

Administration

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Department Overview

Budget Units

Budget Unit	Program	2024 Proposed Budget
City Manager		\$ 5,291,715
100-12-120	City Manager	\$ 2,390,876
100-12-122	Sustainability	\$ 705,617
100-12-126	Office of Communications	\$ 682,026
100-12-305	Multimedia	\$ 16,752
100-12-307	Public Access Support	\$ 47,732
100-12-632	Community Outreach and Neighborhood Watch	\$ 252,691
100-12-633	Office of Emergency Management	\$ 728,067
100-12-705	Economic Development	\$ 467,954
City Clerk		\$ 818,808
100-13-130	City Clerk	\$ 777,023
100-13-132	Duplicating and Mail Services	\$ 40,808
100-13-133	Elections	\$ 977
City Manager Discretionary		\$ 50,000
100-14-123	City Manager Contingency	\$ 50,000
City Attorney		\$ 1,593,033
100-15-141	City Attorney	\$ 1,593,033
Total		\$ 7,753,556

Budget at a Glance

2024 Proposed Budget

Total Revenues	\$ 1,261,357
Total Expenditures	\$ 7,753,556
Fund Balance	\$ -
General Fund Costs	\$ 6,492,199
% Funded by General Fund	83.7%
Total Staffing	21.8 FTE

Organization

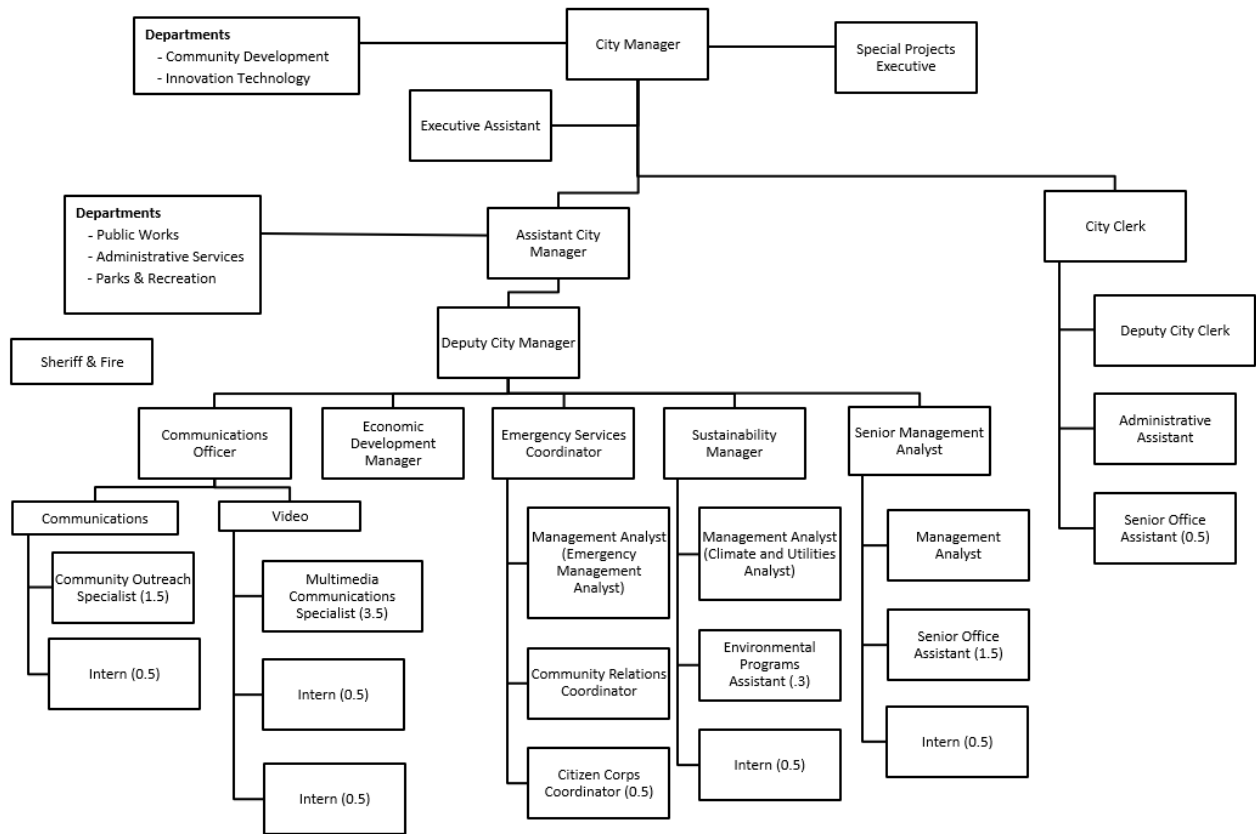
Pamela Wu, City Manager

Matt Morley, Assistant City Manager

Christopher Jensen, City Attorney

Kirsten Squarcia, City Clerk

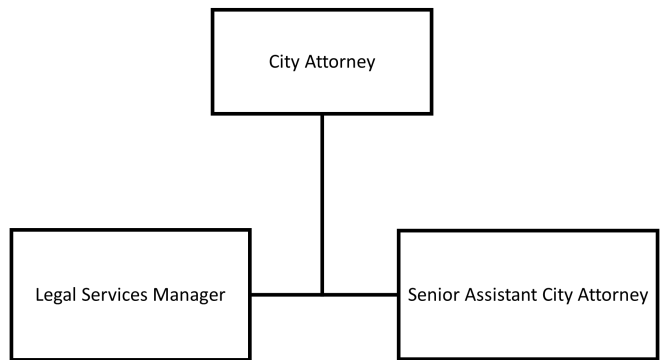
City Manager's Office



As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget:

- Assistant City Manager
- Communications Analyst

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 2021 July-June	FY 2022 July-June	FY 2023 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 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram accounts	35,177	N/A	40,294	10% annual increase
Social media engagement: average number of engagements (reactions, comments, shares, and clicks) per post on City Hall Facebook account	66.5	27.6	20.6	10% annual increase
Cupertino 311: Average response time to customers organization-wide (in days):	3.5 Days	2.7 Days	2.6 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 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
% community-wide emissions reduced from baseline of 307,288 MT CO2e/yr ¹	2018 inventory: 24% decrease in emissions from baseline (258,659 MT CO2e/yr)			15% reduction by 2020 (261,195 MT CO2e/yr)
Initiate and implement all Climate Action Plan near-term measures:				
% initiated	100%	100%	6%	100%
% complete or ongoing	79%	79%	4%	100%
% municipal operations emissions reduced from baseline of 1,865 MT CO2e/yr	2018 inventory: 66% reduction in emissions from baseline: 642 MT CO2e			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 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Maintain Economic Development Business Connect Subscribers	2,500	3,000	4,000	4,000
Economic Development Business Workshops & Events	3*	3	3	10 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 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
City Council minutes for regular meetings presented for Council approval by the following regular meeting	15/15	21/21	11/11
Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document	148/185; 10/12	71/77; 7/7	74; 4
Public Record Act requests responded to by the Statutory deadline date	94/94	124/103	119

Office of Communications

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Social Media Engagement: Post per year (Facebook, Nextdoor, Twitter, Instagram)	1,634	1,161	563
Number of Projects Created on Engage Cupertino	N/A	35	8
Number of Community Information and Outreach Program products provided (newsletters, press releases, website news postings)	248	185	121

Sustainability Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Climate Action Plan 2.0 Actions initiated or in Progress	N/A	3	8
Climate Action Plan 2.0 Actions Completed	N/A	2	5
Community Education and Outreach Activities Held	7	26	5
Cross-Departmental Projects Supporting	5	6	9
Number of municipal and community programs leading or supporting	8	8	8

Economic Development Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Meetings with large groups/organizations; appointments with brokers, prospective business owners, business owners and operators, City staff, etc.	20*		
Special events, including small business workshops and seminars, ICSC conferences and events, ribbon cuttings and grand openings, and Small Business Saturday Celebration	7*	7	2
Number of Business Connect Newsletter editions	4	4	2

* This is an estimate based on the best information available

Multimedia Division

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

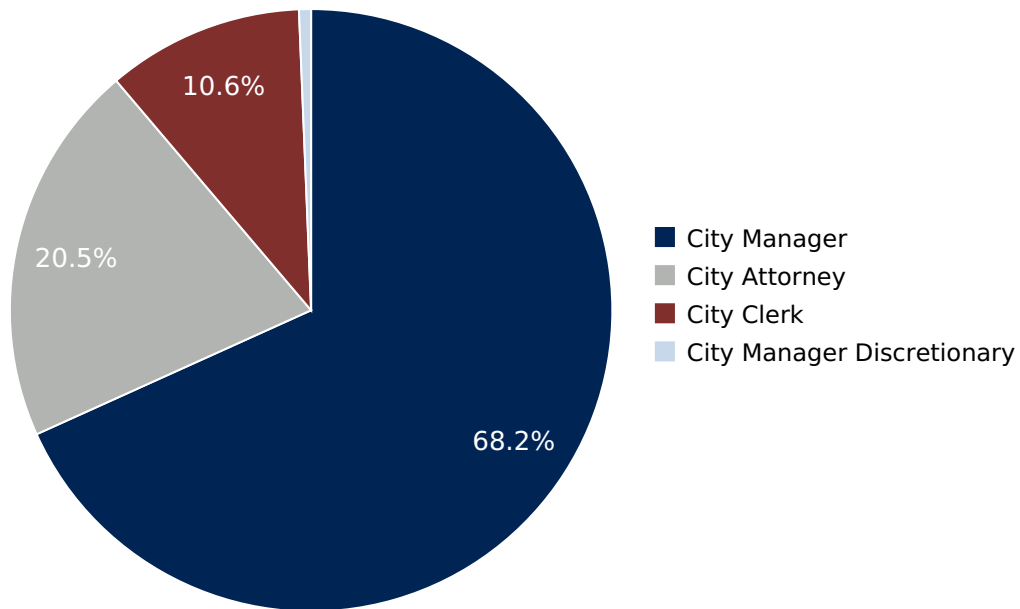
Proposed Budget

It is recommended that City Council approve a budget of \$7,753,556 for the Administration department. This represents a decrease of \$1,894,863 (-19.6%) from the FY 2022-23 Adopted Budget.

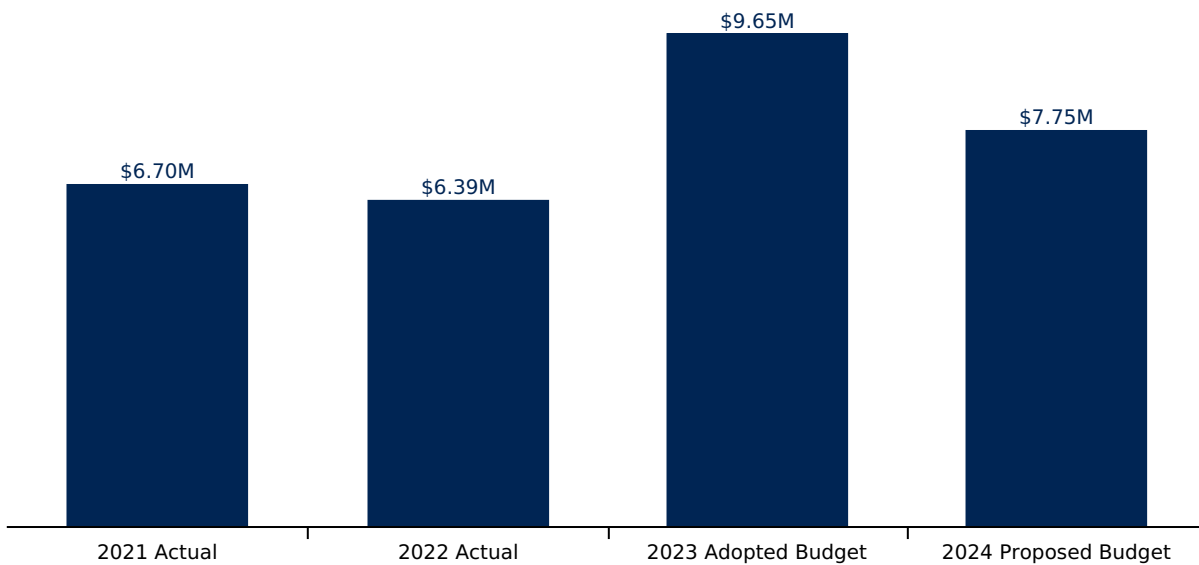
The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impacts
Materials	\$535,812	\$400,223	\$135,589	<p>This reduction is primarily related to savings in supplies, meeting expenses, and conference and travel. This should have minimal impact on services throughout the department.</p>
Contract Services	\$1,362,790	\$941,380	\$421,410	<p>This reduction is primarily related to contract negotiations to reduce cost for services throughout the department.</p>

Proposed 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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 45,516	\$ 6,074	\$ 1,000,000	\$ 111,500
Charges for Services	\$ 1,399,287	\$ 1,739,136	\$ 1,469,823	\$ 1,149,857
Miscellaneous Revenue	\$ 19,634	\$ 11,326	\$ -	\$ -
Transfers In	\$ -	\$ 477,507	\$ -	\$ -
Total Revenues	\$ 1,464,437	\$ 2,234,043	\$ 2,469,823	\$ 1,261,357
Expenditures				
Employee Compensation	\$ 2,606,217	\$ 3,301,226	\$ 4,091,919	\$ 4,048,775
Employee Benefits	\$ 1,061,161	\$ 1,297,532	\$ 1,777,576	\$ 1,768,356
Materials	\$ 327,504	\$ 311,781	\$ 535,812	\$ 400,223
Contract Services	\$ 1,973,653	\$ 649,787	\$ 1,362,790	\$ 941,380
Cost Allocation	\$ 481,712	\$ 526,940	\$ 468,859	\$ 518,051
Special Projects	\$ 247,344	\$ 299,938	\$ 1,289,000	\$ 10,000
Contingencies	\$ -	\$ 135	\$ 122,463	\$ 66,771
Total Expenditures	\$ 6,697,591	\$ 6,387,339	\$ 9,648,419	\$ 7,753,556
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 5,233,153	\$ 4,153,294	\$ 7,178,596	\$ 6,492,199

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	0	0	1.00	1.00
ASSISTANT CITY MANAGER	1.00	1.00	2.00	1.00
ASSIST TO THE CITY MNGR	1.00	1.00	0	0
CITY ATTORNEY	0	0	1.00	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	1.00	0
COMMUNITY OUTREACH SPECIALIST	1.20	1.20	0.90	0.90
COMMUNITY RELATIONS COORD	0.75	0.75	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	0	1.00	1.00
ECONOMIC DEVELOPMENT MANAGER	0	1.00	1.00	1.00
EMERGENCY SERVICES COORDINATOR	0.95	0.95	0.95	0.95
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	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	1.00	0
MANAGEMENT ANALYST	1.70	2.70	2.70	2.70
MULTIMEDIA COMMUNICATIONS SPEC	3.00	3.00	1.50	0
PUBLIC INFORMATION OFFICER	0.85	0.85	0.85	0.85
SENIOR ASSISTANT CITY ATTORNEY	0	0	1.00	1.00
SENIOR MANAGEMENT ANALYST	0	0	0	1.00
SPECIAL PROJECT EXECUTIVE	0	0	0	1.00
SR OFFICE ASSISTANT	1.80	1.80	1.80	1.80
SUSTAINABILITY MANAGER	0.75	0.75	0.75	0.75
Total	17.85	19.85	24.30	21.80

City Manager

Budget Unit 100-12-120

General Fund - City Manager - City Manager

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 617,164
Total Expenditures	\$ 2,390,876
Fund Balance	\$ -
General Fund Costs	\$ 1,773,712
% Funded by General Fund	74.2%
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.

Proposed Budget

It is recommended that City Council approve a budget of \$2,390,876 for the City Manager program. This represents an increase of \$171,154 (7.7%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impacts
Materials	\$71,573	\$ 54,628	\$16,945	Reduced funding for supplies, meeting expenses, conferences and travel, and memberships.
Contract Services	\$83,572	\$72,008	\$11,564	Reduced lobbyist contract and removal of language translations which will be done in house.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 36,716	\$ -	\$ -	\$ -
Charges for Services	\$ 452,422	\$ 637,444	\$ 631,098	\$ 617,164
Total Revenues	\$ 489,138	\$ 637,444	\$ 631,098	\$ 617,164
Expenditures				
Employee Compensation	\$ 885,438	\$ 968,245	\$ 1,427,444	\$ 1,579,939
Employee Benefits	\$ 310,212	\$ 304,009	\$ 590,183	\$ 682,718
Materials	\$ 14,328	\$ 16,993	\$ 53,887	\$ 54,628
Contract Services	\$ 137,342	\$ 70,416	\$ 131,572	\$ 72,008
Special Projects	\$ 17,432	\$ -	\$ 12,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,636	\$ 1,583
Total Expenditures	\$ 1,364,752	\$ 1,359,663	\$ 2,219,722	\$ 2,390,876
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 875,614	\$ 722,219	\$ 1,588,624	\$ 1,773,712

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ASSISTANT CITY MANAGER	1.00	1.00	2.00	1.00
ASSIST TO THE CITY MNGR	1.00	1.00	0	0
CITY MANAGER	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	0	1.00	1.00
EXEC ASST TO THE CITY COUNCIL	0.50	0.50	0.50	0.50
LEGISLATIVE AIDE	0	0	1.00	0
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	0	0	0	1.00
SPECIAL PROJECT EXECUTIVE	0	0	0	1.00
SR OFFICE ASSISTANT	0.40	0.40	0.40	0.40
Total	4.90	4.90	6.90	6.90

As part of an expenditure reduction strategy, the vacant Assistant City Manager position is being removed from the budget.

Sustainability

Budget Unit 100-12-122

General Fund - City Manager - Sustainability

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 111,500
Total Expenditures	\$ 705,617
Fund Balance	\$ -
General Fund Costs	\$ 594,117
% Funded by General Fund	84.2%
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.
- Support the City's Sustainability Commission, a citizen advisory body that helps the City Council to implement effective climate actions.
- 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.

Proposed Budget

It is recommended that City Council approve a budget of \$705,617 for the Sustainability program. This represents a decrease of \$107,847 (-13.3%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$33,709	\$20,366	\$13,343	Reduced marketing and outreach for programs such as GreenBiz, reduced conferences and professional training, Reduced meeting expenses, printing and graphic design, technology supplies, Earth Day festival expenses, and eliminate cell service for outreach events/tablets.
Contract Services	\$101,529	\$52,850	\$48,679	Reduced maintenance expenses for bicycle fleet and contract services for Earth Day festival.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Enhanced water conservation incentives for Cupertino residents	Cupertino provides additional incentives to promote water conservation activities by community members. Residents have leveraged these enhanced incentives since 2015 resulting in approximately 80,000 square feet of grass removed and replaced with drought-tolerant gardens each year.	\$45,000	Unfunded
Employee Alternative Commute program	Program to manage parking impacts, reduce traffic, and encourage use of local public transit and carpooling for staff as they return back to the office. The fund would pay for three years of operation of this program.	\$35,000	Unfunded
Climate Victory Gardens	A program to support residents to remove grass from their property by providing direct technical support, landscape design services, and assistance with filling out rebate paperwork.	\$175,000	Unfunded

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 111,500
Miscellaneous Revenue	\$ 1,450	\$ 11,326	\$ -	\$ -
Transfers In	\$ -	\$ 327,106	\$ -	\$ -
Total Revenues	\$ 1,450	\$ 338,432	\$ -	\$ 111,500
Expenditures				
Employee Compensation	\$ 221,141	\$ 257,523	\$ 291,223	\$ 315,081
Employee Benefits	\$ 112,596	\$ 126,271	\$ 137,241	\$ 138,009
Materials	\$ 7,581	\$ 12,899	\$ 34,755	\$ 20,366
Contract Services	\$ 48,853	\$ 64,815	\$ 104,379	\$ 52,850
Cost Allocation	\$ 208,182	\$ 249,106	\$ 182,388	\$ 178,396
Special Projects	\$ 63,299	\$ 265,652	\$ 60,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,478	\$ 915
Total Expenditures	\$ 661,652	\$ 976,266	\$ 813,464	\$ 705,617
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 660,201	\$ 637,833	\$ 813,464	\$ 594,117

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0.35
MANAGEMENT ANALYST	0.70	0.70	0.70	0.70
SUSTAINABILITY MANAGER	0.75	0.75	0.75	0.75
Total	1.80	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

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 682,026
Fund Balance	\$ -
General Fund Costs	\$ 682,026
% Funded by General Fund	100.0%
Total Staffing	2.7 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

Proposed Budget

It is recommended that City Council approve a budget of \$682,026 for the Office of Communications program. This represents a decrease of \$337,491 (-33.1%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$189,812	\$152,134	\$37,678	Reduced funding for City branded swag for outreach events, paid social media ads, food and supplies for CREST and State of the City.
Contract Services	\$120,000	\$25,000	\$95,000	Removed funding for Leadership 95014 program. Funds for the Community Survey (\$75k) were not used in FY 23 and will be carried over to FY 24.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 318,479	\$ 300,055	\$ 449,061	\$ 350,688
Employee Benefits	\$ 135,743	\$ 127,829	\$ 212,471	\$ 151,990
Materials	\$ 137,495	\$ 141,280	\$ 187,478	\$ 152,134
Contract Services	\$ 18,827	\$ 23,731	\$ 120,800	\$ 25,000
Special Projects	\$ -	\$ -	\$ 42,000	\$ -
Contingencies	\$ -	\$ -	\$ 7,707	\$ 2,214
Total Expenditures	\$ 610,544	\$ 592,895	\$ 1,019,517	\$ 682,026
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 610,544	\$ 592,894	\$ 1,019,517	\$ 682,026

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
COMMUNICATIONS ANALYST	0	0	1.00	0
COMMUNITY OUTREACH SPECIALIST	1.20	1.20	0.90	0.90
PUBLIC INFORMATION OFFICER	0.85	0.85	0.85	0.85
SR OFFICE ASSISTANT	0.90	0.90	0.90	0.90
Total	2.95	2.95	3.65	2.65

As part of an expenditure reduction strategy, the vacant Communications Analyst position is being removed from the budget.

Multimedia

Budget Unit 100-12-305

General Fund - City Manager - Multimedia

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 167,188
Total Expenditures	\$ 16,752
Fund Balance	\$ -
General Fund Costs	\$ (150,436)
% Funded by General Fund	-898.0%
Total Staffing	0.0 FTE

Program Overview

For FY 2023-24, this program transferred from the City Manager’s Office to Innovation Technology. Historical data can be found under Budget Unit 100-31-305 & 100-12-305. 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

Proposed Budget

It is recommended that City Council approve a budget of \$16,752 for the Multimedia program. This represents a decrease of \$422,040 (-96.2%) from the FY 2022-23 Adopted Budget.

For FY 2023-24, this program transferred from the City Manager’s Office to Innovation Technology.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 8,800	\$ 6,074	\$ -	\$ -
Charges for Services	\$ 293,110	\$ 414,196	\$ 354,821	\$ 167,188
Total Revenues	\$ 301,910	\$ 420,270	\$ 354,821	\$ 167,188
Expenditures				
Employee Compensation	\$ 465,372	\$ 495,765	\$ 303,932	\$ -
Employee Benefits	\$ 196,887	\$ 217,343	\$ 101,391	\$ -
Materials	\$ 60,650	\$ 46,049	\$ 1,406	\$ 2,745
Contract Services	\$ 74,066	\$ 73,083	\$ 21,491	\$ 13,800
Special Projects	\$ 104,963	\$ 19,541	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 572	\$ 207
Total Expenditures	\$ 901,938	\$ 851,781	\$ 438,792	\$ 16,752
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 600,027	\$ 431,510	\$ 83,971	\$ (150,436)

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MULTIMEDIA COMMUNICATIONS SPEC	3.00	3.00	1.50	0
Total	3.00	3.00	1.50	0

Public Access Support

Budget Unit 100-12-307

General Fund - City Manager - Public Access Support

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 47,732
Fund Balance	\$ -
General Fund Costs	\$ 47,732
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$47,732 for the Public Access Support program. This represents a decrease of \$31,517 (-39.8%) from the FY 2022-23 Adopted Budget.

Contract Services is expected to be lower through current negotiations.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Contract Services	\$ 70,961	\$ 69,815	\$ 75,120	\$ 45,000
Cost Allocation	\$ 3,022	\$ 2,533	\$ 2,251	\$ 2,169
Contingencies	\$ -	\$ -	\$ 1,878	\$ 563
Total Expenditures	\$ 73,983	\$ 72,348	\$ 79,249	\$ 47,732
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 73,983	\$ 72,348	\$ 79,249	\$ 47,732

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

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 252,691
Fund Balance	\$ -
General Fund Costs	\$ 252,691
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$252,691 for the Community Outreach and Neighborhood Watch program. This represents an increase of \$38,868 (18.2%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$14,541	\$8,290	\$6,251	Reduced funding for supplies, printing and graphic design, and reduced professional memberships.

Special Projects

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

Project	Appropriations	Revenue	Funding Source	Description	Strategic Goal
Public Safety in Both Residential and Commercial Areas - License Plate Readers	\$10,000	\$0	General Fund	City Work Program: Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.	Quality of Life

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Transfers In	\$ -	\$ 1,500	\$ -	\$ -
Total Revenues	\$ -	\$ 1,500	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 83,627	\$ 40,018	\$ 92,579	\$ 106,151
Employee Benefits	\$ 38,468	\$ 20,309	\$ 47,518	\$ 50,029
Materials	\$ 5,971	\$ 1,964	\$ 14,818	\$ 8,290
Cost Allocation	\$ 56,874	\$ 68,769	\$ 58,538	\$ 78,117
Special Projects	\$ -	\$ -	\$ -	\$ 10,000
Contingencies	\$ -	\$ -	\$ 370	\$ 104
Total Expenditures	\$ 184,940	\$ 131,060	\$ 213,823	\$ 252,691
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 184,940	\$ 129,560	\$ 213,823	\$ 252,691

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
COMMUNITY RELATIONS COORD	0.75	0.75	1.00	1.00
Total	0.75	0.75	1.00	1.00

There are no changes to the current level of staffing.

Office of Emergency Management

Budget Unit 100-12-633

General Fund - City Manager - Office of Emergency Management

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 728,067
Fund Balance	\$ -
General Fund Costs	\$ 728,067
% Funded by General Fund	100.0%
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.
- Manage the City's Contract for Law Enforcement Services with the Santa Clara County Sheriff's Office

Proposed Budget

It is recommended that City Council approve a budget of \$728,067 for the Office of Emergency Management program. This represents a decrease of \$978,426 (-57.3%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$50,348	\$29,925	\$20,423	Reduced emergency preparedness supplies, conferences, meeting expenses, printing and graphic design, and reduced professional memberships.
Contract Services	\$14,200	\$2,120	\$12,080	Reduced contracted training 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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ -	\$ 1,000,000	\$ -
Transfers In	\$ -	\$ 144,039	\$ -	\$ -
Total Revenues	\$ -	\$ 144,039	\$ 1,000,000	\$ -
Expenditures				
Employee Compensation	\$ 171,115	\$ 239,898	\$ 302,775	\$ 334,517
Employee Benefits	\$ 72,593	\$ 106,987	\$ 148,923	\$ 155,168
Materials	\$ 11,595	\$ 8,384	\$ 61,108	\$ 29,925
Contract Services	\$ -	\$ 4,544	\$ 14,200	\$ 2,120
Cost Allocation	\$ 128,820	\$ 188,792	\$ 177,604	\$ 205,936
Special Projects	\$ 61,650	\$ 4,745	\$ 1,000,000	\$ -
Contingencies	\$ -	\$ -	\$ 1,883	\$ 401
Total Expenditures	\$ 445,773	\$ 553,350	\$ 1,706,493	\$ 728,067
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 445,773	\$ 409,312	\$ 706,493	\$ 728,067

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
EMERGENCY SERVICES COORDINATOR	0.95	0.95	0.95	0.95
MANAGEMENT ANALYST	0	1.00	1.00	1.00
Total	0.95	1.95	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

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 467,954
Fund Balance	\$ -
General Fund Costs	\$ 467,954
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$467,954 for the Economic Development program. This represents a decrease of \$130,939 (-21.9%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$57,113	\$39,236	\$17,877	Reduced funding in supplies, meeting expenses, and costs of attending and hosting business workshops.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Transfers In	\$ -	\$ 4,862	\$ -	\$ -
Total Revenues	\$ -	\$ 4,862	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ 125,701	\$ 180,045	\$ 206,441
Employee Benefits	\$ 1,221	\$ 46,931	\$ 76,832	\$ 83,467
Materials	\$ 33,890	\$ 21,189	\$ 69,629	\$ 39,236
Contract Services	\$ 149,994	\$ 69,780	\$ 62,308	\$ 87,646
Cost Allocation	\$ 50,406	\$ 13,227	\$ 41,781	\$ 49,578
Special Projects	\$ -	\$ 10,000	\$ 165,000	\$ -
Contingencies	\$ -	\$ 135	\$ 3,298	\$ 1,586
Total Expenditures	\$ 235,511	\$ 286,963	\$ 598,893	\$ 467,954
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 235,511	\$ 282,100	\$ 598,893	\$ 467,954

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ECONOMIC DEVELOPMENT MANAGER	0	1.00	1.00	1.00
Total	0	1.00	1.00	1.00

There are no changes to the current level of staffing.

City Clerk

Budget Unit 100-13-130

General Fund - City Clerk - City Clerk

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 87,435
Total Expenditures	\$ 777,023
Fund Balance	\$ -
General Fund Costs	\$ 689,588
% Funded by General Fund	88.7%
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; managing official elections; and providing 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.
- Process and sort routine incoming and outgoing mail for each department.

Proposed Budget

It is recommended that City Council approve a budget of \$777,023 for the City Clerk program. This represents an increase of \$57,604 (8.0%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$44,445	\$42,301	\$2,144	Reduced funding in supplies, printing, and conferences.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 91,584	\$ 144,551	\$ 121,651	\$ 87,435
Total Revenues	\$ 91,584	\$ 144,551	\$ 121,651	\$ 87,435
Expenditures				
Employee Compensation	\$ 351,929	\$ 352,315	\$ 434,265	\$ 476,192
Employee Benefits	\$ 139,725	\$ 139,124	\$ 198,878	\$ 210,132
Materials	\$ 35,000	\$ 23,445	\$ 46,172	\$ 42,301
Contract Services	\$ 27,822	\$ 45,355	\$ 38,000	\$ 47,278
Contingencies	\$ -	\$ -	\$ 2,104	\$ 1,120
Total Expenditures	\$ 554,476	\$ 560,239	\$ 719,419	\$ 777,023
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 462,893	\$ 415,688	\$ 597,768	\$ 689,588

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	0	0	1.00	1.00
CITY CLERK	1.00	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
SR OFFICE ASSISTANT	0.50	0.50	0.50	0.50
Total	2.50	2.50	3.50	3.50

There are no changes to the current level of staffing.

Duplicating and Mail Services

Budget Unit 100-13-132

General Fund - City Clerk - Duplicating and Mail Services

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 40,808
Fund Balance	\$ -
General Fund Costs	\$ 40,808
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$40,808 for the Duplicating and Mail Services program. This represents a decrease of \$8,267 (-16.8%) from the FY 2022-23 Adopted Budget.

The decrease is due to a decrease in general office supplies.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 18,551	\$ 23,733	\$ 37,794	\$ 30,471
Contract Services	\$ 5,271	\$ 3,738	\$ 6,500	\$ 6,500
Cost Allocation	\$ 32,813	\$ 4,366	\$ 3,674	\$ 3,375
Contingencies	\$ -	\$ -	\$ 1,107	\$ 462
Total Expenditures	\$ 56,635	\$ 31,837	\$ 49,075	\$ 40,808
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 56,635	\$ 31,838	\$ 49,075	\$ 40,808

Staffing

There is no staffing associated with this program.

Elections

Budget Unit 100-13-133

General Fund - City Clerk - Elections

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 977
Fund Balance	\$ -
General Fund Costs	\$ 977
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$977 for the Elections program. This represents a decrease of \$139,862 (-99.3%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$4,845	\$491	\$4,354	Reduced advertising and legal or contract services. This reduction will not have any service impacts as next year is not 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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 14,300	\$ -	\$ -	\$ -
Total Revenues	\$ 14,300	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 600	\$ 847	\$ 4,845	\$ 491
Contract Services	\$ 113,261	\$ -	\$ 130,000	\$ -
Cost Allocation	\$ 1,595	\$ 147	\$ 2,623	\$ 480
Contingencies	\$ -	\$ -	\$ 3,371	\$ 6
Total Expenditures	\$ 115,456	\$ 994	\$ 140,839	\$ 977
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 101,156	\$ 994	\$ 140,839	\$ 977

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

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 50,000
Fund Balance	\$ -
General Fund Costs	\$ 50,000
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

The City Manager Contingency program is designed to address unforeseen citywide expenses that may arise during the year. To provide a cushion for any unexpected expenses, a contingencies expenditure category was added to each program in FY 2013-14. This category was established to cover any unforeseen expenses that may arise during the year. However, in FY 2020-21, the program contingencies were reduced from 5% of budgeted materials and contract services to 2.5%.

To provide a second layer of contingency for any unexpected expenditures, the City Manager Contingency was established. This contingency is in addition to the program contingency and is used for unexpected expenditures that exceed the program contingency. In FY 2020-21, the City Manager Contingency was also reduced from 5% of budgeted General Fund materials and contract services to 2.5%.

To further reduce expenditures, in FY 2021-22, the City Manager Contingency was reduced to \$75,000. In FY 2022-23, as part of an expenditure-reduction strategy, program contingencies are proposed to be reduced to 1.25%, and the City Manager Contingency is proposed to be reduced to \$50,000. These measures are aimed at maintaining fiscal responsibility while ensuring that unexpected expenses can still be addressed.

The City has a track record of underspending in this category. The program contingency budget may be used by departments to cover unanticipated expenses at their discretion. On the other hand, the City Manager Contingency requires the approval of the City Manager before it can be used. Any usage of the City Manager Contingency is reported by staff to the City Council as part of the quarterly financial report. This reporting ensures transparency and accountability in the use of contingency funds.

Proposed Budget

It is recommended that City Council approve a budget of \$50,000 for the City Manager Contingency program. This represents a decrease of \$25,000 (-33.3%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$75,000	\$50,000	\$25,000	This will limit the ability for the City Manager to cover unanticipated City expenses.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Contingencies	\$ -	\$ -	\$ 75,000	\$ 50,000
Total Expenditures	\$ -	\$ -	\$ 75,000	\$ 50,000
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ 75,000	\$ 50,000

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

	2024 Proposed Budget
Total Revenues	\$ 278,070
Total Expenditures	\$ 1,593,033
Fund Balance	\$ -
General Fund Costs	\$ 1,314,963
% Funded by General Fund	82.5%
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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,593,033 for the City Attorney program. This represents an increase of \$18,900 (1.2%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Service	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$25,356	\$19,636	\$5,720	Reduced training for CAO staff, office supplies and meeting expenses.
Contract Services	\$742,000	\$589,178	\$152,822	Reduced funds for new/unexpected litigation and other legal-related issues.

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 Proposed Budget for the current fiscal year.

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 562,171	\$ 542,945	\$ 362,253	\$ 278,070
Miscellaneous Revenue	\$ 3,884	\$ -	\$ -	\$ -
Total Revenues	\$ 566,055	\$ 542,945	\$ 362,253	\$ 278,070
Expenditures				
Employee Compensation	\$ 109,116	\$ 521,706	\$ 610,595	\$ 679,766
Employee Benefits	\$ 53,716	\$ 208,729	\$ 264,139	\$ 296,843
Materials	\$ 1,843	\$ 14,998	\$ 23,920	\$ 19,636
Contract Services	\$ 1,327,256	\$ 224,510	\$ 658,420	\$ 589,178
Contingencies	\$ -	\$ -	\$ 17,059	\$ 7,610
Total Expenditures	\$ 1,491,931	\$ 969,943	\$ 1,574,133	\$ 1,593,033
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 925,876	\$ 426,998	\$ 1,211,880	\$ 1,314,963

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 Proposed Budget for the current fiscal year.

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
CITY ATTORNEY	0	0	1.00	1.00
LEGAL SERVICES MANAGER	1.00	1.00	1.00	1.00
SENIOR ASSISTANT CITY ATTORNEY	0	0	1.00	1.00
Total	1.00	1.00	3.00	3.00

There are no changes to the current level of staffing.

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