

Administration

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Department Overview

Budget Units

Budget Unit	Program	2023 Adopted Budget
City Manager		\$ 7,089,953
100-12-120	City Manager	\$ 2,219,722
100-12-122	Sustainability	\$ 813,464
100-12-126	Office of Communications	\$ 1,019,517
100-12-305	Multimedia	\$ 438,792
100-12-307	Public Access Support	\$ 79,249
100-12-632	Community Outreach and Neighborhood Watch	\$ 213,823
100-12-633	Office of Emergency Management	\$ 1,706,493
100-12-705	Economic Development	\$ 598,893
City Clerk		\$ 909,333
100-13-130	City Clerk	\$ 719,419
100-13-132	Duplicating and Mail Services	\$ 49,075
100-13-133	Elections	\$ 140,839
City Manager Discretionary		\$ 75,000
100-14-123	City Manager Contingency	\$ 75,000
City Attorney		\$ 1,574,133
100-15-141	City Attorney	\$ 1,574,133
Total		\$ 9,648,419

Budget at a Glance

2023 Adopted Budget

Total Revenues	\$ 2,469,823
Total Expenditures	\$ 9,648,419
Fund Balance	\$ -
General Fund Costs	\$ 7,178,596
% Funded by General Fund	74.4%
Total Staffing	24.3 FTE

Organization

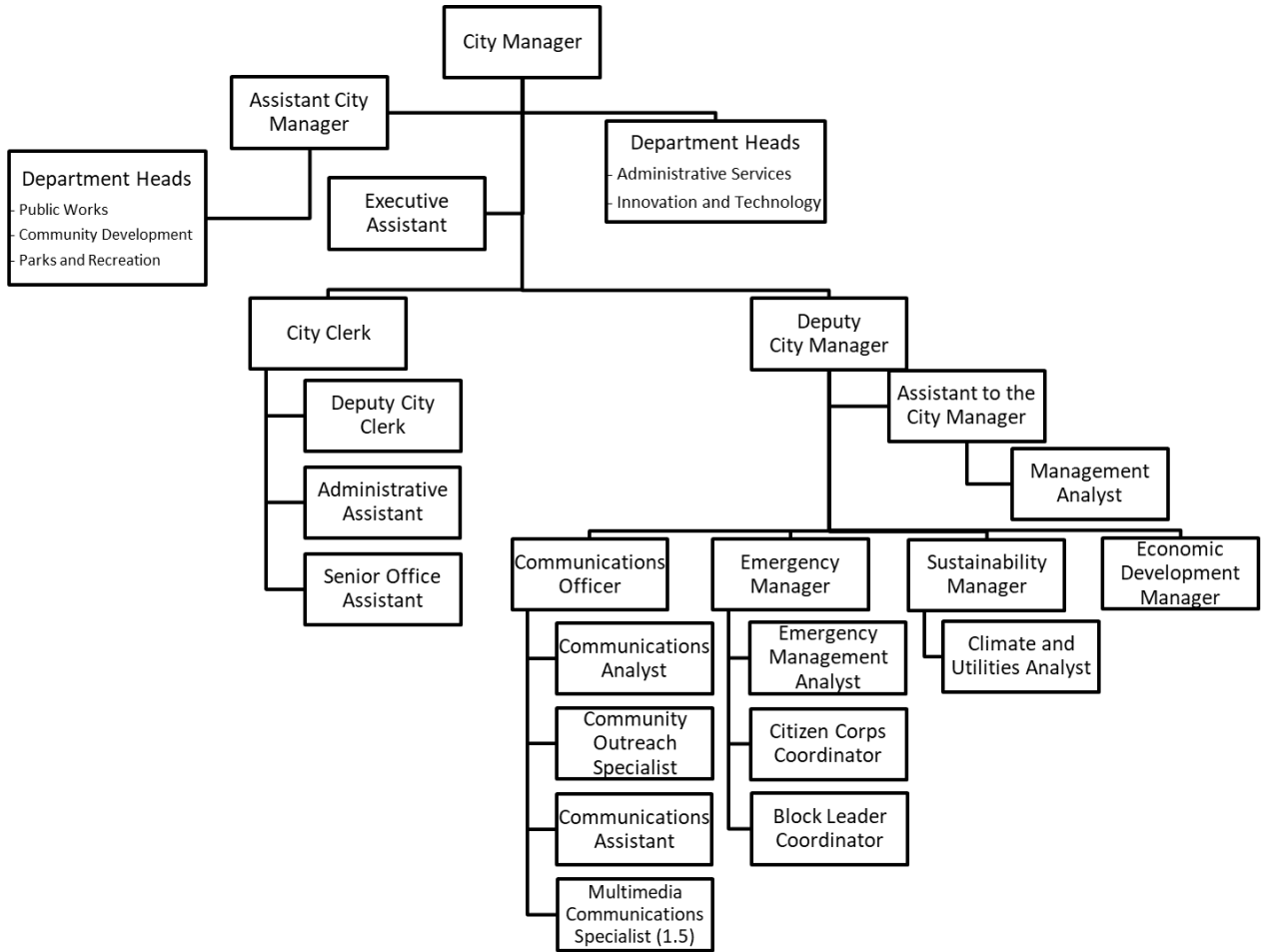
Jim Throop, City Manager

Dianne Thompson, Assistant City Manager

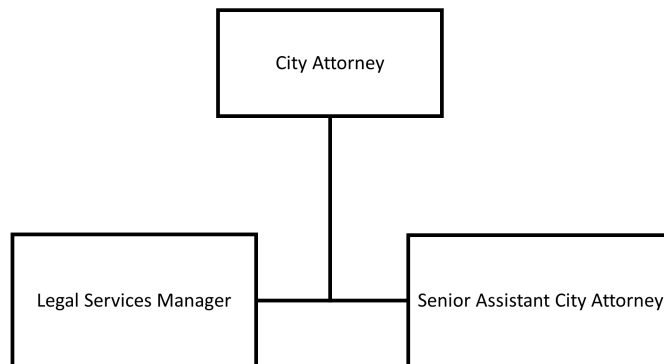
Christopher Jensen, City Attorney

Kirsten Squarcia, City Clerk

City Manager's Office



City Attorney's Office



Performance Measures

City Clerk Division

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.

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
City Council minutes for meetings presented for Council approval by the following regular meeting	100%	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	60%	80%	80%	100%
Public Record Act requests responded to by the Statutory deadline date	100%	100%	100%	100%

Office of Communications

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.

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram accounts	31,906	35,177	37,367	10% annual increase
Social media engagement: average number of engagements (reactions, comments, shares, and clicks) per post on City Hall Facebook account	72.3	66.5	85.1	10% annual increase
Cupertino 311: Average response time to customers organization-wide (in days):	2.8 Days	3.5 Days	3.3 Days	Average Close Time 5 Days

Sustainability Division

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.

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
% community-wide emissions reduced from baseline of 307,288 MT CO ₂ e/yr ¹	2018 inventory: 24% decrease in emissions from baseline (258,659 MT CO ₂ e/yr)			15% reduction by 2020 (261,195 MT CO ₂ e/yr)
Initiate and implement all Climate Action Plan near-term measures:				
% initiated	100%	100%	100%	100%
% complete or ongoing	79%	79%	79%	100%
% municipal operations emissions reduced from baseline of 1,865 MT CO ₂ e/yr	2018 inventory: 66% reduction in emissions from baseline: 642 MT CO ₂ e			15% reduction by 2020

¹ Cupertino's GHG inventories are conducted roughly every 3-5 years.

Economic Development Division

Goal: To actively pursue opportunities in the areas of business attraction, retention, and expansion as a means of promoting economic vitality, and strengthening the City's sales tax base to support Cupertino's excellent quality of life for its residents, businesses, and daytime population.

Benefit: Cupertino's economy and sales tax revenue base are diversified to further enhance the City's financial stability and its ability to provide quality amenities to the community.

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Maintain Economic Development Business Connect Subscribers	2,000	2,500	2,500	2,800
Economic Development Business Workshops & Events	11	3*	2	12 per year

*limited due to COVID

Multimedia Division

Multimedia Division has been moved under the Innovation & Technology Department.

Workload Indicators

City Clerk Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
City Council minutes for regular meetings presented for Council approval by the following regular meeting	22/22	15/15	25/25
Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document	182/272; 12/18	148/185; 10/12	45/56; 7/9
Public Record Act requests responded to by the Statutory deadline date	104/104	94/94	139/139

Office of Communications

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Social Media Engagement: Post per year (Facebook, Nextdoor, Twitter, Instagram)	1,182	1,634	595
Number of Projects Created on Engage Cupertino	N/A	N/A	6
Number of Community Information and Outreach Program products provided (newsletters, press releases, website news postings)	373	248	105

Sustainability Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of local businesses visited/reached out to as part of GreenBiz program outreach (est)	36	6	7
Events related to increasing awareness of reducing greenhouse gas emissions in the community (staff organized or staff tabled) (est)	10	7	15
Sustainability related metrics tracked and/or analyzed (est)	90	90	90
Climate Action Plan action steps initiated or implemented (est)	64	94	99

Economic Development Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Meetings with large groups/organizations; appointments with brokers, prospective business owners, business owners and operators, City staff, etc.	78*	68*	19
Special events, including small business workshops and seminars, ICSC conferences and events, ribbon cuttings and grand openings, and Small Business Saturday Celebration	N/A	N/A	3
Presentations to local organizations and visiting delegations.	N/A	N/A	0
Respond to call and email inquires	N/A	N/A	20

* This is an estimate based on the best information available

Multimedia Division

Multimedia Division has been moved under the Innovation & Technology Department.

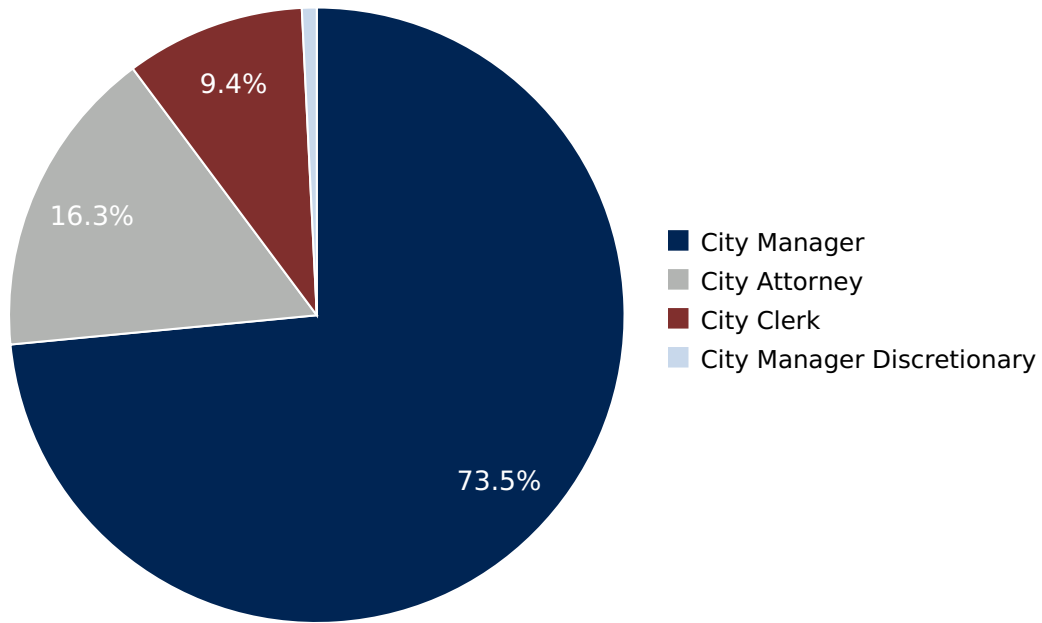
Adopted Budget

On June 9, 2022, City Council approved a budget of \$9,648,419 for the Administration department. This represents an increase of \$2,018,790 (26.5%) from the FY 2021-22 Adopted Budget.

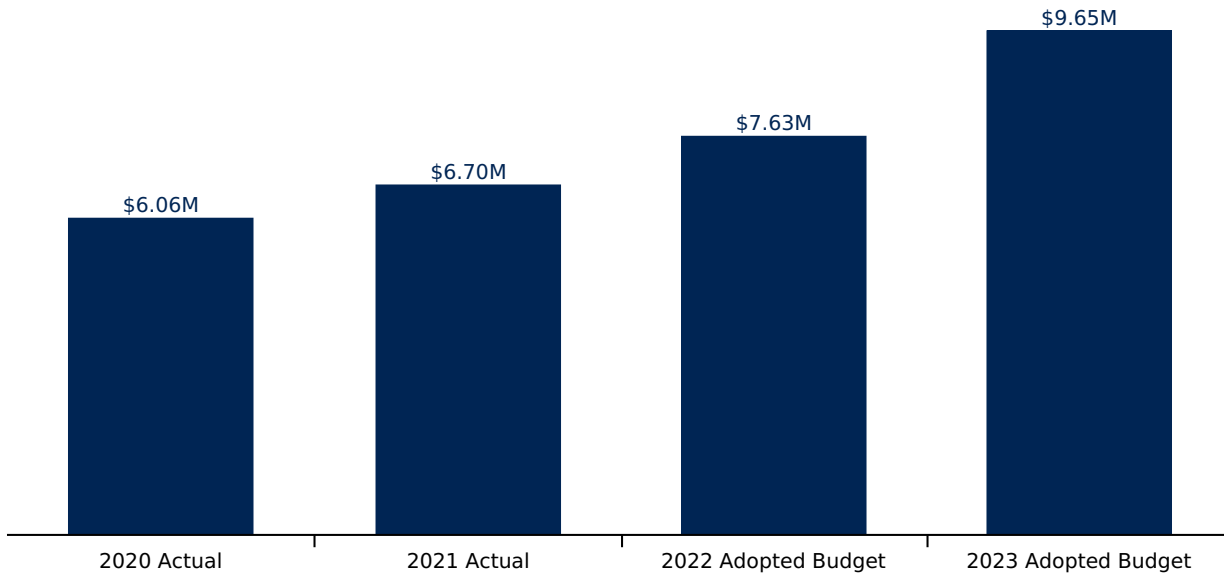
The increase in Employee Compensation and Benefits is due to the addition of new positions and the insourcing of the City Attorney’s Office. The transition from outsourced to in-house attorneys has increased compensation and benefits and decreased contract services.

The increase from FY 2019-20 actuals to FY 2022-23 is primarily due to compensation and benefits and special projects that vary from year to year. Employee Compensation and Benefits increased due to the addition of new positions, the transfer of programs from other City departments to the City Manager's Office, and the insourcing of the City Attorney's Office. Special Projects increased because new special projects were added in FY 2022-23. Materials are higher than historical actuals because conference and training budgets were not completely expended due to the pandemic.

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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ 33,209	\$ 45,516	\$ -	\$ 1,000,000
Charges for Services	\$ 1,137,815	\$ 1,399,287	\$ 1,739,136	\$ 1,469,823
Miscellaneous Revenue	\$ 14,494	\$ 19,634	\$ -	\$ -
Total Revenues	\$ 1,185,518	\$ 1,464,437	\$ 1,739,136	\$ 2,469,823
Expenditures				
Employee Compensation	\$ 1,860,354	\$ 2,606,217	\$ 2,944,170	\$ 4,091,919
Employee Benefits	\$ 699,664	\$ 1,061,161	\$ 1,288,316	\$ 1,777,576
Materials	\$ 297,319	\$ 327,504	\$ 425,135	\$ 535,812
Contract Services	\$ 2,702,604	\$ 1,973,653	\$ 2,237,070	\$ 1,362,790
Cost Allocation	\$ 469,747	\$ 481,712	\$ 513,713	\$ 468,859
Special Projects	\$ 31,841	\$ 247,344	\$ 120,900	\$ 1,289,000
Contingencies	\$ -	\$ -	\$ 100,325	\$ 122,463
Total Expenditures	\$ 6,061,529	\$ 6,697,591	\$ 7,629,629	\$ 9,648,419
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 4,876,011	\$ 5,233,153	\$ 5,890,493	\$ 7,178,596

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
ADMINISTRATIVE ASSISTANT	0	0	0	1.00
ASSISTANT CITY MANAGER	1.00	1.00	1.00	2.00
ASSIST TO THE CITY MNGR	1.00	1.00	1.00	0
CITY ATTORNEY	0	0	0	1.00
CITY CLERK	1.00	1.00	1.00	1.00
CITY MANAGER	1.00	1.00	1.00	1.00
COMMUNICATIONS ANALYST	0	0	0	1.00
COMMUNITY OUTREACH SPECIALIST	1.20	1.20	1.20	0.90
COMMUNITY RELATIONS COORD	0.75	0.75	0.75	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	0	0	1.00
ECONOMIC DEVELOPMENT MANAGER	1.00	0	0	1.00
EMERGENCY SERVICES COORDINATOR	1.00	0.95	0.95	0.95
ENVIRONMENTAL PROGRAMS ASSISTANT	0	0.35	0.35	0.35
EXEC ASST TO THE CITY COUNCIL	0.50	0.50	0.50	0.50
LEGAL SERVICES MANAGER	1.00	1.00	1.00	1.00
LEGISLATIVE AIDE	0	0	0	1.00
MANAGEMENT ANALYST	0.70	1.70	2.70	2.70
MULTIMEDIA COMMUNICATIONS SPEC	0	3.00	3.00	1.50
PUBLIC INFORMATION OFFICER	0.75	0.85	0.85	0.85
SENIOR ASSISTANT CITY ATTORNEY	0	0	0	1.00
SR OFFICE ASSISTANT	1.60	1.80	1.80	1.80
SUSTAINABILITY MANAGER	0.70	0.75	0.75	0.75
Total	14.20	17.85	18.85	24.30

City Manager

Budget Unit 100-12-120

General Fund - City Manager - City Manager

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ 631,098
Total Expenditures	\$ 2,219,722
Fund Balance	\$ -
General Fund Costs	\$ 1,588,624
% Funded by General Fund	71.6%
Total Staffing	6.9 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.

Service Objectives

- Accomplish the Council-approved City 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 9, 2022, City Council approved a budget of \$2,219,722 for the City Manager program. This represents an increase of \$697,901 (45.9%) from the FY 2021-22 Adopted Budget.

This increase is primarily due to the addition of the Assistant City Manager and Legislative Aide positions, which the City Council added via motion at the Proposed Budget Study Session. The Assistant City Manager will oversee strategic planning and outreach, especially in legislative issues and advocacy, oversee outreach to the communities (residents, developers, and property owners), and oversee engagement with affordable housing developers on various ways to deliver low-income and middle-income housing. The Legislative Aide will support the City Council on legislative matters and government relations.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Safe Gun Storage Ordinance	\$12,000	\$12,000	General Fund	City Work Program: Research best practices for safe gun storage from neighboring jurisdictions. Adopt safe gun storage ordinance to increase public safety for residents.	Quality of Life
Total	\$12,000	\$12,000			

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ 33,209	\$ 36,716	\$ -	\$ -
Charges for Services	\$ 401,525	\$ 452,422	\$ 637,444	\$ 631,098
Total Revenues	\$ 434,734	\$ 489,138	\$ 637,444	\$ 631,098
Expenditures				
Employee Compensation	\$ 760,394	\$ 885,438	\$ 964,238	\$ 1,427,444
Employee Benefits	\$ 269,702	\$ 310,212	\$ 402,900	\$ 590,183
Materials	\$ 37,468	\$ 14,328	\$ 49,338	\$ 53,887
Contract Services	\$ 91,435	\$ 137,342	\$ 101,572	\$ 131,572
Cost Allocation	\$ 40,423	\$ -	\$ -	\$ -
Special Projects	\$ -	\$ 17,432	\$ -	\$ 12,000
Contingencies	\$ -	\$ -	\$ 3,773	\$ 4,636
Total Expenditures	\$ 1,199,422	\$ 1,364,752	\$ 1,521,821	\$ 2,219,722
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 764,687	\$ 875,614	\$ 884,377	\$ 1,588,624

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
ASSISTANT CITY MANAGER	1.00	1.00	1.00	2.00
ASSIST TO THE CITY MNGR	1.00	1.00	1.00	0
CITY MANAGER	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	0	0	1.00
EXEC ASST TO THE CITY COUNCIL	0	0.50	0.50	0.50
LEGISLATIVE AIDE	0	0	0	1.00
MANAGEMENT ANALYST	0	1.00	1.00	1.00
SR OFFICE ASSISTANT	0.40	0.40	0.40	0.40
Total	3.40	4.90	4.90	6.90

In FY 2021-22, the Assistant to the City Manager position was reclassified to Deputy City Manager. At the Proposed Budget Study Session, City Council made a motion to add Assistant City Manager and Legislative Aide positions.

Sustainability

Budget Unit 100-12-122

General Fund - City Manager - Sustainability

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 813,464
Fund Balance	\$ -
General Fund Costs	\$ 813,464
% Funded by General Fund	100.0%
Total Staffing	1.8 FTE

Program Overview

The Sustainability Division works to implement the City's Climate Action Plan, provides subject matter expertise and coordinates across departments in building public good through activities that reduce greenhouse gas emissions, conserves 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, and seeks grant funding 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 increasing 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.
- Develop effective partnerships that empower students and community members as environmental leaders.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$813,464 for the Sustainability program. This represents a decrease of \$52,956 (-6.1%) from the FY 2021-22 Adopted Budget.

The decrease is due to a large special project, the update to the Climate Action Plan, completed in FY 2021-22. The decrease in Cost Allocation expenses is due to decreased City Attorney costs and fewer Human Resources recruitments for Sustainability in FY 2020-21.

Special Projects

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

Special Project	Appropriations	Revenue	Funding Source	Description	Strategic Goal
Climate Action Plan Vision Summary Document	\$10,000	\$10,000	General Fund	Graphic design and editing support for a public-facing, "user-friendly" vision and executive summary document for the newly adopted Climate Action Plan Update	
Electrification Study	\$50,000	\$50,000	General Fund	City Work Program: Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings and transportation systems.	Sustainability and Fiscal Strategy
Total	\$60,000	\$60,000			

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Miscellaneous Revenue	\$ 14,494	\$ 1,450	\$ -	\$ -
Total Revenues	\$ 14,494	\$ 1,450	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 161,002	\$ 221,141	\$ 273,730	\$ 291,223
Employee Benefits	\$ 80,086	\$ 112,596	\$ 131,482	\$ 137,241
Materials	\$ 10,204	\$ 7,581	\$ 29,955	\$ 34,755
Contract Services	\$ 60,747	\$ 48,853	\$ 94,379	\$ 104,379
Cost Allocation	\$ 116,846	\$ 208,182	\$ 249,106	\$ 182,388
Special Projects	\$ 20,174	\$ 63,299	\$ 84,400	\$ 60,000
Contingencies	\$ -	\$ -	\$ 3,368	\$ 3,478
Total Expenditures	\$ 449,059	\$ 661,652	\$ 866,420	\$ 813,464
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 434,564	\$ 660,201	\$ 866,420	\$ 813,464

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
ENVIRONMENTAL PROGRAMS ASSISTANT	0	0.35	0.35	0.35
MANAGEMENT ANALYST	0.70	0.70	0.70	0.70
SUSTAINABILITY MANAGER	0.70	0.75	0.75	0.75
Total	1.40	1.80	1.80	1.80

There are no changes to the current level of staffing.

Office of Communications

Budget Unit 100-12-126

General Fund - City Manager - Office of Communications

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,019,517
Fund Balance	\$ -
General Fund Costs	\$ 1,019,517
% Funded by General Fund	100.0%
Total Staffing	3.7 FTE

Program Overview

The Office of Communications is responsible for community outreach to ensure that residents have access to timely, useful, and important information. The Office of Communications 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. The Office of Communications 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 9, 2022, City Council approved a budget of \$1,019,517 for the Office of Communications program. This represents an increase of \$310,562 (43.8%) from the FY 2021-22 Adopted Budget.

The increase in budget is primarily due to the addition of the community survey that was typically done every other year and the addition of a three-year Limited-Term Communications Analyst to support strategic outreach throughout the City. There is also additional funding for increased marketing and outreach and two City Work Program projects.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Integrated Plan for Community Engagement	\$30,000	\$30,000	General Fund	City Work Program: The plan should include all possible outreach channels, traditional media, newspaper, including Chinese and other languages, City Channel, the Scene, social media and influencers. community leaders, community groups, HOAs, block leader programs, Chamber and other business groups etc.	Public Engagement and Transparency
Community Engagement on Alternative Transportation and Parking	\$12,000	\$12,000	General Fund	City Work Program: Educate and encourage resident use of alternative transportation to the Library. Install signage to point to overflow parking at Eaton Elementary school.	Public Engagement and Transparency/ Transportation
Total	\$42,000	\$42,000			

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Charges for Services	\$ 260,873	\$ -	\$ -	\$ -
Total Revenues	\$ 260,873	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 266,759	\$ 318,479	\$ 347,178	\$ 449,061
Employee Benefits	\$ 103,636	\$ 135,743	\$ 160,426	\$ 212,471
Materials	\$ 97,245	\$ 137,495	\$ 154,755	\$ 187,478
Contract Services	\$ 34,762	\$ 18,827	\$ 39,856	\$ 120,800
Cost Allocation	\$ 28,441	\$ -	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 42,000
Contingencies	\$ -	\$ -	\$ 6,740	\$ 7,707
Total Expenditures	\$ 530,843	\$ 610,544	\$ 708,955	\$ 1,019,517
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 269,970	\$ 610,544	\$ 708,955	\$ 1,019,517

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
COMMUNICATIONS ANALYST	0	0	0	1.00
COMMUNITY OUTREACH SPECIALIST	1.20	1.20	1.20	0.90
PUBLIC INFORMATION OFFICER	0.75	0.85	0.85	0.85
SR OFFICE ASSISTANT	0.70	0.90	0.90	0.90
Total	2.65	2.95	2.95	3.65

Staffing includes the addition of one three-year Limited-Term Communications Analyst to support strategic communications throughout the City.

Multimedia

Budget Unit 100-12-305

General Fund - City Manager - Multimedia

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ 354,821
Total Expenditures	\$ 438,792
Fund Balance	\$ -
General Fund Costs	\$ 83,971
% Funded by General Fund	19.1%
Total Staffing	1.5 FTE

Program Overview

In FY 2020-21, this program transferred from Innovation Technology to the City Manager's Office. Historical data can be found under Budget Unit 100-31-305. The primary goal of the Multimedia Division is to increase public awareness, interest, understanding, and participation in the issues, programs, and services presented by the City of Cupertino. The staff promotes City services and programs through its 24/7 government access channel, radio station, digital signage network, City website, and numerous online video platforms. In addition, the video staff provides multimedia production services and technical support for all City departments. Multimedia staff also oversees the design, maintenance, and engineering of the City's broadcast and audiovisual systems.

Service Objectives

Multimedia staff works together to manage and maintain the following city services:

- City Channel, the government access television channel which provides 24/7 information to Cupertino residents, includes full coverage of city meetings, community events, town hall forums, press conferences, election coverage, and local speaker series, as well as educational programming and state government affairs programming
- Webcasting and video on demand services for live streaming city meetings, events, and other programs of interest
- Radio Cupertino for emergency and community information for public service announcements, traffic alerts, and weather forecasts
- Digital signage to promote city programs and events via electronic displays in city facilities
- Multimedia production services and maintenance of city video equipment

Adopted Budget

On June 9, 2022, City Council approved a budget of \$438,792 for the Multimedia program. This represents a decrease of \$477,555 (-52.1%) from the FY 2021-22 Adopted Budget.

The decrease is due to transferring 1.5 positions and a portion of materials and contracts to the Video program in Innovation Technology.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Field Lighting Package	\$10,000	\$10,000	General Fund	Lighting Equipment Upgrade
Total	\$10,000	\$10,000		

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ 8,800	\$ -	\$ -
Charges for Services	\$ -	\$ 293,110	\$ 414,196	\$ 354,821
Total Revenues	\$ -	\$ 301,910	\$ 414,196	\$ 354,821
Expenditures				
Employee Compensation	\$ -	\$ 465,372	\$ 500,123	\$ 303,932
Employee Benefits	\$ -	\$ 196,887	\$ 215,203	\$ 101,391
Materials	\$ -	\$ 60,650	\$ 60,521	\$ 1,406
Contract Services	\$ -	\$ 74,066	\$ 110,597	\$ 21,491
Special Projects	\$ -	\$ 104,963	\$ 25,000	\$ 10,000
Contingencies	\$ -	\$ -	\$ 4,903	\$ 572
Total Expenditures	\$ -	\$ 901,938	\$ 916,347	\$ 438,792
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 600,027	\$ 502,151	\$ 83,971

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
MULTIMEDIA COMMUNICATIONS SPEC	0	3.00	3.00	1.50
Total	0	3.00	3.00	1.50

There are changes to the current level of staffing, as a portion of Multimedia/Video is transferring to Innovation Technology.

Public Access Support

Budget Unit 100-12-307

General Fund - City Manager - Public Access Support

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 79,249
Fund Balance	\$ -
General Fund Costs	\$ 79,249
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

The City assists in the funding of the KMVT Community Access Television Program.

Service Objectives

- Encourage Cupertino-based individuals and groups to use the community television production facilities for the purpose of expressing their interests, concerns, and ideas in a socially responsible manner.
- Provide professional training in hands-on video production by providing access to television equipment, computers, and software that would be otherwise out of reach of the average person.
- Provide workshops on all aspects of television production--including how to run a video camera, photography, editing, visual effects, social media, podcasting, and video blogging.
- Assist individuals and community groups to develop and produce programs for broadcast on the community access channel.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$79,249 for the Public Access Support program. This represents a decrease of \$282 (-0.4%) from the FY 2021-22 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Contract Services	\$ -	\$ 70,961	\$ 75,120	\$ 75,120
Cost Allocation	\$ -	\$ 3,022	\$ 2,533	\$ 2,251
Contingencies	\$ -	\$ -	\$ 1,878	\$ 1,878
Total Expenditures	\$ -	\$ 73,983	\$ 79,531	\$ 79,249
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 73,983	\$ 79,531	\$ 79,249

Staffing

There is no staffing associated with this program.

Community Outreach and Neighborhood Watch

Budget Unit 100-12-632

General Fund - City Manager - Community Outreach and Neighborhood Watch

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 213,823
Fund Balance	\$ -
General Fund Costs	\$ 213,823
% Funded by General Fund	100.0%
Total Staffing	1.0 FTE

Program Overview

Community Outreach programs facilitate communication and enhance cultural understanding in Cupertino neighborhoods. Block Leaders are instrumental in building connected communities, delivering timely and pertinent information to neighbors, and providing input to the City. Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff's Office.

Service Objectives

- Aid in the development, implementation, and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.
- Get Block Leaders involved in the Parks and Recreation System Master Plan.
- Create and implement Neighborhood Watch meetings and groups.
- Disseminate important City news and safety information.
- Organize and conduct annual National Night Out initiative.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$213,823 for the Community Outreach and Neighborhood Watch program. This represents an increase of \$41,931 (24.4%) from the FY 2021-22 Adopted Budget.

The increase in compensation and benefits is due to the addition of 0.25 FTE. The Community Relations Coordinator increased from 0.75 FTE to 1 FTE in FY 2021-22.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 104,593	\$ 83,627	\$ 55,908	\$ 92,579
Employee Benefits	\$ 37,535	\$ 38,468	\$ 34,044	\$ 47,518
Materials	\$ 3,346	\$ 5,971	\$ 11,386	\$ 14,818
Cost Allocation	\$ 43,100	\$ 56,874	\$ 68,769	\$ 58,538
Special Projects	\$ -	\$ -	\$ 1,500	\$ -
Contingencies	\$ -	\$ -	\$ 285	\$ 370
Total Expenditures	\$ 188,574	\$ 184,940	\$ 171,892	\$ 213,823
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 188,574	\$ 184,940	\$ 171,892	\$ 213,823

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
COMMUNITY RELATIONS COORD	0.75	0.75	0.75	1.00
Total	0.75	0.75	0.75	1.00

The Community Relations Coordinator increased from 0.75 FTE to 1 FTE in FY 2021-22.

Office of Emergency Management

Budget Unit 100-12-633

General Fund - City Manager - Office of Emergency Management

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ 1,000,000
Total Expenditures	\$ 1,706,493
Fund Balance	\$ -
General Fund Costs	\$ 706,493
% Funded by General Fund	41.4%
Total Staffing	2.0 FTE

Program Overview

The mission of the Office of Emergency Management is to lead and direct the City in prevention, preparation, mitigation, response, and recovery from all emergencies, hazards, incidents, and events.

Service Objectives

- Develop and implement the goals and objectives of Cupertino's Office of Emergency Management.
- Maintain the City's Emergency Operations Center (EOC) in a perpetual state of operational readiness.
- Support Citizen Corps including the Block Leader Program, Neighborhood Watch, Community Emergency Response Team (CERT), Cupertino Amateur Radio Emergency Service (CARES), and Medical Reserve Corps (MRC).
- Prepare, test, and revise emergency response and recovery policies, plans, and procedures in compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).
- Coordinate training of City staff in personal preparedness, SEMS/NIMS, and EOC functions.
- Maintain effective liaison with local, state, and national emergency management organizations and/or allied disaster preparedness and response agencies.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$1,706,493 for the Office of Emergency Management program. This represents an increase of \$1,011,759 (145.6%) from the FY 2021-22 Adopted Budget.

This budget is relatively unchanged from the FY 2021-22 budget. The increase in Contract Services is due to additional EOC training and the continuation of the personal preparedness program, which was a special project in FY 2021-22.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 1,000,000
Total Revenues	\$ -	\$ -	\$ -	\$ 1,000,000
Expenditures				
Employee Compensation	\$ 126,289	\$ 171,115	\$ 305,225	\$ 302,775
Employee Benefits	\$ 37,900	\$ 72,593	\$ 139,281	\$ 148,923
Materials	\$ 27,158	\$ 11,595	\$ 42,799	\$ 61,108
Contract Services	\$ 320	\$ -	\$ 7,139	\$ 14,200
Cost Allocation	\$ 106,193	\$ 128,820	\$ 188,792	\$ 177,604
Special Projects	\$ -	\$ 61,650	\$ 10,000	\$ 1,000,000
Contingencies	\$ -	\$ -	\$ 1,498	\$ 1,883
Total Expenditures	\$ 297,860	\$ 445,773	\$ 694,734	\$ 1,706,493
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 297,860	\$ 445,773	\$ 694,734	\$ 706,493

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
EMERGENCY SERVICES COORDINATOR	1.00	0.95	0.95	0.95
MANAGEMENT ANALYST	0	0	1.00	1.00
Total	1.00	0.95	1.95	1.95

There are no changes to the current level of staffing.

Economic Development

Budget Unit 100-12-705

General Fund - City Manager - Economic Development

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 598,893
Fund Balance	\$ -
General Fund Costs	\$ 598,893
% Funded by General Fund	100.0%
Total Staffing	1.0 FTE

Program Overview

In FY 2021-22, this program was transferred to the City Manager's Office. Historical data can be found in Budget Unit 100-71-705 in Community Development. The Economic Development program specifically targets business retention, expansion, and attraction with a focus on small business development, in order to support the City's financial stability.

Service Objectives

- Provide assistance and support to businesses to enable job creation, new business formation, private investment, and industry evolution.
- Conduct outreach to existing small businesses to create strong working relationships.
- Collaborate with internal city team members to keep the needs of businesses in the forefront when reviewing applications and projects.
- Partner with local business associations, agencies, and organizations to create a strong and cohesive network offering business support and assistance.
- Provide the public with current data and information easily accessible online or in printed format. Assist with policy formation to align with business and community goals.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$598,893 for the Economic Development program.

The Economic Development Manager was transferred from the Community Development to the Administration department. The Economic Development Manager, previously a part-time position, also became a full-time position in FY 2021-22. Special projects include Economic Development Strategy Outreach and Cupertino Store Implementation, a City Work Program project.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Cupertino Store Implementation	\$145,000	\$145,000	General Fund	City Work Program: With some help from the Fine Arts Commission for some of the items with art designed by community members, items would be designed and selected for the store, for sale to the public, and also available for exchange purposes for formal delegations to and from the City, with an at-cost charge structure for the latter purposes. For the 2022-2023 FY, the Cupertino store will be online only. Staff will present a plan to the Council on item selection and art design selection.	Public Engagement and Transparency
Economic Development Strategy Outreach	\$20,000	\$20,000	General Fund	Support outreach and engagement with stakeholders to share the draft strategy and secure feedback to develop and design key messages around recommendations	
Total	\$165,000	\$165,000			

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 40,726	\$ -	\$ -	\$ 180,045
Employee Benefits	\$ 14,011	\$ 1,221	\$ -	\$ 76,832
Materials	\$ 42,055	\$ 33,890	\$ -	\$ 69,629
Contract Services	\$ 213,350	\$ 149,994	\$ -	\$ 62,308
Cost Allocation	\$ 32,159	\$ 50,406	\$ -	\$ 41,781
Special Projects	\$ 11,667	\$ -	\$ -	\$ 165,000
Contingencies	\$ -	\$ -	\$ -	\$ 3,298
Total Expenditures	\$ 353,968	\$ 235,511	\$ -	\$ 598,893
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 353,968	\$ 235,511	\$ -	\$ 598,893

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
ECONOMIC DEVELOPMENT MANAGER	1.00	0	0	1.00
Total	1.00	0	0	1.00

In FY 2021-22, the Economic Development Manager position was transferred from the Community Development Department to the Administration Department.

City Clerk

Budget Unit 100-13-130

General Fund - City Clerk - City Clerk

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ 121,651
Total Expenditures	\$ 719,419
Fund Balance	\$ -
General Fund Costs	\$ 597,768
% Funded by General Fund	83.1%
Total Staffing	3.5 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; compliance with Public Records Act requests; manages official elections; and provides partial mail service for all City Departments.

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.
- Process and sort routine incoming and outgoing mail and packages daily for each department.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$719,419 for the City Clerk program. This represents an increase of \$116,086 (19.2%) from the FY 2021-22 Adopted Budget.

The increase in Employee Compensation and Benefits is due to the addition of an Administrative Assistant. The Administrative Assistant will provide a variety of support to the City Clerk's Division, including preparing meeting agendas, processing Public Records Act requests, campaign finance forms, ethics certificates, lobbyist registration applications, and general records management. The staff time needed for these functions has increased over the past years.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Charges for Services	\$ 65,544	\$ 91,584	\$ 144,551	\$ 121,651
Total Revenues	\$ 65,544	\$ 91,584	\$ 144,551	\$ 121,651
Expenditures				
Employee Compensation	\$ 294,834	\$ 351,929	\$ 384,695	\$ 434,265
Employee Benefits	\$ 107,721	\$ 139,725	\$ 143,987	\$ 198,878
Materials	\$ 37,326	\$ 35,000	\$ 35,382	\$ 46,172
Contract Services	\$ 44,336	\$ 27,822	\$ 37,448	\$ 38,000
Cost Allocation	\$ 34,341	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,821	\$ 2,104
Total Expenditures	\$ 518,558	\$ 554,476	\$ 603,333	\$ 719,419
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 453,015	\$ 462,893	\$ 458,782	\$ 597,768

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
ADMINISTRATIVE ASSISTANT	0	0	0	1.00
CITY CLERK	1.00	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
EXEC ASST TO THE CITY COUNCIL	0.50	0	0	0
SR OFFICE ASSISTANT	0.50	0.50	0.50	0.50
Total	3.00	2.50	2.50	3.50

Staffing is increasing due to the addition of an Administrative Assistant.

Duplicating and Mail Services

Budget Unit 100-13-132

General Fund - City Clerk - Duplicating and Mail Services

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 49,075
Fund Balance	\$ -
General Fund Costs	\$ 49,075
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

The Duplicating and Mail budget provides paper, envelope, and postage supplies Citywide, and is responsible for the maintenance costs of the postage and folder-inserter machines.

Service Objectives

- Supply paper, envelopes, and postage Citywide and maintain postage and folder-inserter machines.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$49,075 for the Duplicating and Mail Services program. This represents an increase of \$1,281 (2.7%) from the FY 2021-22 Adopted Budget.

This budget is relatively unchanged from last fiscal year. The costs for paper, envelopes, and postage increased by CPI.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Benefits	\$ 216	\$ -	\$ -	\$ -
Materials	\$ 30,750	\$ 18,551	\$ 36,410	\$ 37,794
Contract Services	\$ 6,065	\$ 5,271	\$ 5,959	\$ 6,500
Cost Allocation	\$ -	\$ 32,813	\$ 4,366	\$ 3,674
Contingencies	\$ -	\$ -	\$ 1,059	\$ 1,107
Total Expenditures	\$ 37,031	\$ 56,635	\$ 47,794	\$ 49,075
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 37,032	\$ 56,635	\$ 47,794	\$ 49,075

Staffing

There is no staffing associated with this program.

Elections

Budget Unit 100-13-133

General Fund - City Clerk - Elections

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 140,839
Fund Balance	\$ -
General Fund Costs	\$ 140,839
% Funded by General Fund	100.0%
Total Staffing	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 9, 2022, City Council approved a budget of \$140,839 for the Elections program. This represents an increase of \$140,692 (95708.8%) from the FY 2021-22 Adopted Budget.

The increase is due to increased costs for the Santa Clara County Election in November 2022, which occurs every two years. Materials costs are for election services and materials, including legal notices. Contract services costs are for consolidation with the County Registrar of Voters. The increase in Cost Allocation expenses is due to increased activities in FY 2020-21 as it was an election year.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ 14,300	\$ -	\$ -
Total Revenues	\$ -	\$ 14,300	\$ -	\$ -
Expenditures				
Materials	\$ 58	\$ 600	\$ -	\$ 4,845
Contract Services	\$ -	\$ 113,261	\$ -	\$ 130,000
Cost Allocation	\$ -	\$ 1,595	\$ 147	\$ 2,623
Contingencies	\$ -	\$ -	\$ -	\$ 3,371
Total Expenditures	\$ 58	\$ 115,456	\$ 147	\$ 140,839
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 58	\$ 101,156	\$ 147	\$ 140,839

Staffing

There is no staffing associated with this program.

City Manager Contingency

Budget Unit 100-14-123

General Fund - City Manager Discretionary - City Manager Contingency

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 75,000
Fund Balance	\$ -
General Fund Costs	\$ 75,000
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

The City Manager Contingency program was established to meet unexpected citywide expenses that may occur during the year. In FY 2013-14, a contingencies expenditure category was added to each program to serve as a contingency for any unexpected expenditures that might occur during the year. In FY 2020-21, program contingencies were reduced from 5% of budgeted materials and contract services to 2.5%. The City Manager Contingency is a second level of contingency established for unexpected expenditures that may occur over the program contingency. In FY 2020-21, City Manager contingencies were also reduced from 5% of budgeted General Fund materials and contract services to 2.5%. In FY 2021-22, City Manager contingencies were further reduced to \$75,000, bringing total contingencies for the General Fund to approximately 2.5% of budgeted materials and contract services. This percentage is below best practices adopted by the Governmental Accounting Standards Board (GASB) of 5-15% contingency. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager Contingency will require City Manager approval. Staff reports any use of the City Manager Contingency to the City Council as part of the quarterly financial report.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$75,000 for the City Manager Contingency program. This budget is unchanged from the prior year.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 743	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 75,000	\$ 75,000
Total Expenditures	\$ 743	\$ -	\$ 75,000	\$ 75,000
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 743	\$ -	\$ 75,000	\$ 75,000

Staffing

There is no staffing associated with this program.

City Attorney

Budget Unit 100-15-141

General Fund - City Attorney - City Attorney

Budget at a Glance

	2023 Adopted Budget
Total Revenues	\$ 362,253
Total Expenditures	\$ 1,574,133
Fund Balance	\$ -
General Fund Costs	\$ 1,211,880
% Funded by General Fund	77.0%
Total Staffing	3.0 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 and Committees, 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, 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.

Adopted Budget

On June 9, 2022, City Council approved a budget of \$1,574,133 for the City Attorney program. This represents a decrease of \$369,522 (-19.0%) from the FY 2021-22 Adopted Budget.

The decrease is due to the change from an outsourced City Attorney's Office to two in-house attorneys. The decrease in Cost Allocation revenues is because of a decrease in City Attorney expenses in FY 2021-22. The Cost Allocation Plan provides revenue for the City Attorney's Office from other programs that use City Attorney services.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
Revenues				
Charges for Services	\$ 409,873	\$ 562,171	\$ 542,945	\$ 362,253
Miscellaneous Revenue	\$ -	\$ 3,884	\$ -	\$ -
Total Revenues	\$ 409,873	\$ 566,055	\$ 542,945	\$ 362,253
Expenditures				
Employee Compensation	\$ 105,757	\$ 109,116	\$ 113,073	\$ 610,595
Employee Benefits	\$ 48,857	\$ 53,716	\$ 60,993	\$ 264,139
Materials	\$ 10,966	\$ 1,843	\$ 4,589	\$ 23,920
Contract Services	\$ 2,251,589	\$ 1,327,256	\$ 1,765,000	\$ 658,420
Cost Allocation	\$ 68,244	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ -	\$ 17,059
Total Expenditures	\$ 2,485,413	\$ 1,491,931	\$ 1,943,655	\$ 1,574,133
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 2,075,540	\$ 925,876	\$ 1,400,710	\$ 1,211,880

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
CITY ATTORNEY	0	0	0	1.00
LEGAL SERVICES MANAGER	1.00	1.00	1.00	1.00
SENIOR ASSISTANT CITY ATTORNEY	0	0	0	1.00
Total	1.00	1.00	1.00	3.00

In FY 2021-22, the City transitioned from an outsourced City Attorney's Office to an in-house City Attorney and Senior Assistant City Attorney.