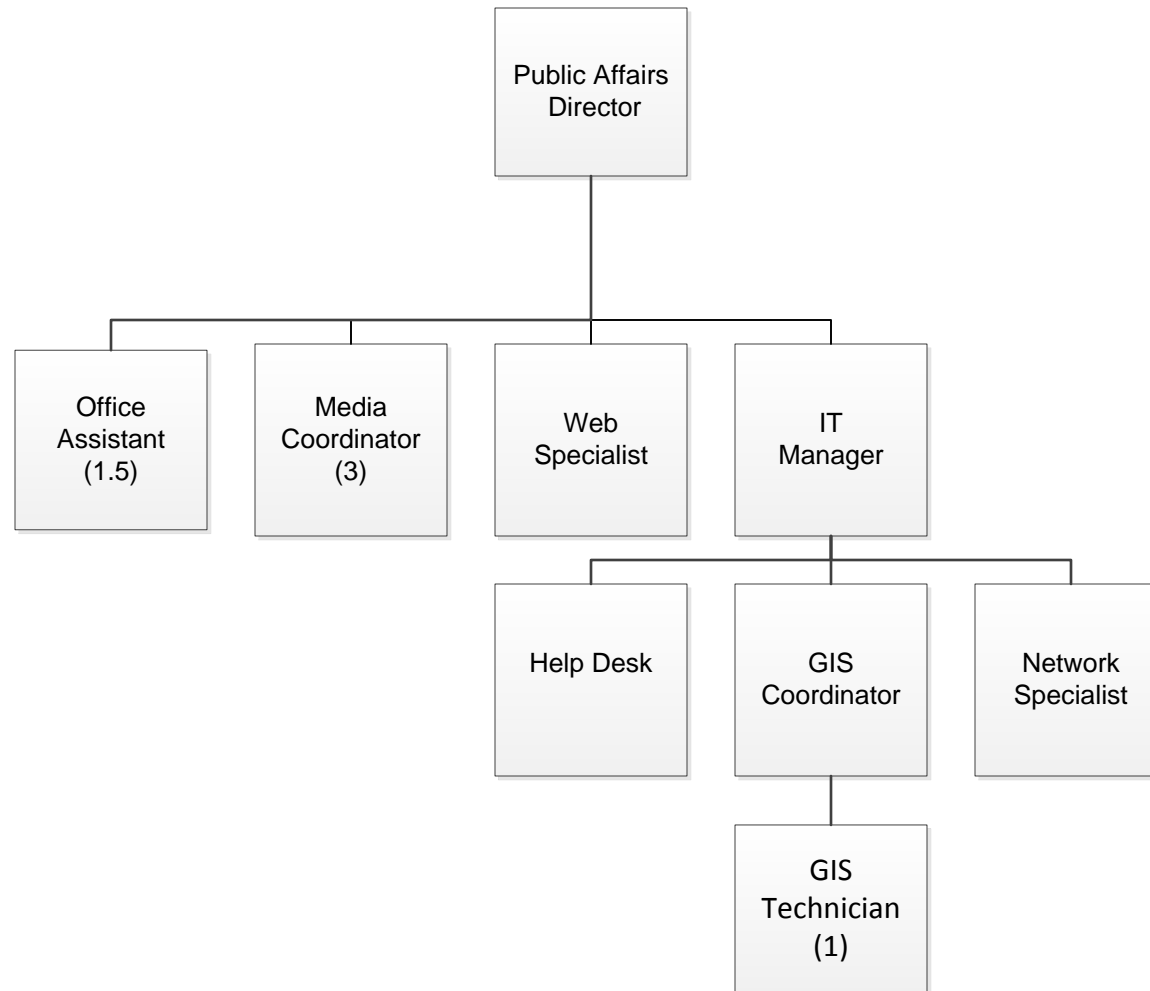




Public Affairs

Public Affairs
Government Channel
City Website
Information Technology





CUPERTINO

Public Affairs

	Proposed 2015-16
Page Public Affairs	\$ 397,408
Gl Org	
100-30-300 Public Affairs	294,142
100-30-301 Community Outreach	-
100-30-302 Disaster Preparedness	-
100-30-303 Neighborhood Watch	-
100-30-304 Cupertino Scene	103,266
Government Channel	\$ 1,285,009
Gl Org	
610-34-247 Government Channel	1,220,119
610-34-310 Government Channel SPCL Proj	-
100-31-307 Public Access Support	64,890
City Website	\$ 295,092
Gl Org	
610-35-986 City Website	295,092
Environmental Affairs	\$ -
Gl Org	
Environmental Affairs	-
Information Technology	\$ 2,725,959
Gl Org	
580-63-620 Information Technology	1,866,370
580-90-907 Equipment Acquisition	392,000
610-35-986 GIS	352,589
TOTAL PUBLIC AFFAIRS \$ 4,588,468	

Division Summary

Public Affairs- Summary

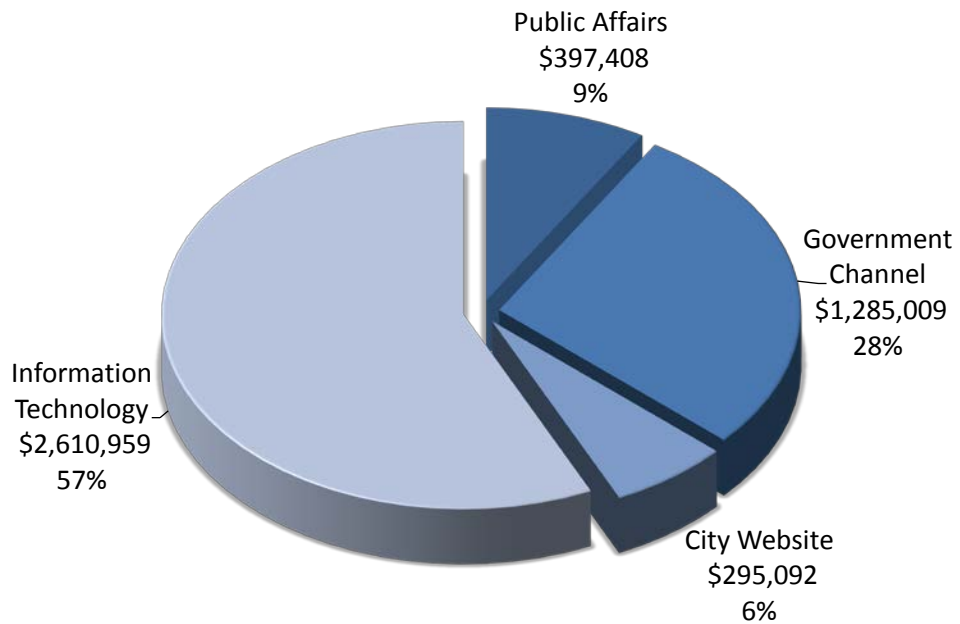
Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Final Adopted Budget	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	80,938	2,550,163	2,479,068
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 80,938	\$ 896,266	\$ 2,479,068
<i>Expenditures</i>				
Employee Compensation	632,329	1,181,520	1,045,718	1,130,606
Employee Benefits	260,161	362,462	436,870	454,521
Materials	166,406	199,545	241,620	289,810
Contract Services	238,918	579,311	863,402	1,136,705
Appropriations for Contingency	-	51,755	99,860	131,151
Cost Allocation	176,500	312,223	425,569	576,570
Capital Outlay	-	79,332	1,090,485	810,000
Special Projects	12,600	70,797	-	59,105
TOTAL EXPENDITURES	\$ 1,486,913	\$ 2,836,945	\$ 4,203,524	\$ 4,588,468
Fund Balance (Use of)	-	-	(382,000)	(1,688,438)
General Fund Costs	\$ 1,486,913	\$ 2,756,007	\$ 3,689,258	\$ 420,962

RECOMMENDED PROPOSED

It is recommended that a budget of \$4,588,468 be approved for the Public Affairs Division. This represents an increase of \$384,944 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to social media tool acquisition and associated support, website upgrade and software required to support city online services and additional GIS staff.

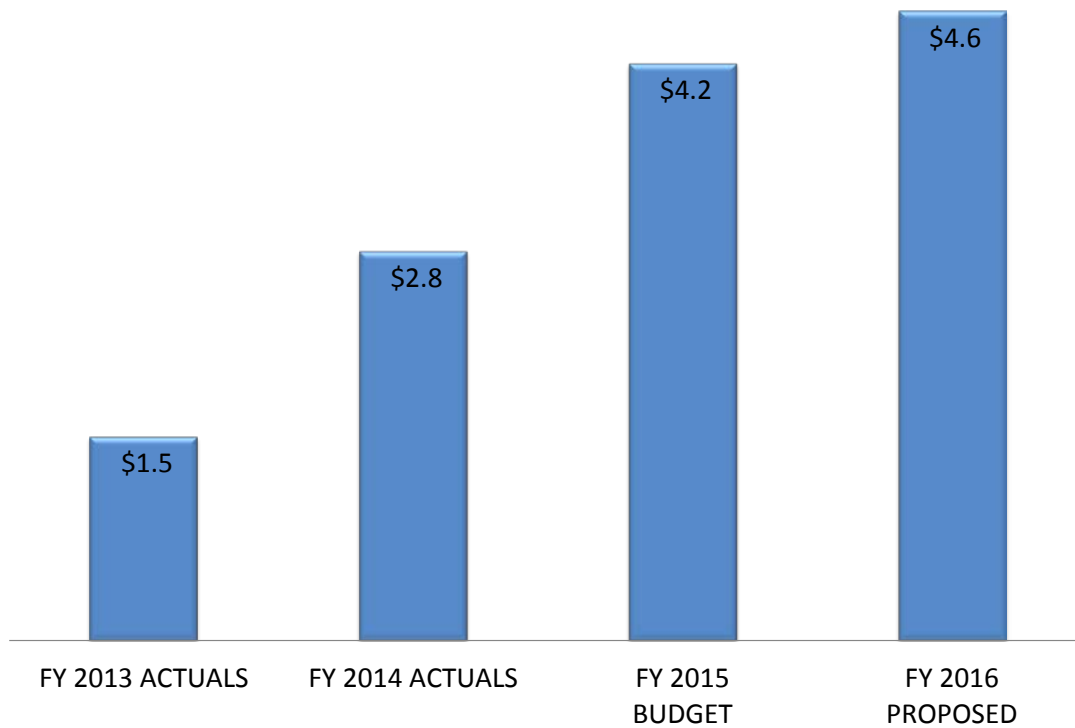
This budget is funded from \$2,479,068 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$420,962 contribution from the general fund. Collectively the Information Technology and Government Channel Internal Service funds anticipate using approximately \$1,688,438 in retained earnings to fund the replacement of fully depreciated equipment.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions



City of Cupertino
Fiscal Year 2015-2016



CUPERTINO

FISCAL GENERAL SERVICES

Other General

PUBLIC AFFAIRS

Budget Unit 100-30-300

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 41,336
Total Expenditures	294,142
Fund Balance	-
General Fund Costs	\$ 252,806
Total Staffing	1.15
% Funded by General Fund	85.9%

KEY PERFORMANCE MEASURES BY DIVISION

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
Goal: Provide superior customer service both in-house and public-facing.					
	Develop customer service best practice guide and host training to institutionalize practices.	Customer satisfaction index based upon user satisfaction and number of cases reported.	Use KACE IT ticketing system to monitor internal service satisfaction. Use Access Cupertino and user surveys to assess community satisfaction.	Customer satisfaction survey ratings of good to excellent.	Satisfied customers as indicated by high internal and end-user ratings. Ratings included in employee performance evaluations.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Strive for innovation in customer service approaches. Build in-house experts to serve diverse customer needs.	Be an adaptive organization and act as facilitators, enablers, and experts on technology and communications to provide customers and end-users relevant access to City information.	Utilize monthly social media and web usage statistics to determine access to City information. Utilize intranet statistics and Google Analytics.	Increase rate of online utilization by 10% over previous year. Number of users accessing City information through each channel.	Deploy widely used and growing variety of differentiated online services.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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IT

Goal: Build an IT strategic plan to serve as a management tool, guide decision making, and prioritize staffing.					
	Hire third-party consultant to survey staff needs, assess technology gaps and develop an implementation plan.	Plan developed. Technology projects listed. Tracking tool implemented.	Number of completed technology projects. Inventory and status of technology services.	Actionable plan developed, all staff engaged in its implementation, resources adequately aligned to achieve plan goals.	Formally adopt IT strategic plan.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Communications

Goal: Develop a Communications strategic plan to guide organizational outreach priorities and associated staffing.					
	Explore consultant options to survey community and staff needs, assess media gaps and develop an implementation plan to address	Plan developed. Needs and gaps identified. Communications projects listed. Tracking tool implemented.	Number of current and prospective communication projects. Inventory of communication services.	Actionable plan developed, all staff engaged in its implementation, resources adequately aligned to	Formally adopt Communication strategic plan.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	those needs and gaps.			achieve plan goals.	

PROGRAM OVERVIEW

Public Affairs is responsible for planning and implementing a comprehensive internal and external technology and communication program for the City of Cupertino. Public Affairs 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$294,142 be approved for Public Affairs. This represents an increase of \$60,576 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in social media tools and reallocation of staff to support social media operations.

This budget is funded from \$41,336 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$252,806 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 Fiscal Year:

Public Affairs -Administration

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	80,938	41,336	41,336
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 80,938	\$ 41,336	\$ 41,336
<u>Expenditures</u>				
Employee Compensation	128,322	152,335	173,114	118,353
Employee Benefits	57,599	52,917	71,819	38,190
Materials	21,784	22,782	25,854	49,194
Contract Services	61,547	39,072	56,759	58,704
Appropriations for Contingency	-	-	8,261	10,790
Cost Allocation	12,700	13,594	18,911	18,911
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 281,951	\$ 280,700	\$ 354,718	\$ 294,142
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 281,951	\$ 199,762	\$ 313,382	\$ 252,806

STAFFING

Total current authorized positions – 1.8

A reallocation of staff within the Public Affairs program is recommended to reflect where actual work is being performed. Director-level support has been reallocated to the Information Technology program.

Total authorized positions – 1.15

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
30 Public Affairs				
300 Public Affairs				
05 - Employee compensation				
500.501 - Salaries Full Time	121,285.74	128,654.34	161,114.00	81,158.00
500.502 - Salaries Part Time	6,762.10	20,023.53	12,000.00	33,000.00
500.505 - Overtime	273.69	657.40	0.00	0.00
500.506 - Car Allowance	2,999.88	2,999.88	1,800.00	600.00
500.507 - Taxable Life Premium			1,488.00	393.00
500.510 - Employee Agency Serv	1,376.46	0.00	0.00	2,212.00
500.513 - Sick Leave				990.00
05 - Employee compensation Total	132,697.87	152,335.15	176,402.00	118,353.00
10 - Employee benefits				
501.500 - Retirement System	31,989.08	32,530.44	40,910.00	20,481.00
501.502 - Pers 1959 Surv Empr	0.00	72.69	0.00	24.00
501.505 - Health Insurance	15,497.32	12,701.38	16,734.00	9,968.00
501.506 - Dental Insurance	1,435.21	1,298.27	2,820.00	1,083.00
501.507 - Medicare	1,976.78	2,463.91	2,204.00	1,165.00
501.508 - Life Insurance	837.87	828.17	971.00	534.00
501.509 - Long Term Disability	603.93	609.29	1,041.00	550.00
501.510 - Workers Compensation	607.71	1,172.03	0.00	1,930.00
501.511 - Vision Insurance	274.42	248.16	330.00	206.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		993.05	3,521.00	2,249.00
10 - Employee benefits Total	53,222.32	52,917.39	68,531.00	38,190.00
15 - Materials				
600.601 - General Office Supplies	15,554.62	4,363.57	15,660.00	15,660.00
600.602 - Printing and Duplication	50.37	82.74	17.00	1,000.00
600.606 - Software	2,072.95	14,480.76	5,155.00	27,000.00
600.613 - General Supplies	720.00	65.00	1,116.00	1,116.00
600.618 - Utilities and Phone	1,144.02	1,483.76	1,418.00	1,418.00
600.629 - Conference and Meeting	2,242.15	2,185.20	2,488.00	3,000.00
600.632 - Mileage Reimbursement	0.00	120.80	0.00	0.00
15 - Materials Total	21,784.11	22,781.83	25,854.00	49,194.00
20 - Contract services				
700.702 - General Service Agreement	61,546.92	37,211.00	56,759.00	56,759.00
700.703 - Maintenance of Equipment		1,860.92	0.00	1,945.00
20 - Contract services Total	61,546.92	39,071.92	56,759.00	58,704.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,700.00	11,472.00	16,414.00	16,414.00
800.804 - Web Site Reimbursement		2,122.00	2,497.00	2,497.00

25 - Cost allocation Total	12,700.00	13,594.00	18,911.00	18,911.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		0.00	0.00	0.00
31 - Special projects Total		0.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	8,261.00	10,790.00
35 - Contingencies Total		0.00	8,261.00	10,790.00
300 Public Affairs Total	281,951.22	280,700.29	354,718.00	294,142.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
CUPERTINO SCENE**
Budget Unit 100-30-394
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	103,266
Fund Balance	-
<hr/>	
General Fund Costs	\$ 103,266
Total Staffing	0.35
% 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$103,266 be approved for the Cupertino Scene. This represents an increase of \$38,411 over the FY 2014-15 Final Adopted Budget. The changes reflect reallocation of staff. The production costs remain fixed.

This budget is funded from a \$103,266 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 Fiscal Year:

Public Affairs - Cupertino Scene

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	34,921	37,971	36,548	9,941
Employee Benefits	13,861	14,407	16,628	4,659
Materials	73,258	77,129	77,113	77,263
Contract Services	-	258	-	-
Appropriations for Contingency	-	-	7,711	7,726
Cost Allocation	3,200	2,644	3,677	3,677
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 125,240	\$ 132,408	\$ 141,677	\$ 103,266
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 125,240	\$ 132,408	\$ 141,677	\$ 103,266

STAFFING

Total current authorized positions – .35

A reallocation of staff within the Public Affairs program is recommended to reflect where actual work is being performed. Director-level support has been reallocated to the Information Technology program, while administrative and technical support staffing has been allocated.

Total authorized positions – .35

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
304 Cupertino Scene				
05 - Employee compensation				
500.501 - Salaries Full Time	34,921.12	36,190.68	36,548.00	9,886.00
500.502 - Salaries Part Time	0.00	1,702.38	0.00	0.00
500.505 - Overtime	0.00	77.54	0.00	0.00
500.506 - Car Allowance			300.00	0.00
500.507 - Taxable Life Premium			377.00	55.00
05 - Employee compensation Total	34,921.12	37,970.60	37,225.00	9,941.00
10 - Employee benefits				
501.500 - Retirement System	9,066.59	9,382.54	10,147.00	2,807.00
501.502 - Pers 1959 Surv Empr	0.00	18.38	0.00	6.00
501.505 - Health Insurance	3,346.75	3,287.78	3,255.00	842.00
501.506 - Dental Insurance	325.41	326.05	549.00	96.00
501.507 - Medicare	508.04	563.71	530.00	142.00
501.508 - Life Insurance	250.36	250.52	242.00	69.00
501.509 - Long Term Disability	175.87	186.05	252.00	69.00
501.510 - Workers Compensation	125.36	228.00	228.00	414.00
501.511 - Vision Insurance	62.33	62.39	63.00	18.00
501.516 - Hra City Contribution		101.36	685.00	196.00
10 - Employee benefits Total	13,860.71	14,406.78	15,951.00	4,659.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	300.00	300.00
600.602 - Printing and Duplication	39,258.09	43,128.50	40,963.00	40,963.00
600.604 - Postage	34,000.00	34,000.00	35,850.00	36,000.00
15 - Materials Total	73,258.09	77,128.50	77,113.00	77,263.00
20 - Contract services				
700.703 - Maintenance of Equipment		258.07	0.00	0.00
20 - Contract services Total		258.07	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,200.00	2,231.00	3,192.00	3,192.00
800.804 - Web Site Reimbursement		413.00	485.00	485.00
25 - Cost allocation Total	3,200.00	2,644.00	3,677.00	3,677.00
35 - Contingencies				

719.705 - Contingencies		0.00	7,711.00	7,726.00
35 - Contingencies Total		0.00	7,711.00	7,726.00
304 Cupertino Scene Total	125,239.92	132,407.95	141,677.00	103,266.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
 GOVERNMENT CHANNEL**
 Budget Unit 615-31-305
 Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 542,544
Total Expenditures	1,220,119
Fund Balance	(677,575)
<hr/>	
General Fund Costs	\$ -
Total Staffing	2.95
% 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,220,119 be approved for the Government Channel. This represents an increase of \$151,265 over the FY 2014-15 Final Adopted Budget. The primary focus is on replacement of aging and fully depreciated equipment.

This budget is funded from \$542,544 charges to user departments and \$677,575 in retained earnings.

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 Fiscal Year:

Public Affairs- Government Channel

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	663,919	542,544
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 663,919	\$ 542,544
<u>Expenditures</u>				
Employee Compensation	229,312	383,692	285,945	270,277
Employee Benefits	93,728	90,244	121,883	113,449
Materials	45,749	36,572	42,325	74,501
Contract Services	26,233	32,196	38,658	59,956
Appropriations for Contingency	-	-	8,657	13,446
Cost Allocation & Depreciation	151,300	31,850	144,386	270,490
Capital Outlay	-	79,332	427,000	418,000
Special Projects	-	66,266	-	-
TOTAL EXPENDITURES	\$ 546,322	\$ 720,152	\$ 1,068,854	\$ 1,220,119
Fund Balance (Use of)	-	-	(382,000)	(677,575)
General Fund Costs	\$ 546,322	\$ 720,152	\$ 22,935	\$ -

STAFFING

Total current authorized positions – 3.15

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

Total authorized positions – 2.95

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
31 Government Channel				
305 Government Channel				
05 - Employee compensation				
500.501 - Salaries Full Time	208,787.07	365,717.82	253,945.00	247,079.00
500.502 - Salaries Part Time	17,129.25	15,513.01	29,000.00	17,910.00
500.503 - Excess Med Pay	280.15	322.66	0.00	323.00
500.505 - Overtime	3,115.55	2,138.80	3,000.00	3,000.00
500.506 - Car Allowance			300.00	300.00
500.507 - Taxable Life Premium			1,210.00	1,128.00
500.513 - Sick Leave				537.00
05 - Employee compensation Total	229,312.02	383,692.29	287,455.00	270,277.00
10 - Employee benefits				
501.500 - Retirement System	53,683.32	53,228.20	70,501.00	69,962.00
501.502 - Pers 1959 Surv Empr	0.00	92.41	0.00	92.00
501.505 - Health Insurance	24,859.16	24,915.15	29,286.00	25,333.00
501.506 - Dental Insurance	2,439.76	2,395.07	4,936.00	2,772.00
501.507 - Medicare	3,890.26	3,522.70	3,682.00	3,547.00
501.508 - Life Insurance	1,496.48	1,475.93	1,749.00	2,030.00
501.509 - Long Term Disability	1,166.74	1,184.55	1,821.00	1,754.00
501.510 - Workers Compensation	5,726.59	1,659.97	1,771.00	1,660.00
501.511 - Vision Insurance	465.82	457.45	1,638.00	529.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		1,312.32	4,989.00	5,770.00
10 - Employee benefits Total	93,728.13	90,243.75	120,373.00	113,449.00
15 - Materials				
600.601 - General Office Supplies	44,957.17	34,352.74	41,544.00	41,544.00
600.606 - Software		1,362.58	0.00	32,176.00
600.618 - Utilities and Phone	780.29	856.87	781.00	781.00
600.632 - Mileage Reimbursement	11.30	0.00	0.00	0.00
15 - Materials Total	45,748.76	36,572.19	42,325.00	74,501.00
20 - Contract services				
700.701 - Training and Instruction	870.00	1,927.00	2,000.00	10,000.00
700.702 - General Service Agreement	10,763.71	6,601.25	17,323.00	30,000.00
700.703 - Maintenance of Equipment	14,599.23	23,668.23	17,956.00	17,956.00
700.706 - Rent Expense			1,379.00	2,000.00
20 - Contract services Total	26,232.94	32,196.48	38,658.00	59,956.00
25 - Cost allocation				
800.802 - IT Reimbursement	151,300.00	49,502.00	28,723.00	28,723.00
800.804 - Web Site Reimbursement		3,006.00	4,369.00	4,369.00

800.806 - CM CAP Allocation		5,152.00	6,364.00	6,364.00
800.807 - ENV Affairs CAP Allo		1,627.00	1,627.00	1,627.00
800.808 - ECON Dev CAP Allo		1,250.00	1,544.00	1,544.00
800.809 - City Clerk CAP Alloc		5,338.00	9,954.00	9,954.00
800.813 - Admin Serv CAP Allocation		3,923.00	5,674.00	5,674.00
800.814 - Finance CAP Alloc		7,442.00	9,117.00	9,117.00
800.815 - Human resources CAP Alloc		7,118.00	7,118.00	7,118.00
25 - Cost allocation Total	151,300.00	84,358.00	74,490.00	74,490.00
31 - Special projects				
900.923 - Apple Campus 2		2,100.94	0.00	0.00
900.934 - Wi-Fi Study		18,875.94	0.00	0.00
900.945 - Fixed Asset Acquisition	0.00	58,354.76	427,000.00	418,000.00
31 - Special projects Total	0.00	79,331.64	427,000.00	418,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	8,657.00	13,446.00
35 - Contingencies Total		0.00	8,657.00	13,446.00
50 - Other financing uses				
800.904 - Depreciation Expenses		13,757.56	69,896.00	196,000.00
50 - Other financing uses Total		13,757.56	69,896.00	196,000.00
305 Government Channel Total	546,321.85	720,151.91	1,068,854.00	1,220,119.00

City of Cupertino
Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
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 Fiscal Year:

Public Affairs - Government Channel Special Projects

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	48,230	48,482	-	-
Employee Benefits	21,313	20,792	-	-
Materials	6,124	6,695	-	-
Contract Services	4,300	11,576	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	4,531	-	-
TOTAL EXPENDITURES	\$ 79,967	\$ 92,076	\$ -	\$ -
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 79,967	\$ 92,076	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
306 Govt Channel Special Project				
05 - Employee compensation				
500.501 - Salaries Full Time	47,600.53	47,947.59	0.00	0.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime	629.63	534.71	0.00	0.00
500.507 - Taxable Life Premium			0.00	
05 - Employee compensation Total	48,230.16	48,482.30	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	12,265.87	12,222.03	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	21.15	0.00	0.00
501.505 - Health Insurance	5,780.64	5,866.05	0.00	0.00
501.506 - Dental Insurance	566.39	562.85	0.00	0.00
501.507 - Medicare	702.19	707.46	0.00	0.00
501.508 - Life Insurance	347.27	345.08	0.00	0.00
501.509 - Long Term Disability	271.18	277.66	0.00	0.00
501.510 - Workers Compensation	1,271.07	390.97	0.00	0.00
501.511 - Vision Insurance	108.14	107.30	0.00	0.00
501.513 - Rec Bucks			0.00	
501.516 - Hra City Contribution		291.02	0.00	0.00
10 - Employee benefits Total	21,312.75	20,791.57	0.00	0.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	0.00	0.00
700.702 - General Service Agreement	4,847.94	4,696.36	0.00	0.00
700.703 - Maintenance of Equipment		519.90	0.00	0.00
700.706 - Rent Expense	1,276.36	1,478.82	0.00	0.00
20 - Contract services Total	6,124.30	6,695.08	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	4,300.00	3,824.00	0.00	0.00
800.804 - Web Site Reimbursement		707.00	0.00	0.00
800.806 - CM CAP Allocation		1,212.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		383.00	0.00	0.00
800.808 - ECON Dev CAP Allo		294.00	0.00	0.00
800.809 - City Clerk CAP Alloc		5,338.00	0.00	0.00
800.813 - Admin Serv CAP Allocation		923.00	0.00	0.00
800.814 - Finance CAP Alloc		1,751.00	0.00	0.00
800.815 - Human resources CAP Alloc		1,675.00	0.00	0.00
25 - Cost allocation Total	4,300.00	16,107.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
306 Govt Channel Special Project Total	79,967.21	92,075.95	0.00	0.00



FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
PUBLIC ACCESS SUPPORT**
Budget Unit 100-31-307
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	64,890
Fund Balance	-
<hr/>	
General Fund Costs	\$ 64,890
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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$64,890 for Public Access Support. This represents an increase of \$3,090 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to contractual escalators.

This budget is funded from a \$64,890 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 Fiscal Year:

Public Affairs - Public Access Support

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	60,560	60,728	61,800	64,890
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 60,560	\$ 60,728	\$ 61,800	\$ 64,890
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 60,560	\$ 60,728	\$ 61,800	\$ 64,890

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
307 Public Access Support				
20 - Contract services				
700.702 - General Service Agreement	60,560.13	60,728.16	61,800.00	64,890.00
20 - Contract services Total	60,560.13	60,728.16	61,800.00	64,890.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
307 Public Access Support Total	60,560.13	60,728.16	61,800.00	64,890.00

City of Cupertino
Fiscal Year 2015-2016

FISCAL GENERAL SERVICES

Other General

**PUBLIC AFFAIRS-
 CITY WEBSITE**
 Budget Unit 615-32-308
 General Fund

BUDGET AT A GLANCE		
Total Revenue		\$ 237,124
Total Expenditures		295,092
Fund Balance		(57,968)
	General Fund Costs	\$ -
Total Staffing		0.95
	% Funded by General Fund	0.0%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$295,092 be approved for the City Website. This represents an increase of \$31,395 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily in contract services to backfill continued work on the website upgrade and other software needed to support city online services.

This budget is funded from \$237,124 in charges to user departments, a \$57,968 in retained earnings.

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
TOTAL	\$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 Fiscal Year:

Public Affairs- City Website

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	191,011	237,124
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 191,011	\$ 237,124
<u>Expenditures</u>				
Employee Compensation	91,074	142,821	96,170	99,785
Employee Benefits	36,242	37,797	43,099	42,321
Materials	4,642	360	2,923	4,576
Contract Services	60,124	65,153	58,050	69,990
Appropriations for Contingency	-	9,877	6,097	7,457
Cost Allocation	-	9,475	19,858	19,858
Capital Outlay	-	-	37,500	-
Special Projects	12,600	-	-	51,105
TOTAL EXPENDITURES	\$ 204,683	\$ 265,483	\$ 263,697	\$ 295,092
Fund Balance (Use of)	-	-	-	(57,968)
General Fund Costs	\$ 204,683	\$ 265,483	\$ 72,686	\$ -

STAFFING

Total current authorized positions – .95

There are no changes to the current level of staffing.

Total authorized positions – .95

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
32 City Website				
308 City Web Site				
05 - Employee compensation				
500.501 - Salaries Full Time	91,074.20	142,820.81	96,170.00	98,912.00
500.506 - Car Allowance			300.00	300.00
500.507 - Taxable Life Premium			409.00	573.00
05 - Employee compensation Total	91,074.20	142,820.81	96,879.00	99,785.00
10 - Employee benefits				
501.500 - Retirement System	23,221.64	24,761.26	26,700.00	27,887.00
501.502 - Pers 1959 Surv Empr	0.00	50.19	0.00	50.00
501.505 - Health Insurance	9,141.05	8,612.23	8,832.00	8,075.00
501.506 - Dental Insurance	888.99	888.74	1,489.00	908.00
501.507 - Medicare	1,321.70	1,380.80	1,395.00	1,420.00
501.508 - Life Insurance	683.91	682.49	658.00	658.00
501.509 - Long Term Disability	487.72	514.32	665.00	677.00
501.510 - Workers Compensation	326.83	618.00	618.00	618.00
501.511 - Vision Insurance	170.31	170.00	174.00	170.00
501.513 - Rec Bucks			0.00	0.00
501.516 - Hra City Contribution		118.67	1,859.00	1,858.00
10 - Employee benefits Total	36,242.15	37,796.70	42,390.00	42,321.00
15 - Materials				
600.601 - General Office Supplies	3,053.00	80.00	1,789.00	3,242.00
600.629 - Conference and Meeting	1,265.00	165.00	1,134.00	1,134.00
600.632 - Mileage Reimbursement	324.10	115.36	0.00	200.00
15 - Materials Total	4,642.10	360.36	2,923.00	4,576.00
20 - Contract services				
700.701 - Training and Instruction	720.00	99.00	0.00	0.00
700.702 - General Service Agreement	20,606.44	26,969.70	18,313.00	18,313.00

700.703 - Maintenance of Equipment	38,798.03	38,083.94	39,737.00	51,677.00
20 - Contract services Total	60,124.47	65,152.64	58,050.00	69,990.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,600.00	8,355.00	8,663.00	8,663.00
800.804 - Web Site Reimbursement		1,120.00	1,318.00	1,318.00
800.806 - CM CAP Allocation		1,919.00	1,919.00	1,919.00
800.807 - ENV Affairs CAP Allo		606.00	606.00	606.00
800.808 - ECON Dev CAP Allo		466.00	466.00	466.00
800.813 - Admin Serv CAP Allocation		1,462.00	1,462.00	1,462.00
800.814 - Finance CAP Alloc		2,772.00	2,772.00	2,772.00
800.815 - Human resources CAP Alloc		2,652.00	2,652.00	2,652.00
25 - Cost allocation Total	12,600.00	19,352.00	19,858.00	19,858.00
30 - Capital outlays				
900.945 - Fixed Asset Acquisition		0.00	0.00	0.00
900.957 - City Website			37,500.00	51,105.00
30 - Capital outlays Total		0.00	37,500.00	51,105.00
35 - Contingencies				
719.705 - Contingencies		0.00	6,097.00	7,457.00
35 - Contingencies Total		0.00	6,097.00	7,457.00
308 City Web Site Total	204,682.92	265,482.51	263,697.00	295,092.00

City of Cupertino
Fiscal Year 2015-2016



FISCAL GENERAL SERVICES
Other General

PUBLIC AFFAIRS-
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 Public Affairs 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 Fiscal Year:

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
309 Environmental Affairs				
05 - Employee compensation				
500.501 - Salaries Full Time	97,755.94	0.00	0.00	0.00
500.502 - Salaries Part Time	2,714.00	0.00	0.00	0.00
500.507 - Taxable Life Premium			0.00	
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	
05 - Employee compensation Total	100,469.94	0.00	0.00	0.00
10 - Employee benefits				
501.500 - Retirement System	25,039.69	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	6,935.82	0.00	0.00	0.00

501.506 - Dental Insurance	744.70	0.00	0.00	0.00
501.507 - Medicare	1,558.06	0.00	0.00	0.00
501.508 - Life Insurance	572.43	0.00	0.00	0.00
501.509 - Long Term Disability	409.93	0.00	0.00	0.00
501.510 - Workers Compensation	2,014.90	0.00	0.00	0.00
501.511 - Vision Insurance	142.57	0.00	0.00	0.00
501.513 - Rec Bucks			0.00	
501.516 - Hra City Contribution			0.00	
10 - Employee benefits Total	37,418.10	0.00	0.00	0.00
15 - Materials				
600.601 - General Office Supplies	6,965.39	162.14	0.00	0.00
600.613 - General Supplies	1,000.00	0.00	0.00	0.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	6,431.37	25.00	0.00	0.00
600.632 - Mileage Reimbursement	451.46	0.00	0.00	0.00
15 - Materials Total	14,848.22	187.14	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	24,501.43	0.00	0.00	0.00
700.704 - Insurance Fees, Claims, Premiums	1,652.00	0.00	0.00	0.00
20 - Contract services Total	26,153.43	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	9,300.00	0.00	0.00	0.00
25 - Cost allocation Total	9,300.00	0.00	0.00	0.00
309 Environmental Affairs Total	188,189.69	187.14	0.00	0.00



FISCAL GENERAL SERVICES
Other General

**PUBLIC AFFAIRS-
 INFORMATION TECHNOLOGY**

Budget Unit 610-34-310
 Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,658,064
Total Expenditures	1,866,370
Fund Balance	(208,306)
<hr/>	
General Fund Costs	\$ -
Total Staffing	4.00
% Funded by General Fund	0.0%

PROGRAM OVERVIEW

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,866,370 be approved for Information Technology. This budget was transferred to the Public Affairs Division in FY 2013-14 from Administrative Services. The increase is attributed to higher levels of IT contract support services. An important priority is completing replacement of Windows XP and Windows Server 2003 and expansion of mobile services.

This budget is funded from \$1,658,064 in estimated department revenue and \$208,306 in retained earnings.

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

Public Affairs - Information Technology

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	5,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,631,593	1,658,064
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 1,636,593	\$ 1,658,064
<u>Expenditures</u>				
Employee Compensation	-	416,205	453,941	450,171
Employee Benefits	-	146,300	183,441	185,392
Materials	-	56,037	93,405	84,276
Contract Services	-	370,328	597,935	791,165
Appropriations for Contingency	-	41,878	69,134	91,732
Cost Allocation	-	254,660	238,737	263,634
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 1,285,407	\$ 1,636,593	\$ 1,866,370
Fund Balance (Use of)	-	-	-	(208,306)
General Fund Costs	\$ -	\$ 1,285,407	\$ -	\$ -

STAFFING

Total current authorized positions – 4.00

There are no recommended changes to the current level of staffing.

Total recommended authorized positions – 4.00

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
310 Information Technology				
05 - Employee compensation				
500.501 - Salaries Full Time		394,407.27	409,303.00	435,723.00
500.502 - Salaries Part Time		12,187.88	44,638.00	0.00
500.503 - Excess Med Pay		369.60	0.00	370.00
500.505 - Overtime		9,239.79	0.00	10,000.00
500.506 - Car Allowance				1,800.00
500.507 - Taxable Life Premium			1,230.00	2,278.00
05 - Employee compensation Total		416,204.54	455,171.00	450,171.00
10 - Employee benefits				
501.500 - Retirement System		102,602.41	113,633.00	121,614.00
501.502 - Pers 1959 Surv Empr		158.69	0.00	159.00
501.505 - Health Insurance		20,189.52	37,188.00	34,214.00
501.506 - Dental Insurance		3,749.97	6,268.00	3,814.00
501.507 - Medicare		6,115.27	5,935.00	6,255.00
501.508 - Life Insurance		2,735.78	2,633.00	2,661.00
501.509 - Long Term Disability		2,011.14	2,807.00	2,943.00
501.510 - Workers Compensation		5,190.97	5,191.00	5,191.00
501.511 - Vision Insurance		717.07	732.00	717.00
501.516 - Hra City Contribution		2,829.07	7,824.00	7,824.00
10 - Employee benefits Total		146,299.89	182,211.00	185,392.00
15 - Materials				
600.601 - General Office Supplies		30,690.87	39,026.00	39,026.00
600.602 - Printing and Duplication		679.69	0.00	2,000.00
600.618 - Utilities and Phone		14,965.44	33,600.00	20,000.00
600.629 - Conference and Meeting		9,475.63	20,716.00	23,000.00
600.632 - Mileage Reimbursement		225.39	63.00	250.00
15 - Materials Total		56,037.02	93,405.00	84,276.00
20 - Contract services				
700.702 - General Service Agreement		135,905.70	172,000.00	292,000.00
700.703 - Maintenance of Equipment		234,421.97	425,935.00	499,165.00
20 - Contract services Total		370,327.67	597,935.00	791,165.00
25 - Cost allocation				
800.802 - IT Reimbursement		25,493.00	0.00	0.00
800.804 - Web Site Reimbursement		4,715.00	5,548.00	5,548.00
800.806 - CM CAP Allocation		8,082.00	8,082.00	8,082.00
800.807 - ENV Affairs CAP Allo		2,551.00	2,551.00	2,551.00
800.808 - ECON Dev CAP Allo		1,960.00	1,960.00	1,960.00
800.813 - Admin Serv CAP Allocation		6,154.00	6,154.00	6,154.00
800.814 - Finance CAP Alloc		11,673.00	11,673.00	11,673.00
800.815 - Human resources CAP Alloc		11,166.00	11,166.00	11,166.00

25 - Cost allocation Total	71,794.00	47,134.00	47,134.00
35 - Contingencies			
719.705 - Contingencies	41,878.63	69,134.00	91,732.00
35 - Contingencies Total	41,878.63	69,134.00	91,732.00
50 - Other financing uses			
800.904 - Depreciation Expenses	182,866.32	191,603.00	216,500.00
50 - Other financing uses Total	182,866.32	191,603.00	216,500.00
310 Information Technology Total	1,285,408.07	1,636,593.00	1,866,370.00

**City of Cupertino
Fiscal Year 2015-2016**

FISCAL GENERAL SERVICES

Legislative/Administrative

**PUBLIC AFFAIRS-
GEOGRAPHIC INFORMATION
SYSTEMS (GIS) PROGRAM**

Budget Unit 610-35-986
Internal Service Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		352,589
Fund Balance		(352,589)
<hr/>		
	General Fund Costs	\$ -
Total Staffing		2.00
	% Funded by General Fund	0.0%

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.

RECOMMENDED BUDGET

It is recommended that a budget of \$352,589 be approved for the GIS program, which was previously part of Information Technology. This represents an increase attributed to the

expansion of City Works GIS technology throughout the City and the addition of 1.0 GIS Technician to replace part-time and consulting staff support.

This budget is funded from \$352,589 in retained earnings.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Recommended Proposed Budget for the current Fiscal Year:

Public Affairs - GIS

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	182,079
Employee Benefits	-	-	-	70,510
Materials	-	-	-	-
Contract Services	-	-	-	92,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	8,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 352,589
Fund Balance (Use of)	-	-	-	(352,589)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

STAFFING IMPACTS

Total current authorized positions – 1.00

Cupertino’s Enterprise GIS has grown quickly in the last 7 years due in large part to the integration of our GIS-centric asset management system which now includes 20 asset inventories, and 18 mobile and desktop users. Over this time we have pieced together GIS help to tackle the increased workload. This ranged from non-paid volunteers building the inventories, to paid part-time staff tasked with building and maintaining the inventories accuracy and integrity along with various other GIS functions. In 2014 we created two part-time GIS Technician staff positions. This additional skilled staff has allowed the GIS Department to improve other aspects of our GIS capability such as data sharing and availability through web services, and the development of web map and apps. We would like to keep this momentum of moving our data to the web and building more online applications that service our staff and citizen’s needs. Applications such as road closure app, open data portal, and permit parking app to name a few.

The department recently contracted with a GIS consulting firm for support as part-time staffing was insufficient to complete high priority projects. While consulting firms are great for short-term projects, the growing demands on this program are ongoing. Creating a permanent GIS Technician position will allow us to directly manage when, where, and how the work is being performed to provide consistent, high quality service to staff and our community. It is also important to have this person onsite and integrated with the staff we are serving and the public services we are creating and maintaining.

Total authorized positions – 2.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
35 GIS				
986 GIS				
05 - Employee compensation				
500.501 - Salaries Full Time				180,536.00
500.506 - Car Allowance				0.00
500.507 - Taxable Life Premium				1,543.00
05 - Employee compensation Total				182,079.00
10 - Employee benefits				
501.500 - Retirement System				41,523.00
501.505 - Health Insurance				17,568.00
501.506 - Dental Insurance				1,912.00
501.507 - Medicare				2,706.00
501.508 - Life Insurance				1,323.00
501.509 - Long Term Disability				1,207.00
501.511 - Vision Insurance				359.00
501.516 - Hra City Contribution				3,912.00
10 - Employee benefits Total				70,510.00

20 - Contract services	
700.702 - General Service	
Agreement	92,000.00
20 - Contract services Total	92,000.00
31 - Special projects	
900.995 - Special Projects - CDD	8,000.00
31 - Special projects Total	8,000.00
986 GIS Total	352,589.00



FISCAL GENERAL SERVICES

Other General

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

Budget Unit 610-90-989
Internal Service Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	392,000
Fund Balance	(392,000)
	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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$392,000 be approved for Information Technology Equipment Acquisition. This division oversaw the implementation of the following key information systems in fiscal year 2014-15: Aerial Image Acquisition, Annual PCI and NIST Compliance Standards and Business Continuity. Upgrades to the following systems will also occur: Asset Management, Datacenter refresh, SAN Storage, Network Printers, Enterprise Software Suites, Wireless Phase II, iPads and monitor refreshes. Hardware and software acquisition and project budget for 2014/15 is:

This budget is projected to use \$392,000 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 three prior fiscal years and the Final Adopted Budget for the current Fiscal Year:

ITEM	COST
Monitor	\$1,100
iPad	1,000
Laptop	2,500
Laptop	2,500
Laptop	2,500
iPad x2	2,000
Laptop	2,500
iPad	1,000
iPads - cont replace	37,400
Server replacement	40,000
Virtual licensing	25,000
Storage	25,000
Network Monitor	40,000
Collaboration Software	15,000
MS True Ups	20,000
DR Cloud	20,000
Laptop replacement	15,000
Square Payment x3	9,900
iPad x11	16,300
Adobe Cloud Add.	6,600
Digital Signature	40,000
Gig interfaces	15,000
Forensic Software	10,000
Conference room laptops	10,000
Secure Link Gateway	3,500
Adobe Acrobat	500
Scala Env. Ed Center	5,000
MDM - BYOD	6,000
Scanner	5,100
Database Server	5,000
Laptops x2	5,000
ArchiCAD	1,600
TOTAL	\$392,000

Public Affairs - Equipment Acquisition

Category	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed 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	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 22,304	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	50,200	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	625,985	392,000
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 676,185	\$ 392,000
Fund Balance (Use of)	-	-	(462,278)	(392,000)
General Fund Costs	\$ -	\$ -	\$ 191,603	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 FINAL BUDGET
989 Network Upgrade				
31 - Special projects				
900.945 - Fixed Asset Acquisition			625,985.00	392,000.00
31 - Special projects Total			625,985.00	392,000.00
989 Network Upgrade Total			625,985	392,000