$ 1,114	\$ 5	\$ 1,119
100-84-811 BBF Ground Maintenance	1.00	0.472%	\$ 743		\$ 743	\$ 3	\$ 746
100-84-812 School Site Maintenance	4.20	1.981%	\$ 3,120		\$ 3,120	\$ 14	\$ 3,133
100-84-813 Neighborhood Parks	8.60	4.057%	\$ 6,388		\$ 6,388	\$ 28	\$ 6,416
100-84-814 Sport Fields Jollyman CRK	2.50	1.179%	\$ 1,857		\$ 1,857	\$ 8	\$ 1,865
100-85-848 Street Lighting	1.25	0.590%	\$ 929		\$ 929	\$ 4	\$ 933
100-85-850 Environmental Materials	0.75	0.354%	\$ 557		\$ 557	\$ 2	\$ 560
100-86-261 Trail Maintenance	0.85	0.401%	\$ 631		\$ 631	\$ 3	\$ 634
100-86-824 Overpasses and Medians	6.55	3.090%	\$ 4,865		\$ 4,865	\$ 21	\$ 4,887
100-86-825 Street Tree Maintenance	7.40	3.491%	\$ 5,497		\$ 5,497	\$ 24	\$ 5,521
100-86-826 Weekend Work Program	2.20	1.038%	\$ 1,634		\$ 1,634	\$ 7	\$ 1,641
100-87-828 Bldg Maint Library	0.60	0.283%	\$ 446		\$ 446	\$ 2	\$ 448
100-87-829 Bldg Maint Service Center	0.50	0.236%	\$ 371		\$ 371	\$ 2	\$ 373
100-87-830 Bldg Maint Quinlan Center	0.60	0.283%	\$ 446		\$ 446	\$ 2	\$ 448
100-87-831 Bldg Maint Senior Center	0.60	0.283%	\$ 446		\$ 446	\$ 2	\$ 448
100-87-832 Bldg Maint McClellan Ranch	0.60	0.283%	\$ 446		\$ 446	\$ 2	\$ 448
100-87-833 Bldg Maint Monta Vista Ct	0.30	0.142%	\$ 223		\$ 223	\$ 1	\$ 224
100-87-834 Bldg Maint Wilson	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-87-837 Bldg Maint Creekside	0.30	0.142%	\$ 223		\$ 223	\$ 1	\$ 224
100-87-838 Comm Hall Bldg Maint	0.30	0.142%	\$ 223		\$ 223	\$ 1	\$ 224
100-87-839 Teen Center Bldg Maint	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-87-840 Park Bathrooms	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75

**100-44-417 Insurance Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-87-841 BBF Facilities Maintenance	1.40	0.660%	\$ 1,040		\$ 1,040	\$ 5	\$ 1,044
100-87-857 City Hall Annex	0.10	0.047%	\$ 74		\$ 74	\$ 0	\$ 75
100-88-844 Traffic Engineering	3.40	1.604%	\$ 2,526		\$ 2,526	\$ 11	\$ 2,537
100-88-845 Traffic Signal Maintenance	2.00	0.943%	\$ 1,486		\$ 1,486	\$ 7	\$ 1,492
100-88-846 Safe Routes 2 School	1.00	0.472%	\$ 743		\$ 743	\$ 3	\$ 746
230-81-802 Non Point Source	2.72	1.283%	\$ 2,020		\$ 2,020	\$ 9	\$ 2,029
230-81-855 Storm Drain Maintenance	2.20	1.038%	\$ 1,634		\$ 1,634	\$ 7	\$ 1,641
260-72-707 CDBG General Admin	0.49	0.233%	\$ 367		\$ 367	\$ 2	\$ 369
265-72-711 BMR Affordable Housing Fund	1.21	0.569%	\$ 896		\$ 896	\$ 4	\$ 900
270-85-820 Sidewalk Curb and Gutter	1.90	0.896%	\$ 1,411		\$ 1,411	\$ 6	\$ 1,418
270-85-821 Street Pavement Maintenance	3.60	1.698%	\$ 2,674		\$ 2,674	\$ 12	\$ 2,686
270-85-822 Street Sign Marking	3.05	1.439%	\$ 2,266		\$ 2,266	\$ 10	\$ 2,276
520-81-801 Resources Recovery	3.60	1.698%	\$ 2,674		\$ 2,674	\$ 12	\$ 2,686
560-63-616 BBF Golf Course	1.10	0.519%	\$ 817		\$ 817	\$ 4	\$ 821
570-63-621 Sports Center Operation	2.40	1.132%	\$ 1,783		\$ 1,783	\$ 8	\$ 1,791
570-87-836 Bldg Maint Sports Center	0.70	0.330%	\$ 520		\$ 520	\$ 2	\$ 522
580-62-613 Youth Teen Recreation	1.70	0.802%	\$ 1,263		\$ 1,263	\$ 6	\$ 1,268
580-63-620 Outdoor Recreation	2.10	0.991%	\$ 1,560		\$ 1,560	\$ 7	\$ 1,567
610-30-300 Administration	0.53	0.250%	\$ 394		\$ 394	\$ 2	\$ 395
610-34-310 Infrastructure	4.50	2.123%	\$ 3,343		\$ 3,343	\$ 15	\$ 3,357
610-35-986 GIS	3.40	1.604%	\$ 2,526		\$ 2,526	\$ 11	\$ 2,537
620-44-418 Workers Compensation Insurance	0.20	0.094%	\$ 149		\$ 149	\$ 1	\$ 149
630-85-849 Equipment Maintenance	3.00	1.415%	\$ 2,228		\$ 2,228	\$ 10	\$ 2,238
<b>Total</b>	<b>212.00</b>	<b>100.000%</b>	<b>\$ 157,477</b>	<b>\$ -</b>	<b>\$ 157,477</b>	<b>\$ 537</b>	<b>\$ 158,014</b>

**Allocation Basis:**

**# of FTE**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

<b>100-44-417 Insurance Administration</b>	<b>General Liability</b>	<b>Property</b>	<b>Employment Practices</b>	<b>Total</b>
100-10-100 City Council	\$ -	\$ -	\$ 4,345	\$ 4,345
100-12-120 City Manager	\$ 121,237	\$ -	\$ 5,125	\$ 126,362
100-12-126 Office of Communications	\$ -	\$ -	\$ 1,968	\$ 1,968
100-12-633 Disaster Preparedness	\$ -	\$ -	\$ 1,448	\$ 1,448
100-13-130 City Clerk	\$ -	\$ -	\$ 2,600	\$ 2,600
100-15-141 City Attorney	\$ -	\$ -	\$ 2,228	\$ 2,228
100-31-305 Video	\$ -	\$ -	\$ 2,228	\$ 2,228
100-32-308 Applications	\$ -	\$ -	\$ 2,600	\$ 2,600
100-40-400 Admin Services Administration	\$ -	\$ -	\$ 1,040	\$ 1,040
100-41-405 Accounting	\$ -	\$ -	\$ 5,237	\$ 5,237
100-41-425 Purchasing	\$ -	\$ -	\$ 891	\$ 891
100-41-426 Budgeting	\$ -	\$ -	\$ 1,448	\$ 1,448
100-44-412 Human Resources	\$ -	\$ -	\$ 3,603	\$ 3,603
100-44-417 Insurance Administration	\$ -	\$ -	\$ 111	\$ 111
100-80-800 Public Works Admin	\$ -	\$ -	\$ 2,947	\$ 2,947
100-82-806 CIP Administration	\$ -	\$ -	\$ 4,290	\$ 4,290
100-84-815 Civic Center Ground Maint	\$ -	\$ -	\$ 597	\$ 597
100-87-827 Bldg Maint City Hall	\$ -	\$ 57,019	\$ 522	\$ 57,541
100-10-110 Sister Cities	\$ -	\$ -	\$ 75	\$ 75
100-11-131 Telecommunication Commission	\$ -	\$ -	\$ 52	\$ 52
100-11-140 Library Commission	\$ -	\$ -	\$ 75	\$ 75
100-11-142 Fine Arts Commission	\$ -	\$ -	\$ 75	\$ 75
100-11-150 Public Safety Commission	\$ -	\$ -	\$ 37	\$ 37
100-11-155 Bike/Ped Safety Commission	\$ -	\$ -	\$ 112	\$ 112
100-11-160 Recreation Commission	\$ -	\$ -	\$ 75	\$ 75
100-11-165 Teen Commission	\$ -	\$ -	\$ 37	\$ 37
100-11-170 Planning Commission	\$ -	\$ -	\$ 194	\$ 194
100-11-175 Housing Commission	\$ -	\$ -	\$ 112	\$ 112
100-11-180 Sustainability Commission	\$ -	\$ -	\$ 112	\$ 112

**ALLOCATION SUMMARY**

<b>100-44-417 Insurance Administration</b>	<b>General Liability</b>	<b>Property</b>	<b>Employment Practices</b>	<b>Total</b>
100-11-190 Audit Committee	\$ -	\$ -	\$ 75	\$ 75
100-12-122 Sustainability Division	\$ -	\$ -	\$ 1,343	\$ 1,343
100-12-632 Comm Outreach & Neigh Watch	\$ -	\$ -	\$ 746	\$ 746
100-12-705 Economic Development	\$ -	\$ -	\$ 746	\$ 746
100-20-200 Law Enforcement SC Sherif	\$ 27,176	\$ -	\$ -	\$ 27,176
100-41-406 Business Licenses	\$ -	\$ -	\$ 821	\$ 821
100-60-601 Rec & Comm Svcs Administration	\$ 243,367	\$ -	\$ 3,656	\$ 247,023
100-61-602 Administration	\$ -	\$ -	\$ 2,238	\$ 2,238
100-61-605 Cultural Events	\$ -	\$ -	\$ 746	\$ 746
100-61-630 Facilities	\$ 94,508	\$ -	\$ 1,679	\$ 96,186
100-62-608 Administration	\$ -	\$ -	\$ 2,201	\$ 2,201
100-62-623 Youth, Teen and Senior Adult Rec	\$ -	\$ -	\$ 1,529	\$ 1,529
100-62-639 Youth and Teen Programs	\$ -	\$ -	\$ 560	\$ 560
100-62-640 Neighborhood Events	\$ -	\$ -	\$ 187	\$ 187
100-63-612 Park Facilities	\$ 283,929	\$ -	\$ 2,373	\$ 286,301
100-70-700 Community Development Admin	\$ 13,385	\$ -	\$ 373	\$ 13,758
100-71-701 Current Planning	\$ -	\$ -	\$ 7,073	\$ 7,073
100-71-702 Mid Long Term Planning	\$ -	\$ -	\$ 2,604	\$ 2,604
100-73-713 General Building	\$ -	\$ -	\$ 2,328	\$ 2,328
100-73-714 Construction Plan Check	\$ -	\$ -	\$ 4,999	\$ 4,999
100-73-715 Building Inspection	\$ -	\$ -	\$ 3,842	\$ 3,842
100-73-718 Muni - Bldg Code Enforcement	\$ -	\$ -	\$ 187	\$ 187
100-74-202 Code Enforcement	\$ -	\$ -	\$ 2,984	\$ 2,984
100-82-804 Plan Review	\$ -	\$ -	\$ 2,910	\$ 2,910
100-83-807 Service Center Administration	\$ -	\$ -	\$ 2,276	\$ 2,276
100-84-808 McClellan Ranch Park	\$ -	\$ -	\$ 298	\$ 298
100-84-809 Memorial Park	\$ -	\$ 2,561	\$ 1,119	\$ 3,681
100-84-811 BBF Ground Maintenance	\$ -	\$ -	\$ 746	\$ 746
100-84-812 School Site Maintenance	\$ -	\$ 1,841	\$ 3,133	\$ 4,975



**ALLOCATION SUMMARY**

<b>100-44-417 Insurance Administration</b>	<b>General Liability</b>	<b>Property</b>	<b>Employment Practices</b>	<b>Total</b>
100-84-813 Neighborhood Parks	\$ -	\$ 574	\$ 6,416	\$ 6,990
100-84-814 Sport Fields Jollyman CRK	\$ -	\$ 1,309	\$ 1,865	\$ 3,174
100-85-848 Street Lighting	\$ -	\$ -	\$ 933	\$ 933
100-85-850 Environmental Materials	\$ -	\$ -	\$ 560	\$ 560
100-86-261 Trail Maintenance	\$ -	\$ -	\$ 634	\$ 634
100-86-824 Overpasses and Medians	\$ -	\$ -	\$ 4,887	\$ 4,887
100-86-825 Street Tree Maintenance	\$ 243,367	\$ -	\$ 5,521	\$ 248,888
100-86-826 Weekend Work Program	\$ -	\$ -	\$ 1,641	\$ 1,641
100-87-828 Bldg Maint Library	\$ -	\$ 142,025	\$ 448	\$ 142,473
100-87-829 Bldg Maint Service Center	\$ -	\$ 45,623	\$ 373	\$ 45,996
100-87-830 Bldg Maint Quinlan Center	\$ -	\$ 71,014	\$ 448	\$ 71,462
100-87-831 Bldg Maint Senior Center	\$ -	\$ 38,359	\$ 448	\$ 38,807
100-87-832 Bldg Maint McClellan Ranch	\$ -	\$ 22,251	\$ 448	\$ 22,698
100-87-833 Bldg Maint Monta Vista Ct	\$ -	\$ 29,688	\$ 224	\$ 29,911
100-87-834 Bldg Maint Wilson	\$ -	\$ 5,863	\$ 75	\$ 5,937
100-87-835 Bldg Maint Portal	\$ -	\$ 4,596	\$ -	\$ 4,596
100-87-837 Bldg Maint Creekside	\$ -	\$ 4,331	\$ 224	\$ 4,555
100-87-838 Comm Hall Bldg Maint	\$ -	\$ 14,849	\$ 224	\$ 15,073
100-87-839 Teen Center Bldg Maint	\$ -	\$ -	\$ 75	\$ 75
100-87-840 Park Bathrooms	\$ -	\$ -	\$ 75	\$ 75
100-87-841 BBF Facilities Maintenance	\$ -	\$ 27,631	\$ 1,044	\$ 28,675
100-87-857 City Hall Annex	\$ -	\$ -	\$ 75	\$ 75
100-88-844 Traffic Engineering	\$ 13,385	\$ -	\$ 2,537	\$ 15,922
100-88-845 Traffic Signal Maintenance	\$ -	\$ 3,791	\$ 1,492	\$ 5,284
100-88-846 Safe Routes 2 School	\$ -	\$ -	\$ 746	\$ 746
230-81-802 Non Point Source	\$ -	\$ -	\$ 2,029	\$ 2,029
230-81-855 Storm Drain Maintenance	\$ -	\$ -	\$ 1,641	\$ 1,641
260-72-707 CDBG General Admin	\$ -	\$ -	\$ 369	\$ 369
265-72-711 BMR Affordable Housing Fund	\$ -	\$ -	\$ 900	\$ 900

**ALLOCATION SUMMARY**

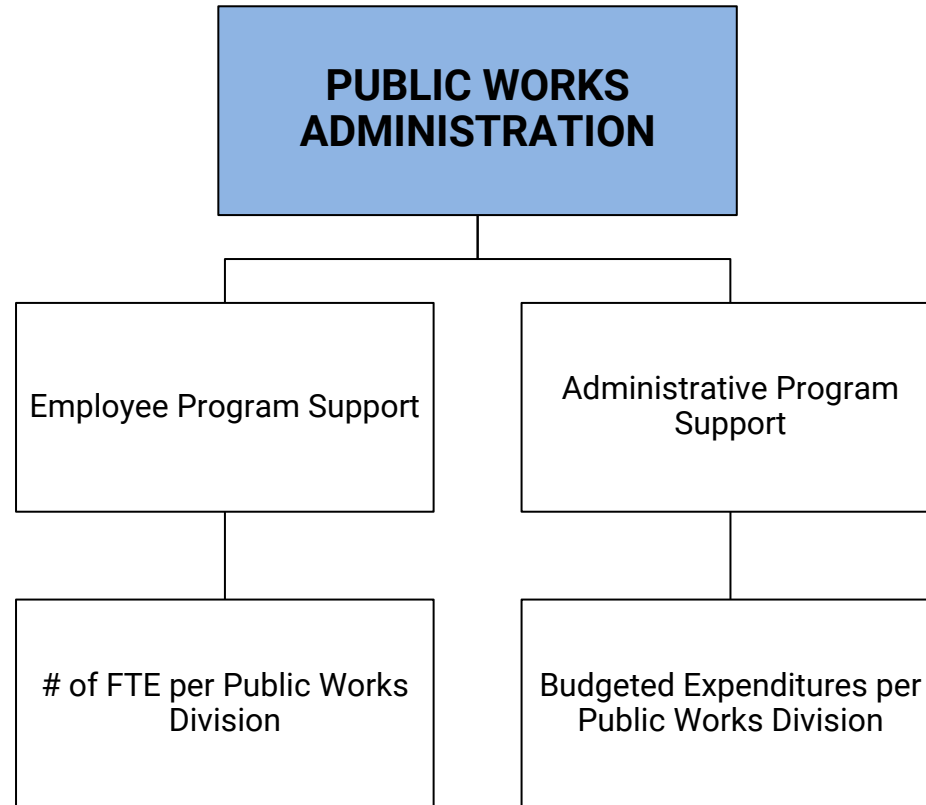
<b>100-44-417 Insurance Administration</b>	<b>General Liability</b>	<b>Property</b>	<b>Employment Practices</b>	<b>Total</b>
270-85-820 Sidewalk Curb and Gutter	\$ -	\$ -	\$ 1,418	\$ 1,418
270-85-821 Street Pavement Maintenance	\$ 473,350	\$ -	\$ 2,686	\$ 476,036
270-85-822 Street Sign Marking	\$ -	\$ -	\$ 2,276	\$ 2,276
520-81-801 Resources Recovery	\$ -	\$ -	\$ 2,686	\$ 2,686
560-63-616 BBF Golf Course	\$ -	\$ -	\$ 821	\$ 821
560-87-260 BBF Golf Maintenance	\$ -	\$ 5,266	\$ -	\$ 5,266
570-63-621 Sports Center Operation	\$ -	\$ -	\$ 1,791	\$ 1,791
570-87-836 Bldg Maint Sports Center	\$ -	\$ 41,453	\$ 522	\$ 41,975
580-62-613 Youth Teen Recreation	\$ -	\$ -	\$ 1,268	\$ 1,268
580-63-620 Outdoor Recreation	\$ -	\$ -	\$ 1,567	\$ 1,567
610-30-300 Administration	\$ -	\$ -	\$ 395	\$ 395
610-34-310 Infrastructure	\$ -	\$ -	\$ 3,357	\$ 3,357
610-35-986 GIS	\$ -	\$ -	\$ 2,537	\$ 2,537
620-44-418 Workers Compensation Insurance	\$ -	\$ -	\$ 149	\$ 149
630-85-849 Equipment Maintenance	\$ -	\$ -	\$ 2,238	\$ 2,238
0-0-0 Other	\$ 108,299	\$ -	\$ -	\$ 108,299
<b>Total</b>	<b>\$ 1,622,003</b>	<b>\$ 520,044</b>	<b>\$ 158,014</b>	<b>\$ 2,300,061</b>

## 16 Public Works Administration

The Public Works Administration Division oversees all public works related activities throughout the city, managing contracts, personnel, and projects. Public Works Administration costs are allocated to Receiving Divisions, as follows:

- **Employee Support** – represents the costs associated with managing the different employees throughout Public Works. These costs are allocated based on the number of FTE per Public Works Division.
- **Administrative Support** – reflects the costs associated with overseeing the different public works programs and projects. These costs are allocated based on budgeted expenditures per Public Works Division.

The chart on the following page illustrates the functions and measures used to allocate Public Works Administration costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

100-80-800 Public Works Admin	First Allocation	Second Allocation	Total
<b>Functional Expenditures</b>	<b>\$ 1,043,142</b>		<b>\$ 1,043,142</b>
Contingencies	\$ (147)		
<b>Total Disallowed Costs</b>	<b>\$ (147)</b>		<b>\$ (147)</b>
<b>Incoming Costs</b>			
100-10-100 City Council	\$ 14,874	\$ 23,287	\$ 38,161
100-12-120 City Manager	\$ 66,034	\$ 28,072	\$ 94,106
100-12-126 Office of Communications	\$ 13,080	\$ 1,509	\$ 14,589
100-13-130 City Clerk	\$ 30,027	\$ 30,092	\$ 60,119
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 42,924	\$ 12,994	\$ 55,918
100-41-405 Accounting	\$ 435,285	\$ 141,431	\$ 576,717
100-41-425 Purchasing	\$ 339	\$ 58	\$ 396
100-41-426 Budgeting	\$ 7,535	\$ 1,161	\$ 8,696
100-44-412 Human Resources	\$ 71,540	\$ 7,033	\$ 78,573
100-44-417 Insurance Administration	\$ 2,934	\$ 13	\$ 2,947
100-84-815 Civic Center Ground Maint		\$ 1,884	\$ 1,884
100-87-827 Bldg Maint City Hall		\$ 18,993	\$ 18,993
<b>Total Incoming Costs</b>	<b>\$ 685,122</b>	<b>\$ 266,532</b>	<b>\$ 951,653</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 1,728,117</b>	<b>\$ 266,532</b>	<b>\$ 1,994,648</b>

**100-80-800 Public Works Admin**

**EXPENSE DETAIL**

Expense Type	Expenses (\$)	Employee Program Support	Administrative Program Support
<b>Personnel</b>			
Salaries & Wages	\$ 737,866	\$ 368,933	\$ 368,933
Fringe Benefits	\$ 293,386	\$ 146,693	\$ 146,693
<b>Subtotal Personnel Cost</b>	<b>\$ 1,031,252</b>	<b>\$ 515,626</b>	<b>\$ 515,626</b>
<b>Operating Services &amp; Supplies</b>			
Operating Expenses	\$ 11,461	\$ 5,731	\$ 5,731
General Services	\$ 282	\$ 141	\$ 141
Contingencies	\$ 147	\$ 74	\$ 74
<b>Subtotal Operating Cost</b>	<b>\$ 11,890</b>	<b>\$ 5,945</b>	<b>\$ 5,945</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 1,043,142</b>	<b>\$ 521,571</b>	<b>\$ 521,571</b>
<b>Disallowed Costs</b>			
Contingencies	\$ (147)	\$ (74)	\$ (74)
<b>Subtotal Disallowed Costs</b>	<b>\$ (147)</b>	<b>\$ (74)</b>	<b>\$ (74)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,042,995</b>	<b>\$ 521,498</b>	<b>\$ 521,498</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 685,122	\$ 342,561	\$ 342,561
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,728,117</b>	<b>\$ 864,058</b>	<b>\$ 864,058</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 266,532	\$ 133,266	\$ 133,266
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 266,532</b>	<b>\$ 133,266</b>	<b>\$ 133,266</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,994,648</b>	<b>\$ 997,324</b>	<b>\$ 997,324</b>

**100-80-800 Public Works Admin**

**ALLOCATION DETAIL**

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Employee Program Support</b>							
100-82-806 CIP Administration	5.75	6.831%	\$ 59,027		\$ 59,027	\$ 9,104	\$ 68,131
100-84-815 Civic Center Ground Maint	0.80	0.950%	\$ 8,213		\$ 8,213	\$ 1,267	\$ 9,479
100-87-827 Bldg Maint City Hall	0.70	0.832%	\$ 7,186		\$ 7,186	\$ 1,108	\$ 8,294
100-82-804 Plan Review	3.90	4.633%	\$ 40,036		\$ 40,036	\$ 6,175	\$ 46,211
100-83-807 Service Center Administration	3.05	3.624%	\$ 31,310		\$ 31,310	\$ 4,829	\$ 36,139
100-84-808 McClellan Ranch Park	0.40	0.475%	\$ 4,106		\$ 4,106	\$ 633	\$ 4,740
100-84-809 Memorial Park	1.50	1.782%	\$ 15,398		\$ 15,398	\$ 2,375	\$ 17,773
100-84-811 BBF Ground Maintenance	1.00	1.188%	\$ 10,266		\$ 10,266	\$ 1,583	\$ 11,849
100-84-812 School Site Maintenance	4.20	4.990%	\$ 43,116		\$ 43,116	\$ 6,650	\$ 49,765
100-84-813 Neighborhood Parks	8.60	10.217%	\$ 88,284		\$ 88,284	\$ 13,616	\$ 101,901
100-84-814 Sport Fields Jollyman CRK	2.50	2.970%	\$ 25,664		\$ 25,664	\$ 3,958	\$ 29,622
100-85-848 Street Lighting	1.25	1.485%	\$ 12,832		\$ 12,832	\$ 1,979	\$ 14,811
100-85-850 Environmental Materials	0.75	0.891%	\$ 7,699		\$ 7,699	\$ 1,187	\$ 8,887
100-86-261 Trail Maintenance	0.85	1.010%	\$ 8,726		\$ 8,726	\$ 1,346	\$ 10,072
100-86-824 Overpasses and Medians	6.55	7.782%	\$ 67,240		\$ 67,240	\$ 10,371	\$ 77,610
100-86-825 Street Tree Maintenance	7.40	8.792%	\$ 75,966		\$ 75,966	\$ 11,716	\$ 87,682
100-86-826 Weekend Work Program	2.20	2.614%	\$ 22,584		\$ 22,584	\$ 3,483	\$ 26,068
100-87-828 Bldg Maint Library	0.60	0.713%	\$ 6,159		\$ 6,159	\$ 950	\$ 7,109
100-87-829 Bldg Maint Service Center	0.50	0.594%	\$ 5,133		\$ 5,133	\$ 792	\$ 5,924
100-87-830 Bldg Maint Quinlan Center	0.60	0.713%	\$ 6,159		\$ 6,159	\$ 950	\$ 7,109
100-87-831 Bldg Maint Senior Center	0.60	0.713%	\$ 6,159		\$ 6,159	\$ 950	\$ 7,109
100-87-832 Bldg Maint McClellan Ranch	0.60	0.713%	\$ 6,159		\$ 6,159	\$ 950	\$ 7,109
100-87-833 Bldg Maint Monta Vista Ct	0.30	0.356%	\$ 3,080		\$ 3,080	\$ 475	\$ 3,555
100-87-834 Bldg Maint Wilson	0.10	0.119%	\$ 1,027		\$ 1,027	\$ 158	\$ 1,185
100-87-837 Bldg Maint Creekside	0.30	0.356%	\$ 3,080		\$ 3,080	\$ 475	\$ 3,555
100-87-838 Comm Hall Bldg Maint	0.30	0.356%	\$ 3,080		\$ 3,080	\$ 475	\$ 3,555
100-87-839 Teen Center Bldg Maint	0.10	0.119%	\$ 1,027		\$ 1,027	\$ 158	\$ 1,185
100-87-840 Park Bathrooms	0.10	0.119%	\$ 1,027		\$ 1,027	\$ 158	\$ 1,185
100-87-841 BBF Facilities Maintenance	1.40	1.663%	\$ 14,372		\$ 14,372	\$ 2,217	\$ 16,588
100-87-857 City Hall Annex	0.10	0.119%	\$ 1,027		\$ 1,027	\$ 158	\$ 1,185
100-88-844 Traffic Engineering	3.40	4.039%	\$ 34,903		\$ 34,903	\$ 5,383	\$ 40,286
100-88-845 Traffic Signal Maintenance	2.00	2.376%	\$ 20,531		\$ 20,531	\$ 3,167	\$ 23,698
100-88-846 Safe Routes 2 School	1.00	1.188%	\$ 10,266		\$ 10,266	\$ 1,583	\$ 11,849
230-81-802 Non Point Source	2.72	3.232%	\$ 27,923		\$ 27,923	\$ 4,307	\$ 32,229

**100-80-800 Public Works Admin**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
230-81-855 Storm Drain Maintenance	2.20	2.614%	\$ 22,584		\$ 22,584	\$ 3,483	\$ 26,068
270-85-820 Sidewalk Curb and Gutter	1.90	2.257%	\$ 19,505		\$ 19,505	\$ 3,008	\$ 22,513
270-85-821 Street Pavement Maintenance	3.60	4.277%	\$ 36,956		\$ 36,956	\$ 5,700	\$ 42,656
270-85-822 Street Sign Marking	3.05	3.624%	\$ 31,310		\$ 31,310	\$ 4,829	\$ 36,139
520-81-801 Resources Recovery	3.60	4.277%	\$ 36,956		\$ 36,956	\$ 5,700	\$ 42,656
570-87-836 Bldg Maint Sports Center	0.70	0.832%	\$ 7,186		\$ 7,186	\$ 1,108	\$ 8,294
630-85-849 Equipment Maintenance	3.00	3.564%	\$ 30,797		\$ 30,797	\$ 4,750	\$ 35,547
<b>Total</b>	<b>84.17</b>	<b>100.000%</b>	<b>\$ 864,058</b>	<b>\$ -</b>	<b>\$ 864,058</b>	<b>\$ 133,266</b>	<b>\$ 997,324</b>

**Allocation Basis:**

**# of FTE per PW Division**

**Source of Allocation:**

**Budget Report**



**100-80-800 Public Works Admin**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Administrative Program Support</b>							
100-82-806 CIP Administration	1,486,037.00	4.026%	\$ 34,789		\$ 34,789	\$ 5,366	\$ 40,154
100-84-815 Civic Center Ground Maint	182,220.00	0.494%	\$ 4,266		\$ 4,266	\$ 658	\$ 4,924
100-87-827 Bldg Maint City Hall	500,689.00	1.357%	\$ 11,721		\$ 11,721	\$ 1,808	\$ 13,529
100-82-804 Plan Review	1,431,296.00	3.878%	\$ 33,507		\$ 33,507	\$ 5,168	\$ 38,675
100-83-807 Service Center Administration	1,102,041.00	2.986%	\$ 25,799		\$ 25,799	\$ 3,979	\$ 29,778
100-84-808 McClellan Ranch Park	176,317.00	0.478%	\$ 4,128		\$ 4,128	\$ 637	\$ 4,764
100-84-809 Memorial Park	819,001.00	2.219%	\$ 19,173		\$ 19,173	\$ 2,957	\$ 22,130
100-84-811 BBF Ground Maintenance	367,451.00	0.996%	\$ 8,602		\$ 8,602	\$ 1,327	\$ 9,929
100-84-812 School Site Maintenance	1,383,586.00	3.749%	\$ 32,390		\$ 32,390	\$ 4,996	\$ 37,386
100-84-813 Neighborhood Parks	2,593,101.00	7.026%	\$ 60,706		\$ 60,706	\$ 9,363	\$ 70,068
100-84-814 Sport Fields Jollyman CRK	939,889.00	2.546%	\$ 22,003		\$ 22,003	\$ 3,394	\$ 25,397
100-85-848 Street Lighting	1,011,921.00	2.742%	\$ 23,689		\$ 23,689	\$ 3,654	\$ 27,343
100-85-850 Environmental Materials	218,853.00	0.593%	\$ 5,123		\$ 5,123	\$ 790	\$ 5,914
100-86-261 Trail Maintenance	199,458.00	0.540%	\$ 4,669		\$ 4,669	\$ 720	\$ 5,390
100-86-824 Overpasses and Medians	1,670,592.00	4.526%	\$ 39,109		\$ 39,109	\$ 6,032	\$ 45,141
100-86-825 Street Tree Maintenance	1,788,822.00	4.847%	\$ 41,877		\$ 41,877	\$ 6,459	\$ 48,336
100-86-826 Weekend Work Program	592,351.00	1.605%	\$ 13,867		\$ 13,867	\$ 2,139	\$ 16,006
100-87-828 Bldg Maint Library	1,007,493.00	2.730%	\$ 23,586		\$ 23,586	\$ 3,638	\$ 27,224
100-87-829 Bldg Maint Service Center	310,886.00	0.842%	\$ 7,278		\$ 7,278	\$ 1,122	\$ 8,400
100-87-830 Bldg Maint Quinlan Center	574,659.00	1.557%	\$ 13,453		\$ 13,453	\$ 2,075	\$ 15,528
100-87-831 Bldg Maint Senior Center	324,289.00	0.879%	\$ 7,592		\$ 7,592	\$ 1,171	\$ 8,763
100-87-832 Bldg Maint McClellan Ranch	293,750.00	0.796%	\$ 6,877		\$ 6,877	\$ 1,061	\$ 7,937
100-87-833 Bldg Maint Monta Vista Ct	186,417.00	0.505%	\$ 4,364		\$ 4,364	\$ 673	\$ 5,037
100-87-834 Bldg Maint Wilson	95,722.00	0.259%	\$ 2,241		\$ 2,241	\$ 346	\$ 2,587
100-87-835 Bldg Maint Portal	46,228.00	0.125%	\$ 1,082		\$ 1,082	\$ 167	\$ 1,249
100-87-837 Bldg Maint Creekside	136,076.00	0.369%	\$ 3,186		\$ 3,186	\$ 491	\$ 3,677
100-87-838 Comm Hall Bldg Maint	225,544.00	0.611%	\$ 5,280		\$ 5,280	\$ 814	\$ 6,094
100-87-839 Teen Center Bldg Maint	52,889.00	0.143%	\$ 1,238		\$ 1,238	\$ 191	\$ 1,429
100-87-840 Park Bathrooms	180,280.00	0.488%	\$ 4,220		\$ 4,220	\$ 651	\$ 4,871
100-87-841 BBF Facilities Maintenance	525,642.00	1.424%	\$ 12,305		\$ 12,305	\$ 1,898	\$ 14,203
100-87-852 Franco Traffic Operations Center	15,257.00	0.041%	\$ 357		\$ 357	\$ 55	\$ 412
100-87-857 City Hall Annex	24,892.00	0.067%	\$ 583		\$ 583	\$ 90	\$ 673
100-88-844 Traffic Engineering	1,240,071.00	3.360%	\$ 29,031		\$ 29,031	\$ 4,477	\$ 33,508
100-88-845 Traffic Signal Maintenance	820,029.00	2.222%	\$ 19,197		\$ 19,197	\$ 2,961	\$ 22,158

**100-80-800 Public Works Admin**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-88-846 Safe Routes 2 School	732,278.00	1.984%	\$ 17,143		\$ 17,143	\$ 2,644	\$ 19,787
230-81-802 Non Point Source	1,177,495.00	3.190%	\$ 27,566		\$ 27,566	\$ 4,252	\$ 31,817
230-81-853 Storm Drain Fee	25,924.00	0.070%	\$ 607		\$ 607	\$ 94	\$ 700
230-81-854 General Fund Subsidy	23,164.00	0.063%	\$ 542		\$ 542	\$ 84	\$ 626
230-81-855 Storm Drain Maintenance	1,007,007.00	2.728%	\$ 23,574		\$ 23,574	\$ 3,636	\$ 27,210
270-85-820 Sidewalk Curb and Gutter	1,795,414.00	4.864%	\$ 42,031		\$ 42,031	\$ 6,483	\$ 48,514
270-85-821 Street Pavement Maintenance	3,945,450.00	10.690%	\$ 92,365		\$ 92,365	\$ 14,246	\$ 106,610
270-85-822 Street Sign Marking	778,930.00	2.110%	\$ 18,235		\$ 18,235	\$ 2,812	\$ 21,048
520-81-801 Resources Recovery	2,636,342.00	7.143%	\$ 61,718		\$ 61,718	\$ 9,519	\$ 71,237
560-87-260 BBF Golf Maintenance	103,244.00	0.280%	\$ 2,417		\$ 2,417	\$ 373	\$ 2,790
570-87-836 Bldg Maint Sports Center	659,124.00	1.786%	\$ 15,430		\$ 15,430	\$ 2,380	\$ 17,810
630-85-849 Equipment Maintenance	1,501,047.00	4.067%	\$ 35,140		\$ 35,140	\$ 5,420	\$ 40,560
<b>Total</b>	<b>36,909,168.00</b>	<b>100.000%</b>	<b>\$ 864,058</b>	<b>\$ -</b>	<b>\$ 864,058</b>	<b>\$ 133,266</b>	<b>\$ 997,324</b>

**Allocation Basis:**

**Expenditures per PW Division**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

<b>100-80-800 Public Works Admin</b>	<b>Employee Program Support</b>	<b>Administrative Program Support</b>	<b>Total</b>
100-82-806 CIP Administration	\$ 68,131	\$ 40,154	\$ 108,286
100-84-815 Civic Center Ground Maint	\$ 9,479	\$ 4,924	\$ 14,403
100-87-827 Bldg Maint City Hall	\$ 8,294	\$ 13,529	\$ 21,823
100-82-804 Plan Review	\$ 46,211	\$ 38,675	\$ 84,886
100-83-807 Service Center Administration	\$ 36,139	\$ 29,778	\$ 65,918
100-84-808 McClellan Ranch Park	\$ 4,740	\$ 4,764	\$ 9,504
100-84-809 Memorial Park	\$ 17,773	\$ 22,130	\$ 39,904
100-84-811 BBF Ground Maintenance	\$ 11,849	\$ 9,929	\$ 21,778
100-84-812 School Site Maintenance	\$ 49,765	\$ 37,386	\$ 87,151
100-84-813 Neighborhood Parks	\$ 101,901	\$ 70,068	\$ 171,969
100-84-814 Sport Fields Jollyman CRK	\$ 29,622	\$ 25,397	\$ 55,019
100-85-848 Street Lighting	\$ 14,811	\$ 27,343	\$ 42,154
100-85-850 Environmental Materials	\$ 8,887	\$ 5,914	\$ 14,800
100-86-261 Trail Maintenance	\$ 10,072	\$ 5,390	\$ 15,461
100-86-824 Overpasses and Medians	\$ 77,610	\$ 45,141	\$ 122,752
100-86-825 Street Tree Maintenance	\$ 87,682	\$ 48,336	\$ 136,018
100-86-826 Weekend Work Program	\$ 26,068	\$ 16,006	\$ 42,074
100-87-828 Bldg Maint Library	\$ 7,109	\$ 27,224	\$ 34,333
100-87-829 Bldg Maint Service Center	\$ 5,924	\$ 8,400	\$ 14,325
100-87-830 Bldg Maint Quinlan Center	\$ 7,109	\$ 15,528	\$ 22,637
100-87-831 Bldg Maint Senior Center	\$ 7,109	\$ 8,763	\$ 15,872
100-87-832 Bldg Maint McClellan Ranch	\$ 7,109	\$ 7,937	\$ 15,047
100-87-833 Bldg Maint Monta Vista Ct	\$ 3,555	\$ 5,037	\$ 8,592
100-87-834 Bldg Maint Wilson	\$ 1,185	\$ 2,587	\$ 3,771
100-87-835 Bldg Maint Portal	\$ -	\$ 1,249	\$ 1,249
100-87-837 Bldg Maint Creekside	\$ 3,555	\$ 3,677	\$ 7,232
100-87-838 Comm Hall Bldg Maint	\$ 3,555	\$ 6,094	\$ 9,649
100-87-839 Teen Center Bldg Maint	\$ 1,185	\$ 1,429	\$ 2,614
100-87-840 Park Bathrooms	\$ 1,185	\$ 4,871	\$ 6,056

**ALLOCATION SUMMARY**

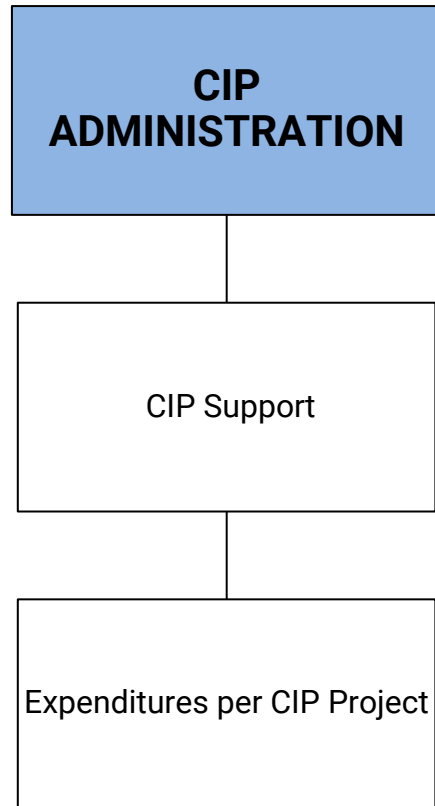
<b>100-80-800 Public Works Admin</b>	<b>Employee Program Support</b>	<b>Administrative Program Support</b>	<b>Total</b>
100-87-841 BBF Facilities Maintenance	\$ 16,588	\$ 14,203	\$ 30,792
100-87-852 Franco Traffic Operations Center	\$ -	\$ 412	\$ 412
100-87-857 City Hall Annex	\$ 1,185	\$ 673	\$ 1,858
100-88-844 Traffic Engineering	\$ 40,286	\$ 33,508	\$ 73,794
100-88-845 Traffic Signal Maintenance	\$ 23,698	\$ 22,158	\$ 45,856
100-88-846 Safe Routes 2 School	\$ 11,849	\$ 19,787	\$ 31,636
230-81-802 Non Point Source	\$ 32,229	\$ 31,817	\$ 64,046
230-81-853 Storm Drain Fee	\$ -	\$ 700	\$ 700
230-81-854 General Fund Subsidy	\$ -	\$ 626	\$ 626
230-81-855 Storm Drain Maintenance	\$ 26,068	\$ 27,210	\$ 53,278
270-85-820 Sidewalk Curb and Gutter	\$ 22,513	\$ 48,514	\$ 71,027
270-85-821 Street Pavement Maintenance	\$ 42,656	\$ 106,610	\$ 149,266
270-85-822 Street Sign Marking	\$ 36,139	\$ 21,048	\$ 57,187
520-81-801 Resources Recovery	\$ 42,656	\$ 71,237	\$ 113,893
560-87-260 BBF Golf Maintenance	\$ -	\$ 2,790	\$ 2,790
570-87-836 Bldg Maint Sports Center	\$ 8,294	\$ 17,810	\$ 26,104
630-85-849 Equipment Maintenance	\$ 35,547	\$ 40,560	\$ 76,107
<b>Total</b>	<b>\$ 997,324</b>	<b>\$ 997,324</b>	<b>\$ 1,994,648</b>

## 17 CIP Administration

The CIP (Capital Improvement Program) Administration Division is responsible for the planning, management, and implementation of improvements to city land, parks, building and infrastructure. The division ensures that all public improvements are in accordance with community expectations and City standards. CIP Administration costs are allocated to Receiving Divisions, as follows:

- **CIP Support** – relates to costs associated with the overall management of the Citywide CIP projects. These costs are allocated based on expenditures per CIP project.

The chart on the following page illustrates the functions and measures used to allocate Insurance Administration costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-82-806 CIP Administration</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 1,486,037</b>		<b>\$ 1,486,037</b>
Contingencies	\$ (210)		
<b>Total Disallowed Costs</b>	<b>\$ (210)</b>		<b>\$ (210)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 30,591	\$ 11,526	\$ 42,117
100-12-126 Office of Communications	\$ 13,080	\$ 1,509	\$ 14,589
100-13-130 City Clerk	\$ 275	\$ 177	\$ 451
100-13-132 Mail Services	\$ 549	\$ 6	\$ 554
100-15-141 City Attorney	\$ 515	\$ 96	\$ 612
100-41-405 Accounting	\$ 33,788	\$ 11,057	\$ 44,844
100-41-426 Budgeting	\$ 10,735	\$ 1,654	\$ 12,389
100-44-412 Human Resources	\$ 65,631	\$ 6,293	\$ 71,924
100-44-417 Insurance Administration	\$ 4,271	\$ 19	\$ 4,290
100-80-800 Public Works Admin	\$ 93,816	\$ 14,469	\$ 108,286
100-84-815 Civic Center Ground Maint		\$ 3,034	\$ 3,034
100-87-827 Bldg Maint City Hall		\$ 30,582	\$ 30,582
<b>Total Incoming Costs</b>	<b>\$ 253,251</b>	<b>\$ 80,420</b>	<b>\$ 333,671</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 1,739,078</b>	<b>\$ 80,420</b>	<b>\$ 1,819,498</b>

**100-82-806 CIP Administration**

**EXPENSE  
DETAIL**

Expense Type	Expenses (\$)	CIP Support
<b>Personnel</b>		
Salaries & Wages	\$ 1,020,704	\$ 1,020,704
Fringe Benefits	\$ 448,297	\$ 448,297
<b>Subtotal Personnel Cost</b>	<b>\$ 1,469,001</b>	<b>\$ 1,469,001</b>
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 16,826	\$ 16,826
Contingencies	\$ 210	\$ 210
<b>Subtotal Operating Cost</b>	<b>\$ 17,036</b>	<b>\$ 17,036</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 1,486,037</b>	<b>\$ 1,486,037</b>
<b>Disallowed Costs</b>		
Contingencies	\$ (210)	\$ (210)
<b>Subtotal Disallowed Costs</b>	<b>\$ (210)</b>	<b>\$ (210.00)</b>
<b>Cost Adjustments</b>		
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,485,827</b>	<b>\$ 1,485,827</b>
<b>First Allocation</b>		
Incoming - All Others	\$ 253,251	\$ 253,251
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,739,078</b>	<b>\$ 1,739,078</b>
<b>Second Allocation</b>		
Incoming - All Others	\$ 80,420	\$ 80,420
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 80,420</b>	<b>\$ 80,420.32</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,819,498</b>	<b>\$ 1,819,498</b>



**100-82-806 CIP Administration**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>CIP Support</b>							
420-99-7 ADA Improvements	100,000.00	4.541%	\$ 78,977		\$ 78,977	\$ 3,652	\$ 82,629
420-99-47 CIP Prelim Planning & Design	125,000.00	5.677%	\$ 98,722		\$ 98,722	\$ 4,565	\$ 103,287
420-99-48 Capital Project Support	50,000.00	2.271%	\$ 39,489		\$ 39,489	\$ 1,826	\$ 41,315
420-99-56 St Light Install - Annual Infill	35,000.00	1.589%	\$ 27,642		\$ 27,642	\$ 1,278	\$ 28,920
420-99-63 CW Bldg Condition Assess Impl	1,000,000.00	45.413%	\$ 789,772		\$ 789,772	\$ 36,521	\$ 826,294
420-99-85 Playground EQ (Creekside&Varian)	300,000.00	13.624%	\$ 236,932		\$ 236,932	\$ 10,956	\$ 247,888
420-99-266 SCB/Calabazas Creek SD Repair	420,000.00	19.074%	\$ 331,704		\$ 331,704	\$ 15,339	\$ 347,043
420-99-267 Stevens Creek Bridge Repair	172,000.00	7.811%	\$ 135,841		\$ 135,841	\$ 6,282	\$ 142,122
<b>Total</b>	<b>2,202,000.00</b>	<b>100.000%</b>	<b>\$ 1,739,078</b>	<b>\$ -</b>	<b>\$ 1,739,078</b>	<b>\$ 80,420</b>	<b>\$ 1,819,498</b>

**Allocation Basis:**

**Expenditures per CIP Project**

**Source of Allocation:**

**Budget Report**

**ALLOCATION SUMMARY**

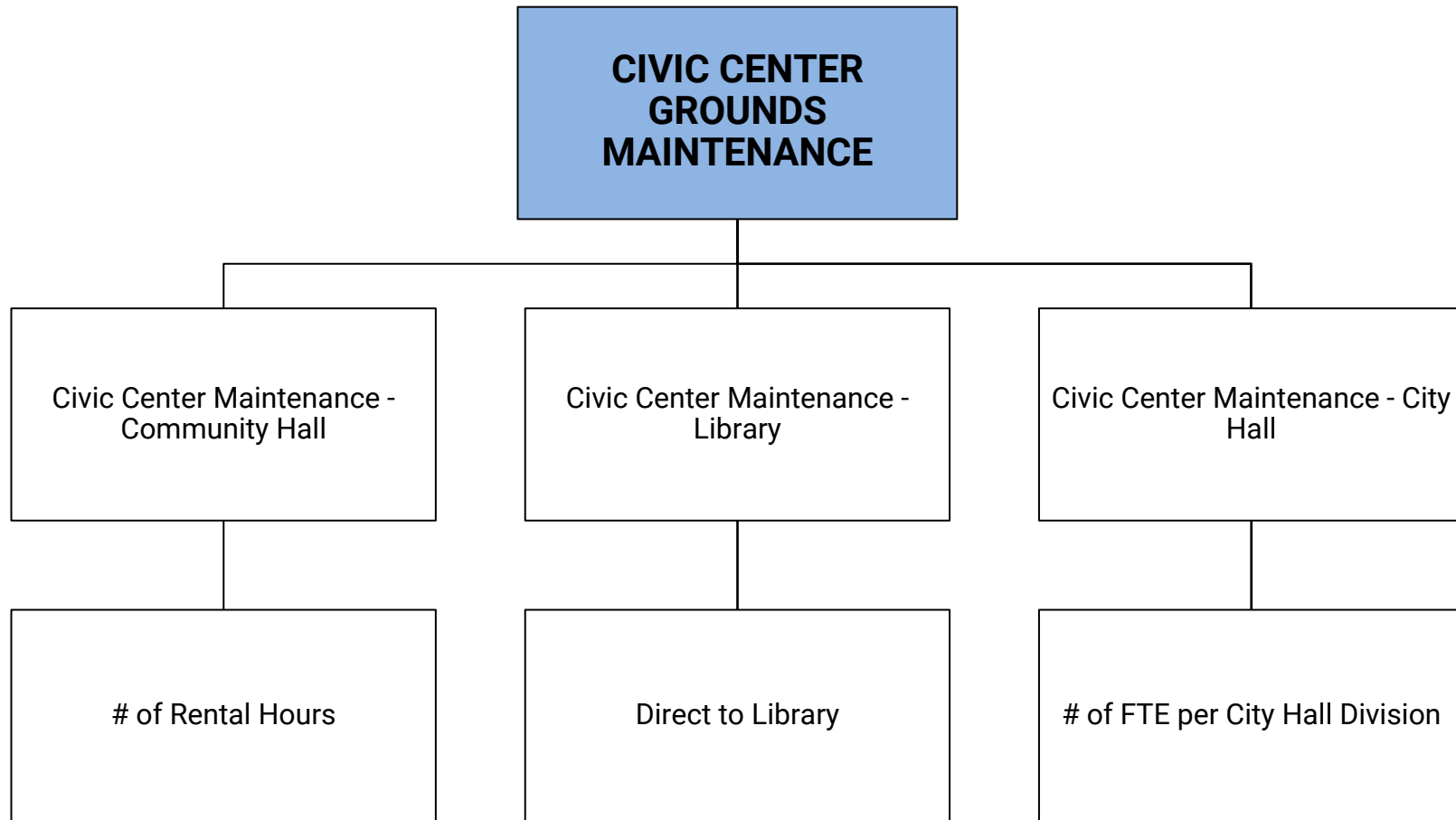
<b>100-82-806 CIP Administration</b>	<b>CIP Support</b>	<b>Total</b>
420-99-7 ADA Improvements	\$ 82,629	\$ 82,629
420-99-47 CIP Prelim Planning & Design	\$ 103,287	\$ 103,287
420-99-48 Capital Project Support	\$ 41,315	\$ 41,315
420-99-56 St Light Install - Annual Infill	\$ 28,920	\$ 28,920
420-99-63 CW Bldg Condition Assess Impl	\$ 826,294	\$ 826,294
420-99-85 Playground EQ (Creekside&Varian)	\$ 247,888	\$ 247,888
420-99-266 SCB/Calabazas Creek SD Repair	\$ 347,043	\$ 347,043
420-99-267 Stevens Creek Bridge Repair	\$ 142,122	\$ 142,122
<b>Total</b>	<b>\$ 1,819,498</b>	<b>\$ 1,819,498</b>

## 18 Civic Center Grounds Maintenance

The Civic Center grounds are managed by the Grounds Division of the Public Works Division. Civic Center maintenance includes the adjacent Library Field. Civic Center Grounds Maintenance costs are allocated to Receiving Divisions, as follows:

- **Civic Center Maintenance - Community Hall** – relates to the support provided in booking and using the Community Hall Facility. This function is allocated based on the total number of rental hours per program per division.
- **Civic Center Maintenance - Library** – relates to the support provided in maintaining the grounds outside the Library. These costs are allocated directly to the Library Division.
- **Civic Center Maintenance - City Hall** – related the support provided in maintaining City Hall grounds. This function has been allocated based upon the full-time employees within City Hall.

The chart on the following page illustrates the functions and measures used to allocate Civic Center Grounds Maintenance costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-84-815 Civic Center Ground Maint</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 182,220</b>		<b>\$ 182,220</b>
Contingencies	\$ (612)		
<b>Total Disallowed Costs</b>	<b>\$ (612)</b>		<b>\$ (612)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 4,099	\$ 1,546	\$ 5,646
100-41-405 Accounting	\$ 2,556	\$ 837	\$ 3,393
100-41-425 Purchasing	\$ 4,862	\$ 825	\$ 5,687
100-41-426 Budgeting	\$ 1,316	\$ 203	\$ 1,519
100-44-412 Human Resources	\$ 4,604	\$ 412	\$ 5,016
100-44-417 Insurance Administration	\$ 594	\$ 3	\$ 597
100-80-800 Public Works Admin	\$ 12,478	\$ 1,925	\$ 14,403
<b>Total Incoming Costs</b>	<b>\$ 30,511</b>	<b>\$ 5,750</b>	<b>\$ 36,260</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 212,119</b>	<b>\$ 5,750</b>	<b>\$ 217,868</b>

**100-84-815 Civic Center Ground Maint**

**EXPENSE DETAIL**

Expense Type	Expenses (\$)	Civic Center Maintenance - Community Hall	Civic Center Maintenance - Library	Civic Center Maintenance - City Hall
<b>Personnel</b>				
Salaries & Wages	\$ 83,860	\$ 5,870	\$ 54,509	\$ 23,481
Fringe Benefits	\$ 48,754	\$ 3,413	\$ 31,690	\$ 13,651
<b>Subtotal Personnel Cost</b>	<b>\$ 132,614</b>	<b>\$ 9,283</b>	<b>\$ 86,199</b>	<b>\$ 37,132</b>
<b>Operating Services &amp; Supplies</b>				
Operating Expenses	\$ 48,994	\$ 3,430	\$ 31,846	\$ 13,718
Contingencies	\$ 612	\$ 43	\$ 398	\$ 171
<b>Subtotal Operating Cost</b>	<b>\$ 49,606</b>	<b>\$ 3,472</b>	<b>\$ 32,244</b>	<b>\$ 13,890</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 182,220</b>	<b>\$ 12,755</b>	<b>\$ 118,443</b>	<b>\$ 51,022</b>
<b>Disallowed Costs</b>				
Contingencies	\$ (612)	\$ (43)	\$ (398)	\$ (171)
<b>Subtotal Disallowed Costs</b>	<b>\$ (612)</b>	<b>\$ (42.84)</b>	<b>\$ (397.80)</b>	<b>\$ (171.36)</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 181,608</b>	<b>\$ 12,713</b>	<b>\$ 118,045</b>	<b>\$ 50,850</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 30,511	\$ 2,136	\$ 19,832	\$ 8,543
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 212,119</b>	<b>\$ 14,848</b>	<b>\$ 137,877</b>	<b>\$ 59,393</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 5,750	\$ 402	\$ 3,737	\$ 1,610
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 5,750</b>	<b>\$ 402.47</b>	<b>\$ 3,737.18</b>	<b>\$ 1,609.86</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 217,868</b>	<b>\$ 15,251</b>	<b>\$ 141,614</b>	<b>\$ 61,003</b>

**100-84-815 Civic Center Ground Maint**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Civic Center Maintenance - Community Hall</b>							
100-10-100 City Council	6,545.75	18.452%	\$ 2,740		\$ 2,740		\$ 2,740
100-13-130 City Clerk	720.00	2.030%	\$ 301		\$ 301		\$ 301
100-31-305 Video	780.00	2.199%	\$ 326		\$ 326		\$ 326
100-41-426 Budgeting	300.00	0.846%	\$ 126		\$ 126		\$ 126
100-12-705 Economic Development	240.00	0.677%	\$ 100		\$ 100	\$ 4	\$ 104
100-60-601 Rec & Comm Svcs Administration	900.00	2.537%	\$ 377		\$ 377	\$ 13	\$ 390
100-60-636 Library Services	5,040.00	14.207%	\$ 2,110		\$ 2,110	\$ 75	\$ 2,184
100-63-612 Park Facilities	1,260.00	3.552%	\$ 527		\$ 527	\$ 19	\$ 546
100-71-701 Current Planning	2,523.50	7.114%	\$ 1,056		\$ 1,056	\$ 37	\$ 1,094
100-82-804 Plan Review	240.00	0.677%	\$ 100		\$ 100	\$ 4	\$ 104
260-72-709 CDBG Capital/Housing Projects	60.50	0.171%	\$ 25		\$ 25	\$ 1	\$ 26
270-85-821 Street Pavement Maintenance	3,780.00	10.656%	\$ 1,582		\$ 1,582	\$ 56	\$ 1,638
580-62-613 Youth Teen Recreation	360.50	1.016%	\$ 151		\$ 151	\$ 5	\$ 156
610-30-300 Administration	120.00	0.338%	\$ 50		\$ 50	\$ 2	\$ 52
0-0-0 Other	12,604.00	35.530%	\$ 5,276		\$ 5,276	\$ 187	\$ 5,463
<b>Total</b>	<b>35,474.25</b>	<b>100.000%</b>	<b>\$ 14,848</b>	<b>\$ -</b>	<b>\$ 14,848</b>	<b>\$ 402</b>	<b>\$ 15,251</b>

**Allocation Basis:**

**Rental Hours per Fund / Dept / Entity**

**Source of Allocation:**

**Report on Community Hall 2023**

**100-84-815 Civic Center Ground Maint**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Civic Center Maintenance - Library</b>							
100-60-636 Library Services	1.00	100.000%	\$ 137,877		\$ 137,877	\$ 3,737	\$ 141,614
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 137,877</b>	<b>\$ -</b>	<b>\$ 137,877</b>	<b>\$ 3,737</b>	<b>\$ 141,614</b>

**Allocation Basis:**

**Direct to Library**



**100-84-815 Civic Center Ground Maint**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Civic Center Maintenance - City Hall</b>							
100-10-100 City Council	4.70	5.054%	\$ 3,002		\$ 3,002		\$ 3,002
100-12-120 City Manager	4.90	5.269%	\$ 3,129		\$ 3,129		\$ 3,129
100-12-126 Office of Communications	0.90	0.968%	\$ 575		\$ 575		\$ 575
100-12-633 Disaster Preparedness	1.95	2.097%	\$ 1,245		\$ 1,245		\$ 1,245
100-13-130 City Clerk	2.50	2.688%	\$ 1,597		\$ 1,597		\$ 1,597
100-15-141 City Attorney	2.00	2.151%	\$ 1,277		\$ 1,277		\$ 1,277
100-31-305 Video	3.00	3.226%	\$ 1,916		\$ 1,916		\$ 1,916
100-32-308 Applications	2.50	2.688%	\$ 1,597		\$ 1,597		\$ 1,597
100-40-400 Admin Services Administration	1.40	1.505%	\$ 894		\$ 894		\$ 894
100-41-405 Accounting	7.05	7.581%	\$ 4,502		\$ 4,502		\$ 4,502
100-41-425 Purchasing	1.20	1.290%	\$ 766		\$ 766		\$ 766
100-41-426 Budgeting	1.95	2.097%	\$ 1,245		\$ 1,245		\$ 1,245
100-44-412 Human Resources	3.85	4.140%	\$ 2,459		\$ 2,459		\$ 2,459
100-44-417 Insurance Administration	0.15	0.161%	\$ 96		\$ 96		\$ 96
100-80-800 Public Works Admin	2.95	3.172%	\$ 1,884		\$ 1,884		\$ 1,884
100-82-806 CIP Administration	4.75	5.108%	\$ 3,034		\$ 3,034		\$ 3,034
100-11-131 Telecommunication Commission	0.07	0.075%	\$ 45		\$ 45	\$ 2	\$ 47
100-11-142 Fine Arts Commission	0.10	0.108%	\$ 64		\$ 64	\$ 3	\$ 67
100-11-150 Public Safety Commission	0.05	0.054%	\$ 32		\$ 32	\$ 2	\$ 34
100-11-155 Bike/Ped Safety Commission	0.15	0.161%	\$ 96		\$ 96	\$ 5	\$ 101
100-11-170 Planning Commission	0.06	0.065%	\$ 38		\$ 38	\$ 2	\$ 40
100-11-190 Audit Committee	0.10	0.108%	\$ 64		\$ 64	\$ 3	\$ 67
100-12-122 Sustainability Division	0.35	0.376%	\$ 224		\$ 224	\$ 12	\$ 235
100-12-632 Comm Outreach & Neigh Watch	1.00	1.075%	\$ 639		\$ 639	\$ 34	\$ 673
100-12-705 Economic Development	1.00	1.075%	\$ 639		\$ 639	\$ 34	\$ 673
100-41-406 Business Licenses	1.10	1.183%	\$ 703		\$ 703	\$ 37	\$ 740
100-70-700 Community Development Admin	0.50	0.538%	\$ 319		\$ 319	\$ 17	\$ 336
100-71-701 Current Planning	4.18	4.495%	\$ 2,670		\$ 2,670	\$ 142	\$ 2,812
100-71-702 Mid Long Term Planning	1.94	2.086%	\$ 1,239		\$ 1,239	\$ 66	\$ 1,305
100-73-713 General Building	2.92	3.140%	\$ 1,865		\$ 1,865	\$ 99	\$ 1,964
100-73-714 Construction Plan Check	5.90	6.344%	\$ 3,768		\$ 3,768	\$ 201	\$ 3,969
100-73-715 Building Inspection	5.15	5.538%	\$ 3,289		\$ 3,289	\$ 175	\$ 3,464
100-73-718 Muni - Bldg Code Enforcement	0.25	0.269%	\$ 160		\$ 160	\$ 9	\$ 168
100-74-202 Code Enforcement	2.00	2.151%	\$ 1,277		\$ 1,277	\$ 68	\$ 1,345

**100-84-815 Civic Center Ground Maint**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-82-804 Plan Review	2.90	3.118%	\$ 1,852		\$ 1,852	\$ 99	\$ 1,951
100-88-844 Traffic Engineering	2.40	2.581%	\$ 1,533		\$ 1,533	\$ 82	\$ 1,614
100-88-846 Safe Routes 2 School	1.00	1.075%	\$ 639		\$ 639	\$ 34	\$ 673
230-81-802 Non Point Source	2.60	2.796%	\$ 1,660		\$ 1,660	\$ 89	\$ 1,749
260-72-707 CDBG General Admin	0.10	0.108%	\$ 64		\$ 64	\$ 3	\$ 67
265-72-711 BMR Affordable Housing Fund	0.80	0.860%	\$ 511		\$ 511	\$ 27	\$ 538
270-85-821 Street Pavement Maintenance	0.75	0.806%	\$ 479		\$ 479	\$ 26	\$ 505
520-81-801 Resources Recovery	2.25	2.419%	\$ 1,437		\$ 1,437	\$ 77	\$ 1,514
610-30-300 Administration	0.53	0.570%	\$ 338		\$ 338	\$ 18	\$ 357
610-34-310 Infrastructure	3.50	3.763%	\$ 2,235		\$ 2,235	\$ 119	\$ 2,354
610-35-986 GIS	3.40	3.656%	\$ 2,171		\$ 2,171	\$ 116	\$ 2,287
620-44-418 Workers Compensation Insurance	0.20	0.215%	\$ 128		\$ 128	\$ 7	\$ 135
<b>Total</b>	<b>93.00</b>	<b>100.000%</b>	<b>\$ 59,393</b>	<b>\$ -</b>	<b>\$ 59,393</b>	<b>\$ 1,610</b>	<b>\$ 61,003</b>

**Allocation Basis:**

**FTE per City Hall Division / Program**

**Source of Allocation:**

**City Hall Staffing**

**ALLOCATION SUMMARY**

<b>100-84-815 Civic Center Ground Maint</b>	<b>Civic Center Maintenance - Community Hall</b>	<b>Civic Center Maintenance - Library</b>	<b>Civic Center Maintenance - City Hall</b>	<b>Total</b>
100-10-100 City Council	\$ 2,740	\$ -	\$ 3,002	\$ 5,741
100-12-120 City Manager	\$ -	\$ -	\$ 3,129	\$ 3,129
100-12-126 Office of Communications	\$ -	\$ -	\$ 575	\$ 575
100-12-633 Disaster Preparedness	\$ -	\$ -	\$ 1,245	\$ 1,245
100-13-130 City Clerk	\$ 301	\$ -	\$ 1,597	\$ 1,898
100-15-141 City Attorney	\$ -	\$ -	\$ 1,277	\$ 1,277
100-31-305 Video	\$ 326	\$ -	\$ 1,916	\$ 2,242
100-32-308 Applications	\$ -	\$ -	\$ 1,597	\$ 1,597
100-40-400 Admin Services Administration	\$ -	\$ -	\$ 894	\$ 894
100-41-405 Accounting	\$ -	\$ -	\$ 4,502	\$ 4,502
100-41-425 Purchasing	\$ -	\$ -	\$ 766	\$ 766
100-41-426 Budgeting	\$ 126	\$ -	\$ 1,245	\$ 1,371
100-44-412 Human Resources	\$ -	\$ -	\$ 2,459	\$ 2,459
100-44-417 Insurance Administration	\$ -	\$ -	\$ 96	\$ 96
100-80-800 Public Works Admin	\$ -	\$ -	\$ 1,884	\$ 1,884
100-82-806 CIP Administration	\$ -	\$ -	\$ 3,034	\$ 3,034
100-11-131 Telecommunication Commission	\$ -	\$ -	\$ 47	\$ 47
100-11-142 Fine Arts Commission	\$ -	\$ -	\$ 67	\$ 67
100-11-150 Public Safety Commission	\$ -	\$ -	\$ 34	\$ 34
100-11-155 Bike/Ped Safety Commission	\$ -	\$ -	\$ 101	\$ 101
100-11-170 Planning Commission	\$ -	\$ -	\$ 40	\$ 40
100-11-190 Audit Committee	\$ -	\$ -	\$ 67	\$ 67
100-12-122 Sustainability Division	\$ -	\$ -	\$ 235	\$ 235
100-12-632 Comm Outreach & Neigh Watch	\$ -	\$ -	\$ 673	\$ 673
100-12-705 Economic Development	\$ 104	\$ -	\$ 673	\$ 777
100-41-406 Business Licenses	\$ -	\$ -	\$ 740	\$ 740
100-60-601 Rec & Comm Svcs Administration	\$ 390	\$ -	\$ -	\$ 390
100-60-636 Library Services	\$ 2,184	\$ 141,614	\$ -	\$ 143,799
100-63-612 Park Facilities	\$ 546	\$ -	\$ -	\$ 546
100-70-700 Community Development Admin	\$ -	\$ -	\$ 336	\$ 336
100-71-701 Current Planning	\$ 1,094	\$ -	\$ 2,812	\$ 3,906
100-71-702 Mid Long Term Planning	\$ -	\$ -	\$ 1,305	\$ 1,305
100-73-713 General Building	\$ -	\$ -	\$ 1,964	\$ 1,964

**ALLOCATION SUMMARY**

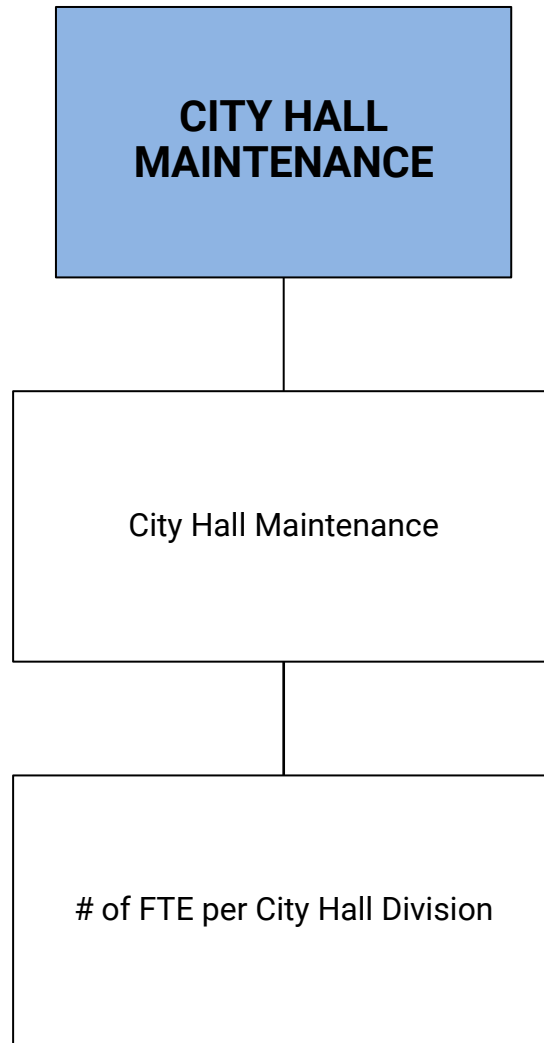
<b>100-84-815 Civic Center Ground Maint</b>	<b>Civic Center Maintenance - Community Hall</b>	<b>Civic Center Maintenance - Library</b>	<b>Civic Center Maintenance - City Hall</b>	<b>Total</b>
100-73-714 Construction Plan Check	\$ -	\$ -	\$ 3,969	\$ 3,969
100-73-715 Building Inspection	\$ -	\$ -	\$ 3,464	\$ 3,464
100-73-718 Muni- Bldg Code Enforcement	\$ -	\$ -	\$ 168	\$ 168
100-74-202 Code Enforcement	\$ -	\$ -	\$ 1,345	\$ 1,345
100-82-804 Plan Review	\$ 104	\$ -	\$ 1,951	\$ 2,055
100-88-844 Traffic Engineering	\$ -	\$ -	\$ 1,614	\$ 1,614
100-88-846 Safe Routes 2 School	\$ -	\$ -	\$ 673	\$ 673
230-81-802 Non Point Source	\$ -	\$ -	\$ 1,749	\$ 1,749
260-72-707 CDBG General Admin	\$ -	\$ -	\$ 67	\$ 67
260-72-709 CDBG Capital/Housing Projects	\$ 26	\$ -	\$ -	\$ 26
265-72-711 BMR Affordable Housing Fund	\$ -	\$ -	\$ 538	\$ 538
270-85-821 Street Pavement Maintenance	\$ 1,638	\$ -	\$ 505	\$ 2,143
520-81-801 Resources Recovery	\$ -	\$ -	\$ 1,514	\$ 1,514
580-62-613 Youth Teen Recreation	\$ 156	\$ -	\$ -	\$ 156
610-30-300 Administration	\$ 52	\$ -	\$ 357	\$ 409
610-34-310 Infrastructure	\$ -	\$ -	\$ 2,354	\$ 2,354
610-35-986 GIS	\$ -	\$ -	\$ 2,287	\$ 2,287
620-44-418 Workers Compensation Insurance	\$ -	\$ -	\$ 135	\$ 135
0-0-0 Other	\$ 5,463	\$ -	\$ -	\$ 5,463
<b>Total</b>	<b>\$ 15,251</b>	<b>\$ 141,614</b>	<b>\$ 61,003</b>	<b>\$ 217,868</b>

## 19 City Hall Maintenance

The City Hall Maintenance Division refers to costs associated with maintaining the City Hall building to ensure efficient operations and a safe, clean work environment for employees of the City. The division also manages, and coordinates work done on the City Hall building by contractors. City Hall Maintenance costs are allocated to Receiving Divisions, as follows:

- **City Hall Maintenance** – refers to costs associated with providing building and janitorial maintenance services to the occupants of City Hall. These costs are allocated based on the number of full-time employees per City Hall division.

The chart on the following page illustrates the functions and measures used to allocate City Hall Maintenance costs. The top tier shows the Central Service division, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the division's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

<b>100-87-827 Bldg Maint City Hall</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>Functional Expenditures</b>	<b>\$ 500,689</b>		<b>\$ 500,689</b>
Contingencies	\$ (4,745)		
<b>Total Disallowed Costs</b>	<b>\$ (4,745)</b>		<b>\$ (4,745)</b>
<b>Incoming Costs</b>			
100-12-120 City Manager	\$ 5,767	\$ 2,153	\$ 7,919
100-13-130 City Clerk	\$ 2,588	\$ 2,739	\$ 5,328
100-15-141 City Attorney	\$ 5,669	\$ 1,058	\$ 6,727
100-41-405 Accounting	\$ 3,225	\$ 1,055	\$ 4,281
100-41-425 Purchasing	\$ 1,672	\$ 262	\$ 1,933
100-41-426 Budgeting	\$ 3,617	\$ 557	\$ 4,174
100-44-412 Human Resources	\$ 4,029	\$ 360	\$ 4,389
100-44-417 Insurance Administration	\$ 57,345	\$ 196	\$ 57,541
100-80-800 Public Works Admin	\$ 18,907	\$ 2,916	\$ 21,823
<b>Total Incoming Costs</b>	<b>\$ 102,820</b>	<b>\$ 11,296</b>	<b>\$ 114,116</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 598,764</b>	<b>\$ 11,296</b>	<b>\$ 610,060</b>

**100-87-827 Bldg Maint City Hall**

**EXPENSE  
DETAIL**

Expense Type	Expenses (\$)	City Hall Maintenance
<b>Personnel</b>		
Salaries & Wages	\$ 76,840	\$ 76,840
Fringe Benefits	\$ 39,476	\$ 39,476
<b>Subtotal Personnel Cost</b>	<b>\$ 116,316</b>	<b>\$ 116,316</b>
<b>Operating Services &amp; Supplies</b>		
Operating Expenses	\$ 269,946	\$ 269,946
General Services	\$ 109,682	\$ 109,682
Contingencies	\$ 4,745	\$ 4,745
<b>Subtotal Operating Cost</b>	<b>\$ 384,373</b>	<b>\$ 384,373</b>
<b>FUNCTIONAL EXPENDITURES</b>	<b>\$ 500,689</b>	<b>\$ 500,689</b>
<b>Disallowed Costs</b>		
Contingencies	\$ (4,745)	\$ (4,745)
<b>Subtotal Disallowed Costs</b>	<b>\$ (4,745)</b>	<b>\$ (4,745.00)</b>
<b>Cost Adjustments</b>		
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 495,944</b>	<b>\$ 495,944</b>
<b>First Allocation</b>		
Incoming - All Others	\$ 102,820	\$ 102,820
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 598,764</b>	<b>\$ 598,764</b>
<b>Second Allocation</b>		
Incoming - All Others	\$ 11,296	\$ 11,296
Reallocate Admin Costs	\$ -	\$ -
Unallocated Costs	\$ -	\$ -
<b>Subtotal of Second Allocat</b>	<b>\$ 11,296</b>	<b>\$ 11,296.42</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 610,060</b>	<b>\$ 610,060</b>



**100-87-827 Bldg Maint City Hall**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
<b>City Hall Maintenance</b>							
100-10-100 City Council	4.70	5.054%	\$ 30,260		\$ 30,260		\$ 30,260
100-12-120 City Manager	4.90	5.269%	\$ 31,548		\$ 31,548		\$ 31,548
100-12-126 Office of Communications	0.90	0.968%	\$ 5,794		\$ 5,794		\$ 5,794
100-12-633 Disaster Preparedness	1.95	2.097%	\$ 12,555		\$ 12,555		\$ 12,555
100-13-130 City Clerk	2.50	2.688%	\$ 16,096		\$ 16,096		\$ 16,096
100-15-141 City Attorney	2.00	2.151%	\$ 12,877		\$ 12,877		\$ 12,877
100-31-305 Video	3.00	3.226%	\$ 19,315		\$ 19,315		\$ 19,315
100-32-308 Applications	2.50	2.688%	\$ 16,096		\$ 16,096		\$ 16,096
100-40-400 Admin Services Administration	1.40	1.505%	\$ 9,014		\$ 9,014		\$ 9,014
100-41-405 Accounting	7.05	7.581%	\$ 45,390		\$ 45,390		\$ 45,390
100-41-425 Purchasing	1.20	1.290%	\$ 7,726		\$ 7,726		\$ 7,726
100-41-426 Budgeting	1.95	2.097%	\$ 12,555		\$ 12,555		\$ 12,555
100-44-412 Human Resources	3.85	4.140%	\$ 24,788		\$ 24,788		\$ 24,788
100-44-417 Insurance Administration	0.15	0.161%	\$ 966		\$ 966		\$ 966
100-80-800 Public Works Admin	2.95	3.172%	\$ 18,993		\$ 18,993		\$ 18,993
100-82-806 CIP Administration	4.75	5.108%	\$ 30,582		\$ 30,582		\$ 30,582
100-11-131 Telecommunication Commission	0.07	0.075%	\$ 451		\$ 451	\$ 17	\$ 467
100-11-142 Fine Arts Commission	0.10	0.108%	\$ 644		\$ 644	\$ 24	\$ 668
100-11-150 Public Safety Commission	0.05	0.054%	\$ 322		\$ 322	\$ 12	\$ 334
100-11-155 Bike/Ped Safety Commission	0.15	0.161%	\$ 966		\$ 966	\$ 36	\$ 1,002
100-11-170 Planning Commission	0.06	0.065%	\$ 386		\$ 386	\$ 14	\$ 401
100-11-190 Audit Committee	0.10	0.108%	\$ 644		\$ 644	\$ 24	\$ 668
100-12-122 Sustainability Division	0.35	0.376%	\$ 2,253		\$ 2,253	\$ 84	\$ 2,337
100-12-632 Comm Outreach & Neigh Watch	1.00	1.075%	\$ 6,438		\$ 6,438	\$ 239	\$ 6,677
100-12-705 Economic Development	1.00	1.075%	\$ 6,438		\$ 6,438	\$ 239	\$ 6,677
100-41-406 Business Licenses	1.10	1.183%	\$ 7,082		\$ 7,082	\$ 263	\$ 7,345
100-70-700 Community Development Admin	0.50	0.538%	\$ 3,219		\$ 3,219	\$ 120	\$ 3,339
100-71-701 Current Planning	4.18	4.495%	\$ 26,912		\$ 26,912	\$ 999	\$ 27,912
100-71-702 Mid Long Term Planning	1.94	2.086%	\$ 12,490		\$ 12,490	\$ 464	\$ 12,954
100-73-713 General Building	2.92	3.140%	\$ 18,800		\$ 18,800	\$ 698	\$ 19,498
100-73-714 Construction Plan Check	5.90	6.344%	\$ 37,986		\$ 37,986	\$ 1,411	\$ 39,397
100-73-715 Building Inspection	5.15	5.538%	\$ 33,157		\$ 33,157	\$ 1,231	\$ 34,389

**100-87-827 Bldg Maint City Hall**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-73-718 Muni - Bldg Code Enforcement	0.25	0.269%	\$ 1,610		\$ 1,610	\$ 60	\$ 1,669
100-74-202 Code Enforcement	2.00	2.151%	\$ 12,877		\$ 12,877	\$ 478	\$ 13,355
100-82-804 Plan Review	2.90	3.118%	\$ 18,671		\$ 18,671	\$ 693	\$ 19,364
100-88-844 Traffic Engineering	2.40	2.581%	\$ 15,452		\$ 15,452	\$ 574	\$ 16,026
100-88-846 Safe Routes 2 School	1.00	1.075%	\$ 6,438		\$ 6,438	\$ 239	\$ 6,677
230-81-802 Non Point Source	2.60	2.796%	\$ 16,740		\$ 16,740	\$ 622	\$ 17,361
260-72-707 CDBG General Admin	0.10	0.108%	\$ 644		\$ 644	\$ 24	\$ 668
265-72-711 BMR Affordable Housing Fund	0.80	0.860%	\$ 5,151		\$ 5,151	\$ 191	\$ 5,342
270-85-821 Street Pavement Maintenance	0.75	0.806%	\$ 4,829		\$ 4,829	\$ 179	\$ 5,008
520-81-801 Resources Recovery	2.25	2.419%	\$ 14,486		\$ 14,486	\$ 538	\$ 15,024
610-30-300 Administration	0.53	0.570%	\$ 3,412		\$ 3,412	\$ 127	\$ 3,539
610-34-310 Infrastructure	3.50	3.763%	\$ 22,534		\$ 22,534	\$ 837	\$ 23,371
610-35-986 GIS	3.40	3.656%	\$ 21,890		\$ 21,890	\$ 813	\$ 22,703
620-44-418 Workers Compensation Insurance	0.20	0.215%	\$ 1,288		\$ 1,288	\$ 48	\$ 1,335
<b>Total</b>	<b>93.00</b>	<b>100.000%</b>	<b>\$ 598,764</b>	<b>\$ -</b>	<b>\$ 598,764</b>	<b>\$ 11,296</b>	<b>\$ 610,060</b>

**Allocation Basis:**

**FTE per City Hall Division / Program**

**Source of Allocation:**

**City Hall Staffing**

**ALLOCATION SUMMARY**

<b>100-87-827 Bldg Maint City Hall</b>	<b>City Hall Maintenance</b>	<b>Total</b>
100-10-100 City Council	\$ 30,260	\$ 30,260
100-12-120 City Manager	\$ 31,548	\$ 31,548
100-12-126 Office of Communications	\$ 5,794	\$ 5,794
100-12-633 Disaster Preparedness	\$ 12,555	\$ 12,555
100-13-130 City Clerk	\$ 16,096	\$ 16,096
100-15-141 City Attorney	\$ 12,877	\$ 12,877
100-31-305 Video	\$ 19,315	\$ 19,315
100-32-308 Applications	\$ 16,096	\$ 16,096
100-40-400 Admin Services Administration	\$ 9,014	\$ 9,014
100-41-405 Accounting	\$ 45,390	\$ 45,390
100-41-425 Purchasing	\$ 7,726	\$ 7,726
100-41-426 Budgeting	\$ 12,555	\$ 12,555
100-44-412 Human Resources	\$ 24,788	\$ 24,788
100-44-417 Insurance Administration	\$ 966	\$ 966
100-80-800 Public Works Admin	\$ 18,993	\$ 18,993
100-82-806 CIP Administration	\$ 30,582	\$ 30,582
100-11-131 Telecommunication Commission	\$ 467	\$ 467
100-11-142 Fine Arts Commission	\$ 668	\$ 668
100-11-150 Public Safety Commission	\$ 334	\$ 334
100-11-155 Bike/Ped Safety Commission	\$ 1,002	\$ 1,002
100-11-170 Planning Commission	\$ 401	\$ 401
100-11-190 Audit Committee	\$ 668	\$ 668
100-12-122 Sustainability Division	\$ 2,337	\$ 2,337
100-12-632 Comm Outreach & Neigh Watch	\$ 6,677	\$ 6,677
100-12-705 Economic Development	\$ 6,677	\$ 6,677
100-41-406 Business Licenses	\$ 7,345	\$ 7,345
100-70-700 Community Development Admin	\$ 3,339	\$ 3,339
100-71-701 Current Planning	\$ 27,912	\$ 27,912
100-71-702 Mid Long Term Planning	\$ 12,954	\$ 12,954

**ALLOCATION SUMMARY**

<b>100-87-827 Bldg Maint City Hall</b>	<b>City Hall Maintenance</b>	<b>Total</b>
100-73-713 General Building	\$ 19,498	\$ 19,498
100-73-714 Construction Plan Check	\$ 39,397	\$ 39,397
100-73-715 Building Inspection	\$ 34,389	\$ 34,389
100-73-718 Muni - Bldg Code Enforcement	\$ 1,669	\$ 1,669
100-74-202 Code Enforcement	\$ 13,355	\$ 13,355
100-82-804 Plan Review	\$ 19,364	\$ 19,364
100-88-844 Traffic Engineering	\$ 16,026	\$ 16,026
100-88-846 Safe Routes 2 School	\$ 6,677	\$ 6,677
230-81-802 Non Point Source	\$ 17,361	\$ 17,361
260-72-707 CDBG General Admin	\$ 668	\$ 668
265-72-711 BMR Affordable Housing Fund	\$ 5,342	\$ 5,342
270-85-821 Street Pavement Maintenance	\$ 5,008	\$ 5,008
520-81-801 Resources Recovery	\$ 15,024	\$ 15,024
610-30-300 Administration	\$ 3,539	\$ 3,539
610-34-310 Infrastructure	\$ 23,371	\$ 23,371
610-35-986 GIS	\$ 22,703	\$ 22,703
620-44-418 Workers Compensation Insurance	\$ 1,335	\$ 1,335
<b>Total</b>	<b>\$ 610,060</b>	<b>\$ 610,060</b>