



**CUPERTINO**

# Information Services

	<b>Final Adopted 2016-17</b>
<b>Page Information Services</b>	<b>\$ 855,029</b>
GI Org	
240 100-30-300 Administration	719,926
244 100-30-304 Cupertino Scene	135,103
<b>Government Channel</b>	<b>\$ 1,548,063</b>
GI Org	
247 615-31-305 Government Channel	68,977
251 615-31-306 Government Channel SPCL Proj	1,479,086
254 100-31-307 Public Access Support	-
<b>City Website</b>	<b>\$ 369,323</b>
GI Org	
257 615-32-308 City Website	369,323
<b>Information Technology</b>	<b>\$ 4,060,508</b>
GI Org	
263 610-34-310 Information Technology	2,691,744
267 610-35-986 GIS	647,264
271 610-90-989 Equipment Acquisition	721,500
<b>TOTAL INFORMATION SERVICES</b>	<b>\$ 6,832,923</b>

# Division Summary

## Information Services - Summary

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	1,824,244	2,128,071	2,501,372	4,572,900
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,824,244</b>	<b>\$ 2,128,071</b>	<b>\$ 2,501,372</b>	<b>\$ 4,572,900</b>
<i>Expenditures</i>				
Employee Compensation	1,181,506	1,171,517	1,130,606	1,559,028
Employee Benefits	362,456	372,125	454,521	605,103
Materials	199,575	277,229	289,810	342,956
Contract Services	583,842	896,154	1,136,705	1,781,791
Cost Allocation	388,366	566,292	576,570	1,254,518
Capital Outlay	169,523	190,055	392,000	721,500
Special Projects	79,332	46,246	477,105	463,105
Appropriations for Contingency	41,879	4,798	131,151	104,922
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,006,478</b>	<b>\$ 3,524,416</b>	<b>\$ 4,588,468</b>	<b>\$ 6,832,923</b>
Fund Balance (Use of)	-	-	(648,004)	(528,273)
<b>General Fund Costs</b>	<b>\$ 1,182,234</b>	<b>\$ 1,396,345</b>	<b>\$ 1,439,092</b>	<b>\$ 1,731,750</b>

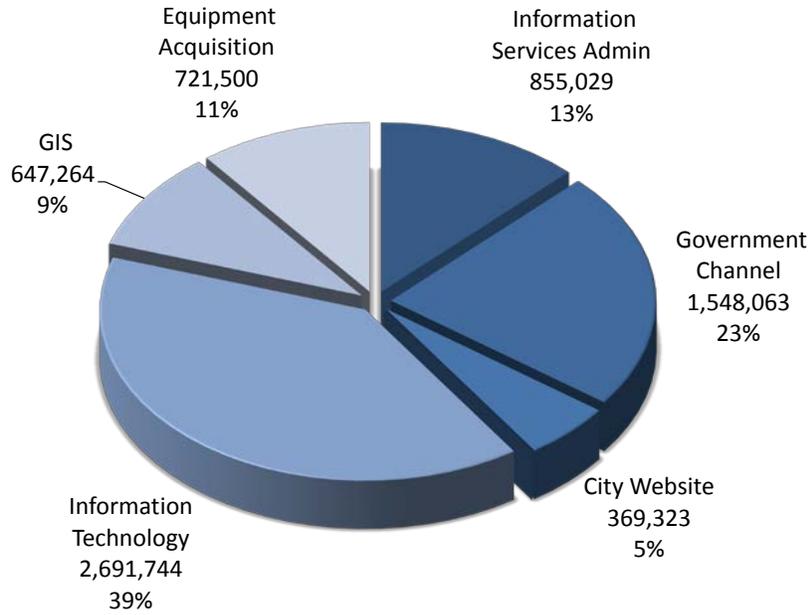
### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$6,832,923 for the Information Services Division. This represents an increase of \$2,244,455 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to IT subcontractor costs, social media tool acquisition and associated support, website upgrade, software required to support city online services and additional Chief Technology Officer and part-time staffing costs.

This budget is funded from \$4,572,900 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$1,731,750 contribution from the General Fund. Collectively, the Information Technology and Government Channel

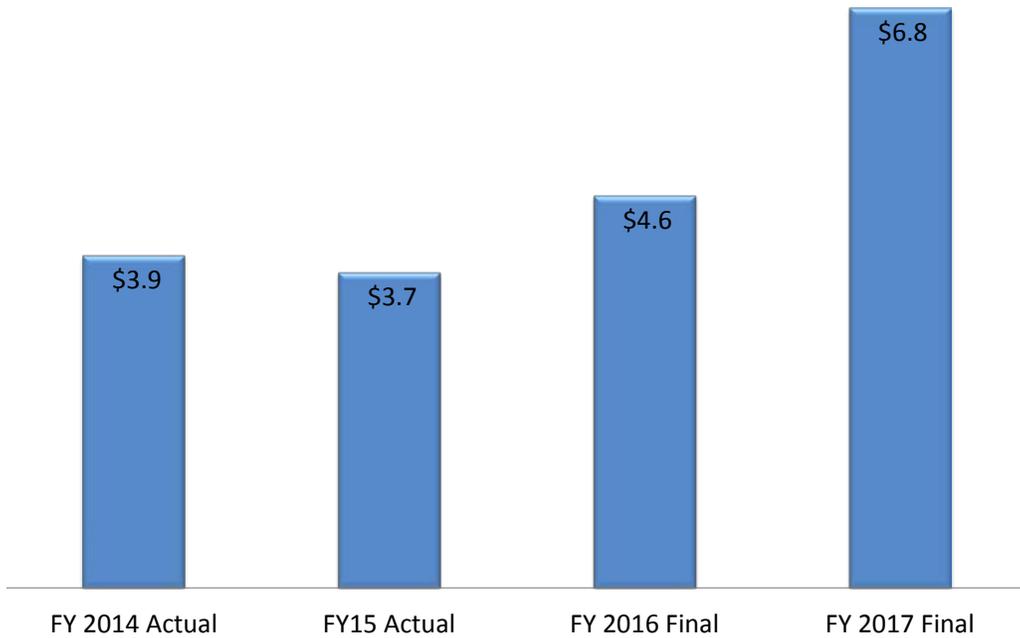
Internal Service funds anticipate using approximately \$528,273 in retained earnings to fund the replacement of fully depreciated equipment.

## Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions





FISCAL GENERAL SERVICES

Other General

INFORMATION SERVICES

Budget Unit 100-30-300

General Fund

BUDGET AT A GLANCE

Total Revenue	\$4,572,900
Total Expenditures	6,832,923
Fund Balance	528,273
<hr/>	
General Fund Costs	\$ 1,731,750
Total Staffing	12.95
% Funded by General Fund	25.3%

KEY PERFORMANCE MEASURES BY DIVISION

**GOAL: Provide superior delivery of information and technology services to city employees and constituents while continually enhancing levels of engagement.**

Enabled by...

Tools and services leverage existing, emerging and innovative technologies to enhance, improve, and streamline business and communications processes.

Mission	Measure	2015	2016 Target	2017	Ongoing Target
	Access Cupertino: Average response time to customers organization-wide	2.14 days	1.81 days		Respond within 2 days
	Access Cupertino: Customer Satisfaction rating				80%
	Social media engagement: total number of followers	143,765	178,021		Increase by 10%
	Social media engagement: average number of likes per post		5		Increase by 10%
	Video: Number of live meetings broadcast	102	112		Increase by 10%

**So that...**

Integrated information services enable customers' access to the tools and information they need, when and where they need it.



Video: number of hours of video broadcasts of live meetings	343	377		Increase by 10%
GIS: Data and Resources available online		100%		100%
Requested GIS Assistance performed within one business day, 5 days for major projects		100%		100%
Number of Cityworks assets and users deployed		80%		100%
IT resolution for requests based on Service Level Agreement timeline		80%		80%
IT Customer satisfaction %		80%		80%

**City of Cupertino**  
**Fiscal Year 2016-2017**

---

**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
Administration**  
Budget Unit 100-30-300  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 208,843
Total Expenditures	719,926
Fund Balance	-
<hr/>	
General Fund Costs	\$ 511,083
Total Staffing	2.20
% Funded by General Fund	71.0%

**PROGRAM OVERVIEW**

Information Services is responsible for planning and implementing a comprehensive internal and external technology and communication program for the City of Cupertino. Information Services oversees the reliable day-to-day delivery of technology and communication services, applications, and data while maximizing the value of all technology investments.

**SERVICE OBJECTIVES**

- Ensure two-way communication between and among the City organization and stakeholders.
- Improve user experience including ease of use, availability, accessibility within the context of compliance with industry standards.
- Ensure constituents have easy access to City information and services via the communication technology of their choice.
- Engage key audiences to promote City goals, policies, programs and services.
- Organize and support community meetings, special events, awards dinners, and ceremonial activities.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$719,926 for Information Services. This represents an increase of \$425,784 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increasing community outreach through social media and reallocation of staff.

This budget is funded from \$208,843 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$511,083 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**Information Services -Administration**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	80,938	41,352	41,336	208,843
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 80,938</b>	<b>\$ 41,352</b>	<b>\$ 41,336</b>	<b>\$ 208,843</b>
<u>Expenditures</u>				
Employee Compensation	152,335	201,362	118,353	290,669
Employee Benefits	52,917	65,617	38,190	108,043
Materials	22,782	55,215	49,194	59,075
Contract Services	39,072	78,868	58,704	94,209
Cost Allocation	13,594	18,912	18,911	159,298
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	10,790	8,632
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,700</b>	<b>\$ 419,975</b>	<b>\$ 294,142</b>	<b>\$ 719,926</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 199,762</b>	<b>\$ 378,623</b>	<b>\$ 252,806</b>	<b>\$ 511,083</b>

**STAFFING**

Total current authorized positions – 1.8

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed. Director-level/CTO support has been reallocated to the Information Services Administration Division.

Total FY 2016-17 authorized positions – 2.2

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>300 Public Affairs</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	128,654	151,306	81,158	243,346
500.502 - Salaries Part Time	20,024	46,629	33,000	41,386
500.505 - Overtime	657	588	0	2,000
500.506 - Car Allowance	3,000	2,838	600	1,800
500.507 - Taxable Life Premium		0	393	1,147
500.510 - Employee Agency Serv	0	0	2,212	0
500.513 - Sick Leave			990	990
05 - Employee compensation Total	152,335	201,362	118,353	290,669
10 - Employee benefits				
501.500 - Retirement System	32,530	39,239	20,481	64,572
501.502 - Pers 1959 Surv Empr	73	78	24	2,586
501.505 - Health Insurance	12,701	15,542	9,968	23,854
501.506 - Dental Insurance	1,298	1,751	1,083	2,583
501.507 - Medicare	2,464	3,306	1,165	3,512
501.508 - Life Insurance	828	1,058	534	1,468
501.509 - Long Term Disability	609	783	550	1,662
501.510 - Workers Compensation	1,172	0	1,930	1,930
501.511 - Vision Insurance	248	335	206	486
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	993	3,524	2,249	5,390
10 - Employee benefits Total	52,917	65,617	38,190	108,043
15 - Materials				
600.601 - General Office Supplies	4,364	11,550	15,660	7,000
600.602 - Printing and Duplication	83	4,591	1,000	2,500
600.606 - Software	14,481	32,160	27,000	5,000
600.608 - Small Tools and Equipment				800
600.613 - General Supplies	65	1,606	1,116	3,000
600.618 - Utilities and Phone	0	1,119	1,418	0
600.619 - Advertising and Legal Notices				30,000
600.629 - Conference and Meeting	2,185	2,807	3,000	5,000
600.632 - Mileage Reimbursement	121	501	0	500
600.635 - Special Departmental Exp			0	0

600.642 - Telephone and Data Services	1,484	881	0	5,275
15 - Materials Total	22,782	55,215	49,194	59,075
20 - Contract services				
700.701 - Training and Instruction				0
700.702 - General Service Agreement	37,211	77,026	56,759	56,759
700.703 - Maintenance of Equipment	1,861	1,842	1,945	37,450
20 - Contract services Total	39,072	78,868	58,704	94,209
25 - Cost allocation				
800.802 - IT Reimbursement	11,472	16,416	16,414	35,753
800.804 - Web Site Reimbursement	2,122	2,496	2,497	0
800.823 - Strategic Support CAP				123,545
25 - Cost allocation Total	13,594	18,912	18,911	159,298
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
31 - Special projects Total	0	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	10,790	8,632
35 - Contingencies Total	0	0	10,790	8,632
<b>300 Public Affairs Total</b>	<b>280,700</b>	<b>419,975</b>	<b>294,142</b>	<b>719,926</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
CUPERTINO SCENE**

Budget Unit 100-30-394  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	135,103
Fund Balance	-
<hr/>	
General Fund Costs	\$ 135,103
Total Staffing	0.30
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The Cupertino Scene is the primary print communication tool for the City. This 16-page newsletter provides residents and businesses information on city events, community activities, government services, and other city-related business. The Scene is published 10 months out of the year, (no January or August editions) and distributed to every residential and business address in Cupertino.

**SERVICE OBJECTIVES**

- Provide non-political, non-religious and non-commercial information of general interest to the community.
- Maintain a regular production schedule, presenting information in a timely, interesting and visually pleasing manner.
- Focus on information relevant to citizens of all cultural backgrounds.
- Continue to adhere to regulations set by Proposition 73 and other legislation that regulates public and printed communications by the city.
- In addition to city services and programs, allocate space to local nonprofits and schools.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$135,103 for the Cupertino Scene. This represents an increase of \$31,837 over the FY 2015-16 Final Adopted Budget. The changes reflect reallocation of staff and anticipated postage costs.

This budget is funded from a \$135,103 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**Information Services - Cupertino Scene**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	37,971	37,369	9,941	23,706
Employee Benefits	14,407	14,933	4,659	10,912
Materials	77,129	85,481	77,263	78,263
Contract Services	258	321	-	300
Cost Allocation	2,644	3,672	3,677	15,741
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	7,726	6,181
<b>TOTAL EXPENDITURES</b>	<b>\$ 132,408</b>	<b>\$ 141,775</b>	<b>\$ 103,266</b>	<b>\$ 135,103</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 132,408</b>	<b>\$ 141,775</b>	<b>\$ 103,266</b>	<b>\$ 135,103</b>

**STAFFING**

Total current authorized positions – .35

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – .30

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>304 Cupertino Scene</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	36,191	37,271	9,886	23,557
500.502 - Salaries Part Time	1,702	0	0	0
500.505 - Overtime	78	29	0	0
500.506 - Car Allowance		69	0	0
500.507 - Taxable Life Premium		0	55	149
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	37,971	37,369	9,941	23,706
10 - Employee benefits				
501.500 - Retirement System	9,383	9,732	2,807	6,330
501.502 - Pers 1959 Surv Empr	18	8	6	0
501.505 - Health Insurance	3,288	3,067	842	2,540
501.506 - Dental Insurance	326	336	96	288
501.507 - Medicare	564	568	142	340
501.508 - Life Insurance	251	261	69	180
501.509 - Long Term Disability	186	206	69	166
501.510 - Workers Compensation	228	228	414	414
501.511 - Vision Insurance	62	64	18	54
501.516 - Hra City Contribution	101	462	196	600
10 - Employee benefits Total	14,407	14,933	4,659	10,912
15 - Materials				
600.601 - General Office Supplies	0	0	300	300
600.602 - Printing and Duplication	43,129	38,300	40,963	40,963
600.604 - Postage	34,000	47,181	36,000	37,000
600.632 - Mileage Reimbursement			0	0
15 - Materials Total	77,129	85,481	77,263	78,263
20 - Contract services				
700.703 - Maintenance of Equipment	258	321	0	300
20 - Contract services Total	258	321	0	300
25 - Cost allocation				
800.802 - IT Reimbursement	2,231	3,192	3,192	5,608
800.804 - Web Site Reimbursement	413	480	485	0
800.805 - CC CAP Allocation				673
800.806 - CM CAP Allocation				188
800.811 - Public Affairs CAP Alloc				1,914
800.814 - Finance CAP Alloc				5,793
800.815 - Human resources CAP Alloc				728
800.820 - Grounds Maintenance CAP				68
800.821 - Building Maintenance CAP				769
25 - Cost allocation Total	2,644	3,672	3,677	15,741
35 - Contingencies				
719.705 - Contingencies	0	0	7,726	6,181
35 - Contingencies Total	0	0	7,726	6,181
<b>304 Cupertino Scene Total</b>	<b>132,408</b>	<b>141,775</b>	<b>103,266</b>	<b>135,103</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
 GOVERNMENT CHANNEL**

Budget Unit 615-31-305  
 Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$1,479,086
Total Expenditures		1,479,086
Fund Balance		-
	General Fund Costs \$	-
Total Staffing		3.05
	% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

The Government Channel operates the City’s government access television station, providing multi-media support services, and overseeing video production for all City departments.

**SERVICE OBJECTIVES**

- Provide information regarding the activities and decisions of the City Council and the recommendations of its advisory bodies.
- Expand community awareness of local government and its decision-making processes by providing live and re-broadcast coverage of City meetings.
- Increase community awareness of City services.
- Provide information pertinent to City residents from other local, state and federal governmental entities.
- Provide an additional venue for emergency communications in the event of a disaster.
- Provide video production and audio/visual services to City departments.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,479,086 for the Government Channel. This represents an increase of \$258,967 over the FY 2015-16 Final Adopted Budget. The primary focus is on a Community Hall upgrade and replacement of aging and fully depreciated equipment.

This budget is funded from \$1,479,086 in estimated department revenue.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**Information Services - Government Channel**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	139,308	542,544	1,479,086
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 139,308</b>	<b>\$ 542,544</b>	<b>\$ 1,479,086</b>
<u>Expenditures</u>				
Employee Compensation	383,692	288,161	270,277	357,597
Employee Benefits	90,244	111,340	113,449	145,402
Materials	36,572	48,293	74,501	47,950
Contract Services	32,196	68,197	59,956	68,000
Cost Allocation & Depreciation	98,116	284,561	270,490	449,380
Capital Outlay	-	-	-	-
Special Projects	79,332	32,506	418,000	400,000
Appropriations for Contingency	-	-	13,446	10,757
<b>TOTAL EXPENDITURES</b>	<b>\$ 720,152</b>	<b>\$ 833,059</b>	<b>\$ 1,220,119</b>	<b>\$ 1,479,086</b>
Fund Balance (Use of)	-	-	(382,000)	-
<b>General Fund Costs</b>	<b>\$ 720,152</b>	<b>\$ 693,751</b>	<b>\$ 295,575</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 3.15

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – 3.05

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>31 Government Channel</b>				
<b>305 Government Channel</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	365,718	263,752	247,079	315,642
500.502 - Salaries Part Time	15,513	16,605	17,910	34,456
500.503 - Excess Med Pay	323	393	323	0
500.505 - Overtime	2,139	7,342	3,000	5,000
500.506 - Car Allowance		69	300	600
500.507 - Taxable Life Premium		0	1,128	1,362
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			537	537
05 - Employee compensation Total	383,692	288,161	270,277	357,597
10 - Employee benefits				
501.500 - Retirement System	53,228	67,914	69,962	85,651
501.502 - Pers 1959 Surv Empr	92	47	92	8,839
501.505 - Health Insurance	24,915	25,361	25,333	29,486
501.506 - Dental Insurance	2,395	3,039	2,772	3,253
501.507 - Medicare	3,523	4,522	3,547	4,554
501.508 - Life Insurance	1,476	1,896	2,030	2,343
501.509 - Long Term Disability	1,185	1,710	1,754	2,218
501.510 - Workers Compensation	1,660	1,776	1,660	1,660
501.511 - Vision Insurance	457	581	529	612
501.513 - Rec Bucks		0	0	0
501.516 - Hra City Contribution	1,312	4,495	5,770	6,786
10 - Employee benefits Total	90,244	111,340	113,449	145,402
15 - Materials				
600.601 - General Office Supplies	34,353	46,147	41,544	35,000
600.606 - Software	1,363	1,516	32,176	2,000
600.608 - Small Tools and Equipment				800
600.618 - Utilities and Phone	0	0	781	0
600.629 - Conference and Meeting				10,000
600.632 - Mileage Reimbursement	0	0	0	150
600.642 - Telephone and Data Services	857	630	0	0
15 - Materials Total	36,572	48,293	74,501	47,950
20 - Contract services				
700.701 - Training and Instruction	1,927	13,625	10,000	5,000
700.702 - General Service Agreement	6,601	30,360	30,000	24,100
700.703 - Maintenance of Equipment	23,668	22,245	17,956	34,900
700.706 - Rent Expense		1,967	2,000	4,000
20 - Contract services Total	32,196	68,197	59,956	68,000
25 - Cost allocation				
800.802 - IT Reimbursement	49,502	28,728	28,723	104,117
800.804 - Web Site Reimbursement	3,006	4,368	4,369	0
800.805 - CC CAP Allocation				13,125
800.806 - CM CAP Allocation	5,152	7,320	6,364	3,506

800.807 - ENV Affairs CAP Alloc	1,627	1,938	1,627	0
800.808 - ECON Dev CAP Alloc	1,250	1,782	1,544	0
800.809 - City Clerk CAP Alloc	5,338	9,960	9,954	0
800.811 - Public Affairs CAP Alloc				60,294
800.813 - Admin Serv CAP Allocation	3,923	6,408	5,674	0
800.814 - Finance CAP Alloc	7,442	10,506	9,117	23,034
800.815 - Human resources CAP Alloc	7,118	8,442	7,118	22,916
800.820 - Grounds Maintenance CAP				2,157
800.821 - Building Maintenance CAP				24,231
25 - Cost allocation Total	84,358	79,452	74,490	253,380
31 - Special projects				
900.923 - Apple Campus 2	2,101	0	0	0
900.934 - Wi-Fi Study	18,876	0	0	0
900.945 - Fixed Asset Acquisition	58,355	32,506	418,000	60,000
900.966 - Community Hall Upgrade				340,000
31 - Special projects Total	79,332	32,506	418,000	400,000
35 - Contingencies				
719.705 - Contingencies	0	0	13,446	10,757
35 - Contingencies Total	0	0	13,446	10,757
50 - Other financing uses				
800.904 - Depreciation Expenses	13,758	205,109	196,000	196,000
50 - Other financing uses Total	13,758	205,109	196,000	196,000
<b>305 Government Channel Total</b>	<b>720,152</b>	<b>833,059</b>	<b>1,220,119</b>	<b>1,479,086</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

---

**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
GOVERNMENT CHANNEL  
SPECIAL PROJECTS**

Budget Unit 615-31-306

Internal Service Fund

The Government Channel Special Projects program budget was moved to the Government Channel program budget in FY 2014-15. This program budget is included to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**Information Services - Government Channel Special Projects**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adpoted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	48,482	-	-	-
Employee Benefits	20,792	-	-	-
Materials	6,695	-	-	-
Contract Services	16,107	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 92,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 92,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>306 Govt Channel Special Project</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	47,948	0	0	0
500.502 - Salaries Part Time	0	0	0	0
500.503 - Excess Med Pay		0	0	0
500.505 - Overtime	535	0	0	0
500.507 - Taxable Life Premium		0		
05 - Employee compensation Total	48,482	0	0	0
10 - Employee benefits				
501.500 - Retirement System	12,222	0	0	0
501.502 - Pers 1959 Surv Empr	21	0	0	0
501.505 - Health Insurance	5,866	0	0	0
501.506 - Dental Insurance	563	0	0	0
501.507 - Medicare	707	0	0	0
501.508 - Life Insurance	345	0	0	0
501.509 - Long Term Disability	278	0	0	0
501.510 - Workers Compensation	391	0	0	0
501.511 - Vision Insurance	107	0	0	0
501.513 - Rec Bucks		0		
501.516 - Hra City Contribution	291	0	0	0
10 - Employee benefits Total	20,792	0	0	0
20 - Contract services				
700.701 - Training and Instruction	0	0	0	0
700.702 - General Service Agreement	4,696	0	0	0
700.703 - Maintenance of Equipment	520	0	0	0
700.706 - Rent Expense	1,479	0	0	0
20 - Contract services Total	6,695	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	3,824	0	0	0
800.804 - Web Site Reimbursement	707	0	0	0
800.806 - CM CAP Allocation	1,212	0	0	0
800.807 - ENV Affairs CAP Alloc	383	0	0	0
800.808 - ECON Dev CAP Alloc	294	0	0	0
800.809 - City Clerk CAP Alloc	5,338	0	0	0
800.813 - Admin Serv CAP Allocation	923	0	0	0
800.814 - Finance CAP Alloc	1,751	0	0	0
800.815 - Human resources CAP Alloc	1,675	0	0	0
25 - Cost allocation Total	16,107	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
<b>306 Govt Channel Special Project Total</b>	<b>92,076</b>	<b>0</b>	<b>0</b>	<b>0</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
PUBLIC ACCESS SUPPORT**

Budget Unit 100-31-307

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		68,977
<u>Fund Balance</u>		<u>-</u>
	General Fund Costs	\$ 68,977
Total Staffing		-
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The City contracts to provide management of Community Access Television Programming.

**SERVICE OBJECTIVES**

- Encourage Cupertino-based communities of interest to use facilities to express their interests, concerns, and ideas.
- Provide training in cable communication production for individuals and community groups.
- Assist individuals and community groups to develop and produce programs for broadcast.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$68,977 for Public Access Support. This represents an increase of \$4,087 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to contractual escalators.

This budget is funded from a \$68,977 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**Information Services - Public Access Support**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	60,728	62,548	64,890	68,135
Cost Allocation	-	-	-	842
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,728</b>	<b>\$ 62,548</b>	<b>\$ 64,890</b>	<b>\$ 68,977</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 60,728</b>	<b>\$ 62,548</b>	<b>\$ 64,890</b>	<b>\$ 68,977</b>

**STAFFING**

There is no staffing associated with this program.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>307 Public Access Support</b>				
20 - Contract services				
700.702 - General Service Agreement	60,728	62,548	64,890	68,135
20 - Contract services Total	60,728	62,548	64,890	68,135
25 - Cost allocation				
800.805 - CC CAP Allocation				257
800.806 - CM CAP Allocation				77
800.814 - Finance CAP Allocation				508
25 - Cost allocation Total				842
35 - Contingencies				
719.705 - Contingencies				0
35 - Contingencies Total				0
<b>307 Public Access Support Total</b>	<b>60,728</b>	<b>62,548</b>	<b>64,890</b>	<b>68,977</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

---

**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
CITY WEBSITE**

Budget Unit 615-32-308  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	369,323
Fund Balance	-
<hr/>	
General Fund Costs	\$ 369,323
Total Staffing	0.80
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The City of Cupertino website maintains design, current content, intuitive navigation, and online applications and interactive features.

**SERVICE OBJECTIVES**

- Work closely with City staff and members of the community to ensure that the website is timely and relevant.
- Collaborate with departments to determine that the website’s purpose, functions, requirements and long-term strategy meet organizational needs.
- Create and maintain effective online and mobile user access to municipal information and services.
- Enable and facilitate the use of communication and presentation resources by non-technical staff and customers.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$369,323 for the City Website. This represents an increase of \$74,231 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to reallocating a contract position to part-time and additional software requirements for the new website.

This budget is funded with a contribution of \$369,323 from the General Fund.

## SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
New City Website	\$51,105	\$51,105	Use of retained earnings and General Fund Contribution	Redesign of the City's Web and Intranet site
<b>TOTAL</b>	\$51,105	\$51,105		

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

### Information Services - City Website

Category	2013-2014 Actual	2014-15 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	37,500	237,124	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 37,500</b>	<b>\$ 237,124</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	142,821	62,008	99,785	123,900
Employee Benefits	37,797	26,476	42,321	37,266
Materials	360	3,871	4,576	7,392
Contract Services	65,153	103,244	69,990	86,125
Cost Allocation	19,352	14,928	19,858	57,569
Capital Outlay	-	-	-	-
Special Projects	-	13,740	51,105	51,105
Appropriations for Contingency	-	-	7,457	5,966
<b>TOTAL EXPENDITURES</b>	<b>\$ 265,483</b>	<b>\$ 224,267</b>	<b>\$ 295,092</b>	<b>\$ 369,323</b>
Fund Balance (Use of)	-	-	(57,698)	-
<b>General Fund Costs</b>	<b>\$ 265,483</b>	<b>\$ 186,767</b>	<b>\$ 270</b>	<b>\$ 369,323</b>

## STAFFING

Total current authorized positions – .95

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total authorized positions – .70

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>308 City Web Site</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	142,821	61,694	98,912	82,329
500.502 - Salaries Part Time			-	40,183
500.505 - Overtime		245	-	300
500.506 - Car Allowance		69	300	600
500.507 - Taxable Life Premium		-	573	488
500.510 - Employee Agency Serv				-
500.513 - Sick Leave				-
05 - Employee compensation Total	142,821	62,008	99,785	123,900
10 - Employee benefits				
501.500 - Retirement System	24,761	17,145	27,887	22,354
501.502 - Pers 1959 Surv Empr	50	21	50	2,511
501.505 - Health Insurance	8,612	5,008	8,075	6,994
501.506 - Dental Insurance	889	616	908	766
501.507 - Medicare	1,381	1,001	1,420	1,188
501.508 - Life Insurance	682	482	658	528
501.509 - Long Term Disability	514	428	677	566
501.510 - Workers Compensation	618	624	618	618
501.511 - Vision Insurance	170	118	170	144
501.513 - Rec Bucks		-	-	-
501.516 - Hra City Contribution	119	1,032	1,858	1,597
10 - Employee benefits Total	37,797	26,476	42,321	37,266
15 - Materials				
600.601 - General Office Supplies	80	2,350	3,242	3,242
600.606 - Software				2,000
600.608 - Small Tools and Equipment				700
600.629 - Conference and Meeting	165	1,378	1,134	1,250
600.632 - Mileage Reimbursement	115	142	200	200
15 - Materials Total	360	3,871	4,576	7,392
20 - Contract services				
700.701 - Training and Instruction	99	-	-	1,000
700.702 - General Service Agreement	26,970	50,689	18,313	15,000
700.703 - Maintenance of Equipment	38,084	52,555	51,677	70,125

20 - Contract services Total	65,153	103,244	69,990	86,125
25 - Cost allocation				
800.802 - IT Reimbursement	8,355	8,664	8,663	10,516
800.804 - Web Site Reimbursement	1,120	1,320	1,318	-
800.805 - CC CAP Allocation				3,669
800.806 - CM CAP Allocation	1,919	960	1,919	971
800.807 - ENV Affairs CAP Alloc	606	306	606	-
800.808 - ECON Dev CAP Alloc	466	234	466	-
800.811 - Public Affairs CAP Alloc				18,184
800.813 - Admin Serv CAP Allocation	1,462	732	1,462	-
800.814 - Finance CAP Alloc	2,772	1,386	2,772	9,359
800.815 - Human resources CAP Alloc	2,652	1,326	2,652	6,911
800.820 - Grounds Maintenance CAP				651
800.821 - Building Maintenance CAP				7,308
25 - Cost allocation Total	19,352	14,928	19,858	57,569
31 - Special projects				
900.945 - Fixed Asset Acquisition	-	-	-	-
900.957 - City Website		13,740	51,105	51,105
31 - Special projects Total	-	13,740	51,105	51,105
35 - Contingencies				
719.705 - Contingencies	-	-	7,457	5,966
35 - Contingencies Total	-	-	7,457	5,966
45 - Transfer out				
800.902 - Transfers Out			-	-
45 - Transfer out Total			-	-
<b>308 City Web Site Total</b>	<b>265,483</b>	<b>224,267</b>	<b>295,092</b>	<b>369,323</b>

City of Cupertino  
Fiscal Year 2016-2017



**FISCAL GENERAL SERVICES**  
**Other General**

**INFORMATION SERVICES-**  
**ENVIRONMENTAL AFFAIRS**

Budget Unit 100-33-309  
General Fund

In Fiscal Year 2013-14 this program was transferred to the Administration Division under the City Manager as part of a Citywide reorganization. A complete discussion of this program can be found in the Administration Division. This program is included in Information Services to preserve historical revenue and expenditure data. Once all prior year actuals are zero, this program will be removed from the budget.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and Final Adopted Budget for the current and prior fiscal years:

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>309 Environmental Affairs</b>				
15 - Materials				
600.601 - General Office Supplies	162	-	-	0
600.613 - General Supplies	-	-	-	0
600.623 - Grant Expenditures	-	-	-	0
600.629 - Conference and Meeting	25	-	-	0
600.632 - Mileage Reimbursement	-	-	-	0
15 - Materials Total	187	-	-	0
20 - Contract services				
700.702 - General Service Agreement	-	-	-	0
700.704 - Insurance Fees, Claims, Premiums	-	-	-	0
20 - Contract services Total	-	-	-	0
25 - Cost allocation				

800.802 - IT Reimbursement	-	-	-	0
25 - Cost allocation Total	-	-	-	0
309 Environmental Affairs Total	187	-	-	0
33 Environmental Affairs Total	187	-	-	0



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
INFORMATION TECHNOLOGY**

Budget Unit 610-34-310  
Internal Service Fund

**BUDGET AT A GLANCE**

Total Revenue	\$2,884,971
Total Expenditures	2,691,744
Fund Balance	193,227
	General Fund Costs \$ -
Total Staffing	3.80
% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

This activity provides for all technology related expenses for the citywide management of information technology services. The Information Technology Manager and staff are responsible for Helpdesk, Network LAN/WAN availability and performance, security and compliance, Incident Response, business apps and databases, disaster recovery and business continuity, project management of implementations and upgrades, purchasing and inventory control, technical training and maintenance contract negotiations.

**SERVICE OBJECTIVES**

- Maintain standards and procedures for the replacement and maintenance of all City-owned computing devices, printers, peripherals and systems defined by City policy.
- Maintain and service the City's wide area network among all City facilities.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,691,744 for Information Technology. The increase of \$825,374 is attributed to higher levels of IT contract support services. Other major projects include infrastructure upgrades due to aged facilities, and penetration and incident response testing.

This budget is funded from \$2,884,971 in estimated department revenue.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Information Services - Information Technology**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	1,743,306	1,909,911	1,658,064	2,884,971
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,743,306</b>	<b>\$ 1,909,911</b>	<b>\$ 1,658,064</b>	<b>\$ 2,884,971</b>
<u>Expenditures</u>				
Employee Compensation	416,205	581,925	450,171	509,774
Employee Benefits	146,300	153,578	185,392	208,001
Materials	56,037	84,370	84,276	134,276
Contract Services	370,328	582,976	791,165	1,276,722
Cost Allocation	254,660	244,219	263,634	489,585
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	41,879	4,798	91,732	73,386
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,285,408</b>	<b>\$ 1,651,865</b>	<b>\$ 1,866,370</b>	<b>\$ 2,691,744</b>
Fund Balance (Use of)	-	-	(208,306)	193,227
<b>General Fund Costs</b>	<b>\$ (457,898)</b>	<b>\$ (258,046)</b>	<b>\$ -</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions – 4.00

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total recommended authorized positions – 3.8

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>310 Information Technology</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	394,407	551,401	435,723	412,791
500.502 - Salaries Part Time	12,188	24,597	-	-
500.503 - Excess Med Pay	370	-	370	-
500.505 - Overtime	9,240	5,927	10,000	10,000
500.506 - Car Allowance			1,800	1,800
500.507 - Taxable Life Premium		-	2,278	1,769
500.510 - Employee Agency Serv				-
05 - Employee compensation Total	416,205	581,925	450,171	426,360
10 - Employee benefits				
501.500 - Retirement System	102,602	107,462	121,614	111,443
501.502 - Pers 1959 Surv Empr	159	66	159	-
501.505 - Health Insurance	20,190	17,145	34,214	31,587
501.506 - Dental Insurance	3,750	3,861	3,814	3,541
501.507 - Medicare	6,115	6,941	6,255	5,957
501.508 - Life Insurance	2,736	2,850	2,661	2,482
501.509 - Long Term Disability	2,011	2,349	2,943	2,820
501.510 - Workers Compensation	5,191	5,196	5,191	5,191
501.511 - Vision Insurance	717	738	717	666
501.516 - Hra City Contribution	2,829	6,970	7,824	7,385
10 - Employee benefits Total	146,300	153,578	185,392	171,072
15 - Materials				
600.601 - General Office Supplies	30,691	49,618	39,026	39,026
600.602 - Printing and Duplication	680	-	2,000	2,000
600.618 - Utilities and Phone	-	4,403	20,000	-
600.629 - Conference and Meeting	9,476	14,749	23,000	23,000
600.632 - Mileage Reimbursement	225	104	250	250
600.641 - Electrical Service			-	-
600.642 - Telephone and Data Services	14,965	15,495	-	70,000
15 - Materials Total	56,037	84,370	84,276	134,276
20 - Contract services				
700.702 - General Service Agreement	135,906	248,879	292,000	814,000
700.703 - Maintenance of Equipment	234,422	334,097	499,165	583,065
20 - Contract services Total	370,328	582,976	791,165	1,397,065
25 - Cost allocation				
800.802 - IT Reimbursement	25,493	-	-	53,279
800.804 - Web Site Reimbursement	4,715	5,544	5,548	-
800.805 - CC CAP Allocation				20,291
800.806 - CM CAP Allocation	8,082	8,088	8,082	5,417
800.807 - ENV Affairs CAP Alloc	2,551	2,556	2,551	-
800.808 - ECON Dev CAP Alloc	1,960	1,956	1,960	-
800.809 - City Clerk CAP Alloc				429
800.811 - Public Affairs CAP Alloc				93,791
800.813 - Admin Serv CAP Allocation	6,154	6,156	6,154	-
800.814 - Finance CAP Alloc	11,673	11,676	11,673	22,529
800.815 - Human resources CAP Alloc	11,166	11,172	11,166	35,648
800.817 - Community Hall/Quinlan CAP				653
800.820 - Grounds Maintenance CAP				3,355

800.821 - Building Maintenance CAP				37,693
25 - Cost allocation Total	71,794	47,148	47,134	273,085
35 - Contingencies				
719.705 - Contingencies	41,879	4,798	91,732	73,386
35 - Contingencies Total	41,879	4,798	91,732	73,386
50 - Other financing uses				
800.904 - Depreciation Expenses	182,866	197,071	216,500	216,500
50 - Other financing uses Total	182,866	197,071	216,500	216,500
<b>310 Information Technology Total</b>	<b>1,285,408</b>	<b>1,651,865</b>	<b>1,866,370</b>	<b>2,691,744</b>

**City of Cupertino  
Fiscal Year 2016-2017**

**FISCAL GENERAL SERVICES**

**Legislative/Administrative**

**INFORMATION SERVICES-  
GEOGRAPHIC INFORMATION  
SYSTEMS (GIS) PROGRAM**

Budget Unit 610-35-986  
Internal Service Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	647,264
Fund Balance	-
<hr/>	
General Fund Costs	\$ 647,264
Total Staffing	2.30
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

The GIS Program captures, manages, analyzes, and displays all forms of geographically referenced information for the City of Cupertino. Through maps, globes, reports, and charts we provide ways to view, understand, question, interpret, and visualize, our City in ways that reveal relationships, patterns, and trends. The GIS Program works to help our staff, citizens, business and development communities answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared – on a map!

**SERVICE OBJECTIVES**

- Proactive GIS Management, work with each department to improve existing workflows using GIS Systems.
- Define standards, improve quality, and establish tools and procedures for perpetual data maintenance and appropriate access.
- Improve efficiencies with regional agencies through GIS integration and collaboration.
- Improve GIS services both internally and to the public.
- Expand the awareness of the GIS technology and integration of geographic information in departments and applications in which GIS use is not common but where substantial benefits may be achieved.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$647,264 for the GIS program, which was previously part of Information Technology. This represents an increase of \$294,675 attributed to

the addition of a full-time and part-time employee, two new programs for Community Development and CityWorks additions.

This budget is funded from a contribution of \$647,264 from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Information Services - GIS**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	691	182,079	253,382
Employee Benefits	-	181	70,510	95,479
Materials	-	-	-	16,000
Contract Services	-	-	92,000	188,300
Cost Allocation	-	-	-	82,103
Capital Outlay	-	-	-	-
Special Projects	-	-	8,000	12,000
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 872</b>	<b>\$ 352,589</b>	<b>\$ 647,264</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 872</b>	<b>\$ 352,589</b>	<b>\$ 647,264</b>

## STAFFING IMPACTS

Total current authorized positions – 1.00

A reallocation of staff within the Information Services program is recommended to reflect where actual work is being performed.

Total FY 2016-17 authorized positions – 2.3

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>35 GIS</b>				
<b>986 GIS</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		691	180,536	229,793
500.502 - Salaries Part Time			0	22,885
500.506 - Car Allowance			0	0
500.507 - Taxable Life Premium			1,543	704
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		691	182,079	253,382
10 - Employee benefits				
501.500 - Retirement System		181	41,523	60,802
501.502 - Pers 1959 Surv Empr			0	1,430
501.505 - Health Insurance			17,568	19,706
501.506 - Dental Insurance			1,912	2,201
501.507 - Medicare			2,706	3,316
501.508 - Life Insurance			1,323	1,441
501.509 - Long Term Disability			1,207	1,578
501.511 - Vision Insurance			359	414
501.516 - Hra City Contribution			3,912	4,591
10 - Employee benefits Total		181	70,510	95,479
15 - Materials				
600.601 - General Office Supplies				200
600.602 - Printing and Duplication				600
600.606 - Software				1,800
600.608 - Small Tools and Equipment				2,700
600.613 - General Supplies				1,200
600.629 - Conference and Meeting				7,900
600.632 - Mileage Reimbursement			0	400
600.642 - Telephone and Data Services				1,200
15 - Materials Total			0	16,000
20 - Contract services				
700.702 - General Service Agreement			92,000	105,000
700.703 - Maintenance of Equipment				83,300
20 - Contract services Total			92,000	188,300
25 - Cost allocation				

800.802 - IT Reimbursement		40,444
800.805 - CC CAP Allocation		4,029
800.806 - CM CAP Allocation		1,072
800.811 - Public Affairs CAP Alloc		19,141
800.814 - Finance CAP Alloc		1,765
800.815 - Human resources CAP Alloc		7,275
800.820 - Grounds Maintenance CAP		685
800.821 - Building Maintenance CAP		7,692
25 - Cost allocation Total		82,103
31 - Special projects		
900.995 - Special Projects - CDD	8,000	12,000
31 - Special projects Total	8,000	12,000
<b>986 GIS Total</b>	<b>872</b>	<b>352,589</b>



**FISCAL GENERAL SERVICES**

**Other General**

**INFORMATION SERVICES-  
INFORMATION TECHNOLOGY-  
EQUIPMENT ACQUISITION**

Budget Unit 610-90-989  
Internal Service Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		721,500
Fund Balance		(721,500)
<hr/>		
	General Fund Costs \$	-
Total Staffing		-
	% Funded by General Fund	0.0%

**PROGRAM OVERVIEW**

This activity provides for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide.

**SERVICE OBJECTIVES**

- Establish evaluation standards for the selection of IT projects city-wide.
- Recommend hardware and software funding of projects.
- Implement new technology city-wide to improve efficiencies.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$721,500 for Information Technology Equipment Acquisition. The increase of \$329,500 is primarily due to IT contractor costs, Enterprise archiving solutions, Office 365 proof of concept, digital signature expansion, Public Works Utilities Data Management tool and CRM Management system.

This budget is projected to use \$721,500 in retained earnings for the purchase of several replacement items that have been fully depreciated.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

ITEM	COSTS
CRM (CIS)	\$30,000
Scala Replace 5 Workstations (City Channel)	\$7,500
Scala Annual Software (City Channel)	\$5,000
Nimble 48TB Shelf (City Channel)	\$35,000
Gbic Module for Extreme Network Switch (City Ch)	\$5,000
O365 Implementation (Citywide)	\$85,000
Digital Signature Expansion (Citywide)	\$30,000
Archiving Solutions (Citywide)	\$25,000
DR Solutions – Site Recover Manager (SRM) (IT)	\$20,000
vRealize – Virtualization Monitor Tool (IT)	\$15,000
Single Sign On (SSO) (Citywide)	\$15,000
Portfolio Management Software – Sharepoint dev. (IT)	\$20,000
Storage Shelf (IT)	\$40,000
iPad Payment Solutions (Citywide)	\$15,000
Penetration Testing (IT)	\$35,000
Incident Response Readiness Test (IT)	\$20,000
Security Incident Event Manager (SIEM) (IT)	\$50,000
KACE – Ticketing System Upgrades (IT)	\$15,000
Remote Switches – Edge (IT)	\$70,000
Laptops (IT)	\$25,000
Additional UPS battery (IT)	\$25,000
Additional Server – power users (IT)	\$31,000
Sophos End Point Security (IT)	\$20,000
MS True Ups (Citywide)	\$20,000
Utility Data Management Tool (PW/CIP)	\$40,000
42" X 30" Touch Screen Monitor (PW/Eng)	\$10,000
Case Management Cloud Software (Rec Comm/Sr Ctr)	\$3,000
Equipment x3 new hires (Rec Comm)	\$10,000
<b>Total</b>	<b>\$721,500</b>

**Information Services - Equipment Acquisition**

Category	2013-2014	2014-15	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	22,304	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,304</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	169,523	190,055	392,000	721,500
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 169,523</b>	<b>\$ 190,055</b>	<b>\$ 392,000</b>	<b>\$ 721,500</b>
Fund Balance (Use of)	-	-	-	(721,500)
<b>General Fund Costs</b>	<b>\$ 169,523</b>	<b>\$ 190,055</b>	<b>\$ 369,696</b>	<b>\$ -</b>

**STAFFING**

There is no staffing associated with this budget.

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>989 Network Upgrade</b>				
15 - Materials				
600.601 - General Office Supplies				0
		-	-	
15 - Materials Total				0
		-	-	
31 - Special projects				
900.945 - Fixed Asset Acquisition	169,523.33	190,054.86	392,000.00	721,500
31 - Special projects Total	169,523.33	190,054.86	392,000.00	721,500
<b>989 Network Upgrade Total</b>	<b>169,523</b>	<b>190,055</b>	<b>392,000</b>	<b>721,500</b>