

**Council Meeting: September 29, 2009**

**SUBJECT:** Carryover of Council Technology Funds From FY 2008/09 to FY 2009/10 and Approval of Budget Modification No. 9

**BACKGROUND**

City policy provides each Councilmember with a technology allowance of \$1,300 per four-year term (the policy below reads \$2,000 but it has yet to be amended to reflect Council's action to reduce this amount when it approved the FY 2009/10 budget). Because each Councilmember is budgeted this amount upon entering office, and because the amount is intended to satisfy any technology requirements the councilmember may encounter over the course of a four-year term, any amount not expended during the councilmember's first year is automatically carried over to the next fiscal year. This practice continues until either the \$1,300 allowance is exhausted, or until the Councilmember leaves office.

**EXISTING POLICY**

**Policy 7.3.13 Support for Councilmembers; Staff-Council Communications**

**POLICY STATEMENT:**

- I. Equipment, Material, and Supplies. Certain supplies and materials are required by Councilmembers to discharge their functions. The city manager shall make available to Councilmembers the following materials and supplies when requested, which shall be used predominantly for City business and only incidentally for personal use:
  - D. A technology allowance in the amount of \$2000 per Councilmember per four-year term for the purchase of equipment including, but not limited to, a personal computer, printer, laptop, personal digital assistant (PDA), answering machine, cell phone or fax. Equipment purchased with this allowance shall be consistent with standard City issue, or approved by the Director of Information Technology, and shall be returned to or purchased from the City at market rate when a Councilmember leaves office. An amount not to exceed \$60 per month (non-taxable) shall be reimbursed for monthly service charges for equipment purchased under this policy. Public Record Act and Brown Act issues are associated with the use of these types of equipment. To the extent the equipment is used for the performance of official City business, much of the data contained in the equipment is public property and a public record.

**DISCUSSION**

In order to ensure that the technology funds authorized by City policy for each Councilmember are available during Fiscal Year 2009/10, technology funds not spent by Councilmembers during Fiscal Year 2008/09 need to be carried over to FY 2009/10:

Mayor Spitaleri -- technology funds exhausted. No carryover required.  
Vice Mayor Moylan -- technology funds exhausted. No carryover required.  
Councilmember Howe -- technology funds exhausted. No carryover required.  
Councilmember Swegles --technology funds exhausted. No carryover required.  
Councilmember Hamilton -- no funds expended; \$1,300 carryover required.  
Councilmember Whittum -- no funds expended; \$1,300 carryover required.  
Councilmember Chu (Lee) -- technology funds exhausted. No carryover required.

**FISCAL IMPACT**

There is no net fiscal impact to the General Fund for taking this action. Unspent operating funds in General Fund programs are returned to the Budget Stabilization Fund at the end of each fiscal year, which increases the balance in that fund above what had been projected in the FY 2009/10 Adopted Budget. Budget Modification No. 9 has been prepared to carryover unspent funds from the FY 2008/09 budget in Activity 739200 (Council Activities Leading to Policy Directions), totaling \$2,600 and representing Councilmember Hamilton's and Councilmember Whittum's unspent technology allowances of \$1,300 each, into the FY 2009/10 budget.

**BUDGET MODIFICATION NO. 9  
 FISCAL YEAR 2009/2010**

	<b>Current</b>	<b>Increase (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<u>Expenditures:</u>			
739200 – Council Activities Leading to Policy Directions	\$342,333	\$2,600	\$344,933
 <u>Reserves:</u>			
Budget Stabilization Fund	\$27,698,206	\$2,600	\$27,700,806

**PUBLIC CONTACT**

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

**ALTERNATIVES**

1. Approve the carryover of \$2,600 in technology funds in accordance with Council Policy 7.3.13, and Budget Modification No. 9.
2. Do not approve the carryover of \$2,600 in technology funds.

**RECOMMENDATION**

Staff recommends Alternative 1: Approve the carryover of \$2,600 in technology funds in accordance with Council Policy 7.3.13, and Budget Modification No. 9.

This ministerial action is required to fulfill City Policy 7.3.13, and to implement the Fiscal Year 2009/10 budget as approved by Council.

Prepared by:

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Approved by:

Gary M. Luebbers  
City Manager