

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.

CHANGES FROM PRIOR YEAR

To better reflect the Fund's operations and expenses, expenditures and staffing that relate to the General Liability Insurance Fund were transferred to the Fund. These expenditures and staffing were previously budgeted in the Management Services Department.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR
Staff Years			2,000	2,000
60001.0000 Salaries & Wages			\$ 171,971	\$ 171,971
60012.0000 Fringe Benefits			35,272	35,272
60012.1008 Fringe Benefits:Retiree Benefits			1,248	1,248
60012.1509 Fringe Benefits:Employer Paid PERS			14,562	14,562
60012.1528 Fringe Benefits:Workers Comp			2,167	2,167
60012.1531 Fringe Benefits:PERS UAL			20,009	20,009
60027.0000 Payroll Taxes Non-Safety			2,494	2,494
Salaries & Benefits			247,722	247,722
62055.0000 Outside Legal Services	\$ 87,731	\$ 150,000	\$ 150,000	
62070.0000 Litigation	631	50,000		(50,000)
62070.1000 Litigation:As Plaintiff	5,096	15,000		(15,000)
62070.1001 Litigation:Civil Service	9,413	200,000	100,000	(100,000)
62085.0000 Other Professional Services	12,000	100,000	150,000	50,000
62115.0000 Contingency - Airport Litigation	112,470	200,000	50,000	(150,000)
62220.0000 Insurance	1,334,034	1,831,500	1,831,500	
62220.1000 Insurance:Acc. Death & Dismembermt		100,000	100,000	
62220.1005 Insurance:Special Event	3,000	3,000	3,000	
62235.0000 Services of Other Dept - Indirect	302,676	326,188	282,918	(43,270)
62240.0000 Services of Other Dept - Direct	222,405	355,518		(355,518)
62485.0000 Fund 535 Communications Rental Rate			934	934
62496.0000 Fund 537 Computer System Rental	661	688	2,521	1,833
62850.0000 Other Bond Expenses	166,181			
62875.0000 Judgements - Uninsured Losses	1,138,598	2,500,000	3,000,000	500,000
62875.1001 Change In Liability	1,272,073			
62890.0000 Unemployment Insurance	25,912	200,000	200,000	
62895.0000 Miscellaneous Expenses	86			
Materials, Supplies & Services	4,692,967	6,031,894	5,870,873	(161,021)
Total Expenses	\$ 4,692,967	\$ 6,031,894	\$ 6,118,595	\$ 86,701

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 \$1,172.57 per week. This is an increase of \$44.14 per week as of January 1, 2017. 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.

OBJECTIVES

- Cost-effectively manage claims in the Workers' Compensation units.
- Provide benefits to injured employees as expeditiously as possible to mitigate the negative impact of injury or disability.
- Complete Workers' Compensation audits to effectuate efficiencies and cost saving measures.
- Upgrade the current IVOS claims information system to keep in compliance with State claim reporting procedures.
- Maintain the Department's commitment to customer service.

CHANGES FROM PRIOR YEAR

To better reflect the Fund's operations and expenses, expenditures and staffing that relate to Workers' Compensation were transferred to the Fund. These expenditures and staffing were previously budgeted in the Management Services

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years			4.800	4.800
60001.0000 Salaries & Wages			\$ 342,134	\$ 342,134
60006.0000 Overtime - Non-Safety			3,354	3,354
60012.0000 Fringe Benefits			68,566	68,566
60012.1008 Fringe Benefits:Retiree Benefits			2,995	2,995
60012.1509 Fringe Benefits:Employer Paid PERS			26,513	26,513
60012.1528 Fringe Benefits:Workers Comp			5,438	5,438
60012.1531 Fringe Benefits:PERS UAL			39,050	39,050
60027.0000 Payroll Taxes Non-Safety			4,961	4,961
Salaries & Benefits			493,012	493,012

Workers Compensation Insurance Fund

531.MS04A



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 7,434	\$ 47,267	\$ 47,267	
62125.0000 Medical Services	2,824	20,000	20,000	
62170.0000 Private Contractual Services			11,000	11,000
62220.0000 Insurance	205,622	220,000	220,000	
62220.1004 Insurance:State Self-Insurance Fee	134,083	210,000	210,000	
62235.0000 Services of Other Dept - Indirect	634,804	514,491	656,516	142,025
62240.0000 Services of Other Dept - Direct	604,894	614,719		(614,719)
62310.0000 Office Supplies, Postage & Printing			5,000	5,000
62316.0000 Software & Hardware	38,676	55,000	75,930	20,930
62420.0000 Books & Periodicals			2,248	2,248
62440.0000 Office Equip Maint & Repair			1,000	1,000
62455.0000 Equipment Rental			4,000	4,000
62485.0000 Fund 535 Communications Rental Rate			4,534	4,534
62496.0000 Fund 537 Computer System Rental	747	777	5,778	5,001
62700.0000 Memberships & Dues			2,000	2,000
62710.0000 Travel			6,580	6,580
62755.0000 Training			1,500	1,500
62880.1000 Workers Comp Ins:Claim Payments	5,511,514	5,791,000	5,791,000	
62880.1001 Workers Comp Ins:Change In Liability	6,693,597			
62885.0000 Workers Comp Statutory Reimbursemt	1,406,695	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses			1,200	1,200
Materials, Supplies & Services	15,240,889	8,915,861	8,508,160	(407,701)
Total Expenses	\$ 15,240,889	\$ 8,915,861	\$ 9,001,172	\$ 85,311

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 2017-18.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	12,387	12,387	12,627	0,240
60001.0000 Salaries & Wages	\$ 756,616	\$ 854,967	\$ 863,926	\$ 8,959
60006.0000 Overtime - Non-Safety	6,274	7,322	9,000	1,678
60012.0000 Fringe Benefits	187,897	189,411	201,895	12,483
60012.1008 Fringe Benefits:Retiree Benefits	48	9,365	7,879	(1,485)
60012.1509 Fringe Benefits:Employer Paid PERS	161,229	184,844	73,157	(111,687)
60012.1528 Fringe Benefits:Workers Comp	107,154	95,598	73,802	(21,796)
60015.0000 Wellness Program Reimbursement	127			
60023.0000 Uniform and Tool Allowance	4,352			
60027.0000 Payroll Taxes Non-Safety		12,397	12,527	130
60031.0000 Payroll Adjustments	1,145			
Salaries & Benefits	1,224,842	1,353,904	1,242,186	(111,718)
62000.0000 Utilities	\$ 214,228	\$ 239,767	\$ 239,767	
62085.0000 Other Professional Services	4,960	26,600	26,600	
62170.0000 Private Contractual Services	95,102	140,000	140,000	
62220.0000 Insurance	92,628	94,255	65,611	(28,644)
62225.0000 Custodial Services	1,426			
62240.0000 Services of Other Dept - Direct	45,581	46,666	21,659	(25,007)
62300.0000 Special Dept Supplies	53,517	10,872	10,872	
62405.0000 Uniforms & Tools	6,031	8,070	8,070	
62420.0000 Books & Periodicals		324	324	
62430.0000 Auto Equipment Maint & Repair	1,625,132	1,700,000	1,800,000	100,000
62435.0000 General Equipment Maint & Repair	589	5,509	5,509	
62440.0000 Office Equip Maint & Repair	1,374	1,652	1,652	
62450.0000 Building Grounds Maint & Repair	1,053	2,070	2,070	
62455.0000 Equipment Rental	7,713	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	130,472	101,691	106,535	4,844
62485.0000 Fund 535 Communications Rental Rate	13,237	13,760	13,935	175
62496.0000 Fund 537 Computer System Rental	27,344	33,882	31,222	(2,660)
62700.0000 Memberships & Dues		276	276	
62755.0000 Training	11,181	28,000	28,000	
62780.0000 Fuel - Oil	1,340,571	1,580,000	1,580,000	
62875.0000 Judgements - Uninsured Losses		100,000		(100,000)
62895.0000 Miscellaneous Expenses	6	100	100	
63010.0000 Depreciation-Infrastructure	138,850	138,850	138,852	2
63015.0000 Depreciation-Machinery & Equipment	73,313	66,427	72,900	6,473
63035.0000 Depreciation-Vehicles	2,497,061	650,177	1,976,740	1,326,563
63131.1002 Overhead Recovery:Warehouse Alloc	(79,066)			
63310.0000 Inventory Overhead	43,211	3,433	3,433	
Materials, Supplies & Services	6,345,514	5,052,381	6,334,127	1,281,746
15101.0000 Vehicles - Clearing	\$ 1,833,608	\$ 2,999,500	\$ 1,710,339	\$ (1,289,161)
Capital Assets	1,833,608	2,999,500	1,710,339	(1,289,161)
Total Expenses	\$ 9,403,965	\$ 9,405,785	\$ 9,286,652	\$ (119,133)

Office Equipment Replacement Fund

533.ND01A



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 FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 275,914	\$ 234,698	\$ 223,479	\$ (11,219)
Capital Assets	129,543	117,121	382,709	265,588
Capital Expenses		134,144		(134,144)
Total Expenses	\$ 405,457	\$ 485,963	\$ 606,188	\$ 120,225

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62496.0000 Fund 537 Computer System Rental	\$ 865	\$ 900	\$ 935	\$ 35
63015.0000 Depreciation-Machinery & Equipment	110,879	89,326	78,288	(11,038)
63050.0000 Non-Capitalized Assets	164,170	144,472	144,256	(216)
Materials, Supplies & Services	275,914	234,698	223,479	(11,219)
15041.0000 Machinery & Equipment-Clearing	\$ 129,543	\$ 117,121	\$ 382,709	\$ 265,588
Capital Assets	129,543	117,121	382,709	265,588
70020.0000 Holding-Capital		\$ 134,144		\$ (134,144)
Capital Expenses		134,144		(134,144)
Total Expenses	\$ 405,457	\$ 485,963	\$ 606,188	\$ 120,225

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 FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years		1,000	1,000	
Salaries & Benefits	\$ 76,317	\$ 79,972	\$ 73,351	\$ (6,621)
Materials, Supplies & Services	1,995,647	2,270,628	2,353,925	83,297
Capital Assets	174,539			
Capital Expenses	593,876	901,000	953,000	52,000
Total Expenses	\$ 2,840,380	\$ 3,251,600	\$ 3,380,276	\$ 128,676

Building Maintenance Fund

Park Facilities Maintenance

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 FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 134,828	\$ 200,000	\$ 200,000	
62450.0000 Building Grounds Maint & Repair	153,363	150,000	150,000	
Materials, Supplies & Services	288,191	350,000	350,000	
15032.0000 Infrastructure-Work In Progress	147,721			
Capital Assets	147,721			
70003.0000 Park improvements	\$ 4,066	\$ 410,000	\$ 250,000	\$ (160,000)
71000.0000 Infrastructure Improvements		70,000	70,000	
Capital Expenses	4,066	480,000	320,000	(160,000)
Total Expenses	\$ 439,977	\$ 830,000	\$ 670,000	\$ (160,000)

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 FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
60001.0000 Salaries & Wages	\$ 45,163	\$ 46,112	\$ 46,573	\$ 461
60012.0000 Fringe Benefits	11,665	14,682	15,150	467
60012.1008 Fringe Benefits:Retiree Benefits		756	624	(132)
60012.1509 Fringe Benefits:Employer Paid PERS	10,690	9,969	3,944	(6,026)
60012.1528 Fringe Benefits:Workers Comp	8,798	7,784	6,385	(1,399)
60027.0000 Payroll Taxes Non-Safety		669	675	7
Salaries & Benefits	76,317	79,972	73,351	(6,621)
62000.0000 Utilities	\$ 199,090	\$ 180,000	\$ 180,000	
62085.0000 Other Professional Services			100,000	100,000
62170.0000 Private Contractual Services	1,441,846	1,670,000	1,634,000	(36,000)
62220.0000 Insurance	4,631	6,284	23,779	17,495
62300.0000 Special Dept Supplies	18			
62485.0000 Fund 535 Communications Rental Rate	58,686	60,584	60,886	302
62496.0000 Fund 537 Computer System Rental	3,615	3,760	4,260	500
62755.0000 Training			1,000	1,000
Materials, Supplies & Services	1,707,885	1,920,628	2,003,925	83,297
15022.0000 Buildings-Work In Progress	\$ 14,600			
15032.0000 Infrastructure-Work In Progress	12,219			
Capital Assets	26,819			
70019.0000 Building Improvements	\$ 589,810	\$ 421,000	\$ 593,000	\$ 172,000
71000.0000 Infrastructure Improvements			40,000	40,000
Capital Expenses	589,810	421,000	633,000	212,000
Total Expenses	\$ 2,400,831	\$ 2,421,600	\$ 2,710,276	\$ 288,676

Communications 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 through the Communication Rental Rate (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 918,093	\$ 950,888	\$ 976,287	\$ 25,399
Materials, Supplies & Services	1,577,567	1,777,122	1,888,002	110,879
Capital Assets	(125,131)		3,113,000	3,113,000
Total Expenses	\$ 2,370,529	\$ 2,728,010	\$ 5,977,288	\$ 3,249,278

Communications Equipment Replacement Fund

Telephone System

535.PS71A



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

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	2,200	2,200	2,200	
60001.0000 Salaries & Wages	\$ 104,088	\$ 93,279	\$ 293,228	\$ 199,948
60006.0000 Overtime - Non-Safety	6,151	15,000	25,000	10,000
60012.0000 Fringe Benefits	24,365	16,935	53,718	36,783
60012.1008 Fringe Benefits:Retiree Benefits	170		1,685	1,685
60012.1509 Fringe Benefits:Employer Paid PERS	20,663	20,167	24,831	4,664
60012.1528 Fringe Benefits:Workers Comp	7,883	7,947	17,076	9,129
60012.1531 Fringe Benefits:PERS UAL			15,494	15,494
60015.0000 Wellness Program Reimbursement	225			
60018.0000 Holding:Salaries		9,652	6,076	(3,576)
60020.0000 Projects Salaries	154,129	3,542		(3,542)
60020.1000 Projects Salaries:Capitalized	(387)		(24,448)	(24,448)
60021.0000 Projects Salaries Overhead	177,248	4,534		(4,534)
60021.1000 Projects Salaries Overhead:Capitalized	(445)		(31,293)	(31,293)
60023.0000 Uniform and Tool Allowance	458			
60027.0000 Payroll Taxes Non-Safety		1,353	4,252	2,899
60031.0000 Payroll Adjustments	229			
Salaries & Benefits	494,776	172,409	385,618	213,209
62000.0000 Utilities	\$ 392,154	\$ 392,743	\$ 397,000	\$ 4,257
62000.1001 Utilities:Cell Phone	672	3,845	4,000	155
62085.0000 Other Professional Services		80,000	80,000	
62170.0000 Private Contractual Services	140,072	177,000	177,000	
62220.0000 Insurance			10,669	10,669
62240.0000 Services of Other Dept - Direct	357	436	15,426	14,990
62300.0000 Special Dept Supplies	1,592		2,500	2,500
62310.0000 Office Supplies, Postage & Printing	17,077		17,000	17,000
62315.0000 Radio Supplies & Maint	38			
62316.0000 Software & Hardware		20,000	20,000	
62320.0000 Telephone Supplies & Maint		18,000	5,000	(13,000)
62400.0000 Telephone Supplies Handling		12,000	3,500	(8,500)
62440.0000 Office Equip Maint & Repair	1,169		2,000	2,000
62485.0000 Fund 535 Communications Rental Rate	32,625	34,063	38,599	4,536
62496.0000 Fund 537 Computer System Rental	1,857	1,932	2,009	77
62710.0000 Travel	2,533	9,900	9,900	
62755.0000 Training	3,671	20,000	18,000	(2,000)
63005.0000 Depreciation-Buildings	4,003	4,003	4,005	2
63015.0000 Depreciation-Machinery & Equipment	7,369	12,845	12,845	
63046.0000 Depreciation-Radios	2,432			
63131.0000 Overhead Recovery	41,621	95,200	129,584	34,384
63131.1000 Overhead Recovery:Fleet Allocation	20,268	20,268	20,268	
63131.1001 Overhead Recovery:Fleet Usage		(7)	(17)	(10)
63310.0000 Inventory Overhead	98	2,000	2,000	
Materials, Supplies & Services	669,606	904,228	971,288	67,060
15022.0000 Buildings-Work In Progress	\$ 2,539			
15042.0000 Machinery & Equip-Work in Progress			1,300,000	1,300,000
Capital Assets	2,539		1,300,000	1,300,000
Total Expenses	\$ 1,166,920	\$ 1,076,638	\$ 2,656,906	\$ 1,580,269

Communications Equipment Replacement Fund

Radio System

535.PS72A



This program provides for the maintenance, operation and replacement of the City's UHF radio system.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	3,800	3,800	3,800	
60001.0000 Salaries & Wages	\$ 516,180	\$ 542,391	\$ 349,740	\$ (192,651)
60006.0000 Overtime - Non-Safety	8,306	25,000	25,000	
60012.0000 Fringe Benefits	89,958	85,796	65,539	(20,257)
60012.1008 Fringe Benefits:Retiree Benefits	778	756	2,059	1,303
60012.1509 Fringe Benefits:Employer Paid PERS	97,798	117,265	29,616	(87,649)
60012.1528 Fringe Benefits:Workers Comp	34,953	35,971	21,190	(14,781)
60012.1531 Fringe Benefits:PERS UAL			78,818	78,818
60015.0000 Wellness Program Reimbursement	796			
60018.0000 Holding:Salaries		22,315	7,635	(14,681)
60020.0000 Projects Salaries	(153,790)	(27,318)		27,318
60020.1000 Projects Salaries:Capitalized	(144)	(1,138)		1,138
60021.0000 Projects Salaries Overhead	(176,858)	(34,967)		34,967
60021.1000 Projects Salaries Overhead:Capitalized	(165)	(1,457)		1,457
60023.0000 Uniform and Tool Allowance	1,845	6,000	6,000	
60027.0000 Payroll Taxes Non-Safety		7,865	5,071	(2,793)
60031.0000 Payroll Adjustments	3,659			
Salaries & Benefits	423,317	778,478	590,669	(187,810)
62085.0000 Other Professional Services		\$ 11,500	\$ 11,500	
62170.0000 Private Contractual Services	101,186	193,000	193,000	
62220.0000 Insurance	4,631	6,284	16,928	10,644
62225.0000 Custodial Services	119	300	300	
62240.0000 Services of Other Dept - Direct			15,000	15,000
62300.0000 Special Dept Supplies	5,597	15,000	15,000	
62310.0000 Office Supplies, Postage & Printing	62,422	5,000	60,000	55,000
62315.0000 Radio Supplies & Maint	37,900	25,000	31,300	6,300
62316.0000 Software & Hardware		13,000		(13,000)
62330.0000 Radio Batteries	26,433	18,000		(18,000)
62405.0000 Uniforms & Tools	6,431	6,000	6,000	
62420.0000 Books & Periodicals		500		(500)
62430.0000 Auto Equipment Maint & Repair		500		(500)
62435.0000 General Equipment Maint & Repair	(25)	11,900	1,500	(10,400)
62440.0000 Office Equip Maint & Repair		1,200		(1,200)
62450.0000 Building Grounds Maint & Repair		700		(700)
62465.0000 Building Rentals	57,269	59,000	59,000	
62700.0000 Memberships & Dues	720	825	825	
62710.0000 Travel		15,000	23,500	8,500
62755.0000 Training	1,269	12,300	12,300	
62895.0000 Miscellaneous Expenses		5,000	5,000	
63005.0000 Depreciation-Buildings		117,617	117,417	(200)
63015.0000 Depreciation-Machinery & Equipment	198,842	317,252	310,063	(7,189)
63131.0000 Overhead Recovery	71,891	19,040	25,917	6,877
63131.1000 Overhead Recovery:Fleet Allocation	8,097	8,097	8,097	
63131.1001 Overhead Recovery:Fleet Usage		29	16	(13)
63210.0000 Utility Services	57			
63310.0000 Inventory Overhead	3,333	3,350	4,050	700
Materials, Supplies & Services	677,925	872,894	916,714	43,819
15041.0000 Machinery & Equipment-Clearing	\$ (91,573)		\$ 1,813,000	\$ 1,813,000
Capital Assets	(91,573)		1,813,000	1,813,000
Total Expenses	\$ 1,009,669	\$ 1,651,372	\$ 3,320,382	\$ 1,669,010

Computer Equipment Replacement Fund



The Computer Equipment Replacement 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.

FUND SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
Salaries & Benefits	\$ 142,032	\$ 182,314	\$ 183,871	\$ 1,557
Materials, Supplies & Services	2,676,683	2,780,969	3,773,503	992,534
Capital Assets	(629,401)	258,000	454,750	196,750
Total Expenses	\$ 2,189,314	\$ 3,221,283	\$ 4,412,124	\$ 1,190,841

Computer Equipment Replacement Fund

Operations

537.IT01A



Operations provides for the replacement of personal computers and peripheral equipment, other hardware and software needs.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services		\$ 80,000	\$ 100,000	\$ 20,000
62440.0000 Office Equip Maint & Repair	521,185	380,000	380,000	
62496.0000 Fund 537 Computer System Rental	3,212	3,340	3,474	134
62755.0000 Training	933			
63040.0000 Depreciation-Computers & Software	120,502	52,260	38,679	(13,581)
63050.0000 Non-Capitalized Assets	240,040	200,000	600,000	400,000
Materials, Supplies & Services	885,873	715,600	1,122,153	406,553
Total Expenses	\$ 885,873	\$ 715,600	\$ 1,122,153	\$ 406,553

Computer Equipment Replacement Fund

Networking

537.IT02A



Networking provides for the maintenance and equipment needs of the City's network infrastructure.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
60001.0000 Salaries & Wages	\$ 98,165	\$ 121,252	\$ 122,464	\$ 1,213
60006.0000 Overtime - Non-Safety	425			
60012.0000 Fringe Benefits	19,480	30,086	31,051	964
60012.1008 Fringe Benefits:Retiree Benefits		1,512	1,248	(264)
60012.1509 Fringe Benefits:Employer Paid PERS	22,546	26,215	10,370	(15,844)
60012.1528 Fringe Benefits:Workers Comp	798	1,491	1,543	52
60012.1531 Fringe Benefits:PERS UAL			15,419	15,419
60027.0000 Payroll Taxes Non-Safety		1,758	1,776	18
60031.0000 Payroll Adjustments	619			
Salaries & Benefits	142,032	182,314	183,871	1,557
62170.0000 Private Contractual Services	\$ 51,127	\$ 40,000		\$ (40,000)
62440.0000 Office Equip Maint & Repair	226,681	295,000	295,000	
62895.0000 Miscellaneous Expenses	36			
63040.0000 Depreciation-Computers & Software	212,396	211,378	196,139	(15,239)
63050.0000 Non-Capitalized Assets	88,122	125,000	350,000	225,000
Materials, Supplies & Services	578,361	671,378	841,139	169,761
15111.0000 Computers & Software - Clearing	106,076		260,000	260,000
Capital Assets	106,076		260,000	260,000
Total Expenses	\$ 826,470	\$ 853,692	\$ 1,285,010	\$ 431,318

Computer Equipment Replacement Fund

Geographic Information System (GIS)

537.IT03A



The Geographic Information System (GIS) represents the digital record of the City's land base and utility networks including parcels, lot lines, electric, telecommunication, water and sewer systems.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 3,450	\$ 55,000		\$ (55,000)
62440.0000 Office Equip Maint & Repair	31,985	33,000	33,000	
63040.0000 Depreciation-Computers & Software	1,377	1,377	1,380	3
Materials, Supplies & Services	36,812	89,377	34,380	(54,997)
Total Expenses	\$ 36,812	\$ 89,377	\$ 34,380	\$ (54,997)

Computer Equipment Replacement Fund

Oracle

537.IT04A



Oracle provides for the City's financial (including budget and payroll), human resources, and work order/asset management systems.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 171,185	\$ 230,000	\$ 245,000	\$ 15,000
62440.0000 Office Equip Maint & Repair	341,358	420,000	495,000	75,000
62755.0000 Training	16,782			
63040.0000 Depreciation-Computers & Software			277,356	277,356
Materials, Supplies & Services	529,324	650,000	1,017,356	367,356
15112.0000 Computers & Software-Work in Prog	\$ (977,155)			
Capital Assets	(977,155)			
Total Expenses	\$ (447,831)	\$ 650,000	\$ 1,017,356	\$ 367,356

Computer Equipment Replacement Fund

Document Imaging

537.IT05A



Document Imaging provides for replacement of hardware and software maintenance associated with the Citywide enterprise content management system.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62440.0000 Office Equip Maint & Repair	\$ 3,141	\$ 20,000	\$ 20,000	
63040.0000 Depreciation-Computers & Software	2,919	2,919	2,196	(723)
Materials, Supplies & Services	6,060	22,919	22,196	(723)
Total Expenses	\$ 6,060	\$ 22,919	\$ 22,196	\$ (723)

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

62170.0000 Private Contractual Services			\$ 10,000	\$ 10,000
62440.0000 Office Equip Maint & Repair	614,953	627,954	654,619	26,665
63050.0000 Non-Capitalized Assets	25,299	3,740	71,660	67,920
Materials, Supplies & Services	640,252	631,694	736,279	104,585
15111.0000 Computers & Software - Clearing	\$ 1,300	\$ 258,000	\$ 194,750	\$ (63,250)
15112.0000 Computers & Software-Work in Prog	240,378			
Capital Assets	241,678	258,000	194,750	(63,250)
Total Expenses	\$ 881,930	\$ 889,694	\$ 931,029	\$ 41,335

General Liability Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	0.000	0.000	1.000	1.000
SR ADM ANALYST (Z)	0.000	0.000	1.000	1.000
TOTAL STAFF YEARS	0.000	0.000	2.000	2.000

Workers Compensation Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
WORKERS' COMP CORD	0.000	0.000	1.000	1.000
CLERICAL WKR	0.000	0.000	0.800	0.800
WORKERS' COMP TECH	0.000	0.000	2.000	2.000
WORKERS' COMP ADMSTR	0.000	0.000	1.000	1.000
TOTAL STAFF YEARS	0.000	0.000	4.800	4.800

Vehicle Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
SKILLED WKR	0.500	0.500	0.500	
WELDER	0.797	0.797	0.797	
FLEET SRVS SUPV	0.700	0.700	0.700	
PRIN CLK	0.000	0.000	0.120	0.120
FLEET SUPT	0.850	0.850	0.850	
SR FLEET MAINT TECH	3.000	3.000	3.000	
ADM ANALYST II (M)	0.000	0.000	0.120	0.120
FLEET MAINT TECH	5.859	5.859	5.859	
TIRE MAINT WKR	0.681	0.681	0.681	
TOTAL STAFF YEARS	12.387	12.387	12.627	0.240

Municipal Building Maintenance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
UTILITY WKR	1.000	1.000	1.000	
TOTAL STAFF YEARS	1.000	1.000	1.000	

Communications Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
MGR COMMUNICATION SYS	1.000	1.000	1.000	
SR COMM TECH	1.000	1.000	1.000	
COMM TECH SUPV	1.000	1.000	1.000	
COMM TECH	3.000	3.000	3.000	
TOTAL STAFF YEARS	6.000	6.000	6.000	

Computer Equipment Replacement Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
TECHNL SUPPORT ANALYST I	1.000	1.000	1.000	
NETWK SUPPORT ANALYST I	1.000	1.000	1.000	
TOTAL STAFF YEARS	2.000	2.000	2.000	