

# Administration

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# Department Overview

## Budget Units

Budget Unit	Program	2025 Proposed Budget
<b>City Manager</b>		<b>\$ 4,005,853</b>
100-12-120	City Manager	\$ 2,177,621
100-12-122	Sustainability	\$ -
100-12-126	Office of Communications	\$ 416,779
100-12-305	Multimedia	\$ -
100-12-307	Public Access Support	\$ -
100-12-632	Community Outreach and Neighborhood Watch	\$ 224,749
100-12-633	Office of Emergency Management	\$ 645,629
100-12-705	Economic Development	\$ 541,075
<b>City Clerk</b>		<b>\$ 1,013,881</b>
100-13-130	City Clerk	\$ 828,734
100-13-132	Duplicating and Mail Services	\$ 43,031
100-13-133	Elections	\$ 142,116
<b>City Manager Discretionary</b>		<b>\$ 50,000</b>
100-14-123	City Manager Contingency	\$ 50,000
<b>City Attorney</b>		<b>\$ 1,484,229</b>
100-15-141	City Attorney	\$ 1,484,229
<b>Total</b>		<b>\$ 6,553,963</b>

## Budget at a Glance

### 2025 Proposed Budget

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Total Revenues	\$ 2,825,126
Total Expenditures	\$ 6,553,963
Fund Balance	\$ -
General Fund Costs	\$ 3,728,837
% Funded by General Fund	56.9%
Total Staffing	19.0 FTE

## Organization

**Pamela Wu**, City Manager

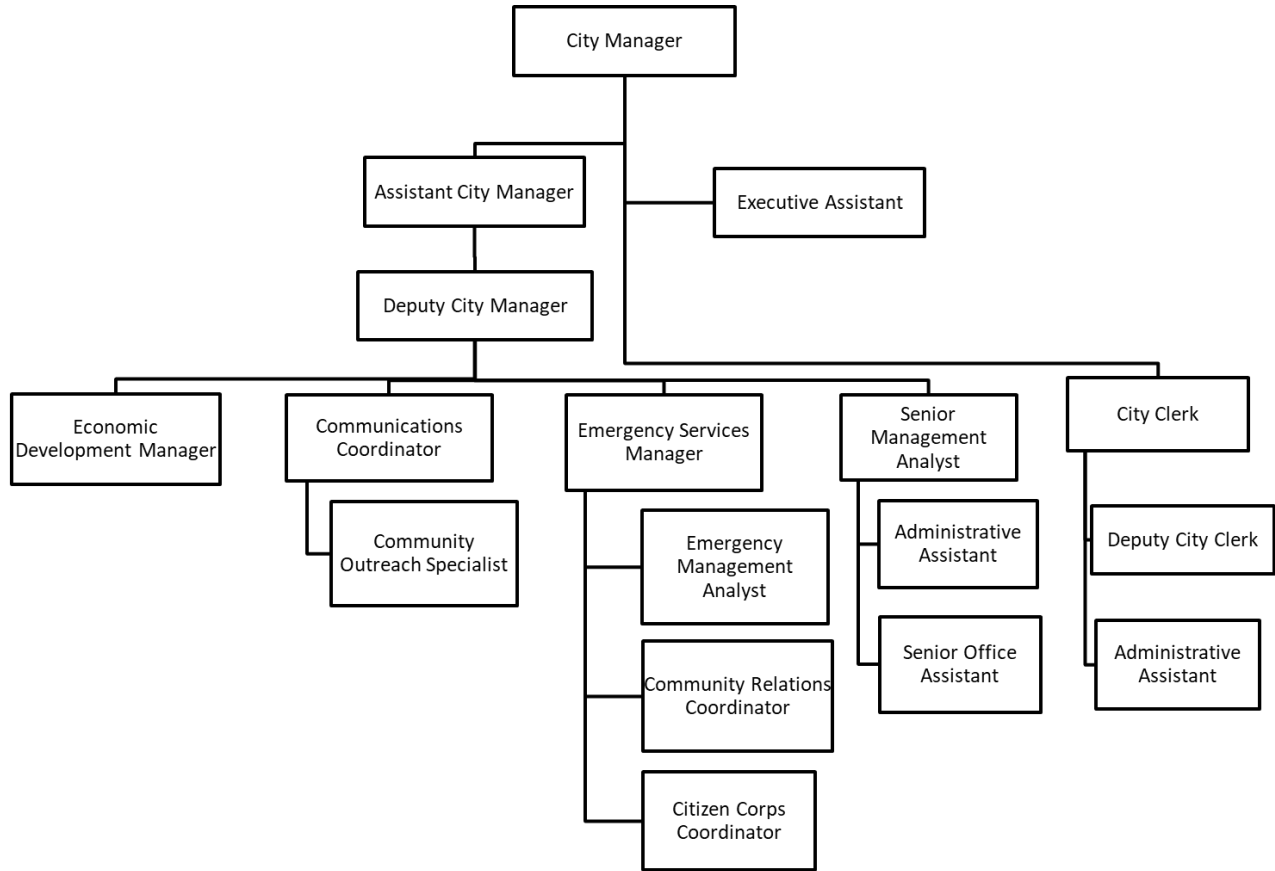
**Matt Morley**, Assistant City Manager

**Christopher Jensen**, City Attorney

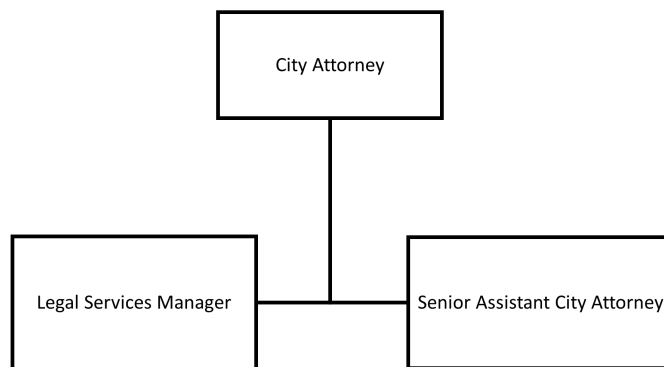
**Tina Kapoor**, Deputy City Manager

**Kirsten Squarcia**, City Clerk

**City Manager's Office**



**City Attorney's Office**



Staffing levels in Administration are changing due to the transfer of a Sustainability Manager and a Sustainability Analyst to Public Works. In addition, there is an elimination of one vacant limited term Special Projects Executive.

## 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 2022 July-June	FY 2023 July-June	FY 2024 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	96%/100%	100%/100%	100%/100%	100%
Public Record Act requests responded to by the Statutory deadline date	100%	99%	99%	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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram , YouTube, accounts	40,294	41,000	43,011	10% annual increase
Community engagement: total number of IOI recipients	1508	1732	2096	10% annual increase
Total Number of Gov Delivery Notices sent	631	586	255	Average Close Time 5 Days

\*Social media engagement metrics seen here are different due to Facebook's changes on its metrics, how they calculate it, and what they provide now. Previously, Facebook would count any action as engagement; now they only count likes/reactions, comments, link clicks, and shares.

### **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.

<b>Performance Measure</b>	<b>FY 2022 July-June</b>	<b>FY 2023 July-June</b>	<b>FY 2024 July-Dec</b>	<b>Ongoing Target</b>
Maintain Economic Development Business Connect Subscribers	3,000	6,000	8,525	8,000
Economic Development Business Visits, Workshops & Events	3	7	15	20 per year

### **Multimedia Division**

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

### **Sustainability Division**

Sustainability Division has been moved under the Public Works Department.

## Workload Indicators

### City Clerk Division

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
City Council minutes for regular meetings presented for Council approval by the following regular meeting	21/21	20/20	9/9
Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document	134/140; 16/16	160/160; 10/10	18/70; 4/4
Public Record Act requests responded to by the Statutory deadline date	240/240	271/274	109/110

### Office of Communications

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Social Media Engagement: Post per year (Facebook, Nextdoor, Twitter, Instagram)	1,161	500	432
Number of YouTube videos created	17	31	26
Number of Community Information and Outreach Program products provided (newsletters, press releases, website news postings)	185	150	257



**Economic Development Division**

<b>Workload Indicator</b>	<b>FY 2022 July-June</b>	<b>FY 2023 July-June</b>	<b>FY 2024 July-Dec</b>
Meetings with large groups/organizations; appointments with brokers, prospective business owners, business owners and operators, City staff, etc.	50	50	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	4
Number of Business Connect Newsletter editions	4	3	1

**Multimedia Division**

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

**Sustainability Division**

Sustainability Division has been moved under the Public Works Department.

**Proposed Budget**

It is recommended that City Council approve a budget of \$6,553,963 for the Administration department. This represents a decrease of \$1,205,367 (-15.5%) from the FY 2023-24 Adopted Budget.

The decrease is due to a change of three positions, two of which are sustainability positions that were transferred to Public Works and the elimination of a vacant limited term Special Projects Executive. Additional reductions were achieved in contracts and materials due to service level reductions.

The following table illustrates the Service-Level Reductions for the department.

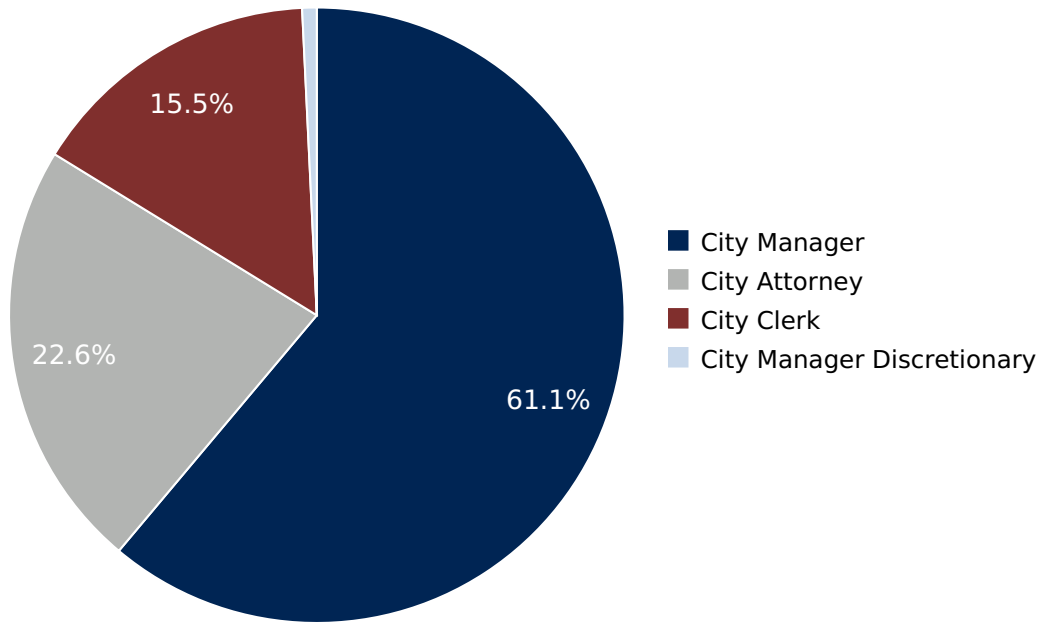
<b>Grouping</b>	<b>Service-Level Reduction</b>	<b>Fiscal Impact</b>	<b>Service-Level Impact Narrative</b>
Fiscal Accountability	Contract Services and Materials	\$(226,561)	Potential need for additional appropriations if unanticipated legal costs arise
Fiscal Accountability	Material operations that are no longer needed	\$(8,892)	Reduction aligns budget with actuals
Fiscal Accountability	Econ Dev Strategy Outreach	\$(20,000)	Reduction will result in minimal impact as existing staff is already implementing these duties.

Operations and Maintenance	- Management Analyst reclassification to Administrative Assistant - Removal of vacant shared Senior Office Assistant between CMO and City Clerk - Removal of PT Intern	\$(61,755)	Staffing for the department has been reorganized for efficiency and to streamline workload.
Operations and Maintenance	Reduced a limited term Project Executive position	\$(404,221)	Use of cost recoverable contract services will be used instead
Operations and Maintenance	This reduction will remove funding for a PT Intern and Overtime Compensation. This reduction also includes the reclassification of a Public Information Officer to a Communications Coordinator.	\$(78,249)	Staffing for the department has been reorganized for efficiency and to streamline workload.
Operations and Maintenance	Reduce cost of the quarterly Scene Newsletter by moving to a digital-only publication.	\$(53,600)	Residents will no longer receive the Scene in the mail and will have to find the Scene on a City webpage instead.
Operations and Maintenance	Minimum Wage Enforcement and Mailers	\$(23,202)	Reduction will result in minimal impact on staff time to administer enforcement of min wage annual increases. Removing printed mailers will require businesses to print it out and post in their place of business.
Operations and Maintenance	Regulate Diversified Retail	\$(5,000)	Reduction will result in minimal impact as existing staff is already implementing these duties.
<b>Total</b>		<b>\$(881,480)</b>	

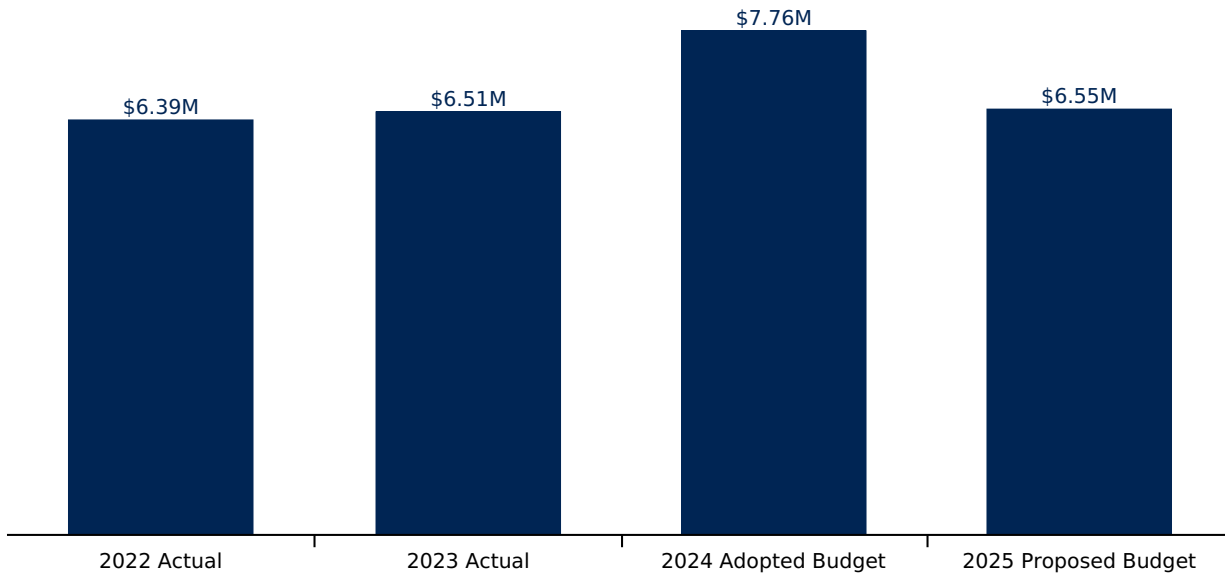
The following table shows the special project for the department.

Special Project	Appropriations	Revenue	Funding Source	Description	Strategic Goal
The Rise: Construction Stakeholder Engagement	\$100,000	\$100,000	General Fund	City Work Program Project. Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	Quality of Life

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 6,074	\$ 1,025,000	\$ 111,500	\$ -
Charges for Services	\$ 1,739,136	\$ 1,485,073	\$ 1,149,857	\$ 2,825,126
Miscellaneous Revenue	\$ 11,326	\$ 4,357	\$ -	\$ -
Transfers In	\$ 477,507	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,234,043</b>	<b>\$ 2,514,430</b>	<b>\$ 1,261,357</b>	<b>\$ 2,825,126</b>
<b>Expenditures</b>				
Employee Compensation	\$ 3,301,226	\$ 3,434,456	\$ 4,069,298	\$ 3,304,638
Employee Benefits	\$ 1,297,532	\$ 1,179,676	\$ 1,753,607	\$ 1,540,703
Materials	\$ 311,781	\$ 299,269	\$ 400,223	\$ 212,796
Contract Services	\$ 649,787	\$ 980,642	\$ 941,380	\$ 786,970
Cost Allocation	\$ 526,940	\$ 468,859	\$ 518,051	\$ 546,360
Special Projects	\$ 299,938	\$ 148,484	\$ 10,000	\$ 100,000
Contingencies	\$ 135	\$ -	\$ 66,771	\$ 62,496
<b>Total Expenditures</b>	<b>\$ 6,387,339</b>	<b>\$ 6,511,386</b>	<b>\$ 7,759,330</b>	<b>\$ 6,553,963</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 4,153,294</b>	<b>\$ 3,996,953</b>	<b>\$ 6,497,973</b>	<b>\$ 3,728,837</b>

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ADMINISTRATIVE ASSISTANT	0	1.00	1.00	2.00
ASSISTANT CITY MANAGER	1.00	2.00	1.00	1.00
ASSIST TO THE CITY MNGR	1.00	0	0	0
CITY ATTORNEY	0	1.00	1.00	1.00
CITY CLERK	1.00	1.00	1.00	1.00
CITY MANAGER	1.00	1.00	1.00	1.00

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
COMMS AND MARKETING COORDINATOR	0	0	0	0.85
COMMUNICATIONS ANALYST	0	1.00	0	0
COMMUNITY OUTREACH SPECIALIST	1.20	0.90	0.90	0.90
COMMUNITY RELATIONS COORD	0.75	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	1.00	1.00	1.00
ECONOMIC DEVELOPMENT MANAGER	1.00	1.00	1.00	1.00
EMERGENCY MANAGER	0	0	0.95	0.95
EMERGENCY SERVICES COORDINATOR	0.95	0.95	0	0
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0
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	1.00	0	0
MANAGEMENT ANALYST	2.70	2.70	2.70	1.00
MULTIMEDIA COMMUNICATIONS SPEC	3.00	1.50	0	0
PUBLIC INFORMATION OFFICER	0.85	0.85	0.85	0
SENIOR ASSISTANT CITY ATTORNEY	0	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	0	0	1.00	1.00
SPECIAL PROJECT EXECUTIVE	0	0	1.00	0
SR OFFICE ASSISTANT	1.80	1.80	1.80	1.80
SUSTAINABILITY MANAGER	0.75	0.75	0.75	0
<b>Total</b>	<b>19.85</b>	<b>24.30</b>	<b>21.80</b>	<b>19.00</b>

# City Manager

Budget Unit 100-12-120

General Fund - City Manager - City Manager

## Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 1,552,614
Total Expenditures	\$ 2,177,621
Fund Balance	\$ -
General Fund Costs	\$ 625,007
% Funded by General Fund	28.7%
Total Staffing	6.6 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.
- Research and respond to concerns regarding City operations of the City.
- Ensure that engagement and transparency are a City priority.
- 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 \$2,177,621 for the City Manager program. This represents a decrease of \$204,784 (-8.6%) from the FY 2023-24 Adopted Budget.

The decrease is due to the elimination of one vacant, limited term Special Projects Executive and is offset by increases in Cost Allocation and a new Council Work Program item in special projects. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Positions	<ul style="list-style-type: none"> <li>- Management Analyst reclassification to Administrative Assistant</li> <li>- Removal of vacant shared Senior Office Assistant between CMO and City Clerk</li> <li>- Removal of PT Intern</li> </ul>	\$(101,415)	Staffing for the department has been reorganized for efficiency and to streamline workload.
Materials	Reduction in Materials allocated for removed positions	\$(8,200)	Reduction aligns budget with actuals.
<b>Total</b>		<b>\$(109,615)</b>	

## Special Projects

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

Special Project	Appropriations	Revenue	Funding Source	Description	Strategic Goal
The Rise: Construction Stakeholder Engagement	\$100,000	\$100,000	General Fund	City Work Program Project. Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 637,444	\$ 646,348	\$ 617,164	\$ 1,552,614
<b>Total Revenues</b>	<b>\$ 637,444</b>	<b>\$ 646,348</b>	<b>\$ 617,164</b>	<b>\$ 1,552,614</b>
<b>Expenditures</b>				
Employee Compensation	\$ 968,245	\$ 974,503	\$ 1,579,939	\$ 1,280,208
Employee Benefits	\$ 304,009	\$ 285,760	\$ 674,247	\$ 569,757
Materials	\$ 16,993	\$ 53,361	\$ 54,628	\$ 45,689
Contract Services	\$ 70,416	\$ 113,975	\$ 72,008	\$ 78,008
Cost Allocation	\$ -	\$ -	\$ -	\$ 102,413
Special Projects	\$ -	\$ -	\$ -	\$ 100,000
Contingencies	\$ -	\$ -	\$ 1,583	\$ 1,546
<b>Total Expenditures</b>	<b>\$ 1,359,663</b>	<b>\$ 1,427,599</b>	<b>\$ 2,382,405</b>	<b>\$ 2,177,621</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 722,219</b>	<b>\$ 781,251</b>	<b>\$ 1,765,241</b>	<b>\$ 625,007</b>

## 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.

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
ADMINISTRATIVE ASSISTANT	0	0	0	1.00
ASSISTANT CITY MANAGER	1.00	2.00	1.00	1.00
ASSIST TO THE CITY MNGR	1.00	0	0	0
CITY MANAGER	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER	0	1.00	1.00	1.00
EXEC ASST TO THE CITY COUNCIL	0.50	0.50	0.50	0.50
LEGISLATIVE AIDE	0	1.00	0	0
MANAGEMENT ANALYST	1.00	1.00	1.00	0
SENIOR MANAGEMENT ANALYST	0	0	1.00	1.00
SPECIAL PROJECT EXECUTIVE	0	0	1.00	0
SR OFFICE ASSISTANT	0.40	0.40	0.40	1.10
<b>Total</b>	<b>4.90</b>	<b>6.90</b>	<b>6.90</b>	<b>6.60</b>

Staff is being reallocated to better reflect actual time spent in this program. In addition, a Management Analyst position has been underfilled with an Administrative Assistant position, resulting in budget savings.

# Sustainability

Budget Unit 100-12-122

General Fund - City Manager - Sustainability

## Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

## Program Overview

In FY 2023-2024, this program was moved to Public Works. A complete discussion of the program can be found under Budget Unit 100-81-122. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## Proposed Budget

There is no budget requested for this program.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ -	\$ 111,500	\$ -
Miscellaneous Revenue	\$ 11,326	\$ 14,822	\$ -	\$ -
Transfers In	\$ 327,106	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 338,432</b>	<b>\$ 14,822</b>	<b>\$ 111,500</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 257,523	\$ 272,016	\$ 315,081	\$ -
Employee Benefits	\$ 126,271	\$ 102,200	\$ 136,429	\$ -
Materials	\$ 12,899	\$ 16,113	\$ 20,366	\$ -
Contract Services	\$ 64,815	\$ 67,997	\$ 52,850	\$ -
Cost Allocation	\$ 249,106	\$ 182,388	\$ 178,396	\$ -
Special Projects	\$ 265,652	\$ 106,200	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 915	\$ -
<b>Total Expenditures</b>	<b>\$ 976,266</b>	<b>\$ 746,914</b>	<b>\$ 704,037</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 637,833</b>	<b>\$ 732,091</b>	<b>\$ 592,537</b>	<b>\$ -</b>

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0
MANAGEMENT ANALYST	0.70	0.70	0.70	0
SUSTAINABILITY MANAGER	0.75	0.75	0.75	0
<b>Total</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>0</b>

# Office of Communications

Budget Unit 100-12-126

General Fund - City Manager - Office of Communications

## Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 545,188
Total Expenditures	\$ 416,779
Fund Balance	\$ -
General Fund Costs	\$ (128,409)
% Funded by General Fund	-30.8%
Total Staffing	2.0 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, bimonthly newsletter, quarterly 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 \$416,779 for the Office of Communications program. This represents a decrease of \$263,488 (-38.7%) from the FY 2023-24 Adopted Budget.

The decrease is due to reduction in positions and materials and contracts in service level reductions and is offset by increase in cost allocation plan charges. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Positions	This reduction will remove funding for a Part-time Intern and Overtime Compensation. This reduction also includes the reclassification of a Public Information Officer to a Communications Coordinator.	\$(78,249)	Staffing for the department has been reorganized for efficiency and to streamline workload.
Cupertino Scene	Reduce cost of the quarterly Scene Newsletter by moving to a digital-only publication.	\$(53,600)	Residents will no longer receive the Scene in the mail and will have to find the Scene on a City webpage instead.
<b>Total</b>		<b>\$(131,849)</b>	

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 545,188
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 545,188</b>
<b>Expenditures</b>				
Employee Compensation	\$ 300,055	\$ 247,454	\$ 350,688	\$ 228,455
Employee Benefits	\$ 127,829	\$ 90,120	\$ 150,231	\$ 124,460
Materials	\$ 141,280	\$ 138,360	\$ 152,134	\$ 17,152
Contract Services	\$ 23,731	\$ 133,287	\$ 25,000	\$ 14,110
Cost Allocation	\$ -	\$ -	\$ -	\$ 32,211
Contingencies	\$ -	\$ -	\$ 2,214	\$ 391
<b>Total Expenditures</b>	<b>\$ 592,895</b>	<b>\$ 609,221</b>	<b>\$ 680,267</b>	<b>\$ 416,779</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 592,894</b>	<b>\$ 609,221</b>	<b>\$ 680,267</b>	<b>\$ (128,409)</b>

## 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.

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
COMMS AND MARKETING COORDINATOR	0	0	0	0.85
COMMUNICATIONS ANALYST	0	1.00	0	0
COMMUNITY OUTREACH SPECIALIST	1.20	0.90	0.90	0.90
PUBLIC INFORMATION OFFICER	0.85	0.85	0.85	0
SR OFFICE ASSISTANT	0.90	0.90	0.90	0.20
<b>Total</b>	<b>2.95</b>	<b>3.65</b>	<b>2.65</b>	<b>1.95</b>

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

# Multimedia

Budget Unit 100-12-305

General Fund - City Manager - Multimedia

## Budget at a Glance

	<b>2025 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

## Program Overview

In FY 2023-24, this program was moved to Innovation & Technology. A complete discussion of the program can be found under Budget Unit 100-31-305. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## Proposed Budget

There is no budget requested for this program.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 6,074	\$ -	\$ -	\$ -
Charges for Services	\$ 414,196	\$ 354,821	\$ 167,188	\$ -
<b>Total Revenues</b>	<b>\$ 420,270</b>	<b>\$ 354,821</b>	<b>\$ 167,188</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 495,765	\$ 312,438	\$ -	\$ -
Employee Benefits	\$ 217,343	\$ 139,867	\$ -	\$ -
Materials	\$ 46,049	\$ 22	\$ 2,745	\$ -
Contract Services	\$ 73,083	\$ 17,236	\$ 13,800	\$ -
Special Projects	\$ 19,541	\$ 9,549	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 207	\$ -
<b>Total Expenditures</b>	<b>\$ 851,781</b>	<b>\$ 479,112</b>	<b>\$ 16,752</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 431,510</b>	<b>\$ 124,290</b>	<b>\$ (150,436)</b>	<b>\$ -</b>

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MULTIMEDIA COMMUNICATIONS SPEC	3.00	1.50	0	0
<b>Total</b>	<b>3.00</b>	<b>1.50</b>	<b>0</b>	<b>0</b>

# Public Access Support

Budget Unit 100-12-307

General Fund - City Manager - Public Access Support

## Budget at a Glance

### 2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

## Program Overview

In FY 2023-2024, this program was moved to Innovation & Technology. A complete discussion of the program can be found under Budget Unit 100-31-305. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## Proposed Budget

There is no budget requested for this program.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 69,815	\$ 73,306	\$ 45,000	\$ -
Cost Allocation	\$ 2,533	\$ 2,251	\$ 2,169	\$ -
Contingencies	\$ -	\$ -	\$ 563	\$ -
<b>Total Expenditures</b>	<b>\$ 72,348</b>	<b>\$ 75,557</b>	<b>\$ 47,732</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 72,348</b>	<b>\$ 75,557</b>	<b>\$ 47,732</b>	<b>\$ -</b>

## **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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 224,749
Fund Balance	\$ -
General Fund Costs	\$ 224,749
% 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 \$224,749 for the Community Outreach and Neighborhood Watch program. This represents a decrease of \$27,354 (-10.9%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. In addition to a reduction in special projects and service level reductions.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Impact	Fiscal Impact	Service-Level Impact Narrative
Operations and Maintenance	This reduction will remove funding for a PT Intern and Overtime Compensation. This reduction also includes the reclassification of a Public Information Officer to a Communications Coordinator.	\$(78,249)	Staffing for the department has been reorganized for efficiency and to streamline workload.
Operations and Maintenance	Reduce cost of the quarterly Scene Newsletter by moving to a digital-only publication.	\$(53,600)	Residents will no longer receive the Scene in the mail and will have to find the Scene on a City webpage instead.
<b>Total</b>		<b>\$(131,849)</b>	

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Transfers In	\$ 1,500	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 40,018	\$ 100,034	\$ 106,151	\$ 109,783
Employee Benefits	\$ 20,309	\$ 40,723	\$ 49,441	\$ 52,924
Materials	\$ 1,964	\$ 8,047	\$ 8,290	\$ 8,290
Cost Allocation	\$ 68,769	\$ 58,538	\$ 78,117	\$ 53,648
Special Projects	\$ -	\$ -	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 104	\$ 104
<b>Total Expenditures</b>	<b>\$ 131,060</b>	<b>\$ 207,342</b>	<b>\$ 252,103</b>	<b>\$ 224,749</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 129,560</b>	<b>\$ 207,342</b>	<b>\$ 252,103</b>	<b>\$ 224,749</b>

## 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.

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
COMMUNITY RELATIONS COORD	0.75	1.00	1.00	1.00
<b>Total</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

	2025 Proposed Budget
Total Revenues	\$ 152,678
Total Expenditures	\$ 645,629
Fund Balance	\$ -
General Fund Costs	\$ 492,951
% Funded by General Fund	76.4%
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.
- Manage the City's Contract for Law Enforcement Services with the Santa Clara County Sheriff's Office.
- Serve as liaison to the Santa Clara County Fire Department.

## Proposed Budget

It is recommended that City Council approve a budget of \$645,629 for the Office of Emergency Management program. This represents a decrease of \$108,139 (-14.3%) from the FY 2023-24 Adopted Budget.

The decrease is mainly due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. In addition, streamlining materials and contracts to align budget with actuals also resulted in decreased costs.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 1,025,000	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -	\$ 152,678
Transfers In	\$ 144,039	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 144,039</b>	<b>\$ 1,025,000</b>	<b>\$ -</b>	<b>\$ 152,678</b>
<b>Expenditures</b>				
Employee Compensation	\$ 239,898	\$ 317,068	\$ 355,040	\$ 356,968
Employee Benefits	\$ 106,987	\$ 130,230	\$ 160,346	\$ 176,079
Materials	\$ 8,384	\$ 13,394	\$ 29,925	\$ 23,997
Contract Services	\$ 4,544	\$ 156	\$ 2,120	\$ 2,120
Cost Allocation	\$ 188,792	\$ 177,604	\$ 205,936	\$ 86,139
Special Projects	\$ 4,745	\$ 18,677	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 401	\$ 326
<b>Total Expenditures</b>	<b>\$ 553,350</b>	<b>\$ 657,129</b>	<b>\$ 753,768</b>	<b>\$ 645,629</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 409,312</b>	<b>\$ (367,872)</b>	<b>\$ 753,768</b>	<b>\$ 492,951</b>

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
EMERGENCY MANAGER	0	0	0.95	0.95
EMERGENCY SERVICES COORDINATOR	0.95	0.95	0	0
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>

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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 541,075
Fund Balance	\$ -
General Fund Costs	\$ 541,075
% Funded by General Fund	100.0%
Total Staffing	1.0 FTE

## Program Overview

The Economic Development Division oversees the development and implementation of policies and programs to promote business resiliency while undertaking a wide variety of business attraction, retention, and expansion efforts.

## 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 \$541,075 for the Economic Development program. This represents an increase of \$74,264 (15.9%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. The division budget related to materials and contracts has been reduced by \$53,034 from the FY 2023-24 Adopted Budget.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Operations and Maintenance	Minimum Wage Enforcement and Mailers	\$(23,202)	Reduction will result in minimal impact on staff time to administer enforcement of min wage annual increases. Removing printed mailers will require businesses to print it out and post in their place of business.
Fiscal Accountability	Material operations that are no longer needed	\$(8,892)	Reduction aligns budget with actuals.
Fiscal Accountability	Econ Dev Strategy Outreach	\$(20,000)	Reduction will result in minimal impact as existing staff is already implementing these duties.
Operations and Maintenance	Regulate Diversified Retail	\$(5,000)	Reduction will result in minimal impact as existing staff is already implementing these duties.
<b>Total</b>		<b>\$(57,094)</b>	

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Transfers In	\$ 4,862	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 4,862</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 125,701	\$ 161,796	\$ 206,441	\$ 194,086
Employee Benefits	\$ 46,931	\$ 52,073	\$ 82,324	\$ 99,396
Materials	\$ 21,189	\$ 19,101	\$ 39,236	\$ 17,648
Contract Services	\$ 69,780	\$ 15,449	\$ 87,646	\$ 56,200
Cost Allocation	\$ 13,227	\$ 41,781	\$ 49,578	\$ 172,822
Special Projects	\$ 10,000	\$ 14,058	\$ -	\$ -
Contingencies	\$ 135	\$ -	\$ 1,586	\$ 923
<b>Total Expenditures</b>	<b>\$ 286,963</b>	<b>\$ 304,258</b>	<b>\$ 466,811</b>	<b>\$ 541,075</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 282,100</b>	<b>\$ 304,258</b>	<b>\$ 466,811</b>	<b>\$ 541,075</b>

## 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.

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
ECONOMIC DEVELOPMENT MANAGER	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

	2025 Proposed Budget
Total Revenues	\$ 201,273
Total Expenditures	\$ 828,734
Fund Balance	\$ -
General Fund Costs	\$ 627,461
% Funded by General Fund	75.7%
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 \$828,734 for the City Clerk program. This represents an increase of \$54,332 (7.0%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 144,551	\$ 121,651	\$ 87,435	\$ 201,273
<b>Total Revenues</b>	<b>\$ 144,551</b>	<b>\$ 121,651</b>	<b>\$ 87,435</b>	<b>\$ 201,273</b>
<b>Expenditures</b>				
Employee Compensation	\$ 352,315	\$ 388,186	\$ 476,192	\$ 475,265
Employee Benefits	\$ 139,124	\$ 121,637	\$ 207,511	\$ 222,740
Materials	\$ 23,445	\$ 25,946	\$ 42,301	\$ 40,578
Contract Services	\$ 45,355	\$ 54,812	\$ 47,278	\$ 39,594
Cost Allocation	\$ -	\$ -	\$ -	\$ 49,555
Contingencies	\$ -	\$ -	\$ 1,120	\$ 1,002
<b>Total Expenditures</b>	<b>\$ 560,239</b>	<b>\$ 590,581</b>	<b>\$ 774,402</b>	<b>\$ 828,734</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 415,688</b>	<b>\$ 468,930</b>	<b>\$ 686,967</b>	<b>\$ 627,461</b>

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ADMINISTRATIVE ASSISTANT	0	1.00	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
<b>Total</b>	<b>2.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

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

	2025 Proposed Budget
Total Revenues	\$ 28,829
Total Expenditures	\$ 43,031
Fund Balance	\$ -
General Fund Costs	\$ 14,202
% Funded by General Fund	33.0%
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 \$43,031 for the Duplicating and Mail Services program. This represents an increase of \$2,223 (5.4%) from the FY 2023-24 Adopted Budget.

This increase is due to the rising cost of postage and mail service equipment.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 28,829
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,829</b>
<b>Expenditures</b>				
Materials	\$ 23,733	\$ 20,557	\$ 30,471	\$ 31,500
Contract Services	\$ 3,738	\$ 922	\$ 6,500	\$ 11,000
Cost Allocation	\$ 4,366	\$ 3,674	\$ 3,375	\$ -
Contingencies	\$ -	\$ -	\$ 462	\$ 531
<b>Total Expenditures</b>	<b>\$ 31,837</b>	<b>\$ 25,153</b>	<b>\$ 40,808</b>	<b>\$ 43,031</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 31,838</b>	<b>\$ 25,153</b>	<b>\$ 40,808</b>	<b>\$ 14,202</b>

## Staffing

There is no staffing associated with this program.

# Elections

Budget Unit 100-13-133

General Fund - City Clerk - Elections

## Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 142,116
Fund Balance	\$ -
General Fund Costs	\$ 142,116
% 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.
- 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 \$142,116 for the Elections program. This represents an increase of \$141,139 (14446.2%) from the FY 2023-24 Adopted Budget.

This increase is due to the election cycle.

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ (10,465)	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ (10,465)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Materials	\$ 847	\$ (11,726)	\$ 491	\$ 10,345
Contract Services	\$ -	\$ 120,921	\$ -	\$ 130,000
Cost Allocation	\$ 147	\$ 2,623	\$ 480	\$ 17
Contingencies	\$ -	\$ -	\$ 6	\$ 1,754
<b>Total Expenditures</b>	<b>\$ 994</b>	<b>\$ 111,818</b>	<b>\$ 977</b>	<b>\$ 142,116</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 994</b>	<b>\$ 122,283</b>	<b>\$ 977</b>	<b>\$ 142,116</b>

## 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

	2025 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 being reduced to 1.25%, and the City Manager Contingency is being 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 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 Proposed Budget for the current fiscal year.

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ -	\$ 2,633	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 50,000	\$ 50,000
<b>Total Expenditures</b>	\$ -	\$ 2,633	\$ 50,000	\$ 50,000
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ 2,633	\$ 50,000	\$ 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

	2025 Proposed Budget
Total Revenues	\$ 344,544
Total Expenditures	\$ 1,484,229
Fund Balance	\$ -
General Fund Costs	\$ 1,139,685
% Funded by General Fund	76.8%
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 \$1,484,229 for the City Attorney program. This represents a decrease of \$105,039 (-6.6%) from the FY 2023-24 Adopted Budget.

The decrease is due to a reduction in Contract Services, Materials, and Employee Compensation due to estimated compensation increases in the prior fiscal year which did not come to fruition. This decrease is offset by an increase in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Contract Services and Materials	\$(226,561)	Potential need for additional appropriations if unanticipated legal costs arise

## 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 542,945	\$ 362,253	\$ 278,070	\$ 344,544
<b>Total Revenues</b>	<b>\$ 542,945</b>	<b>\$ 362,253</b>	<b>\$ 278,070</b>	<b>\$ 344,544</b>
<b>Expenditures</b>				
Employee Compensation	\$ 521,706	\$ 660,961	\$ 679,766	\$ 659,873
Employee Benefits	\$ 208,729	\$ 217,066	\$ 293,078	\$ 295,347
Materials	\$ 14,998	\$ 16,094	\$ 19,636	\$ 17,597
Contract Services	\$ 224,510	\$ 379,948	\$ 589,178	\$ 455,938
Cost Allocation	\$ -	\$ -	\$ -	\$ 49,555
Contingencies	\$ -	\$ -	\$ 7,610	\$ 5,919
<b>Total Expenditures</b>	<b>\$ 969,943</b>	<b>\$ 1,274,069</b>	<b>\$ 1,589,268</b>	<b>\$ 1,484,229</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 426,998</b>	<b>\$ 911,816</b>	<b>\$ 1,311,198</b>	<b>\$ 1,139,685</b>

## 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.

<b>Position Title</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adopted Budget</b>	<b>2025 Proposed Budget</b>
CITY ATTORNEY	0	1.00	1.00	1.00
LEGAL SERVICES MANAGER	1.00	1.00	1.00	1.00
SENIOR ASSISTANT CITY ATTORNEY	0	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

There are no changes to the current level of staffing.