



**Council Meeting: June 10, 2008**

**SUBJECT: Program 736 Public Records and City Elections Budget  
Overrun and Approval of Budget Modification No. 57**

**REPORT IN BRIEF**

This report is to advise Council of anticipated budget overruns in Program 736 Public Records and City Elections in the activities related to the General Municipal Election in November 2007. Council approval is also requested of Budget Modification No. 57 to appropriate \$162,552 from the General Fund 20-Year Resource Allocation Plan Reserve to cover the expected overage at fiscal year-end.

**BACKGROUND**

General Municipal Elections are held in odd numbered years for Council seat election and consideration of local ballot measures. The City Clerk is the designated elections official for the City and works with the County Registrar of Voters (ROV) to conduct the city elections. Costs of elections are estimated based on previous election costs and any fee changes as determined by the ROV.

The General Municipal Election in November 2007 had eleven ballot measures and four Council seats. This large number of measures caused an increase in costs above the initial budgeted amount, which was based on prior election history.

**EXISTING POLICY**

City Charter Article XIV, Section 1400 directs that General and Municipal Elections be held in odd-numbered years to fill elective seats. Elections may also include ballot measures.

Council Policy 7.3B.5a states that the City shall consolidate elections whenever possible.

**DISCUSSION**

The City of Sunnyvale November 6, 2007 Election costs totaled \$645,336. These costs exceeded the budgeted amount of \$482,784 by approximately

\$162,552 (34%). When Council approved the FY 2007/2008 Budget, costs for previous elections were taken into consideration, but Council could not know at that time that it would eventually approve eleven ballot measures for the November, 2007 election. Election costs for 2007 included four council seat elections and eleven ballot measures. The budget overrun reflects the additional costs charged to the City by the ROV for this large number of ballot measures, as well as additional temporary staff in the Office of the City Clerk to process the elections.

While the bulk of election services are provided by the County, election years require significant effort on the part of the Office of the City Clerk. Given that the City's previous City Clerk retired prior to the November 2007 election process, staff found it necessary to engage temporary help to assist with elections-related activities, particularly given the increased complexity associated with the additional ballot measures. Approximately \$26,000 of the overage was due to temporary help and the remainder was for elections services

**FISCAL IMPACT**

In order to cover the additional costs associated with the November 2007 General Municipal Election, it is recommended that Council approve Budget Modification No. 57 to increase the budget for the Public Records and City Elections Program for FY 2007/2008.

**BUDGET MODIFICATION NO. 57  
FISCAL YEAR 2007/2008**

	<u>Current</u>	<u>Increase (Decrease)</u>	<u>Revised</u>
<b>General Fund</b>			
<u>Revenues:</u>			
20 Year RAP	\$45,993,032	(\$162,552)	\$45,830,480
<u>Expenditures:</u>			
736200 - Elections	\$482,784	\$162,552	\$645,336

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

**ALTERNATIVES**

Alternative 1: Authorize Budget Modification No. 57 to appropriate \$162,552 from the General Fund 20-Year Resource Allocation Plan Reserve to cover the overage in the Public Records and City Elections Program for FY 2007/2008.

Alternative 2: Do not authorize Budget Modification No. 57.

**RECOMMENDATION**

Alternative 1: Approve Budget Modification No. 57 to appropriate \$162,552 from the General Fund 20-Year Resource Allocation Plan Reserve to cover the overage in the Public Records and City Elections Program for FY 2007/2008.

Reviewed by:

Robert Walker, Assistant City Manager  
Prepared by: Gail Borkowski, City Clerk

Approved by:

Amy Chan  
City Manager