



# Administration

City Manager

City Clerk

City Manager Discretionary Fund

City Attorney

# Administration

<b>Budget Unit</b>	<b>Program</b>	<b>2019 Adopted Budget</b>
<b>City Manager</b>		<b>\$ 2,431,286</b>
100-12-120	City Manager	\$ 993,118
100-12-122	Sustainability	\$ 888,266
100-12-126	Public Affairs	\$ 549,902
<b>City Clerk</b>		<b>\$ 784,849</b>
100-13-130	City Clerk	\$ 603,198
100-13-132	Duplicating and Mail Services	\$ 98,911
100-13-133	Elections	\$ 82,740
<b>City Manager Discretionary</b>		<b>\$ 593,661</b>
100-14-123	City Manager Contingency	\$ 593,661
<b>City Attorney</b>		<b>\$ 2,129,992</b>
100-15-141	City Attorney	\$ 2,129,992
<b>Total</b>		<b>\$ 5,939,788</b>

# Department Overview

## Budget at a Glance

### 2019 Adopted Budget

Total Revenues	\$ 712,570
Total Expenditures	\$ 5,939,788
Fund Balance	-
General Fund Costs	\$ 5,227,218
% Funded by General Fund	88.0 %
Total Staffing	15.47 FTE

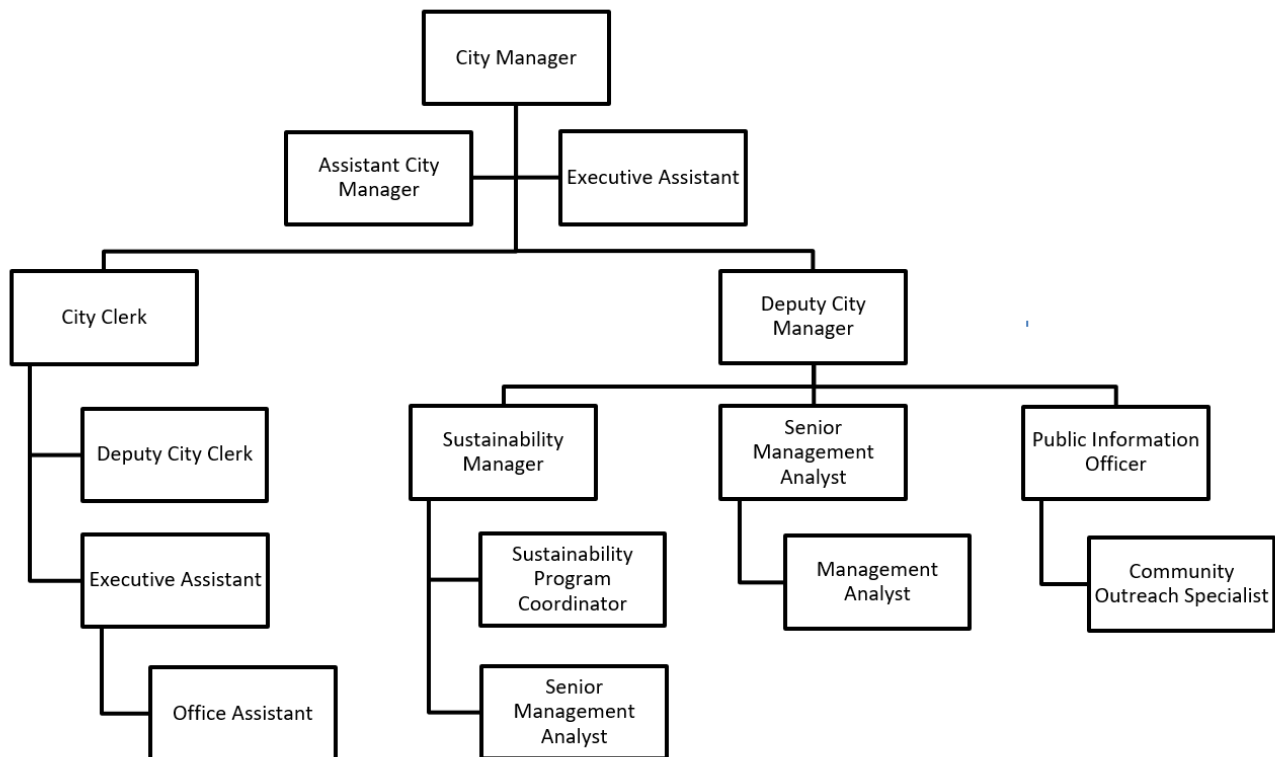
## Organization

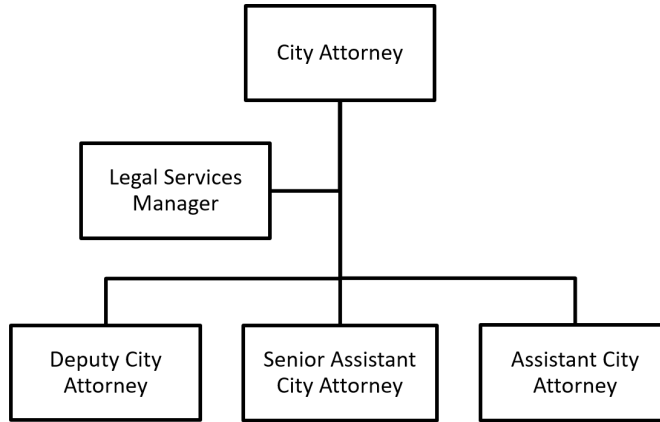
**David Brandt**, City Manager

**Randolph Hom**, City Attorney

**Jaqui Guzmán**, Deputy City Manager

**Grace Schmidt**, City Clerk





Performance Measures

City Clerk

**Goal: Streamline information processing for Council, staff and community members for compliance with State requirements and facilitate independent and transparent access to public information.**

**Benefit: All can fully participate in local government to achieve the community & organizational goals.**

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
City Council minutes for regular meetings presented for Council approval by the following regular meeting	100%	100%	100%
Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk’s office receipt of final, signed document	100%	100%	100%
Public Record Act requests responded to by the Statutory deadline date	100%	100%	100%

Public Affairs

**Goal: Promote and increase interest and participation in City services, programs, initiatives, and projects while building community pride and positive identification with the City among its residents.**

**Benefit: Residents have access to timely, engaging, and important information.**

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram accounts	19,250	20,700	10% annual increase
Social media engagement: average number of engagements (reactions, comments, shares, and clicks <sup>1</sup> ) per post on City Hall Facebook account	39.6	44.9	10% annual increase
Cupertino 311: Average response time to customers organization-wide (in days) <sup>2</sup> :			
Construction:		1.45	
Graffiti:		0.29	
Trash:		2.00	
Parking /Abandoned Vehicle:		2.32	
Noise Disturbance:		1.06	
Animal Concern:	N/A	0.48	Respond within 2 days
Property Use Concerns:		3.18	
Tree/Landscape Issue:		2.70	
Roadway:		1.08	
Parks and Recreation:		5.14	
Stormwater:		3.71	
Homelessness:		4.79	
Other:		1.76	

<sup>1</sup> Clicks have now been added to the engagement metric, which will bump up the average number.

<sup>2</sup> The performance measure for “Access Cupertino: Average response time to customers organization-wide” was revised as Access Cupertino was replaced by Cupertino 311 in September 2017. The Cupertino 311 Application is administered through the IT Department, but each individual department is responsible for responding to its own requests. Response times are organized by request category.

## Sustainability

**Goal: Implement Cupertino’s Climate Action Plan and General Plan Sustainability Element to achieve quantifiable emissions reductions, conserve finite resources, and achieve utility cost avoidance and savings across municipal operations and community partners.**

**Benefit: Cupertino is a healthy, resilient, environmentally-vibrant city for current and future residents to live, work, learn and play.**

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
% community-wide emissions reduced from baseline of 307,288 MT CO <sub>2</sub> e/yr <sup>1</sup>	2015 inventory: 13.1% decrease in emissions from baseline (294,281 MT CO <sub>2</sub> e/yr)		15% reduction by 2020 (261,195 MT CO <sub>2</sub> e/yr)
Initiate and implement all Climate Action Plan near-term measures:			
x% initiated	100%	100%	100%
x% complete or ongoing	45%	55%	100%
Increase the total number of Certified Green Businesses through the city's GreenBiz program to improve efficiency and conserve resources	63 Total 3 New 6 Re-cert	63 Total 1 Re-cert	100

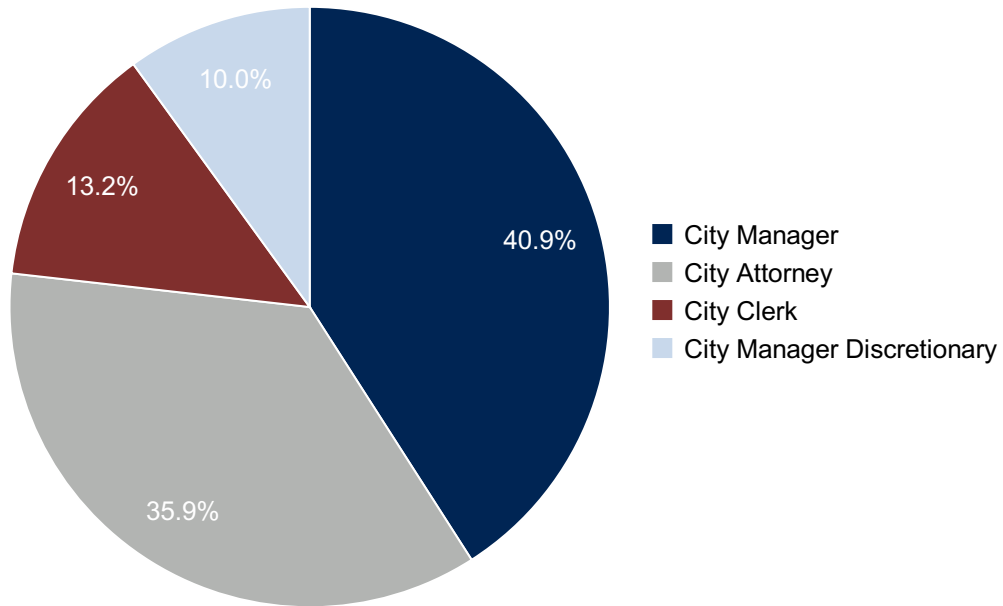
<sup>1</sup> Cupertino's GHG inventories are conducted roughly every 3-5 years.

## Adopted Budget

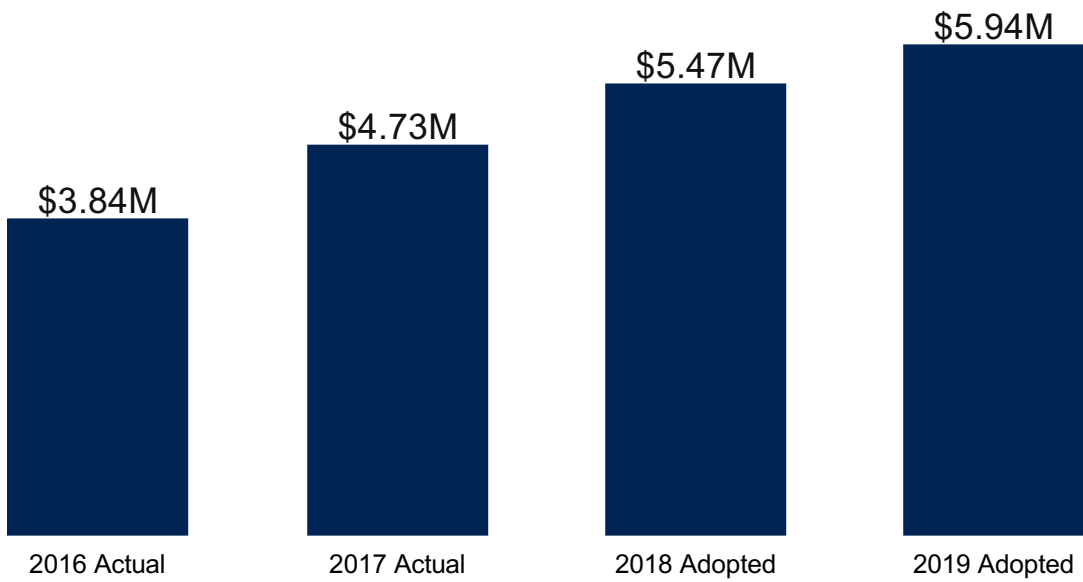
On June 5, 2018, City Council approved a budget of \$5,939,788 for the Administration department. This represents an increase of \$471,891 (8.6%) from the FY 2018 Adopted Budget.

This increase is primarily associated with negotiated employee compensation and benefits changes due to take effect in July 2018. This budget also includes costs associated with special projects in Sustainability and election costs which only occur in even years.

## Adopted Expenditures by Division



## Department Expenditure History



## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 338,580	\$ 3,367,273	\$ 844,929	\$ 712,070
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 16,863	\$ 53,958	-	\$ 500
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 355,444</b>	<b>\$ 3,421,231</b>	<b>\$ 844,929</b>	<b>\$ 712,570</b>
<b>Expenditures</b>				
Employee Compensation	\$ 1,391,112	\$ 1,712,430	\$ 1,976,893	\$ 2,301,666
Employee Benefits	\$ 482,995	\$ 614,505	\$ 782,277	\$ 940,051
Materials	\$ 165,297	\$ 273,460	\$ 306,066	\$ 327,766
Contract Services	\$ 998,653	\$ 1,121,824	\$ 1,255,568	\$ 1,021,775
Cost Allocation	\$ 294,828	\$ 979,665	\$ 376,097	\$ 422,346
Capital Outlay	-	-	-	-
Special Projects	\$ 504,933	\$ 25,242	\$ 160,000	\$ 264,470
Appropriations for Contingency	\$ 113	\$ 1,186	\$ 610,996	\$ 661,714
<b>Total Expenditures</b>	<b>\$ 3,837,931</b>	<b>\$ 4,728,312</b>	<b>\$ 5,467,897</b>	<b>\$ 5,939,788</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 3,482,487</b>	<b>\$ 1,307,081</b>	<b>\$ 4,622,968</b>	<b>\$ 5,227,218</b>



# City Manager

Budget Unit 100-12-120

General Fund - City Manager - City Manager

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 332,342
Total Expenditures	\$ 993,118
Fund Balance	-
General Fund Costs	\$ 660,776
% Funded by General Fund	66.5 %
Total Staffing	3.62 FTE

## Program Overview

The City Manager is responsible to the City Council for the effective and efficient operation of the City. Under the direction of the City Council as a whole, the City Manager carries out the City's goals and objectives. The City Manager oversees Sustainability and Public Affairs.

## Service Objectives

- Accomplish the City Council's work program.
- Manage City operations.
- Ensure all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses, and privileges granted by the City are faithfully performed and observed.
- Advise the City Council on policy, and the financial conditions and needs of the City.
- Investigate all complaints concerning the operation of the City.
- Prepare reports and initiate recommendations as may be desirable or as requested by the City Council.
- Ensure that the City's policies and procedures provide a foundation for a secure financial position.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$993,118 for the City Manager program. This represents an increase of \$40,719 (4.3%) from the FY 2018 Adopted Budget.

The majority of the increase is due to negotiated increases in salaries and benefits due to take effect in July 2018.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 124,512	\$ 1,027,154	\$ 319,142	\$ 332,342
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 124,512</b>	<b>\$ 1,027,154</b>	<b>\$ 319,142</b>	<b>\$ 332,342</b>
<b>Expenditures</b>				
Employee Compensation	\$ 469,105	\$ 590,452	\$ 622,201	\$ 626,760
Employee Benefits	\$ 163,567	\$ 209,668	\$ 235,855	\$ 247,959
Materials	\$ 38,229	\$ 44,281	\$ 44,380	\$ 45,580
Contract Services	\$ 26,024	\$ 32,772	\$ 14,540	\$ 14,540
Cost Allocation	\$ 108,180	\$ 397,676	\$ 31,937	\$ 55,273
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	\$ 868	\$ 3,486	\$ 3,006
<b>Total Expenditures</b>	<b>\$ 805,105</b>	<b>\$ 1,275,718</b>	<b>\$ 952,399</b>	<b>\$ 993,118</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 680,593</b>	<b>\$ 248,564</b>	<b>\$ 633,257</b>	<b>\$ 660,776</b>

## Staffing

Total current authorized positions - 3.37

The increase in staffing is due to staffing reallocations to better reflect time spent in this program.

Total recommended positions - 3.62

# Sustainability

Budget Unit 100-12-122

General Fund - City Manager - Sustainability

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 888,266
Fund Balance	-
General Fund Costs	\$ 888,266
% Funded by General Fund	100.0 %
Total Staffing	1.8 FTE

## Program Overview

The Sustainability Division works to bring environmental awareness across departments and engage staff, students, residents, and businesses in building public good through activities that reduce greenhouse gas emissions, help to mitigate financial and regulatory risk, provide utility cost assurances, conserve scarce resources, prioritize public health and prepare for the impacts of climate change. In this capacity, the program teams with regional partners and adjacent jurisdictions to develop collective approaches to implement the City's ambitious Climate Action Plan.

## Service Objectives

- Collect and analyze relevant data to demonstrate municipal compliance with current and burgeoning state and federal regulations.
- Serve as a technical resource on sustainability initiatives by preparing staff reports, developing local policies and ordinances, coordinating educational events, and making presentations to Council, City departments, and applicable outside organizations.
- Coordinate municipal and community-wide greenhouse gas emissions inventories, develop emissions targets, execute a community-wide climate action plan, and track progress to achieve emissions reductions over time.
- Expand existing compliance-focused environmental services to offer innovative energy, water, and resource conservation programs that effectively engage employees and community members.
- Evaluate existing departmental programs and benchmark environmental achievements on an ongoing basis.
- Research tools and best practices for efficient utility management and conservation and adapt these to the City's organizational culture, operations, and budgets.
- Manage or perform resource audits, identify energy conservation and renewable energy generation opportunities, calculate feasibility and develop projects that are cost-effective and conserve resources.
- Work with schools to expand successful municipal programs into educational institutions through effective partnerships that empower students as environmental leaders.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$888,266 for the Sustainability program. This represents an increase of \$109,391 (14.0%) from the FY 2018 Adopted Budget.

This increase is partially due to negotiated increases in compensation and benefits due to take effect in July 2018. In addition, the Sustainability Division will convert the current limited-term Environmental Program Assistant (Sustainability Program Coordinator) to a permanent position. This position will continue to be allocated to the Sustainability Division (75%) and Environmental Division Resource Recovery fund (25%). This position has become essential to the Sustainability Division in performing duties related to greenhouse gas inventory data tracking, climate action plan implementation tracking, program coordination, tracking utility expenditures and energy, natural gas, and waste usage, and community outreach and education.

Sustainability Division expenses for this year are attributed to continuing program services to implement the Climate Action Plan measures in the near term and reduce overall greenhouse gas emission. There is also an increase associated with special project requests outlined in the table below.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Residential Drought Tolerant Landscaping Pilot Program	\$175,000		General Fund	Pilot to create a turnkey lawn removal and drought tolerant planting program for residents
Residential Energy Reduction & Efficiency Program	\$6,000		General Fund	Home Energy Score, and Home Intel, CBSM program. Incentive \$\$ and marketing to homeowners and renters throughout the City
Utility Box Art Painting Round 4	\$10,000		General Fund	Art contest and painting up to 5 utility boxes throughout the City
Employee Commute Program	\$50,500		General Fund	Internal Employee Commuting program to encourage alternative commuting to work and encourage employee retention
<b>Total</b>	<b>\$241,500</b>			

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 68,987	\$ 103,442	\$ 31,452	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 16,863	\$ 53,658	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 85,850</b>	<b>\$ 157,100</b>	<b>\$ 31,452</b>	<b>-</b>
<b>Expenditures</b>				
Employee Compensation	\$ 137,722	\$ 151,981	\$ 165,944	\$ 210,120
Employee Benefits	\$ 51,409	\$ 66,474	\$ 66,571	\$ 89,005
Materials	\$ 23,862	\$ 27,475	\$ 36,225	\$ 36,225
Contract Services	\$ 18,533	\$ 77,637	\$ 147,000	\$ 147,000
Cost Allocation	\$ 22,212	\$ 125,220	\$ 191,006	\$ 155,255
Capital Outlay	-	-	-	-
Special Projects	\$ 504,933	\$ 25,242	\$ 160,000	\$ 241,500
Appropriations for Contingency	-	-	\$ 12,129	\$ 9,161
<b>Total Expenditures</b>	<b>\$ 758,671</b>	<b>\$ 474,029</b>	<b>\$ 778,875</b>	<b>\$ 888,266</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 672,821</b>	<b>\$ 316,929</b>	<b>\$ 747,423</b>	<b>\$ 888,266</b>

## Staffing

Total current authorized positions - 1.80

There are no changes to the current level of staffing. The current limited term Environmental Program Assistant (Sustainability Program Coordinator) will be converted to a permanent position.

Total recommended positions - 1.80

# Public Affairs

Budget Unit 100-12-126

General Fund - City Manager - Public Affairs

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 122,318
Total Expenditures	\$ 549,902
Fund Balance	-
General Fund Costs	\$ 427,584
% Funded by General Fund	77.8 %
Total Staffing	2.15 FTE

## Program Overview

The Public Affairs program is responsible for community outreach to ensure that residents have access to timely, useful, and important information. The Public Affairs program oversees and maintains many of the City's lines of communication with residents, including the City's website, social media accounts, monthly newsletter, videos, event tabling, flyers, and press releases. Public Affairs also acts as a liaison between various City departments and the community when it comes to communicating information about projects and events.

## Service Objectives

- Serve as the communications link between the City of Cupertino and residents
- Ensure that the community has easy access to important, useful, and timely information through various forms of media including print, online, and video
- Build community pride and positive identification with the City among residents
- Increase interest and participation in City services, projects, and activities
- Promote City Council and departmental goals, initiatives, programs, and services
- Assist in creating better internal and external communication
- Enhance the City's relationship with the news media

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$549,902 for the Public Affairs program. This represents an increase of \$78,956 (16.8%) from the FY 2018 Adopted Budget.

This increase is primarily due to negotiated salary and benefit changes due to take effect in July 2018 and changes in position allocations. At Mid-Year, a portion of the Recreation and Community Services Department's Community Outreach Specialist, a graphic designer, was reallocated to Public Affairs. This restructuring change will ensure that the Community Outreach Specialist supporting Recreation is up-to-date on broader community interests, concerns, and sensitivities; as well as ensuring alignment to City-wide branding and marketing strategies. Realigning the position also allows greater flexibility for both Public Affairs and Recreation in meeting marketing demands.

The Public Affairs Division is also continuing its Guideline Refresh project. The first phase was completed in Fiscal Year 2018 and included an updated style guide with clearly defined fonts, a new color palette, and logo elements. It also included new letterhead and staff report templates, fresh proclamation and press release documents, City-wide email signatures, and new PowerPoint layouts for meetings. Public Affairs will continue this project by creating a Grammar Style Guide, to ensure staff members are using a similar tone of voice and consistent spelling, and help various departments update their marketing materials to make sure they follow the new guidelines.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 97,618	\$ 150,355	\$ 121,818
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	\$ 500
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	<b>\$ 97,618</b>	<b>\$ 150,355</b>	<b>\$ 122,318</b>
<b>Expenditures</b>				
Employee Compensation	-	\$ 164,032	\$ 186,448	\$ 226,234
Employee Benefits	-	\$ 64,581	\$ 80,449	\$ 96,034
Materials	-	\$ 92,562	\$ 107,374	\$ 122,874
Contract Services	-	\$ 68,566	\$ 18,000	\$ 26,000
Cost Allocation	-	\$ 56,787	\$ 60,307	\$ 70,741
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 18,368	\$ 8,019
<b>Total Expenditures</b>	-	<b>\$ 446,528</b>	<b>\$ 470,946</b>	<b>\$ 549,902</b>
<b>Fund Balance</b>	-	-	-	-
<b>General Fund Costs</b>	-	<b>\$ 348,910</b>	<b>\$ 320,591</b>	<b>\$ 427,584</b>

## Staffing

Total current authorized positions - 2.15

There are no changes to the current level of staffing. At Mid-Year, 0.3 FTE of a Community Outreach Specialist was allocated to Public Affairs.

Total recommended positions - 2.15



# City Clerk

Budget Unit 100-13-130

General Fund - City Clerk - City Clerk

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 63,559
Total Expenditures	\$ 603,198
Fund Balance	-
General Fund Costs	\$ 539,639
% Funded by General Fund	89.5 %
Total Staffing	2.5 FTE

## Program Overview

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

## Service Objectives

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

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$603,198 for the City Clerk program. This represents an increase of \$3,236 (0.5%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 27,276	\$ 453,952	\$ 80,947	\$ 63,559
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 300	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 27,276</b>	<b>\$ 454,252</b>	<b>\$ 80,947</b>	<b>\$ 63,559</b>
<b>Expenditures</b>				
Employee Compensation	\$ 263,000	\$ 312,309	\$ 323,903	\$ 342,977
Employee Benefits	\$ 106,264	\$ 121,263	\$ 134,875	\$ 125,997
Materials	\$ 21,478	\$ 30,527	\$ 25,441	\$ 25,441
Contract Services	\$ 34,192	\$ 34,434	\$ 57,531	\$ 57,531
Cost Allocation	\$ 91,560	\$ 237,115	\$ 53,590	\$ 47,103
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 4,622	\$ 4,149
<b>Total Expenditures</b>	<b>\$ 516,494</b>	<b>\$ 735,648</b>	<b>\$ 599,962</b>	<b>\$ 603,198</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 489,218</b>	<b>\$ 281,396</b>	<b>\$ 519,015</b>	<b>\$ 539,639</b>

## Staffing

Total current authorized positions - 2.70

Staffing is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 2.50

# Duplicating and Mail Services

Budget Unit 100-13-132

General Fund - City Clerk - Duplicating and Mail Services

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 98,911
Fund Balance	-
General Fund Costs	\$ 98,911
% Funded by General Fund	100.0 %
Total Staffing	0.4 FTE

## Program Overview

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

## Service Objectives

- Administer mail service to each department and satellite facilities in a timely manner.
- Process and deliver routine incoming and outgoing mail and packages daily to each department and satellite facilities.
- Provide additional special deliveries as needed.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$98,911 for the Duplicating and Mail Services program. This represents an increase of \$13,893 (16.3%) from the FY 2018 Adopted Budget.

The budget increase is due to a proposal to purchase postage and folder-insert machines. By purchasing rather than leasing, contract costs will be reduced by \$8,000.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	\$ 16,287	\$ 16,156	\$ 22,953	\$ 22,941
Employee Benefits	\$ 849	\$ 442	\$ 11,198	\$ 12,417
Materials	\$ 33,371	\$ 38,930	\$ 33,000	\$ 33,000
Contract Services	\$ 14,557	\$ 13,866	\$ 14,000	\$ 5,630
Cost Allocation	\$ 6,300	-	-	\$ 21
Capital Outlay	-	-	-	-
Special Projects	-	-	-	\$ 22,970
Appropriations for Contingency	-	-	\$ 3,867	\$ 1,932
<b>Total Expenditures</b>	<b>\$ 71,364</b>	<b>\$ 69,394</b>	<b>\$ 85,018</b>	<b>\$ 98,911</b>
<b>Fund Balance</b>	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 71,364</b>	<b>\$ 69,394</b>	<b>\$ 85,018</b>	<b>\$ 98,911</b>

## Staffing

Total current authorized positions - 0.40

There are no changes to the current level of staffing.

Total recommended positions - 0.40

# Elections

Budget Unit 100-13-133

General Fund - City Clerk - Elections

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 82,740
Fund Balance	-
General Fund Costs	\$ 82,740
% Funded by General Fund	100.0 %
Total Staffing	0 FTE

## Program Overview

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

## Service Objectives

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

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$82,740 for the Elections program. This represents an increase of \$82,452 (28629.2%) from the FY 2018 Adopted Budget.

The increase is due to the General Municipal Election occurring in even years.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	\$ 22	\$ 6,484	\$ 100	\$ 5,100
Contract Services	\$ 4,572	\$ 307,736	-	\$ 73,700
Cost Allocation	-	-	\$ 188	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	\$ 3,940
<b>Total Expenditures</b>	<b>\$ 4,594</b>	<b>\$ 314,220</b>	<b>\$ 288</b>	<b>\$ 82,740</b>
<b>Fund Balance</b>	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 4,594</b>	<b>\$ 314,220</b>	<b>\$ 288</b>	<b>\$ 82,740</b>

## Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00

# City Manager Contingency

Budget Unit 100-14-123

General Fund - City Manager Discretionary - City Manager Contingency

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	-
Total Expenditures	\$ 593,661
Fund Balance	-
General Fund Costs	\$ 593,661
% Funded by General Fund	100.0 %
Total Staffing	0 FTE

## Program Overview

The City Manager Contingency fund was established to meet citywide unexpected expenses that may occur during the year. In FY 2014, an Appropriations for Contingency expenditure category was added to each General Fund department to serve as a contingency for any unexpected expenditures that might occur. This category is 5% of each program's budgeted materials and contract services. A second level of contingency was also established for unexpected expenditures that may occur over the 5% contingency. For all programs within the General Fund, 5% of the total budgeted materials and contract services were placed in this program. This brings total Appropriations for Contingencies for the General Fund to 10% of total budgeted materials and contract services. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommended 5-15% contingency. Any unspent contingency funds will go to fund balance at the end of the year.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$593,661 for the City Manager Contingency program. This represents an increase of \$52,840 (9.8%) from the FY 2018 Adopted Budget.

The funding for the City Manager Contingency program is determined by taking 5% of all materials and contract services budgeted in the General Fund, excluding the contract with the Sheriff's Office. The increase is primarily due to increases in materials and contract services throughout the General Fund.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	\$ 35,000	-
Cost Allocation	-	-	\$ 821	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 505,000	\$ 593,661
<b>Total Expenditures</b>	-	-	<b>\$ 540,821</b>	<b>\$ 593,661</b>
<b>Fund Balance</b>	-	-	-	-
<b>General Fund Costs</b>	-	-	<b>\$ 540,821</b>	<b>\$ 593,661</b>

## Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00



# City Attorney

Budget Unit 100-15-141

General Fund - City Attorney - City Attorney

## Budget at a Glance

	<b>2019 Adopted Budget</b>
Total Revenues	\$ 194,351
Total Expenditures	\$ 2,129,992
Fund Balance	-
General Fund Costs	\$ 1,935,641
% Funded by General Fund	90.9 %
Total Staffing	5.0 FTE

## Program Overview

The City Attorney is appointed by the City Council to manage the legal affairs of the City, including the operation of the City Attorney's Office. The City Attorney's Office provides all legal services that are needed to support the City Council, City Commissions, City Manager, department directors, and City staff.

## Service Objectives

The mission of the City Attorney's Office is to protect and defend the City by all legal and ethical means and to provide the municipal corporation with high-quality legal service and advice. These legal services include the following:

- Prosecute and defend the City in any legal action such as civil matters involving personal injury or property damage, employment practices, code enforcement, or any administrative action arising out of City business.
- Manage all liability claims filed against the City including investigation and disposition.
- Attend City Council, Planning Commission, and other public meetings as requested.
- Prepare and review proposed legislation including ordinances and resolutions.
- Draft and/or review contracts, agreements, and other legal documents.
- Conduct legal research and analysis, and prepare legal memoranda.
- Provide legal support for special projects, among other things.

## Adopted Budget

On June 5, 2018, City Council approved a budget of \$2,129,992 for the City Attorney program. This represents an increase of \$90,404 (4.4%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

## Revenues and Expenditures

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

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 117,805	\$ 1,685,107	\$ 263,033	\$ 194,351
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	<b>\$ 117,805</b>	<b>\$ 1,685,107</b>	<b>\$ 263,033</b>	<b>\$ 194,351</b>
<b>Expenditures</b>				
Employee Compensation	\$ 504,998	\$ 477,500	\$ 655,444	\$ 872,634
Employee Benefits	\$ 160,906	\$ 152,077	\$ 253,329	\$ 368,639
Materials	\$ 48,335	\$ 33,200	\$ 59,546	\$ 59,546
Contract Services	\$ 900,775	\$ 586,812	\$ 969,497	\$ 697,374
Cost Allocation	\$ 66,576	\$ 162,867	\$ 38,248	\$ 93,953
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	\$ 113	\$ 318	\$ 63,524	\$ 37,846
<b>Total Expenditures</b>	<b>\$ 1,681,703</b>	<b>\$ 1,412,775</b>	<b>\$ 2,039,588</b>	<b>\$ 2,129,992</b>
<b>Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Fund Costs</b>	<b>\$ 1,563,897</b>	<b>\$ (272,332)</b>	<b>\$ 1,776,555</b>	<b>\$ 1,935,641</b>

## Staffing

Total current authorized positions - 5.00

There are no changes to the current level of staffing.

Total recommended positions - 5.00

This page intentionally left blank.