

# INTERNAL SERVICE FUNDS



This section contains the budgets for the City's seven internal services funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

**The funds in this section include:**

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Replacement Fund	Fund 533
Municipal Building Maintenance Fund	Fund 534
Communications Equipment Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

# General Liability Insurance Fund

## 530.MS04A



This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive risk management program. The total cost of the Fund is charged to the departments through their 62220 account line-item charges. The General Liability Insurance Fund covers the cost of Citywide insurance premiums and self-insurance programs, including general liability, property, earthquake, crime, volunteer, accidental death and dismemberment, and related broker services. The Fund also covers the cost of all litigated and non-litigated claims against the City, including defense costs, settlements, judgments, and civil service arbitrations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

		EXPENDITURES FY 2013-14	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62055	Outside Legal Service	\$ 74,600	\$ 150,000	\$ 150,000	
62070	Litigation	16,013	50,000	50,000	
62070.1000	Litigation - Plaintiff		15,000	15,000	
62070.1001	Litigation - Civil Service	28,347	200,000	200,000	
62085	Other Professional Services	46,782	100,000	100,000	
62115	Litigation - Airport	104,333	100,000	200,000	100,000
62220	Insurance	1,368,039	1,831,500	1,831,500	
62220.1000	Insurance - Death & Dismembermt		100,000	100,000	
62220.1005	Insurance - Special Events	2,299	3,000	3,000	
62235	Services of Other Dept - Indirect	330,979	302,676	326,188	23,512
62240	Services of Other Dept - Direct	289,156	222,405	355,518	133,113
62496	F537 Computer Equip Rental	636	661	688	27
62875.0000	Judgements - Uninsured Losses	7,497,335	2,500,000	2,500,000	
62875.1001	Judgements - Change in Liability	557,166			
62890	Unemployment Insurance	10,248	200,000	200,000	
		<b>10,325,932</b>	<b>5,775,242</b>	<b>6,031,894</b>	<b>256,652</b>
	<b>FUND TOTAL</b>	<b>\$ 10,325,932</b>	<b>\$ 5,775,242</b>	<b>\$ 6,031,894</b>	<b>\$ 256,652</b>

# Workers Compensation Insurance Fund

531.MS04A



This Fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this Fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this Fund.

The City currently covers all claims up to the first two million dollars, and the Fund covers the costs to purchase excess Workers' Compensation insurance for claims above two million. Other costs that fall under this Fund include Ventiv Tech, which hosts IVOS, the City's claim management software; professional services such as training and medical services for first aid administered immediately after a minor injury; and the State Self Insurance Fee, which is the amount the City pays to the State in order to be self insured.

The largest portion of the Fund covers direct costs for Workers' Compensation claims incurred by City employees, including the following expenses:

- **Medical** - This portion of the Fund covers payments for doctors, physicians, hospitals, diagnostic testing centers, surgeries, post operative care, physical therapy, acupuncture, pharmaceuticals and chiropractic care for all claims and future medical claims with medical care provisions for life. The Fund also covers the cost for bill review charges, the City's utilization review management program, as well as nurse care management when necessary.
- **Salary Continuation** - This portion of the Fund covers 4850 benefits for Police and Fire. It pays benefits up to one year of full salary on any injuries. Miscellaneous employees receive up to six months of their full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the benefits are then paid as Temporary Total Disability benefits, which is 2/3 of an employees salary with a maximum pay out of \$1,128.43 per week. This is an increase of \$25.14 per week as of January 1, 2016. This benefit is not to exceed 104 weeks.
- **Permanent Disability** - Permanent Disability (PD) is any lasting disability from a work injury or illness that affects an employee's ability to earn a living. This Fund covers PD benefits, advances, life pension awards and final awards.
- **Legal Expenses** - This portion of the Fund covers claims that are litigated and require outside counsel. The City has a legal panel of six law firms specializing in various forms of Workers' Compensation to assist with litigation.
- **Photocopying Services** - This covers photocopying of our files and offsite medical records as well as any deposition related fees.
- **Investigative Services** - This portion of the Fund covers all investigative needs required to justify all Workers' Compensation claims by way of statements, data searches and surveillance.

	EXPENDITURES FY 2013-14	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62085 Other Professional Services	\$ 7,599	\$ 47,267	\$ 47,267	
62125 Medical Services	5,882	20,000	20,000	
62220 Insurance	199,122	220,000	220,000	
62220.1004 State Self-Insurance Fee	166,370	210,000	210,000	
62235 Services of Other Dept - Indirect	478,614	634,804	514,491	(120,313)
62240 Services of Other Dept - Direct	682,954	604,894	614,719	9,825
62316 Software and Hardware	59,459	55,000	55,000	
62496 F537 Computer Equip Rental	718	747	777	30
62880.1000 Claim Payments	5,342,747	5,791,000	5,791,000	
62880.1001 Change in Liability	3,345,628			
62885 Work Comp Stat Reim (TDISA)	1,398,255	1,692,607	1,442,607	(250,000)
62890 Unemployment Insurance	51,413			
	<b>11,738,761</b>	<b>9,276,319</b>	<b>8,915,861</b>	<b>(360,458)</b>
<b>FUND TOTAL</b>	<b>\$ 11,738,761</b>	<b>\$ 9,276,319</b>	<b>\$ 8,915,861</b>	<b>\$ (360,458)</b>

# Vehicle Equipment Replacement Fund

## 532.PW34A



This Fund provides for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2016-17.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	12.387	12.387	12.387	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 869,164	\$ 861,490	\$ 854,967	\$ (6,523)
60006 Overtime	4,701	7,322	7,322	
60012 Fringe Benefits	202,631	182,769	189,411	6,642
60012.1008 Fringe Benefits - Retiree Benefits	155	6,169	9,365	3,196
60012.1509 Fringe Benefits - Pension	189,204	201,131	184,844	(16,287)
60012.1528 Fringe Benefits - Workers Comp	89,908	107,154	95,598	(11,556)
60015 Wellness Program	127			
60023 Uniform & Tool Allowance	4,498			
60028 Taxes - Non-Safety		12,492	12,397	(95)
60031 Payroll Adjustment	54			
	<b>1,360,442</b>	<b>1,378,527</b>	<b>1,353,904</b>	<b>(24,623)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62000 Utilities	\$ 202,528	\$ 239,767	\$ 239,767	
62085 Other Professional Services	29,765	26,600	26,600	
62170 Private Contractual Services	71,870	140,000	140,000	
62220 Insurance	103,025	92,628	94,255	1,627
62225 Custodial Services	595			
62240 Services of Other Dept - Direct	60,388	59,390	46,666	(12,724)
62300 Special Departmental Supplies	15,711	10,872	10,872	
62405 Uniforms & Tools	5,899	8,070	8,070	
62420 Books & Periodicals		324	324	
62430 Auto Equip Maint & Repairs	1,757,516	1,700,000	1,700,000	
62435 General Equip Maint & Repairs	2,018	5,509	5,509	
62440 Office Equip Maint & Repairs	1,315	1,652	1,652	
62450 Build Grounds Maint & Repairs		2,070	2,070	
62455 Equipment Rentals	53,242	60,000	60,000	
62475 F532 Vehicle Equipment Rental	112,258	130,472	101,691	(28,781)
62485 F535 Comm Equip Rental	13,298	13,237	13,760	523
62496 F537 Computer Equip Rental	18,960	27,344	33,882	6,538
62700 Memberships & Dues		276	276	
62755 Training	5,000	28,000	28,000	
62780 Fuel - Oil	1,510,710	1,580,000	1,580,000	
62875 Judgments - Uninsured Losses	38,011	100,000	100,000	
62895 Miscellaneous		100	100	
63010 Depreciation - Infrastructure	138,850	138,850	138,850	
63015 Depreciation - Mach & Equip	121,852	67,827	66,427	(1,400)
63035 Depreciation - Vehicles	2,562,648	2,343,972	650,177	(1,693,795)
63131.1002 Overhead Recovery	(125,514)			
63310 Inventory Overhead	59,531	3,433	3,433	
	<b>6,759,476</b>	<b>6,780,393</b>	<b>5,052,381</b>	<b>(1,728,012)</b>
<b>CAPITAL OUTLAY</b>				
15101 Vehicles - Clearing	\$ 2,875,894	\$ 3,896,953	\$ 2,999,500	\$ (897,453)
	<b>2,875,894</b>	<b>3,896,953</b>	<b>2,999,500</b>	<b>(897,453)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 10,995,812</b>	<b>\$ 12,055,873</b>	<b>\$ 9,405,785</b>	<b>\$ (2,650,088)</b>

# Office Equipment Replacement Fund

## 533.ND000



This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

### BUDGET HIGHLIGHTS

The Capital Outlay Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets.

### FUND SUMMARY

	EXPENDITURES 2014-15	BUDGET 2015-16	BUDGET 2016-17	CHANGE FROM PRIOR YEAR
<b>Materials, Supplies, Services</b>	\$ 243,457	\$ 243,622	\$ 234,698	\$ (8,924)
<b>Capital Outlay</b>	66,074	168,445	251,265	82,820
<b>TOTAL</b>	<b>\$ 309,531</b>	<b>\$ 412,067</b>	<b>\$ 485,963</b>	<b>\$ 73,896</b>

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62496 F537 Computer Equip Rental	\$ 832	\$ 865	\$ 900	\$ 35
63015 Depreciation - Mach & Equip	123,749	98,897	89,326	(9,571)
63040 Depreciation - Comps/Software	8,565			
	<b>133,145</b>	<b>99,762</b>	<b>90,226</b>	<b>(9,536)</b>
<b>CAPITAL OUTLAY</b>				
15041 Mach & Equip	\$ 43,094		\$ 117,121	\$ 117,121
15090 Furniture	22,980			
70020 Holding - Capital		168,445	134,144	(34,301)
	<b>66,074</b>	<b>168,445</b>	<b>251,265</b>	<b>82,820</b>
<b>Program Total</b>	<b>\$ 199,220</b>	<b>\$ 268,207</b>	<b>\$ 341,491</b>	<b>\$ 73,284</b>

# Office Equipment Replacement Fund



This section contains items budgeted within multiple departmental cost centers contained within this fund. The Non-Capitalized Assets accounts were set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. Departments may use these accounts to purchase items costing less than \$5,000.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
CA01A.63050 Non-capitalized assets			\$ 612	612
CC01D.63050 Non-capitalized assets	833	259	259	
CD31A.63050 Non-capitalized assets		319	319	
CD35A.63050 Non-capitalized assets		164		(164)
CD42A.63050 Non-capitalized assets		932	1,096	164
CP01A.63050 Non-capitalized assets		259		(259)
CT01A.63050 Non-capitalized assets		612	612	
FD01A.63050 Non-capitalized assets		2,191	2,191	
FD02A.63050 Non-capitalized assets	24,957	24,530	24,530	
FD03A.63050 Non-capitalized assets	2,669	3,917	3,917	
FD04A.63050 Non-capitalized assets	3,538	3,740	3,740	
FN01A.63050 Non-capitalized assets		634	634	
FN02A.63050 Non-capitalized assets		647	647	
IT01A.63050 Non-capitalized assets		172	172	
LB01A.63050 Non-capitalized assets	1,132	11,765	11,765	
LB02A.63050 Non-capitalized assets	3,032	996	996	
MS02A.63050 Non-capitalized assets	16,631	3,145	3,145	
MS03A.63050 Non-capitalized assets		432	432	
PD01A.63050 Non-capitalized assets	2,866	2,898	2,898	
PD02A.63050 Non-capitalized assets	477	1,051	1,051	
PD03A.63050 Non-capitalized assets	30,457	45,864	45,864	
PD04A.63050 Non-capitalized assets	463	138	138	
PD07A.63050 Non-capitalized assets	390	1,180	1,180	
PR21A.63050 Non-capitalized assets	3,196	1,924	1,924	
PR22A.63050 Non-capitalized assets		2,093	2,093	
PR23A.63050 Non-capitalized assets	3,995	7,362	7,362	
PR31A.63050 Non-capitalized assets	4,508	2,010	2,010	
PR31B.63050 Non-capitalized assets		221	221	
PR31E.63050 Non-capitalized assets		1,110	1,110	
PR32A.63050 Non-capitalized assets		885	885	
PR32B.63050 Non-capitalized assets		2,987	2,987	
PR32C.63050 Non-capitalized assets		626	626	
PR32D.63050 Non-capitalized assets		314	314	
PR32F.63050 Non-capitalized assets		2,784	2,784	
PR42A.63050 Non-capitalized assets	3,190			
PR46A.63050 Non-capitalized assets	3,336	7,105	7,105	
PW11A.63050 Non-capitalized assets		282	541	259
PW22A.63050 Non-capitalized assets		488	488	
PW22B.63050 Non-capitalized assets		1,585	1,585	
PW22D.63050 Non-capitalized assets	4,641	2,120	2,120	
PW32C.63050 Non-capitalized assets		216	216	
PW33A.63050 Non-capitalized assets		2,418	2,418	
PW33B.63050 Non-capitalized assets		834	834	
PW35A.63050 Non-capitalized assets		651	651	
	<b>110,311</b>	<b>143,860</b>	<b>144,472</b>	<b>612</b>
<b>Program Total</b>	<b>\$ 110,311</b>	<b>\$ 143,860</b>	<b>\$ 144,472</b>	<b>\$ 612</b>

# Municipal Building Maintenance Fund



This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Parks and Recreation handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's sales tax revenues and an annual contribution from the General Fund.

## FUND SUMMARY

	EXPENDITURES 2014-15	BUDGET 2015-16	BUDGET 2016-17	CHANGE FROM PRIOR YEAR
Staff Years	1.000	1.000	1.000	
Salaries & Benefits	\$ 76,124	\$ 79,150	\$ 79,972	\$ 822
Materials, Supplies, Services	2,321,469	2,076,932	2,270,628	193,696
Capital Improvements	606,049	687,000	821,000	134,000
<b>TOTAL</b>	<b>\$ 3,003,641</b>	<b>\$ 2,843,082</b>	<b>\$ 3,171,600</b>	<b>\$ 328,518</b>

## Park Facilities Maintenance Program 534.PR21A

Parks and Recreation receives a set portion of funds from the allocation to Fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62170 Private Contractual Services	\$ 155,208	\$ 200,000	\$ 200,000	
62300 Special Departmental Supplies	296			
62450 Build Grounds Maint & Repairs	101,267	150,000	150,000	
	<b>256,770</b>	<b>350,000</b>	<b>350,000</b>	
<b>CAPITAL IMPROVEMENTS</b>				
15032.19055 Mountain View Park Restroom	\$ 197,316			
15032.20618 Drinking Fountain Improvements	27,550			
70003.20293 Foy Park Restroom Renovation	183,984			
70003.22415 Tennis Center Pergola			80,000	80,000
70003.22410 Maxam Memorial Park Restroom			250,000	250,000
71000.20618 Drinking Fountain Improvements		50,000	50,000	
71000.21275 Picnic Facility Improvements	5,000	20,000	20,000	
	<b>413,850</b>	<b>70,000</b>	<b>400,000</b>	<b>330,000</b>
<b>PROGRAM TOTAL</b>	<b>\$ 670,620</b>	<b>\$ 420,000</b>	<b>\$ 750,000</b>	<b>\$ 330,000</b>

# Municipal Building Maintenance Fund

## Field Services - Building Maintenance

### 534.PW33A



Public Works - Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Services account is used to fund building core systems maintenance and repair contracts.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	1.000	1.000	1.000	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 48,061	\$ 44,322	\$ 46,112	\$ 1,790
60012 Fringe Benefits	10,324	14,202	14,682	480
60012.1008 Fringe Benefits - Retiree Benefits		498	756	258
60012.1509 Fringe Benefits - Pension	10,655	10,687	9,969	(718)
60012.1528 Fringe Benefits - Workers Comp	7,083	8,798	7,784	(1,014)
60028 Taxes - Non-Safety		643	669	26
	<b>76,124</b>	<b>79,150</b>	<b>79,972</b>	<b>822</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62000 Utilities	\$ 211,483	\$ 180,000	\$ 180,000	
62170 Private Contractual Services	1,594,460	1,320,000	1,320,000	
62170.16665 Misc Paint/Repairs Various Bldgs	60,000	60,000	60,000	
62170.17420 Pop Up Projects	130,000	100,000	100,000	
62170.22401 Elevator Surveys & Inspections			25,000	25,000
62170.22495 Annual Roof Surveys & Inspections			15,000	15,000
62170.22499 Annual HazMat Assessment			150,000	150,000
62220 Insurance	6,439	4,631	6,284	1,653
62300 Special Departmental Supplies	17			
62485 F535 Comm Equip Rental	58,824	58,686	60,584	1,898
62496 F537 Computer Equip Rental	3,476	3,615	3,760	145
	<b>2,064,698</b>	<b>1,726,932</b>	<b>1,920,628</b>	<b>193,696</b>
<b>CAPITAL IMPROVEMENTS</b>				
15022.19619 Inspect HazMat at City Facilities	\$ (228,744)			
15022.20944 McCambridge Exterior Repairs	14,743			
15032.17551 City Facilities Roof Repairs	28,365			
70019.21271 Annual HazMat Consulting	113,344	80,000		(80,000)
70019.21272 Metro Station Elevator	4,821			
70019.21273 Verdugo Rec Center Improvmt	135,033			
70019.21304 Seismic Retrofit of Two Buildings	20,763			
70019.21298 Annual Roof Surveys & Inspections		27,000		(27,000)
70019.21472 Annual Roof Repair/Replacemt	4,816	293,500	286,000	(7,500)
70019.21473 HVAC Repair/Replacement	99,058	216,500	135,000	(81,500)
	<b>192,199</b>	<b>617,000</b>	<b>421,000</b>	<b>(196,000)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 2,333,021</b>	<b>\$ 2,423,082</b>	<b>\$ 2,421,600</b>	<b>\$ (1,482)</b>

# Communication Equipment Replacement Fund



This Fund provides for the maintenance and operational support of citywide safety and non-safety communications equipment, such as telephones, radios, etc. The Fund also provides support for public address, video security, access control systems and provisioning of One Burbank's customer premise equipment. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

## FUND SUMMARY

	EXPENDITURES 2014-15	BUDGET 2015-16	BUDGET 2016-17	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 940,336	\$ 929,142	\$ 950,887	\$ 21,746
Materials, Supplies, Services	1,131,130	1,666,805	1,777,122	110,317
Capital Outlay	1,047,626	6,000		(6,000)
<b>TOTAL</b>	<b>\$ 3,119,092</b>	<b>\$ 2,601,947</b>	<b>\$ 2,728,009</b>	<b>\$ 126,062</b>

# Communications Equipment Replacement Fund

## Telephone System

### 535.PS71A-B



This program provides the maintenance, operation and replacement of the City's telephone system.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	2.200	2.200	2.200	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 97,537	\$ 235,862	\$ 93,279	\$ (142,583)
60006 Overtime	4,833	15,000	15,000	
60012 Fringe Benefits	20,661	86,879	16,935	(69,944)
60012.1008 Fringe Benefits - Retiree	151			
60012.1009 Fringe Benefits - Pension	17,640		20,167	20,167
60012.1528 Fringe Benefits - Workers Comp	5,447		7,947	7,947
60015 Wellness Program	225			
60018 Holding - Salaries			9,652	9,652
60020 Project Salaries	166,708	24,830	3,542	(21,288)
60020.1000 Project Salaries - Capitalized	(179)			
60021 Project Salaries Overhead	191,713	28,555	4,534	(24,021)
60021.1000 Project Salaries Overhead - Cap	(205)			
60023 Uniform & Tool Allowance	962			
60027 Payroll Taxes			1,353	1,353
60031 Payroll Adjustments	62			
	<b>505,555</b>	<b>391,126</b>	<b>172,409</b>	<b>(218,716)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62000 Utilities	\$ 354,091	\$ 396,588	\$ 392,743	\$ (3,845)
62000.1001 Utilities - Cell Phone	1,835		3,845	3,845
62085 Other Professional Services		50,000	80,000	30,000
62170 Private Contractual Services	67,580	207,000	177,000	(30,000)
62240 Services of Other Depts - Direct			436	436
62300 Special Departmental Supplies	19,919			
62310 Office Supplies	14,188			
62316 Software & Hardware		20,000	20,000	
62320 Telephone Supplies & Maint	2,720	18,000	18,000	
62400 Telephone Supplies Handling		12,000	12,000	
62440 Office Equipment Maint & Repair	1,072			
62485 F535 Comm Equip Rental	32,824	32,625	34,063	1,438
62496 F537 Computer Equip Rental	1,786	1,857	1,932	75
62710 Travel	436	9,900	9,900	
62755 Training	24,255	20,000	20,000	
63005 Depreciation - Buildings	4,003	4,003	4,003	
63015 Depreciation - Mach & Equip	309,037	21,214	12,845	(8,369)
63046 Depreciation - Radios	5,836	2,432		(2,432)
63131 Overhead Recovery		37,127	95,200	58,073
63131.1000 Overhead Recovery - Fleet	20,248	20,268	20,261	(7)
63310 Inventory Overhead	45	1,415	2,000	585
	<b>859,873</b>	<b>854,429</b>	<b>904,228</b>	<b>49,799</b>
<b>CAPITAL OUTLAY</b>				
15022 Buidlings - Work in Progress	\$ (2,490)			
15042 Mach & Equip - Work In Progress	13,086			
	<b>10,596</b>			
<b>PROGRAM TOTAL</b>	<b>\$ 1,376,024</b>	<b>\$ 1,245,555</b>	<b>\$ 1,076,637</b>	<b>\$ (168,917)</b>

# Communications Equipment Replacement Fund

## Radio System

### 535.PS72A-B/PS73A



This program provides the maintenance, operation and replacement of the City's UHF Radio System.

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	3.800	3.800	3.800	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 523,442	\$ 407,399	\$ 542,391	\$ 134,992
60006 Overtime	14,809	25,000	25,000	
60012 Fringe Benefits	80,726	150,063	85,796	(64,267)
60012.1008 Fringe Benefits - Retiree	704		756	756
60012.1509 Fringe Benefits - Pension	92,498		117,265	117,265
60012.1528 Fringe Benefits - Workers Comp	23,521		35,971	35,971
60015 Wellness Program	338			
60018 Holding - Salaries			22,315	22,315
60020 Project Salaries	(139,847)	(32,317)	(27,318)	4,999
60020.1000 Project Salaries - Capitalized	(5,226)		(1,138)	(1,138)
60021 Project Salaries Overhead	(160,823)	(18,129)	(34,967)	(16,838)
60021.1000 Project Salaries Overhead - Cap	(6,010)		(1,457)	(1,457)
60023 Uniform & Tool Allowance	3,848	6,000	6,000	
60027 Payroll Taxes	4,067		7,865	7,865
60031 Payroll Adjustments	2,734			
	<b>434,782</b>	<b>538,016</b>	<b>778,478</b>	<b>240,462</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62085 Other Professional Services		\$ 11,500	\$ 11,500	
62170 Private Contractual Services	16,051	90,000	193,000	103,000
62220 Insurance	6,439	6,749	6,284	(465)
62225 Custodial Services	169	300	300	
62300 Special Departmental Supplies	5,028	15,000	15,000	
62310 Office Supplies	67,842	5,000	5,000	
62315 Radio Supplies & Maintenance	34,005	25,000	25,000	
62316 Software & Hardware		13,000	13,000	
62330 Radio Batteries		18,000	18,000	
62395 Radio Supplies Handling		7,500	7,500	
62405 Uniforms & Tools	4,539	6,000	6,000	
62420 Books & Periodicals		500	500	
62430 Auto Equipment Maint & Repairs	20	500	500	
62435 General Equip Maint & Repairs	1,475	11,900	11,900	
62440 Office Equipment Maint & Repair		1,200	1,200	
62450 Building Grounds Maint & Repair	150	700	700	
62465 Building Rentals	61,632	59,000	59,000	
62700 Memberships & Dues	800	825	825	
62710 Travel		13,800	15,000	1,200
62755 Training	1,531	12,300	12,300	
62895 Miscellaneous	28,108	5,000	5,000	
63005 Depreciation - Buildings		111,373	117,617	6,244
63015 Depreciation - Mach & Equip	31,692	322,959	317,252	(5,707)
63131 Overhead Recovery		64,128	19,040	(45,088)
63131.1000 Overhead Recovery - Fleet	8,114	8,097	8,126	29
63310 Inventory Overhead	3,665	2,045	3,350	1,305
	<b>271,257</b>	<b>812,376</b>	<b>872,894</b>	<b>60,518</b>

# Communications Equipment Replacement Fund

## Radio System

### 535.PS72A-B/PS73A



		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2014-15	FY 2015-16	FY 2016-17	PRIOR YEAR
<b>CAPITAL OUTLAY</b>					
15022	Buildings - Work in Progress	\$ 1,841,033			
15041	Mach & Equip - Clearing	1,037,030	6,000		(6,000)
15042	Mach & Equip - Work in Progress	83,202			
		<b>1,037,030</b>	<b>6,000</b>		<b>(6,000)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,743,069</b>	<b>\$ 1,356,393</b>	<b>\$ 1,651,372</b>	<b>\$ 294,980</b>

# Computer Equipment Replacement Fund



This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. **Operations** provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. **Networking** provides for the network infrastructure. **Oracle** provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

## FUND SUMMARY

	EXPENDITURES 2014-15	BUDGET 2015-16	BUDGET 2016-17	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
Salaries & Benefits	\$ 155,203	\$ 169,810	\$ 182,314	\$ 12,504
Materials, Supplies, Services	2,279,344	2,695,067	2,780,968	85,901
Capital Outlay	1,746,587	179,485	258,000	78,515
Contributions to Other Funds	2,832			
	<u>\$ 4,183,967</u>	<u>\$ 3,044,362</u>	<u>\$ 3,221,282</u>	<u>\$ 176,921</u>

## Operations

### 537.IT01A

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62170 Private Contractual Services		\$ 40,000	\$ 80,000	\$ 40,000
62440 Office Equip Maint & Repairs	66,051	365,000	380,000	15,000
62496 F537 Computer Equip Rentals	3,088	3,212	3,340	128
63040 Depreciation - Comps./Software	446,862	116,786	52,260	(64,526)
63050 Non-Capitalized Assets - PCs	175,204	245,000	200,000	(45,000)
	<u>691,205</u>	<u>769,998</u>	<u>715,600</u>	<u>(54,398)</u>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>				
85101.0001 Transfers to Fund 001	\$ 2,832			
	<u>2,832</u>			
<b>PROGRAM TOTAL</b>	<u>\$ 694,037</u>	<u>\$ 769,998</u>	<u>\$ 715,600</u>	<u>\$ (54,398)</u>

# Computer Equipment Replacement Fund Networking



## 537.IT02A

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	2.000	2.000	2.000	
<b>SALARIES &amp; BENEFITS</b>				
60001 Salaries & Wages	\$ 107,293	\$ 110,809	\$ 121,252	\$ 10,443
60006 Overtime	787			
60012 Fringe Benefits	21,444	28,882	30,086	1,204
60012.1008 Fringe Benefits - Retiree		996	1,512	516
60012.1509 Fringe Benefits - Pension	24,657	26,718	26,215	(503)
60012.1528 Fringe Benefits - Workers Comp	635	798	1,491	693
60028 Taxes - Non-Safety		1,607	1,758	151
60031 Payroll Adjustments	387			
	<b>155,203</b>	<b>169,810</b>	<b>182,314</b>	<b>12,504</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62170 Private Contractual Services	\$ 12,756	\$ 185,000	\$ 40,000	\$ (145,000)
62316 Software & Hardware	57,052			
62440 Office Equip Maint & Repairs	179,726	275,000	295,000	20,000
62895 Miscellaneous	33			
63040 Depreciation - Comps/Software	126,021	122,289	211,378	89,089
63050 Non-capitalized assets	274,265	130,000	125,000	(5,000)
	<b>649,853</b>	<b>712,289</b>	<b>671,378</b>	<b>(40,911)</b>
<b>CAPITAL OUTLAY</b>				
15111 Computers & Software - Clearing	\$ 482,693	\$ 113,485		\$ (113,485)
	<b>482,693</b>	<b>113,485</b>		<b>(113,485)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 1,287,749</b>	<b>\$ 995,584</b>	<b>\$ 853,692</b>	<b>\$ (141,892)</b>

## GIS

### 537.IT03A

	EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62170 Private Contractual Services	\$ 11,520		\$ 55,000	\$ 55,000
62440 Office Equip Maint & Repairs	26,468	33,000	33,000	
63040 Depreciation - Comps/Software	1,377	1,377	1,377	
	<b>39,365</b>	<b>34,377</b>	<b>89,377</b>	<b>55,000</b>
<b>PROGRAM TOTAL</b>	<b>\$ 39,365</b>	<b>\$ 34,377</b>	<b>\$ 89,377</b>	<b>\$ 55,000</b>

# Computer Equipment Replacement Fund

## Oracle

### 537.IT04A



		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2014-15	FY 2015-16	FY 2016-17	PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62170	Private Contractual Services	\$ 47,250	\$ 175,000	\$ 230,000	\$ 55,000
62440	Office Equip Maint & Repairs	328,626	420,000	420,000	
62755	Training	5,611			
		<b>381,487</b>	<b>595,000</b>	<b>650,000</b>	<b>55,000</b>
<b>CAPITAL OUTLAY</b>					
15111	Computers & Software - Clearing	\$ 111,080			
15112	Computers & Software - WIP	977,155			
		<b>1,088,235</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 1,469,722</b>	<b>\$ 595,000</b>	<b>\$ 650,000</b>	<b>\$ 55,000</b>

# Document Imaging

## 537.IT05A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2014-15	FY 2015-16	FY 2016-17	PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>					
62170	Private Contractual Services	\$ 9,744			
62440	Office Equip Maint & Repairs	21,913	20,000	20,000	
63040	Depreciation - Comps/Software	2,919	2,919	2,919	
		<b>34,576</b>	<b>22,919</b>	<b>22,919</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 34,576</b>	<b>\$ 22,919</b>	<b>\$ 22,919</b>	

# Computer Equipment Replacement Fund



This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

		EXPENDITURES FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>					
PW21A.62316	Software & Hardware	\$ 2,179			
CC01A.62440	Office Equip Maint & Repairs	5,250	7,035	7,035	
CD26A.62440	Office Equip Maint & Repairs	18,012	21,997	25,194	3,197
CD32A.62440	Office Equip Maint & Repairs			8,660	8,660
CD32B.62440	Office Equip Maint & Repairs	9,208	10,538	10,636	98
CD42A.62440	Office Equip Maint & Repairs	120,554	115,810	121,825	6,015
CM02A.62440	Office Equip Maint & Repairs	42,872	35,539	37,316	1,777
FD01A.62440	Office Equip Maint & Repairs	17,128	19,284	19,284	
FD04A.62440	Office Equip Maint & Repairs	(1,925)	11,765	11,765	
FN01A.62440	Office Equip Maint & Repairs		19,500	19,500	
PD01A.62440	Office Equip Maint & Repairs	175,963	271,536	307,480	35,944
PD04A.62440	Office Equip Maint & Repairs	10,464	14,400	14,400	
PR32A.62440	Office Equip Maint & Repairs	7,250	7,500	7,500	
PW21A.62440	Office Equip Maint & Repairs	6,108			
PW21B.62440	Office Equip Maint & Repairs	24,132	25,580	26,859	1,279
FD01A.63050	Non Capitalized Assets			10,500	10,500
PD01A.63050	Non Capitalized Assets	45,664		3,740	3,740
		<b>482,859</b>	<b>560,484</b>	<b>631,694</b>	<b>71,210</b>
<b>CAPITAL OUTLAY</b>					
CD31A.15111	Computers & Software-Clearing	\$ 12,680			
CM02A.15111	Computers & Software-Clearing			15,000	15,000
FD02A.15111	Computers & Software-Clearing			6,000	6,000
FD04A.15111	Computers & Software-Clearing	16,141			
MS02D.15111	Computers & Software-Clearing			5,000	5,000
PD01A.15111	Computers & Software-Clearing	106,063	66,000	232,000	166,000
PW21A.15111	Computers & Software-Clearing	40,775			
		<b>175,659</b>	<b>66,000</b>	<b>258,000</b>	<b>192,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 658,518</b>	<b>\$ 626,484</b>	<b>\$ 889,694</b>	<b>\$ 263,210</b>

# INTERNAL SERVICE FUNDS

## Authorized Positions



### Vehicle Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2014-15	STAFF YEARS 2015-16	STAFF YEARS 2016-17	CHANGE FROM PRIOR YEAR
Fleet Maintenance Tech	5.859	5.859	5.859	
Fleet Services Supervisor	0.700	0.700	0.700	
Fleet Superintendent	0.850	0.850	0.850	
Skilled Worker	0.500	0.500	0.500	
Sr Fleet Maintenance Tech	3.000	3.000	3.000	
Tire Maintenance Worker	0.681	0.681	0.681	
Welder	0.797	0.797	0.797	
<b>TOTAL STAFF YEARS</b>	<b>12.387</b>	<b>12.387</b>	<b>12.387</b>	

### Municipal Building Maintenance Fund

CLASSIFICATION TITLES	STAFF YEARS 2014-15	STAFF YEARS 2015-16	STAFF YEARS 2016-17	CHANGE FROM PRIOR YEAR
Utility Worker	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	

### Communications Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2014-15	STAFF YEARS 2015-16	STAFF YEARS 2016-17	CHANGE FROM PRIOR YEAR
Comm Technician	3.000	3.000	3.000	
Comm Tech Supervisor	1.000	1.000	1.000	
Manager Comm System	1.000	1.000	1.000	
Sr Comm Technician	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	

### Computer Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2014-15	STAFF YEARS 2015-16	STAFF YEARS 2016-17	CHANGE FROM PRIOR YEAR
Network Support Analyst I		1.000	1.000	
Tech Support Analyst I	2.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	

**(This Page Left Intentionally Blank)**

