

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
Information Technology 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR
Staff Years	-	2,000	2,000	
60001.0000 Salaries & Wages	\$ 6,088	\$ 171,971	\$ 174,799	\$ 2,828
60012.0000 Fringe Benefits	1,105	35,272	38,570	3,298
60012.1008 Fringe Benefits:Retiree Benefits	55	1,248	1,296	48
60012.1509 Fringe Benefits:Employer Paid PERS	516	14,562	15,492	930
60012.1528 Fringe Benefits:Workers Comp	-	2,167	2,395	228
60012.1531 Fringe Benefits:PERS UAL	-	20,009	28,940	8,931
60027.0000 Payroll Taxes Non-Safety	89	2,494	2,535	41
Salaries & Benefits	7,853	247,722	264,027	16,305
62055.0000 Outside Legal Services	\$ 104,581	\$ 150,000	\$ 150,000	
62070.0000 Litigation	584	-	-	
62070.1001 Litigation:Civil Service	-	100,000	100,000	
62085.0000 Other Professional Services	39,595	150,000	225,000	75,000
62115.0000 Contingency - Airport Litigation	104,147	50,000	10,000	(40,000)
62220.0000 Insurance	1,398,376	1,831,500	2,331,500	500,000
62220.1000 Insurance:Acc. Death & Dismembermt	-	100,000	100,000	
62220.1005 Insurance:Special Event	2,494	3,000	3,000	
62235.0000 Services of Other Dept - Indirect	326,189	282,918	321,008	38,090
62240.0000 Services of Other Dept - Direct	355,518	-	-	
62485.0000 Fund 535 Communications Rental Rate	-	934	1,413	479
62496.0000 Fund 537 Computer System Rental	631	2,521	13,991	11,470
62875.0000 Judgements - Uninsured Losses	3,432,912	3,000,000	2,500,000	(500,000)
62875.1001 Change In Liability	-	-	-	
62890.0000 Unemployment Insurance	67,393	200,000	200,000	
62895.0000 Miscellaneous Expenses	-	-	-	
Materials, Supplies & Services	5,832,420	5,870,873	5,955,912	85,039
Total Expenses	\$ 5,840,273	\$ 6,118,595	\$ 6,219,939	\$ 101,344

General Liability Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	0.000	1.000	1.000	
SR ADM ANALYST (Z)	0.000	1.000	1.000	
TOTAL STAFF YEARS	0.000	2.000	2.000	

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.
- Maintain the Department's commitment to customer service.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	-	4,800	4,800	
60001.0000 Salaries & Wages	\$ 18,328	\$ 342,134	\$ 347,449	\$ 5,315
60006.0000 Overtime - Non-Safety	-	3,354	3,354	
60012.0000 Fringe Benefits	2,798	68,566	69,141	575
60012.1008 Fringe Benefits:Retiree Benefits	135	2,995	3,110	115
60012.1509 Fringe Benefits:Employer Paid PERS	1,078	26,513	28,157	1,644
60012.1528 Fringe Benefits:Workers Comp	-	5,438	7,353	1,915
60012.1531 Fringe Benefits:PERS UAL	-	39,050	56,178	17,128
60027.0000 Payroll Taxes Non-Safety	264	4,961	5,038	77
Salaries & Benefits	22,603	493,012	519,780	26,768

Workers Compensation Insurance Fund

531.MS04A



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 20,255	\$ 47,267	\$ 59,267	\$ 12,000
62125.0000 Medical Services	14,696	20,000	20,000	
62170.0000 Private Contractual Services	-	11,000	11,000	
62220.0000 Insurance	215,308	220,000	253,000	33,000
62220.1004 Insurance:State Self-Insurance Fee	109,674	210,000	210,000	
62235.0000 Services of Other Dept - Indirect	514,491	656,516	649,431	(7,085)
62240.0000 Services of Other Dept - Direct	614,719	-	-	
62310.0000 Office Supplies, Postage & Printing	-	5,000	5,000	
62316.0000 Software & Hardware	44,388	75,930	85,000	9,070
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	5,393	859
62496.0000 Fund 537 Computer System Rental	712	5,778	22,739	16,961
62700.0000 Memberships & Dues	-	2,000	2,000	
62710.0000 Travel	-	6,580	6,580	
62755.0000 Training	-	1,500	6,000	4,500
62880.1000 Workers Comp Ins:Claim Payments	5,638,747	5,791,000	5,791,000	
62885.0000 Workers Comp Statutory Reimbursemt	1,442,607	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses	-	1,200	1,200	
Materials, Supplies & Services	8,615,598	8,508,160	8,577,465	69,305
Total Expenses	\$ 8,638,201	\$ 9,001,172	\$ 9,097,245	\$ 96,073

Workers Compensation Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
WORKERS' COMP CORD	0.000	1.000	1.000	
CLERICAL WKR	0.000	0.800	0.800	
WORKERS' COMP TECH	0.000	2.000	2.000	
WORKERS' COMP ADMSTR	0.000	1.000	1.000	
TOTAL STAFF YEARS	0.000	4.800	4.800	

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 2018-19.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	12,387	12,627	12,627	
60001.0000 Salaries & Wages	\$ 667,746	\$ 863,926	\$ 841,000	\$ (22,926)
60006.0000 Overtime - Non-Safety	13,361	9,000	9,000	
60012.0000 Fringe Benefits	180,244	201,895	200,121	(1,774)
60012.1008 Fringe Benefits:Retiree Benefits	5,620	7,879	8,182	303
60012.1509 Fringe Benefits:Employer Paid PERS	140,576	73,157	74,538	1,381
60012.1528 Fringe Benefits:Workers Comp	95,598	73,802	74,391	589
60012.1531 Fringe Benefits:PERS UAL	-	-	122,079	122,079
60015.0000 Wellness Program Reimbursement	127	-	-	
60023.0000 Uniform and Tool Allowance	3,573	-	-	
60027.0000 Payroll Taxes Non-Safety	7,936	12,527	12,195	(332)
60031.0000 Payroll Adjustments	2,649	-	-	
Salaries & Benefits	1,117,431	1,242,186	1,341,506	99,320
62000.0000 Utilities	\$ 177,735	\$ 239,767	\$ 239,767	
62085.0000 Other Professional Services	22,167	26,600	-	(26,600)
62170.0000 Private Contractual Services	51,696	140,000	140,000	
62220.0000 Insurance	94,255	65,611	63,255	(2,356)
62225.0000 Custodial Services	544	-	-	
62240.0000 Services of Other Dept - Direct	46,666	21,659	1,068	(20,591)
62300.0000 Special Dept Supplies	12,515	10,872	35,127	24,255
62405.0000 Uniforms & Tools	5,297	8,070	8,070	
62420.0000 Books & Periodicals	26	324	-	(324)
62430.0000 Auto Equipment Maint & Repair	1,353,847	1,800,000	1,700,000	(100,000)
62435.0000 General Equipment Maint & Repair	6,088	5,509	12,000	6,491
62440.0000 Office Equip Maint & Repair	1,492	1,652	-	(1,652)
62450.0000 Building Grounds Maint & Repair	-	2,070	-	(2,070)
62455.0000 Equipment Rental	2,826	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	101,691	106,535	96,888	(9,647)
62485.0000 Fund 535 Communications Rental Rate	12,613	13,935	15,216	1,281
62496.0000 Fund 537 Computer System Rental	31,059	31,222	86,799	55,577
62700.0000 Memberships & Dues	275	276	276	
62755.0000 Training	7,715	28,000	28,000	
62780.0000 Fuel - Oil	1,275,840	1,580,000	1,580,000	
62870.0000 Uninsured Losses	238	-	-	
62875.0000 Judgements - Uninsured Losses	25,087	-	100,000	100,000
62895.0000 Miscellaneous Expenses	-	100	-	(100)
63010.0000 Depreciation-Infrastructure	138,850	138,852	138,852	
63015.0000 Depreciation-Machinery & Equipment	72,896	72,900	24,645	(48,255)
63035.0000 Depreciation-Vehicles	2,249,289	1,976,740	2,326,261	349,521
63131.1002 Overhead Recovery:Warehouse Alloc	(3,350)	-	-	
63220.1000 Disposal:Scrapped Inventory	9,696	-	-	
63310.0000 Inventory Overhead	28,011	3,433	3,433	
Materials, Supplies & Services	5,725,062	6,334,127	6,659,657	325,530
15032.0000 Infrastructure-Work In Progress	\$ -	\$ -	\$ 125,000	\$ 125,000
15041.0000 Machinery & Equipment-Clearing	-	-	121,710	121,710
15101.0000 Vehicles - Clearing	3,384,408	1,710,339	1,650,748	(59,591)
Capital Assets	3,384,408	1,710,339	1,897,458	187,119
Total Expenses	\$ 10,226,900	\$ 9,286,652	\$ 9,898,621	\$ 611,969

Vehicle Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	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	0.120	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	0.120	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	12.627	12.627	

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 Machinery & Equipment - Clearing account provides for the scheduled replacement of depreciated equipment that is at the end of its useful life.

FUND SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 190,868	\$ 223,479	\$ 250,349	\$ 26,870
Capital Assets	121,232	382,709	410,395	27,686
Total Expenses	\$ 312,100	\$ 606,188	\$ 660,744	\$ 54,556

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62496.0000 Fund 537 Computer System Rental	\$ 825	\$ 935	\$ 10,200	\$ 9,265
63015.0000 Depreciation-Machinery & Equipment	105,074	78,288	96,324	18,036
63050.0000 Non-Capitalized Assets	84,969	144,256	143,825	(431)
Materials, Supplies & Services	190,868	223,479	250,349	26,870
15041.0000 Machinery & Equipment-Clearing	\$ 121,232	\$ 382,709	\$ 410,395	\$ 27,686
Capital Assets	121,232	382,709	410,395	27,686
Total Expenses	\$ 312,100	\$ 606,188	\$ 660,744	\$ 54,556

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
Salaries & Benefits	\$ 76,589	\$ 73,351	\$ 82,159	\$ 8,808
Materials, Supplies & Services	1,783,291	2,353,925	2,889,614	535,689
Capital Assets	790,661			
Capital Expenses	311,495	953,000	350,000	(603,000)
Contributions to Other Funds	175,698			
Total Expenses	\$ 3,137,733	\$ 3,380,276	\$ 3,321,773	\$ (58,503)

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 160,882	\$ 200,000	\$ 200,000	
62450.0000 Building Grounds Maint & Repair	95,592	150,000	150,000	
Materials, Supplies & Services	256,473	350,000	350,000	
15032.0000 Infrastructure-Work In Progress	\$ 373,400	\$ -	\$ -	
Capital Assets	373,400	-	-	
70003.0000 Park improvements	\$ 23,816	\$ 250,000	\$ 80,000	\$ (170,000)
71000.0000 Infrastructure Improvements	85,422	70,000	70,000	
Capital Expenses	109,238	320,000	150,000	(170,000)
85101.0370 Transfers to Fund 370	\$ 175,698	\$ -	\$ -	
Contributions to Other Funds	175,698	-	-	
Total Expenses	\$ 914,809	\$ 670,000	\$ 500,000	\$ (170,000)

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
60001.0000 Salaries & Wages	\$ 46,374	\$ 46,573	\$ 46,573	
60012.0000 Fringe Benefits	11,628	15,150	14,995	(155)
60012.1008 Fringe Benefits:Retiree Benefits	505	624	648	24
60012.1509 Fringe Benefits:Employer Paid PERS	9,776	3,944	4,128	184
60012.1528 Fringe Benefits:Workers Comp	7,784	6,385	6,637	252
60012.1531 Fringe Benefits:PERS UAL	-	-	8,503	8,503
60027.0000 Payroll Taxes Non-Safety	522	675	675	
Salaries & Benefits	76,589	73,351	82,159	8,808
62000.0000 Utilities	\$ 208,384	\$ 180,000	\$ 233,000	\$ 53,000
62085.0000 Other Professional Services	-	100,000	100,000	
62170.0000 Private Contractual Services	1,253,159	1,634,000	2,094,000	460,000
62220.0000 Insurance	6,284	23,779	19,887	(3,892)
62485.0000 Fund 535 Communications Rental Rate	55,535	60,886	78,905	18,019
62496.0000 Fund 537 Computer System Rental	3,447	4,260	12,822	8,562
62755.0000 Training	-	1,000	1,000	
Materials, Supplies & Services	1,526,809	2,003,925	2,539,614	535,689
15022.0000 Buildings-Work In Progress	\$ 7,300	\$ -	\$ -	
15032.0000 Infrastructure-Work In Progress	409,961	-	-	
Capital Assets	417,261	-	-	
70019.0000 Building Improvements	\$ 202,258	\$ 593,000	\$ 200,000	\$ (393,000)
71000.0000 Infrastructure Improvements	-	40,000	-	(40,000)
Capital Expenses	202,258	633,000	200,000	(433,000)
Total Expenses	\$ 2,222,916	\$ 2,710,276	\$ 2,821,773	\$ 111,497

Municipal Building Maintenance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	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



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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
Salaries & Benefits	\$ 862,629	\$ 976,287	\$ 1,039,752	\$ 63,466
Materials, Supplies & Services	1,357,646	1,888,002	2,095,197	207,195
Capital Assets	53,944	3,113,000	3,500,000	387,000
Total Expenses	\$ 2,274,219	\$ 5,977,288	\$ 6,634,949	\$ 657,661

Communications Equipment Replacement Fund

Telephone System

535.PS71A



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

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 106,050	\$ 293,228	\$ 296,464	\$ 3,237
60006.0000 Overtime - Non-Safety	3,519	25,000	17,000	(8,000)
60012.0000 Fringe Benefits	26,913	53,718	53,314	(404)
60012.1008 Fringe Benefits:Retiree Benefits	662	1,685	1,750	65
60012.1509 Fringe Benefits:Employer Paid PERS	22,186	24,831	26,276	1,445
60012.1528 Fringe Benefits:Workers Comp	7,947	17,076	16,045	(1,032)
60012.1531 Fringe Benefits:PERS UAL	-	15,494	19,277	3,783
60015.0000 Wellness Program Reimbursement	218	-	-	
60018.0000 Holding:Salaries	-	6,076	6,334	258
60020.0000 Projects Salaries	170,596	-	-	
60020.0002 Projects Salaries -Credit	-	-	(3,557)	(3,557)
60020.1000 Projects Salaries:Capitalized	(343)	(24,448)	-	24,448
60021.0000 Projects Salaries Overhead	218,368	-	-	
60021.0002 Projects Salaries -Credit	-	-	(4,553)	(4,553)
60021.1000 Projects Salaries Overhead:Capitalized	(439)	(31,293)	-	31,293
60023.0000 Uniform and Tool Allowance	710	-	-	
60027.0000 Payroll Taxes Non-Safety	1,267	4,252	4,299	47
60031.0000 Payroll Adjustments	99	-	-	
Salaries & Benefits	557,754	385,618	432,648	47,030
62000.0000 Utilities	\$ 368,729	\$ 397,000	\$ 397,000	
62000.1001 Utilities:Cell Phone	7,810	4,000	4,000	
62085.0000 Other Professional Services	-	80,000	130,000	50,000
62170.0000 Private Contractual Services	134,646	177,000	177,000	
62220.0000 Insurance	-	10,669	9,082	(1,587)
62240.0000 Services of Other Dept - Direct	436	15,426	15,507	81
62300.0000 Special Dept Supplies	7,730	2,500	10,000	7,500
62310.0000 Office Supplies, Postage & Printing	23,277	17,000	17,000	
62316.0000 Software & Hardware	4,754	20,000	13,000	(7,000)
62320.0000 Telephone Supplies & Maint	-	5,000	5,000	
62400.0000 Telephone Supplies Handling	-	3,500	3,500	
62440.0000 Office Equip Maint & Repair	980	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	31,224	38,599	38,599	
62496.0000 Fund 537 Computer System Rental	1,771	2,009	23,192	21,183
62710.0000 Travel	3,189	9,900	9,900	
62755.0000 Training	8,000	18,000	18,000	
63005.0000 Depreciation-Buildings	4,005	4,005	4,005	
63015.0000 Depreciation-Machinery & Equipment	7,369	12,845	10,930	(1,915)
63131.0000 Overhead Recovery	102,143	129,584	55,746	(73,838)
63131.1000 Overhead Recovery:Fleet Allocation	20,268	20,268	20,268	
63131.1001 Overhead Recovery:Fleet Usage	-	(17)	-	17
63131.1002 Overhead Recovery:Warehouse Alloc	35	-	-	
63310.0000 Inventory Overhead	1,751	2,000	5,300	3,300
Materials, Supplies & Services	728,119	971,288	969,029	(2,259)
15042.0000 Machinery & Equip-Work in Progress	\$ -	\$ 1,300,000	\$ 500,000	\$ (800,000)
Capital Assets	-	1,300,000	500,000	(800,000)
Total Expenses	\$ 1,285,873	\$ 2,656,906	\$ 1,901,677	\$ (755,229)

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 498,867	\$ 349,740	\$ 353,621	\$ 3,881
60006.0000 Overtime - Non-Safety	4,746	25,000	25,000	
60012.0000 Fringe Benefits	98,740	65,539	64,971	(568)
60012.1008 Fringe Benefits:Retiree Benefits	3,226	2,059	2,138	79
60012.1509 Fringe Benefits:Employer Paid PERS	104,792	29,616	31,341	1,725
60012.1528 Fringe Benefits:Workers Comp	35,971	21,190	19,874	(1,316)
60012.1531 Fringe Benefits:PERS UAL	-	78,818	91,477	12,659
60015.0000 Wellness Program Reimbursement	625	-	-	
60018.0000 Holding:Salaries	-	7,635	7,555	(79)
60020.0000 Projects Salaries	(190,638)	-	-	
60020.1000 Projects Salaries:Capitalized	(8,184)	-	-	
60021.0000 Projects Salaries Overhead	(244,023)	-	-	
60021.1000 Projects Salaries Overhead:Capitalized	(10,473)	-	-	
60023.0000 Uniform and Tool Allowance	2,840	6,000	6,000	
60027.0000 Payroll Taxes Non-Safety	5,939	5,071	5,128	56
60031.0000 Payroll Adjustments	2,446	-	-	
Salaries & Benefits	304,875	590,669	607,105	16,436
62085.0000 Other Professional Services	\$ -	\$ 11,500	\$ 11,500	
62170.0000 Private Contractual Services	12,806	193,000	250,000	57,000
62220.0000 Insurance	6,284	16,928	14,385	(2,543)
62225.0000 Custodial Services	101	300	300	
62240.0000 Services of Other Dept - Direct	-	15,000	15,000	
62300.0000 Special Dept Supplies	15,580	15,000	15,000	
62310.0000 Office Supplies, Postage & Printing	48,522	60,000	60,000	
62315.0000 Radio Supplies & Maint	13,796	31,300	31,300	
62316.0000 Software & Hardware	2,470	-	7,000	7,000
62330.0000 Radio Batteries	-	-	18,000	18,000
62395.0000 Radio Supplies Handling	-	-	7,500	7,500
62405.0000 Uniforms & Tools	7,139	6,000	6,000	
62430.0000 Auto Equipment Maint & Repair	107	-	-	
62435.0000 General Equipment Maint & Repair	828	1,500	1,500	
62465.0000 Building Rentals	56,112	59,000	59,000	
62496.0000 Fund 537 Computer System Rental	-	-	26,153	26,153
62700.0000 Memberships & Dues	720	825	900	75
62710.0000 Travel	-	23,500	23,500	
62755.0000 Training	-	12,300	6,300	(6,000)
62895.0000 Miscellaneous Expenses	-	5,000	5,000	
63005.0000 Depreciation-Buildings	-	117,417	170,819	53,402
63015.0000 Depreciation-Machinery & Equipment	202,355	310,063	310,063	
63131.0000 Overhead Recovery	20,429	25,917	68,134	42,217
63131.1000 Overhead Recovery:Fleet Allocation	8,097	8,097	10,622	2,524
63131.1001 Overhead Recovery:Fleet Usage	(24)	16	(9)	(25)
63131.1002 Overhead Recovery:Warehouse Alloc	102	-	-	
63310.0000 Inventory Overhead	3,660	4,050	8,200	4,150
Materials, Supplies & Services	399,082	916,714	1,126,167	209,454
15041.0000 Machinery & Equipment-Clearing	\$ 26,347	\$ 1,813,000	\$ 1,500,000	\$ (313,000)
15042.0000 Machinery & Equip-Work in Progress	-	-	1,500,000	
Capital Assets	26,347	1,813,000	3,000,000	1,187,000
Total Expenses	\$ 730,304	\$ 3,320,382	\$ 4,733,272	\$ 1,412,890

Communications Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	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	

Information Technology Fund



The Information Technology Fund supports the City's Network, Applications, Geographic Information System (GIS) and Oracle services. This fund is responsible for the maintenance and replacement of citywide infrastructure including desktops, laptops, mobile devices and network equipment. In addition, citywide hardware and licensing contracts are maintained in this fund as well. The Information Technology Fund provides funding for project management services in order to successfully implement innovative technology solutions allowing departments to better serve their constituents. These activities are coordinated through the Information Technology Department.

MISSION STATEMENT

City of Burbank IT works with all city departments to deliver innovative solutions developed in alignment with the City's goals that are reliable, sustainable and customer oriented to support the City of Burbank and our constituents.

ABOUT INFORMATION TECHNOLOGY

The Information Technology (IT) Department is a team of professionals who are the custodians of technology for all fifteen departments in the City of Burbank. IT serves as a partner, advisor and service provider to our City counterparts. We guide them with the selection, development, implementation, deployment, security and maintenance of new and innovative technology solutions in support of their mission to serve the community. IT helps identify their needs and improve their processes and services. We provide access to more than 140 different business applications in addition to enterprise-wide email, human resources/payroll, financials, enterprise permitting and licensing, utility billing, public safety systems and collaboration tools. The IT department is committed to cultivating collaborative partnerships with our City customers while providing the most reliable and comprehensive IT services to all departments.

OBJECTIVES

- Provide high-quality customer service and customer alignment.
- Maximizing the City's return on investment by evaluating and incorporating new technologies to increase capability while improving cost effectiveness for all city departments.
- Promoting modernization and innovation by creating and managing an integrated information technology infrastructure that is responsive to current and future service demands.
- Implement enterprise applications that provide core functionality for multiple departments.
- Minimizing unplanned downtime or disruption of services while appropriately managing risk.
- Provide continuous availability of technology components during an emergency.
- Provide leadership in planning, governance and budget development for information technology initiatives.

CHANGES FROM PRIOR YEAR

In 2017, the IT Department conducted a Cost of Service study to analyze the costs of converting to a fully funded Internal Service Fund. As a result, for FY 2018-19, the IT Department has transitioned to a full Internal Service Fund and the entire budget for the Department has been moved from the General Fund to the Information Technology Fund 537. Consolidating the IT Department into a single fund provides a more accurate and transparent representation of all IT costs and helps better track the true cost of service for each department while effectively managing resources.

FUND SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	33,000	31,000
Salaries & Benefits	\$ 135,068	\$ 183,871	\$ 5,012,423	\$ 4,828,552
Materials, Supplies & Services	2,159,753	3,773,503	5,042,749	1,269,246
Capital Assets	617,182	454,750	377,000	(77,750)
Total Expenses	\$ 2,912,003	\$ 4,412,124	\$ 10,432,172	\$ 6,020,048



2017-18 WORK PROGRAM HIGHLIGHTS

- Automated of Bank Receipt Reconciliation between the financial institutions and Oracle Financial system. This effort was 50 percent completed before the end user put it on hold due to other higher priority projects. This will recommence in June 2018 and be completed by December 2018.
- Compliance to Fair Labor Standards Act (FLSA) Audit findings has been quantified and will tentatively start in April/May 2018. This effort will be done in phases and the first two phases are expected to be completed by June 2019. Phase three is the Time Entry deployment and this will be a multi-year effort and can only start after the FLSA effort is completed.
- Implemented electronic payments to Financial Institutions which has reduced user intervention and enhanced security and accuracy.
- Complied with the internal Oracle Advance Benefits (OAB) Audit. Initial internal OAB Audit was completed in April 2017. Addressing the audit results will be completed by June 2018.
- Complied with Oracle License Audit. Currently the City of Burbank is going through a license audit by Oracle. Audit findings have to be addressed, per mandated dates by Oracle. The licensing portion of the audit has been addressed. The "isolation" request for the Oracle hardware is still outstanding (Oracle virtualized environment needs to be isolated from the rest of the systems). This is an iterative effort with the expected completion date of June 2018.
- Converted the Signature Card usage for check printing to Signature File use. The effort is at its final testing with the financial institutions and is expected to be completed by April 2018.
- Upgraded WARD fueling hardware at the PW yard unleaded and diesel fuel islands.
- Implemented Cherwell Information Technology Service Management (ITSM), a new Enterprise Help Desk application for the City.
- Enhanced the citywide wireless network with a new HP/Aruba Networks solution to align with Burbank Water and Power's wireless network.
- Implemented citywide password and identity management system to improve accessibility for City staff.
- Completed citywide 450 desktop rollout in conjunction with Windows 10 to all City staff to enhance security and standardize desktop, tablet and laptop experience.

2018-19 WORK PROGRAM GOALS

- Migrate enterprise e-mail into Office 365, Microsoft's Cloud-based offering.
- Assist with the implementation of the new Verdugo Dispatch CAD System for Burbank Fire.
- Define and improve advanced change management policy and processes relating to desktop, server and network infrastructure.
- Implement a configuration management database (CMDB) to help the IT department understand the relationships between the components of a system and track their configurations.
- Upgrade WARD fueling hardware at all Fire stations, unleaded and diesel fuel islands.
- Implement City Law, web based case management software for the City Attorney's Office.
- Implement Procurement Card Integration (P-Card Integration) which will automatically upload credit card transactions into Oracle Payables based on data/files received from the credit card issuer. This will eliminate the current manual data entry process.
- Complete a conversion of inventory costing from Standard Cost to Average Cost. This will facilitate perpetual valuation of inventory based on average purchase price, lending itself to more accurate valuation of the City's inventory.
- Configure the current Oracle Time & Labor (OTL) system to comply with the 2016 payroll FLSA audit based on the Flores versus City of San Gabriel case.
- Automatic Receipts and Remittances - Implement automatic creation of receipts, funds transfers and reconciliation, minimizing time and effort involved in manual entry of receipts and increasing Accounts Receivable (AR) process efficiencies.
- Automate some of the current manual processes through Oracle's Workflow such as Budget Transfer and Personnel Action Forms (PAF) in multiple phases.
- Enhance the City's Information Technology Service Management (ITSM) application to automate manual processes relating to citywide electronic procurement, policies and communication.
- Continue to work with a Qualified Security Assessor (QSA) to achieve compliance.

Information Technology Fund

Administration

537.IT01A



The Administration Division provides administrative support to the Department, is responsible for managing the business operations of IT, provides a vision for the organization and develops plans for the future of technology in the City. The Administrative staff responsibilities include the coordination of administrative activities between divisions; financial management and budget preparation; procurement and accounts payable for all technology purchases citywide; product license, software and maintenance contract management; personnel administration; statistical analysis and reporting; preparation of staff reports to the City Council; as well as interdepartmental project management and executive level departmental communications.

OBJECTIVES

- Prepare departmental budget and provide fiscal administration.
- Prepare budget and manage the Internal Service Fund 537, Information Technology Fund. Establish and monitor rental rates and service charges for the fund.
- Building and adhering to technology standards and driving technology lifecycle management.
- Development and implementation of new technology policies and procedures.
- Manage high-level technology projects citywide.
- Develop and execute Strategic Planning initiatives.
- Be open and responsive to departments by providing high-quality customer service.
- Monitor and implement City Council goals, priorities and objectives.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years			3,000	3,000
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 824,211	\$ 824,211
60012.0000 Fringe Benefits	-	-	126,117	126,117
60012.1008 Fringe Benefits:Retiree Benefits	-	-	3,888	3,888
60012.1509 Fringe Benefits:Employer Paid PERS	-	-	73,050	73,050
60012.1528 Fringe Benefits:Workers Comp	-	-	11,292	11,292
60022.0000 Car Allowance	-	-	4,488	4,488
60027.0000 Payroll Taxes Non-Safety	-	-	11,951	11,951
60012.1531 Fringe Benefits:PERS UAL	-	-	115,931	115,931
Salaries & Benefits	-	-	1,170,928	1,170,928
62170.0000 Private Contractual Services	\$ 7,288	\$ 100,000	\$ -	\$ (100,000)
62220.0000 Insurance	-	-	73,983	73,983
62235.0000 Services of Other Dept - Indirect	-	-	693,371	693,371
62300.0000 Special Dept Supplies	-	-	2,000	2,000
62310.0000 Office Supplies, Postage & Printing	-	-	4,500	4,500
62440.0000 Office Equip Maint & Repair	49,518	380,000	-	(380,000)
62455.0000 Equipment Rental	-	-	18,000	18,000
62475.0000 Fund 532 Vehicle Equip Rental Rate	-	-	1,923	1,923
62485.0000 Fund 535 Communications Rental Rate	-	-	24,013	24,013
62496.0000 Fund 537 Computer System Rental	3,062	3,474	25,098	21,624
62700.0000 Memberships & Dues	-	-	23,000	23,000
62710.0000 Travel	-	-	1,500	1,500
62755.0000 Training	-	-	1,500	1,500
63040.0000 Depreciation-Computers & Software	76,386	38,679	67,356	28,677
63050.0000 Non-Capitalized Assets	143,604	600,000	-	(600,000)
Materials, Supplies & Services	279,858	1,122,153	936,749	(185,404)
15111.0000 Computers & Software - Clearing	\$ -	\$ -	\$ 33,000	\$ 33,000
Capital Assets	-	-	33,000	33,000
Total Expenses	\$ 279,858	\$ 1,122,153	\$ 2,140,677	\$ 1,018,524

Information Technology Fund

Networking

537.IT02A



Network Management (Operations) is responsible for administration and management of the City's information systems which include all technology infrastructure, servers, user accounts, security, storage, e-mail, Internet access, back-up and recovery, capacity planning and tiered Service Desk support. Operations is responsible for protecting the City of Burbank's data resources from internal and external cyber-security threats by implementing industry accepted security practices in IT planning, implementation, management and operations. Additionally, the Division is responsible for supporting remote access connectivity to participating cities and staff, the wireless network, Public Library network, Burbank Water and Power, and data center management.

Technical Services is responsible for the installation and maintenance of all computers and related equipment. Staff is responsible for providing Service Desk Support to our customers experiencing technical issues with computers, peripheral devices and software applications. Support includes phone assistance and field services for on-site problem resolution or warranty repair. All requests are logged and tracked for problem resolution.

OBJECTIVES

- Ensure the City's information system is accessible, available and secure by minimizing unplanned downtime while appropriately managing risk.
- Monitor network and server performance and take corrective and proactive action as needed.
- Manage the network capacity plan to minimize unplanned downtime and disruption of services.
- Strengthen and enhance network security, meet all regulatory compliance requirements for PCI and Criminal Justice Information Services (CJIS) and other regulatory obligations.
- Provide project management services for departmental and citywide initiatives to maximize return on investment.
- Provides replacement of citywide computers and peripheral equipment ensure reliable and comprehensive IT availability.
- Provide high-quality customer service and customer alignment to ensure a collaborative partnership with all city departments.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	13,000	11,000
60001.0000 Salaries & Wages	\$ 93,391	\$ 122,464	\$ 1,108,285	\$ 985,821
60006.0000 Overtime - Non-Safety	429	-	10,000	10,000
60012.0000 Fringe Benefits	18,118	31,051	234,334	203,283
60012.1008 Fringe Benefits:Retiree Benefits	721	1,248	8,424	7,176
60012.1509 Fringe Benefits:Employer Paid PERS	19,880	10,370	98,227	87,857
60012.1528 Fringe Benefits:Workers Comp	1,491	1,543	15,184	13,641
60012.1531 Fringe Benefits:PERS UAL	-	15,419	184,370	168,951
60027.0000 Payroll Taxes Non-Safety	976	1,776	16,070	14,294
60031.0000 Payroll Adjustments	61	-	-	-
Salaries & Benefits	135,068	183,871	1,674,894	1,491,023
62170.0000 Private Contractual Services	\$ 57,644	\$ -	\$ 15,000	\$ 15,000
62300.0000 Special Dept Supplies	-	-	2,000	2,000
62316.0000 Software & Hardware	-	-	375,000	375,000
62440.0000 Office Equip Maint & Repair	187,876	295,000	-	(295,000)
62455.0000 Equipment Rental	-	-	3,000	3,000
62710.0000 Travel	-	-	5,000	5,000
62755.0000 Training	-	-	20,000	20,000
62895.0000 Miscellaneous Expenses	48	-	-	-
63040.0000 Depreciation-Computers & Software	219,255	196,139	148,408	(47,731)
63050.0000 Non-Capitalized Assets	34,944	350,000	272,000	(78,000)
63050.1000 Non capitalized assets - computer replac	-	-	300,000	300,000
Materials, Supplies & Services	499,768	841,139	1,140,408	299,269
15111.0000 Computers & Software - Clearing	\$ 37,673	\$ 260,000	\$ 295,000	\$ 35,000
Capital Assets	37,673	260,000	295,000	35,000
Total Expenses	\$ 672,508	\$ 1,285,010	\$ 3,110,302	\$ 1,825,292

Information Technology Fund

Geographic Information System (GIS)

537.IT03A



This section is responsible for the enterprise Geographic Information System (GIS) which represents the digital record of the City's land base and utility networks including parcels, lot lines, electric, telecommunication, water and sewer systems. Staff is responsible for providing technical leadership, planning and integration support and citywide coordination of GIS projects. Additionally, staff manages the GIS software and licenses, applications, databases and educating City staff on how to use the GIS tools available.

OBJECTIVES

- Assess current GIS Technology use and recommend strategies for future enterprise sharing of GIS data and system tools between departments.
- Assist end-users by providing training on GIS applications to further enhance their ability to gather data.
- Provide a conduit by which various departments can access and utilize data from different departments to both manage their own infrastructure better and complete daily tasks more efficiently.
- Assist with the implementation of "mission critical" applications by providing clean and relevant GIS data.
- Respond to requests for land-based data from other departments and provide maps, documentation, media, et cetera, to meet their needs.
- Participate in local and county GIS consortiums to leverage technical resources, enhance capability to respond to emergency situations, enable smooth data sharing and reduce costs.
- Be knowledgeable and aware of customer departments' needs and work with them to bring about positive, productive technology changes.
- Provide project management services for departmental and citywide initiatives.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	-	-	2,000	2,000
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 236,064	236,064
60012.0000 Fringe Benefits	-	-	38,935	38,935
60012.1008 Fringe Benefits:Retiree Benefits	-	-	1,296	1,296
60012.1509 Fringe Benefits:Employer Paid PERS	-	-	20,922	20,922
60012.1528 Fringe Benefits:Workers Comp	-	-	3,234	3,234
60012.1531 Fringe Benefits:PERS UAL	-	-	41,842	41,842
60027.0000 Payroll Taxes Non-Safety	-	-	3,423	3,423
Salaries & Benefits	-	-	345,716	345,716
62170.0000 Private Contractual Services	\$ 49,679	\$ -	\$ -	
62440.0000 Office Equip Maint & Repair	42,651	33,000	-	(33,000)
62310.0000 Office Supplies, Postage & Printing	-	-	1,000	1,000
62316.0000 Software & Hardware	-	-	40,000	40,000
62710.0000 Travel	-	-	3,000	3,000
62755.0000 Training	-	-	2,500	2,500
63040.0000 Depreciation-Computers & Software	1,377	1,380	1,380	
Materials, Supplies & Services	93,707	34,380	47,880	13,500
Total Expenses	\$ 93,707	\$ 34,380	\$ 393,596	\$ 359,216

Information Technology Fund

Applications

537.IT04A



The Application Services Division is responsible for all new systems development, database management and administrative services, interface development and ongoing support, including customer education in end-user technology tools. The Division performs analysis of business and technical requirements, assists in the vendor selection and contract award of software contractors and implementers. The Division develops and implements software standards, provides project management for system implementations and upgrades and conducts modifications to software systems and applications. In addition, the Division is responsible for managing and maintaining the City's software systems, including but not limited to: public safety systems for both Police and Fire, Enterprise Permitting and Licensing and electronic content management.

OBJECTIVES

- Provide high-quality technical support for the evaluation, procurement, implementation and ongoing maintenance of applications throughout the City.
- Upgrade application systems and tools to efficiently support the systems in use throughout the City.
- Maximize return on investment for all current hardware and software to reduce the cost of doing business and to better utilize our existing resources and staff.
- Provide reliable and comprehensive project management services for departmental and citywide initiatives.
- Work with individual departments on business process improvements to ensure available technology is being utilized to its fullest potential.
- Maintain a comprehensive inventory of all computers, printers, peripherals and network infrastructure components.

CHANGES FROM PRIOR YEAR

Oracle support staff have been moved from this cost center to IT04B, Oracle Applications, to better reflect true costs of the City's Oracle suite including financials, human resources and payroll, among others.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	-	-	5,000	5,000
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 478,360	\$ 478,360
60006.0000 Overtime - Non-Safety	-	-	5,000	5,000
60012.0000 Fringe Benefits	-	-	94,526	94,526
60012.1008 Fringe Benefits:Retiree Benefits	-	-	3,240	3,240
60012.1509 Fringe Benefits:Employer Paid PERS	-	-	42,397	42,397
60012.1528 Fringe Benefits:Workers Comp	-	-	6,554	6,554
60012.1531 Fringe Benefits:PERS UAL	-	-	59,955	59,955
60027.0000 Payroll Taxes Non-Safety	-	-	6,936	6,936
Salaries & Benefits	-	-	696,968	696,968
62170.0000 Private Contractual Services	\$ 92,319	\$ 245,000	\$ 325,000	\$ 80,000
62316.0000 Software & Hardware	-	-	410,000	410,000
62440.0000 Office Equip Maint & Repair	330,261	495,000	-	(495,000)
62710.0000 Travel	-	-	2,000	2,000
62755.0000 Training	4,157	-	10,000	10,000
63040.0000 Depreciation-Computers & Software	439,139	277,356	279,552	2,196
Materials, Supplies & Services	865,876	1,017,356	1,026,552	9,196
Total Expenses	\$ 865,876	\$ 1,017,356	\$ 1,723,520	\$ 706,164

Information Technology Fund

Oracle 537.IT04B



The Enterprise Resource Planning (ERP) group's mission is to partner with business units, as a custodian of technology, to support the daily operations of City's core applications and ensure its 100 percent uptime. The portfolio of applications supported by the group includes the Financial Suite (Procure to Pay, Projects, Inventory, Fixed Assets, and Advanced Collections), the Human Capital Management Suite (HR, Payroll, Time Entry, and Advance Benefits), Hyperion (Planning, Budgeting, Forecasting, and Labor Resource Balancing), WAM (Work Order Asset Managements) and all of the corresponding interfaces to and from the ERP system. The group is also responsible to guide the City counterparts with the selection, development, implementation, deployment, security and maintenance of new and innovative technology solutions in support of their mission to serve the community. This effort will include, but not be limited to, all Oracle systems development, database management, administrative services, interface development and ongoing support. In addition, it is the group's responsibility to provide continual customer education, and testing and deployment of all governmental mandated regulatory changes on a continual basis. The group performs analysis of business and technical requirements, develops and deploys software solutions, and maintains all production applications. They also implement software standards and provide project management for system implementations and upgrades.

OBJECTIVES

- Provide reliable and comprehensive IT services for the Enterprise Resource Planning systems for all the City Departments.
- Cultivate partnerships with the City counterparts fostering collaborative efforts to better perform evaluation, procurement, implementation, system upgrades, and ongoing maintenance of enterprise level computer applications.
- Support and follow the IT's defined change management policy and processes.
- Create and maintain clear and comprehensive documentation of the ERP and related systems, processes and services.
- Provide project lifecycle management standards and services for departmental and citywide initiatives.
- Work with the City counterparts on continuous business process improvements to ensure available technology is utilized to its fullest potential and return on investment is maximized and cost effective.

CHANGES FROM PRIOR YEAR

This is a new cost center specifically created for Oracle. This will allow the IT Department to reflect all Oracle costs in a more transparent manner and monitor all costs associated with the support and maintenance of the system.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	-	-	7,000	7,000
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 806,668	\$ 806,668
60006.0000 Overtime - Non-Safety	-	-	2,500	2,500
60012.0000 Fringe Benefits	-	-	135,406	135,406
60012.1008 Fringe Benefits:Retiree Benefits	-	-	4,512	4,512
60012.1509 Fringe Benefits:Employer Paid PER	-	-	71,023	71,023
60012.1528 Fringe Benefits:Workers Comp	-	-	11,051	11,051
60027.0000 Payroll Taxes Non-Safety	-	-	9,963	9,963
60012.1531 Fringe Benefits:PERS UAL	-	-	82,794	82,794
Salaries & Benefits	-	-	1,123,917	1,123,917
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 535,000	\$ 535,000
62316.0000 Software & Hardware	-	-	495,000	495,000
62755.0000 Training	-	-	10,000	10,000
Materials, Supplies & Services	-	-	1,040,000	1,040,000
Total Expenses	\$ -	\$ -	\$ 2,163,917	\$ 2,163,917

Information Technology Fund

Document Imaging

537.IT05A



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

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62440.0000 Office Equip Maint & Repair	\$ 1,695	\$ 20,000	\$ -	\$ (20,000)
63040.0000 Depreciation-Computers & Software	2,919	2,196	-	(2,196)
Materials, Supplies & Services	4,614	22,196	2,196	(20,000)
Total Expenses	\$ 4,614	\$ 22,196	\$ 2,196	\$ (20,000)

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

62170.0000 Private Contractual Services	\$ -	\$ 10,000	\$ 20,000	\$ 10,000
62310.0000 Office Supplies, Postage & Printing	-	-	38,000	38,000
62316.0000 Software & Hardware	26,000	-	635,400	635,400
62440.0000 Office Equip Maint & Repair	341,122	654,619	-	(654,619)
63050.0000 Non-Capitalized Assets	48,808	71,660	157,760	86,100
Materials, Supplies & Services	415,930	736,279	851,160	114,881
15111.0000 Computers & Software - Clearing	\$ 157,110	\$ 194,750	\$ 49,000	\$ (145,750)
15112.0000 Computers & Software-Work in Prog	422,400	-	-	
Capital Assets	579,510	194,750	49,000	(145,750)
Total Expenses	\$ 995,440	\$ 931,029	\$ 900,160	\$ (30,869)

Computer Equipment Replacement Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
APPLS DEV ANALYST III (M)	0.000	0.000	1.000	1.000
APPLS DEV ANALYST IV	0.000	0.000	4.000	4.000
AST IT DIR-APPLICATION SRVS	0.000	0.000	2.000	2.000
AST IT DIR-OPERATIONS	0.000	0.000	1.000	1.000
CHIEF INFO OFCR	0.000	0.000	1.000	1.000
DATABASE ADMSTR I	0.000	0.000	1.000	1.000
DATABASE ADMSTR II	0.000	0.000	2.000	2.000
EXEC AST	0.000	0.000	1.000	1.000
INFO SECURITY ANALYST	0.000	0.000	1.000	1.000
INFO SYS ANALYST II	0.000	0.000	3.000	3.000
INFO SYS ANALYST III	0.000	0.000	2.000	2.000
INFO SYS ANALYST IV	0.000	0.000	1.000	1.000
NETWK SUPPORT ANALYST I	1.000	1.000	2.000	1.000
NETWK SUPPORT ANALYST II	0.000	0.000	4.000	4.000
NETWK SUPPORT ANALYST III	0.000	0.000	3.000	3.000
NETWK SUPPORT ANALYST IV	0.000	0.000	2.000	2.000
SR ADM ANALYST (Z)	0.000	0.000	1.000	1.000
TECHNL SUPPORT ANALYST I	1.000	1.000	1.000	
TOTAL STAFF YEARS	2.000	2.000	33.000	31.000