

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 Infrastructure 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
Staff Years	2,000	2,000	2,000	
60001.0000 Salaries & Wages	\$ 263,993	\$ 174,799	\$ 167,942	\$ (6,857)
60012.0000 Fringe Benefits	37,744	38,570	38,710	140
60012.1008 Fringe Benefits:Retiree Benefits	1,641	1,296	1,553	257
60012.1509 Fringe Benefits:Employer Paid PERS	14,263	15,492	16,270	778
60012.1528 Fringe Benefits:Workers Comp	2,167	2,395	1,831	(564)
60012.1531 Fringe Benefits:PERS UAL	20,009	28,940	35,169	6,229
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	21,000	21,000
60027.0000 Payroll Taxes Non-Safety	3,441	2,535	2,435	(100)
60031.0000 Payroll Adjustments	488	-	-	
Salaries & Benefits	343,746	264,027	284,910	20,883
62055.0000 Outside Legal Services	\$ 32,811	\$ 150,000	\$ 150,000	
62070.1001 Litigation:Civil Service	-	100,000	100,000	
62085.0000 Other Professional Services	40,771	225,000	225,000	
62115.0000 Contingency - Airport Litigation	383	10,000	10,000	
62220.0000 Insurance	1,414,856	2,331,500	2,600,000	268,500
62220.1000 Insurance:Acc. Death & Dismembermt	-	100,000	100,000	
62220.1005 Insurance:Special Event	-	3,000	3,000	
62235.0000 Services of Other Dept - Indirect	282,918	321,008	492,423	171,415
62485.0000 Fund 535 Communications Rental Rate	934	1,413	1,444	31
62496.0000 Fund 537 Computer System Rental	2,521	13,991	10,715	(3,276)
62875.0000 Judgements - Uninsured Losses	695,828	2,500,000	2,500,000	
62875.1001 Change In Liability	(1,902,009)	-	-	
62890.0000 Unemployment Insurance	95,045	200,000	200,000	
62895.0000 Miscellaneous Expenses	36	-	-	
Materials, Supplies & Services	664,094	5,955,912	6,392,582	436,670
Total Expenses	\$ 1,007,840	\$ 6,219,939	\$ 6,677,492	\$ 457,553

General Liability Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
TOTAL STAFF YEARS	2.000	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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	4.800	4.800	5.000	0.200
60001.0000 Salaries & Wages	\$ 334,301	\$ 347,449	\$ 361,432	\$ 13,983
60006.0000 Overtime - Non-Safety	766	3,354	3,354	
60012.0000 Fringe Benefits	61,206	69,141	82,970	13,829
60012.1008 Fringe Benefits:Retiree Benefits	3,278	3,110	3,727	617
60012.1509 Fringe Benefits:Employer Paid PERS	24,783	28,157	35,016	6,859
60012.1528 Fringe Benefits:Workers Comp	5,438	7,353	8,691	1,338
60012.1531 Fringe Benefits:PERS UAL	39,050	56,178	61,543	5,365
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	37,000	37,000
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	4,277	5,038	5,241	203
60031.0000 Payroll Adjustments	247	-	-	
Salaries & Benefits	473,571	519,780	598,974	79,194

Workers Compensation Insurance Fund

531.MS04A



	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 27,270	\$ 59,267	\$ 59,267	
62125.0000 Medical Services	1,300	20,000	20,000	
62170.0000 Private Contractual Services	7,925	11,000	-	(11,000)
62220.0000 Insurance	218,449	253,000	300,000	47,000
62220.1004 Insurance:State Self-Insurance Fee	186,646	210,000	250,000	40,000
62235.0000 Services of Other Dept - Indirect	656,516	649,431	706,536	57,105
62310.0000 Office Supplies, Postage & Printing	4,881	5,000	5,000	
62316.0000 Software & Hardware	78,468	85,000	85,000	
62420.0000 Books & Periodicals	1,820	2,248	2,248	
62440.0000 Office Equip Maint & Repair	227	1,000	1,000	
62455.0000 Equipment Rental	2,435	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	4,534	5,393	4,331	(1,062)
62496.0000 Fund 537 Computer System Rental	5,778	22,739	21,607	(1,132)
62700.0000 Memberships & Dues	150	2,000	2,000	
62710.0000 Travel	2,574	6,580	6,580	
62755.0000 Training	1,500	6,000	6,000	
62880.1000 Workers Comp Ins:Claim Payments	5,720,715	5,791,000	5,791,000	
62880.1001 Workers Comp Ins:Change In Liability	1,336,153	-	-	
62885.0000 Workers Comp Statutory Reimbursemt	1,241,949	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses	1,085	1,200	1,200	
Materials, Supplies & Services	9,500,373	8,577,465	8,708,376	130,911
Total Expenses	\$ 9,973,944	\$ 9,097,245	\$ 9,307,350	\$ 210,105

Workers Compensation Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
WORKERS' COMP CORD	1.000	1.000	1.000	
CLERICAL WKR	0.800	0.800	0.000	-0.800
INTERMEDIATE CLK	0.000	0.000	1.000	1.000
WORKERS' COMP TECH	2.000	2.000	2.000	
WORKERS' COMP ADMSTR	1.000	1.000	1.000	
TOTAL STAFF YEARS	4.800	4.800	5.000	0.200

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, landfill bulldozers, and everything in between. The Capital Outlay Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2019-20.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	12.627	12.627	12.627	
60001.0000 Salaries & Wages	\$ 750,994	\$ 841,000	\$ 914,926	\$ 73,926
60006.0000 Overtime - Non-Safety	59,501	9,000	9,000	
60012.0000 Fringe Benefits	171,095	200,121	201,380	1,259
60012.1008 Fringe Benefits:Retiree Benefits	7,376	8,182	9,804	1,622
60012.1509 Fringe Benefits:Employer Paid PERS	62,220	74,538	88,638	14,100
60012.1528 Fringe Benefits:Workers Comp	73,802	74,391	76,993	2,602
60012.1531 Fringe Benefits:PERS UAL	112,822	122,079	153,581	31,502
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	93,000	93,000
60015.0000 Wellness Program Reimbursement	127	-	-	
60023.0000 Uniform and Tool Allowance	3,888	-	-	
60027.0000 Payroll Taxes Non-Safety	11,449	12,195	13,266	1,071
60031.0000 Payroll Adjustments	1,529	-	-	
Salaries & Benefits	1,254,804	1,341,506	1,560,588	219,082
62000.0000 Utilities	\$ 182,767	\$ 239,767	\$ 239,767	
62170.0000 Private Contractual Services	181,559	140,000	140,000	
62220.0000 Insurance	65,611	63,255	53,580	(9,675)
62225.0000 Custodial Services	337	-	-	
62240.0000 Services of Other Dept - Direct	22,539	1,068	1,067	(1)
62300.0000 Special Dept Supplies	21,723	35,127	35,127	
62405.0000 Uniforms & Tools	4,988	8,070	8,070	
62430.0000 Auto Equipment Maint & Repair	1,410,393	1,700,000	1,700,000	
62435.0000 General Equipment Maint & Repair	5,620	12,000	12,000	
62440.0000 Office Equip Maint & Repair	1,782	-	-	
62450.0000 Building Grounds Maint & Repair	81	-	-	
62455.0000 Equipment Rental	38,506	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	106,535	96,888	118,941	22,053
62485.0000 Fund 535 Communications Rental Rate	13,935	15,216	15,752	536
62496.0000 Fund 537 Computer System Rental	31,222	86,799	67,086	(19,713)
62700.0000 Memberships & Dues	275	276	276	
62710.0000 Travel	-	-	2,000	2,000
62755.0000 Training	17,493	28,000	22,500	(5,500)
62780.0000 Fuel - Oil	1,282,211	1,580,000	1,580,000	
62875.0000 Judgements - Uninsured Losses	-	100,000	100,000	
63010.0000 Depreciation-Infrastructure	138,850	138,852	138,852	
63015.0000 Depreciation-Machinery & Equipment	72,936	24,645	26,760	2,115
63035.0000 Depreciation-Vehicles	2,626,972	2,326,261	2,356,468	30,207
63045.0000 Depreciation-Other Non-Utility	-	-	77,916	77,916
63131.1002 Overhead Recovery:Warehouse Alloc	103,740	-	-	
63310.0000 Inventory Overhead	33,004	3,433	3,433	
Materials, Supplies & Services	6,363,079	6,659,657	6,759,595	99,938
15032.0000 Infrastructure-Work In Progress	\$ -	\$ 125,000	\$ -	\$ (125,000)
15041.0000 Machinery & Equipment-Clearing	-	121,710	-	(121,710)
15101.0000 Vehicles - Clearing	522,825	1,650,748	4,403,048	2,752,300
15121.0000 Other Non-Utility Assets - Clearing	121,211	-	-	
Capital Assets	644,036	1,897,458	4,403,048	2,505,590
Total Expenses	\$ 8,261,919	\$ 9,898,621	\$ 12,723,231	\$ 2,824,610

Vehicle Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	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	0.120	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)	0.120	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	12.627	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.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62496.0000 Fund 537 Computer System Rental	\$ 935	\$ 10,200	\$ 6,347	\$ (3,853)
63015.0000 Depreciation-Machinery & Equipment	229,791	96,324	410,104	313,780
63050.0000 Non-Capitalized Assets	115,001	143,825	169,884	26,059
Materials, Supplies & Services	345,726	250,349	586,335	335,986
15041.0000 Machinery & Equipment-Clearing	\$ 368,205	\$ 410,395	\$ 168,703	\$ (241,692)
Capital Assets	368,205	410,395	168,703	(241,692)
Total Expenses	\$ 713,932	\$ 660,744	\$ 755,038	\$ 94,294

Municipal Infrastructure Fund



Starting in Fiscal Year 2019-20, this Fund provides for the maintenance and replacement of general City infrastructure (non-enterprise). Previously this fund provided maintenance of general government buildings only. The Public Works Department administers this Fund and Parks and Recreation handles a portion of funds specifically designated for park infrastructure projects. Fund 534's funding comes from an annual contribution from the General Fund, as well as 50 percent of the Measure P sales tax approved on November 6, 2018.

FUND SUMMARY

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	1.000	1.000	-	(1.000)
Salaries & Benefits	\$ 75,068	\$ 82,159	\$ -	\$ (82,159)
Materials, Supplies & Services	2,202,295	2,889,614	3,795,152	905,538
Capital Assets	(790,661)	-	-	
Capital Expenses	286,594	350,000	9,635,000	9,285,000
Contributions to Other Funds	-	-	1,190,000	1,190,000
Total Expenses	\$ 1,773,296	\$ 3,321,773	\$ 14,620,152	\$ 11,298,379

Municipal Infrastructure Fund

Park Facilities Maintenance

534.PR21A



Parks and Recreation receives a portion of funds from the City's allocation to Fund 534 to be used towards the maintenance and improvement 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.

CHANGES FROM PRIOR YEAR

The passage of Measure P provides funding for increased levels of maintenance and programmatic (recurring) capital for City infrastructure. As such, accounts have been added to this cost center for tree trimming, weed abatement, and ballfield maintenance, along with an increase in funding for park building maintenance. The Park Improvements account now provides for regular replacement or upgrades of irrigation systems, playground equipment, park restrooms, ballfield lighting, and other recurring capital needs at the City's parks and recreational facilities.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 227,492	\$ 200,000	\$ 200,000	
62170.1010 Tree Trimming Services	-	-	200,000	200,000
62380.1010 Weed Abatement	-	-	40,000	40,000
62450.0000 Building Grounds Maint & Repair	103,017	150,000	265,000	115,000
62450.1001 Ballfield Maintenance	-	-	20,000	20,000
62755.0000 Training	239	-	-	
Materials, Supplies & Services	330,748	350,000	725,000	375,000
15032.0000 Infrastructure-Work In Progress	\$ (373,400)	\$ -	\$ -	
Capital Assets	(373,400)	-	-	
70003.0000 Park Improvements	\$ 132,349	\$ 80,000	\$ 3,485,000	\$ 3,405,000
71000.0000 Infrastructure Improvements	49,017	70,000	-	(70,000)
Capital Expenses	181,366	150,000	3,485,000	3,335,000
85101.0370 Transfers to Fund 370	\$ -	\$ -	\$ 740,000	\$ 740,000
Contributions to Other Funds	-	-	740,000	740,000
Total Expenses	\$ 138,715	\$ 500,000	\$ 4,950,000	\$ 4,450,000

Municipal Infrastructure Fund

Street Design and Construction

534.PW21A



Public Works Street Design and Construction Section programs, designs and constructs projects to resurface/reconstruct deteriorated streets, alleys, and concrete citywide.

BUDGET HIGHLIGHTS

This account is new for FY 2019-20 and provides new funding to improve streets, sidewalks, driveway aprons, curbs, gutters and pedestrian ramps citywide.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ -	\$ -	\$ 3,350,000	\$ 3,350,000
Capital Expenses	-	-	3,350,000	3,350,000
Total Expenses	\$ -	\$ -	\$ 3,350,000	\$ 3,350,000

Municipal Infrastructure Fund

Engineering and Design

534.PW22A



Public Works Traffic Engineering and Design Section oversees traffic control designs, plan checking and permitting, and neighborhood protection plans to improve citywide traffic infrastructure.

BUDGET HIGHLIGHTS

This account is new for FY 2019-20 and provides new funding to replace/upgrade traffic signals, poles, signal heads, cameras and fiber optics, traffic signs and crosswalks citywide. Additional funding for the Traffic Engineering and Design Section can be found in Fund 125, Gas Tax as well as the General Fund Engineering and Design Section.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ -	\$ -	\$ 275,000	\$ 275,000
Capital Expenses	-	-	275,000	275,000
Total Expenses	\$ -	\$ -	\$ 275,000	\$ 275,000

Municipal Infrastructure Fund

Traffic Management Center

534.PW22H



Public Works Traffic Management Center oversees the monitoring, operation, timing, and synchronization of all the City's signalized intersections. The Private Contractual Services account is used for annual signal and synchronization maintenance.

BUDGET HIGHLIGHTS

This account is new for FY 2019-20 and provides new funding to update Citywide signal synchronization every five years. Additional funding for the Traffic Management Center can be found in the General Fund Traffic Management Center.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 165,000	\$ 165,000
Materials, Supplies & Services	-	-	165,000	165,000
Total Expenses	\$ -	\$ -	\$ 165,000	\$ 165,000

Municipal Infrastructure Fund

Roadway and Parkway Maintenance

534.PW32A



Public Works Roadway and Parkway Maintenance Section consists of three separate repair areas: asphalt crew, concrete crew, and general maintenance. The Private Contractual Services and Special Departmental Supplies accounts are used for annual maintenance of streets, alleys, sidewalks, parking lots, overpasses and underpasses citywide.

BUDGET HIGHLIGHTS

This account is new for FY 2019-20 and provides new funding to maintain roadways and parkways throughout the City. Additional funding for the Roadway and Parkway Section can be found in the General Fund Roadway and Parkway Maintenance Section.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 100,000	\$ 100,000
62300.0000 Special Dept Supplies	-	-	120,000	120,000
Materials, Supplies & Services	-	-	220,000	220,000
70002.0000 Street Improvements	\$ -	\$ -	\$ 750,000	\$ 750,000
70023.0532 Capital Contribution:Fund 532	-	-	150,000	150,000
Capital Expenses	-	-	900,000	900,000
Total Expenses	\$ -	\$ -	\$ 1,120,000	\$ 1,120,000

Municipal Infrastructure Fund

Facilities Maintenance

534.PW33A



Public Works Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities and general infrastructure. The Private Contractual Services accounts are used to fund maintenance and repair contracts.

CHANGES FROM PRIOR YEAR

Due to the new Measure P revenue, the Fund 534 budget was reorganized. For better accountability, appropriations not directly associated with building maintenance were moved to the General Fund Facilities Maintenance cost center (001.PW33A). Building related maintenance items from the General Fund (001.PW33A) were moved into Fund 534. As part of this consolidation, the Utility Worker previously budgeted in this fund was also moved to the General Fund. Consolidating all building maintenance items (except custodial services), will provide better reporting to the Infrastructure Oversight Board once it is established.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	-	(1,000)
60001.0000 Salaries & Wages	\$ 46,212	\$ 46,573	\$ -	(46,573)
60012.0000 Fringe Benefits	9,954	14,995	-	(14,995)
60012.1008 Fringe Benefits:Retiree Benefits	650	648	-	(648)
60012.1509 Fringe Benefits:Employer Paid PERS	3,944	4,128	-	(4,128)
60012.1528 Fringe Benefits:Workers Comp	6,385	6,637	-	(6,637)
60012.1531 Fringe Benefits:PERS UAL	7,280	8,503	-	(8,503)
60027.0000 Payroll Taxes Non-Safety	643	675	-	(675)
Salaries & Benefits	75,068	82,159	-	(82,159)
62000.0000 Utilities	\$ 210,649	\$ 233,000	\$ -	\$ (233,000)
62085.0000 Other Professional Services	28,722	100,000	100,000	
62170.0000 Private Contractual Services	1,542,233	2,094,000	1,657,450	(436,550)
62170.1004 City Flooring Assessments	-	-	50,000	50,000
62170.1005 Hazardous Materials Assessments	-	-	50,000	50,000
62170.1006 Roof Surveys and Inspections	-	-	40,000	40,000
62170.1007 Facilities Condition Assessments	-	-	200,000	200,000
62170.1008 Seismic Safety Surveys	-	-	40,000	40,000
62170.1009 Elevator Surveys and Inspections	-	-	25,000	25,000
62220.0000 Insurance	23,779	19,887	-	(19,887)
62300.0000 Special Dept Supplies	18	-	233,392	233,392
62450.0000 Building Grounds Maint & Repair	-	-	289,310	289,310
62485.0000 Fund 535 Communications Rental Rate	60,886	78,905	-	(78,905)
62496.0000 Fund 537 Computer System Rental	4,260	12,822	-	(12,822)
62755.0000 Training	1,000	1,000	-	(1,000)
Materials, Supplies & Services	1,871,547	2,539,614	2,685,152	145,538
15022.0000 Buildings-Work In Progress	\$ (7,300)	\$ -	\$ -	
15032.0000 Infrastructure-Work In Progress	(409,961)	-	-	
Capital Assets	(417,261)	-	-	
70019.0000 Building Improvements	\$ 105,227	\$ 200,000	\$ 1,625,000	\$ 1,425,000
Capital Expenses	105,227	200,000	1,625,000	1,425,000
85101.0370 Transfers to Fund 370	\$ -	\$ -	\$ 450,000	\$ 450,000
Contributions to Other Funds	-	-	450,000	450,000
Total Expenses	\$ 1,634,582	\$ 2,821,773	\$ 4,760,152	\$ 1,938,379

Municipal Infrastructure Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
UTILITY WKR	1.000	1.000	0.000	-1.000
TOTAL STAFF YEARS	1.000	1.000	0.000	-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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
Salaries & Benefits	\$ 842,421	\$ 1,039,752	\$ 1,076,973	\$ 37,220
Materials, Supplies & Services	1,441,206	2,095,197	2,097,147	1,950
Capital Assets	1,602,534	3,500,000	385,000	(3,115,000)
Total Expenses	\$ 3,886,160	\$ 6,634,949	\$ 3,559,120	\$ (3,075,829)

Communications Equipment Replacement Fund

Telephone System

535.PS71A



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

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	2,200	2,700	2,700	
60001.0000 Salaries & Wages	\$ 104,938	\$ 296,464	\$ 305,412	\$ 8,948
60006.0000 Overtime - Non-Safety	1,437	17,000	17,000	
60012.0000 Fringe Benefits	25,586	53,314	54,020	707
60012.1008 Fringe Benefits:Retiree Benefits	806	1,750	1,553	(197)
60012.1509 Fringe Benefits:Employer Paid PERS	8,917	26,276	29,588	3,313
60012.1528 Fringe Benefits:Workers Comp	17,076	16,045	10,038	(6,006)
60012.1531 Fringe Benefits:PERS UAL	14,943	19,277	22,045	2,768
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	35,000	35,000
60015.0000 Wellness Program Reimbursement	225	-	-	
60018.0000 Holding:Salaries	-	6,334	9,717	3,383
60020.0000 Projects Salaries	195,115	-	-	
60020.0003 Project Salaries:Hyperion O&M	-	(3,557)	-	3,557
60021.0000 Projects Salaries Overhead	249,747	-	-	
60021.0003 Project Salaries Overhead:Hyperion O&M	-	(4,553)	-	4,553
60023.0000 Uniform and Tool Allowance	710	-	-	
60027.0000 Payroll Taxes Non-Safety	1,524	4,299	4,428	130
Salaries & Benefits	621,024	432,648	488,803	56,155
62000.0000 Utilities	\$ 392,719	\$ 397,000	\$ 397,000	
62000.1001 Utilities:Cell Phone	3,367	4,000	4,000	
62085.0000 Other Professional Services	-	130,000	65,000	(65,000)
62170.0000 Private Contractual Services	27,549	177,000	177,000	
62220.0000 Insurance	10,669	9,082	10,286	1,204
62225.0000 Custodial Services	15	-	-	
62235.0000 Services of Other Dept - Indirect	-	-	59,960	59,960
62240.0000 Services of Other Dept - Direct	15,426	15,507	15,507	
62300.0000 Special Dept Supplies	27,559	10,000	10,000	
62310.0000 Office Supplies, Postage & Printing	8,490	17,000	17,000	
62315.0000 Radio Supplies & Maint	102	-	-	
62316.0000 Software & Hardware	-	13,000	13,000	
62320.0000 Telephone Supplies & Maint	-	5,000	5,000	
62400.0000 Telephone Supplies Handling	1,268	3,500	-	(3,500)
62430.0000 Auto Equipment Maint & Repair	9	-	-	
62440.0000 Office Equip Maint & Repair	982	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	38,599	38,599	46,579	7,981
62496.0000 Fund 537 Computer System Rental	2,009	23,192	17,751	(5,442)
62710.0000 Travel	5,040	9,900	9,900	
62755.0000 Training	1,875	18,000	18,000	
63005.0000 Depreciation-Buildings	4,005	4,005	4,005	
63015.0000 Depreciation-Machinery & Equipment	7,369	10,930	11,603	673
63131.0000 Overhead Recovery	129,584	55,746	57,711	1,964
63131.1000 Overhead Recovery:Fleet Allocation	13,776	20,268	18,932	(1,336)
63131.1001 Overhead Recovery:Fleet Usage	(9)	-	-	
63310.0000 Inventory Overhead	2,573	5,300	4,000	(1,300)
Materials, Supplies & Services	692,976	969,029	964,233	(4,796)
15042.0000 Machinery & Equip-Work in Progress	\$ -	\$ 500,000	\$ -	\$ (500,000)
Capital Assets	-	500,000	-	(500,000)
Total Expenses	\$ 1,314,000	\$ 1,901,677	\$ 1,453,036	\$ (448,641)

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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	3,800	3,300	3,300	
60001.0000 Salaries & Wages	\$ 447,391	\$ 353,621	\$ 364,844	\$ 11,223
60006.0000 Overtime - Non-Safety	3,252	25,000	25,000	
60012.0000 Fringe Benefits	71,608	64,971	65,900	929
60012.1008 Fringe Benefits:Retiree Benefits	3,198	2,138	2,878	740
60012.1509 Fringe Benefits:Employer Paid PERS	38,054	31,341	35,346	4,005
60012.1528 Fringe Benefits:Workers Comp	21,190	19,874	12,392	(7,482)
60012.1531 Fringe Benefits:PERS UAL	76,019	91,477	93,878	2,401
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	35,000	35,000
60015.0000 Wellness Program Reimbursement	326	-	-	
60018.0000 Holding:Salaries	-	7,555	11,642	4,087
60020.0000 Projects Salaries	(197,697)	-	-	
60020.1000 Projects Salaries:Capitalized	(1,773)	-	-	
60021.0000 Projects Salaries Overhead	(253,052)	-	-	
60021.1000 Projects Salaries Overhead:Capitalized	(2,269)	-	-	
60023.0000 Uniform and Tool Allowance	2,130	6,000	6,000	
60027.0000 Payroll Taxes Non-Safety	6,586	5,128	5,290	163
60031.0000 Payroll Adjustments	6,434	-	-	
Salaries & Benefits	221,397	607,105	658,170	51,065
62085.0000 Other Professional Services	\$ -	\$ 11,500	\$ 11,500	
62130.0000 Rescue & Extrication Seminars	626	-	-	
62170.0000 Private Contractual Services	72,285	250,000	250,000	
62220.0000 Insurance	16,928	14,385	10,286	(4,100)
62225.0000 Custodial Services	8	300	300	
62235.0000 Services of Other Dept - Indirect	-	-	59,960	59,960
62240.0000 Services of Other Dept - Direct	15,000	15,000	15,000	
62300.0000 Special Dept Supplies	2,300	15,000	45,000	30,000
62310.0000 Office Supplies, Postage & Printing	52,948	60,000	30,000	(30,000)
62315.0000 Radio Supplies & Maint	28,585	31,300	31,300	
62316.0000 Software & Hardware	-	7,000	10,000	3,000
62330.0000 Radio Batteries	14,305	18,000	18,000	
62395.0000 Radio Supplies Handling	-	7,500	7,500	
62405.0000 Uniforms & Tools	7,252	6,000	6,000	
62430.0000 Auto Equipment Maint & Repair	73	-	-	
62435.0000 General Equipment Maint & Repair	-	1,500	-	(1,500)
62465.0000 Building Rentals	61,820	59,000	59,000	
62496.0000 Fund 537 Computer System Rental	-	26,153	17,751	(8,402)
62700.0000 Memberships & Dues	800	900	900	
62710.0000 Travel	-	23,500	23,500	
62755.0000 Training	-	6,300	6,300	
62895.0000 Miscellaneous Expenses	8,321	5,000	-	(5,000)
63005.0000 Depreciation-Buildings	-	170,819	120,819	(50,000)
63015.0000 Depreciation-Machinery & Equipment	204,111	310,063	250,843	(59,220)
63131.0000 Overhead Recovery	25,917	68,134	70,535	2,401
63131.1000 Overhead Recovery:Fleet Allocation	5,504	10,622	9,921	(700)
63131.1001 Overhead Recovery:Fleet Usage	-	(9)	-	9
63310.0000 Inventory Overhead	3,127	8,200	8,500	300
Materials, Supplies & Services	519,909	1,126,167	1,062,914	(63,253)
15041.0000 Machinery & Equipment-Clearing	\$ 14,094	\$ 1,500,000	\$ 315,000	\$ (1,185,000)
15042.0000 Machinery & Equip-Work in Progress	-	1,500,000	70,000	(1,430,000)
Capital Assets	14,094	3,000,000	385,000	(2,615,000)
Total Expenses	\$ 755,400	\$ 4,733,272	\$ 2,106,084	\$ (2,627,188)

Communications Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	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. 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 support more than 257 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

The IT Department will begin its second year as a fully funded Internal Service Fund. The department continues to incrementally improve its processes and chargeback methodologies to improve accuracy and equity in department charges.

FUND SUMMARY

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	2.000	33.000	33.000	
Salaries & Benefits	\$ 57,101	\$ 5,012,423	\$ 5,367,052	\$ 354,629
Materials, Supplies & Services	2,906,961	5,042,749	5,390,631	347,882
Capital Assets	379,509	377,000	1,612,000	1,235,000
Total Expenses	\$ 3,343,572	\$ 10,432,172	\$ 12,369,683	\$ 1,937,511

Information Technology Fund



2018-19 WORK PROGRAM HIGHLIGHTS

- The IT Department devoted a tremendous amount of focus in maturing operational processes and driving operational effectiveness in 2018. In doing so, the department has successfully raised its operational maturity level to 3 from 2 by fully implementing a comprehensive configuration management database (CMDB), implementing contemporary incident management processes, customizing its Information Technology Service Management (ITSM) system accordingly, implementing performance metrics and analytics, and implementing a full project management framework.
- The IT Department achieved very high customer satisfaction by meeting 95 percent of all published Service Level Agreement (SLAs), establishing an operable senior executive steering committee, and achieving 100 percent approval on all submitted initiatives and administrative procedures.
- The IT Department has begun the establishment of an agile and extreme programming practice and tested or deployed two new high profile technologies, including body worn cameras for the Police Department and instant messaging via Skype for Business.
- The IT Department completed the Affordable Care Act (ACA) Phase III, which implements reporting retired city employees benefits.
- The IT Department completed the 1099 process review and revitalization project, which streamlined processes and filled gaps in functionality and automation.
- The IT Department completed the 2018-2019 Citywide Desktop Rollout to refresh all client desktops that were due for replacement.
- The IT Department completed the Instant Messaging - Phase I project which implemented Microsoft Skype for Business providing instant messaging capability city wide.

2019-20 WORK PROGRAM GOALS

- Migrate enterprise e-mail into Office 365, Microsoft's Cloud-based offering.
- Assist with the implementation of the new Verdugo Dispatch Computer Aided Dispatch (CAD) System for Burbank Fire.
- Define and improve the advanced change management policy and processes relating to desktop, server and network infrastructure.
- Implement a comprehensive Workforce Management solution to establish common electronic processes for workforce management from resource scheduling through payroll, to include electronic timekeeping and workforce reporting and analytics.
- Implement a Technology Integration Platform to enable real-time data and process integration across City applications and enable the rapid deployment of new interfaces.
- Implement disaster recovery capabilities for City mission critical IT applications and services.
- Perform hardware and software technology refreshes for network, computer, and storage assets per the IT lifecycle schedule.
- Implement an updated web digital experience platform and City website.
- Replace the current Parks and Recreation eTrak recreation management system.
- Perform a version and functionality upgrade for Hyperion budget management system.
- Address the Financial system Oracle assessment findings.

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; and 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.
- Build and adhere to technology standards and drive technology lifecycle management.
- Develop and implement 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	-	6,000	6,000	
60001.0000 Salaries & Wages	\$ -	\$ 824,211	\$ 861,618	\$ 37,407
60012.0000 Fringe Benefits	(14,561)	126,117	128,917	2,800
60012.1008 Fringe Benefits:Retiree Benefits	-	3,888	4,659	771
60012.1509 Fringe Benefits:Employer Paid PERS	-	73,050	83,474	10,424
60012.1528 Fringe Benefits:Workers Comp	-	11,292	9,392	(1,900)
60012.1531 Fringe Benefits:PERS UAL	-	115,931	142,685	26,754
60012.1532 Fringe Benefits:PERS UAL One-Time	-	-	190,000	190,000
60022.0000 Car Allowance	-	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	-	11,951	12,493	542
Salaries & Benefits	(14,561)	1,170,928	1,437,726	266,798
62170.0000 Private Contractual Services	\$ 25,250	\$ -	\$ 100,000	\$ 100,000
62220.0000 Insurance	29,978	73,983	66,247	(7,736)
62235.0000 Services of Other Dept - Indirect	-	693,371	778,211	84,840
62240.0000 Services of Other Dept - Direct	-	-	2,790	2,790
62300.0000 Special Dept Supplies	-	2,000	5,300	3,300
62310.0000 Office Supplies, Postage & Printing	-	4,500	4,500	
62440.0000 Office Equip Maint & Repair	621,367	-	-	
62455.0000 Equipment Rental	-	18,000	18,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	-	1,923	7,370	5,447
62485.0000 Fund 535 Communications Rental Rate	-	24,013	24,540	527
62496.0000 Fund 537 Computer System Rental	3,474	25,098	4,142	(20,956)
62700.0000 Memberships & Dues	-	23,000	113,885	90,885
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	-	1,500	18,300	16,800
62895.0000 Miscellaneous Expenses	-	505	500	(5)
63040.0000 Depreciation-Computers & Software	92,554	67,356	75,948	8,592
63050.0000 Non-Capitalized Assets	365,971	-	-	
Materials, Supplies & Services	1,138,594	936,749	1,221,233	284,484
15111.0000 Computers & Software - Clearing	\$ -	\$ 33,000	\$ -	\$ (33,000)
Capital Assets	-	33,000	-	(33,000)
Total Expenses	\$ 1,124,032	\$ 2,140,677	\$ 2,658,959	\$ 518,282

Information Technology Fund

Networking

537.IT02A



Network Management (Operations) is responsible for the 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 and 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.
- Provide replacement of citywide computers and peripheral equipment ensure reliable and comprehensive IT availability.
- Provide high-quality customer service and alignment to ensure a collaborative partnership with all City departments.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	2,000	13,000	13,000	
60001.0000 Salaries & Wages	\$ 82,546	\$ 1,108,285	\$ 1,106,048	\$ (2,237)
60006.0000 Overtime - Non-Safety	274	10,000	10,000	
60012.0000 Fringe Benefits	(11,382)	234,334	231,482	(2,852)
60012.1008 Fringe Benefits:Retiree Benefits	900	8,424	9,317	893
60012.1509 Fringe Benefits:Employer Paid PERS	6,792	98,227	107,154	8,927
60012.1528 Fringe Benefits:Workers Comp	1,543	15,184	12,056	(3,128)
60012.1531 Fringe Benefits:PERS UAL	15,419	184,370	196,835	12,465
60027.0000 Payroll Taxes Non-Safety	1,128	16,070	16,038	(32)
60031.0000 Payroll Adjustments	(22)	-	-	
Salaries & Benefits	97,197	1,674,894	1,688,930	14,036
62170.0000 Private Contractual Services	\$ 7,630	\$ 15,000	\$ 15,000	
62300.0000 Special Dept Supplies	-	2,000	2,000	
62316.0000 Software & Hardware	-	375,000	720,000	345,000
62400.0000 Telephone Supplies Handling	656	-	-	
62440.0000 Office Equip Maint & Repair	211,637	-	-	
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	36	-	-	
63040.0000 Depreciation-Computers & Software	196,127	148,408	51,729	(96,679)
63050.0000 Non-Capitalized Assets	22,050	272,000	215,000	(57,000)
63050.1000 Non Cap Assets - Computer Replacem	-	300,000	175,000	(125,000)
Materials, Supplies & Services	438,136	1,140,408	1,206,729	66,321
15111.0000 Computers & Software - Clearing	\$ -	\$ 295,000	\$ 525,000	\$ 230,000
15112.0000 Computers & Software-Work in Prog	-	-	100,000	100,000
Capital Assets	-	295,000	625,000	330,000
Total Expenses	\$ 535,333	\$ 3,110,302	\$ 3,520,659	\$ 410,357

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 education of 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	-	2,000	2,000	
60001.0000 Salaries & Wages	\$ -	\$ 236,064	\$ 236,064	
60012.0000 Fringe Benefits	(5,152)	38,935	38,383	(552)
60012.1008 Fringe Benefits:Retiree Benefits	-	1,296	1,553	257
60012.1509 Fringe Benefits:Employer Paid PERS	-	20,922	22,870	1,948
60012.1528 Fringe Benefits:Workers Comp	-	3,234	2,573	(661)
60012.1531 Fringe Benefits:PERS UAL	-	41,842	48,899	7,057
60027.0000 Payroll Taxes Non-Safety	-	3,423	3,423	
Salaries & Benefits	(5,152)	345,716	353,765	8,049
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 55,000	\$ 55,000
62440.0000 Office Equip Maint & Repair	18,135	-	-	
62310.0000 Office Supplies, Postage & Printing	-	1,000	1,000	
62316.0000 Software & Hardware	-	40,000	39,500	(500)
62710.0000 Travel	-	3,000	3,500	500
62755.0000 Training	-	2,500	2,000	(500)
63040.0000 Depreciation-Computers & Software	1,377	1,380	1,380	
Materials, Supplies & Services	19,512	47,880	102,380	54,500
Total Expenses	\$ 14,360	\$ 393,596	\$ 456,145	\$ 62,549

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 and assists in the vendor selection and contract award to 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.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	-	5,000	5,000	
60001.0000 Salaries & Wages	\$ -	\$ 478,360	\$ 482,486	\$ 4,126
60006.0000 Overtime - Non-Safety	-	5,000	5,000	
60012.0000 Fringe Benefits	(8,774)	94,526	93,250	(1,276)
60012.1008 Fringe Benefits:Retiree Benefits	-	3,240	3,882	642
60012.1509 Fringe Benefits:Employer Paid PERS	-	42,397	46,743	4,346
60012.1528 Fringe Benefits:Workers Comp	-	6,554	5,259	(1,295)
60012.1531 Fringe Benefits:PERS UAL	-	59,955	191,567	131,612
60027.0000 Payroll Taxes Non-Safety	-	6,936	6,996	60
Salaries & Benefits	(8,774)	696,968	835,183	138,215
62170.0000 Private Contractual Services	\$ 104,722	\$ 325,000	\$ 475,000	\$ 150,000
62316.0000 Software & Hardware	-	410,000	150,000	(260,000)
62440.0000 Office Equip Maint & Repair	360,503	-	-	
62710.0000 Travel	-	2,000	2,000	
62755.0000 Training	3,847	10,000	18,300	8,300
63040.0000 Depreciation-Computers & Software	277,351	279,552	-	(279,552)
Materials, Supplies & Services	746,422	1,026,552	645,300	(381,252)
15112.0000 Computers & Software-Work in Prog	\$ 265,862	-	-	
Capital Assets	265,862	-	-	
Total Expenses	\$ 1,003,510	\$ 1,723,520	\$ 1,480,483	\$ (243,037)

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 Management), 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 City Departments.
- Cultivate partnerships with City counterparts fostering collaborative efforts to better perform evaluation, procurement, implementation, system upgrades, and ongoing maintenance of enterprise level computer applications.
- Support and follow 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 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.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	-	7,000	7,000	
60001.0000 Salaries & Wages	\$ -	\$ 806,668	\$ 812,645	\$ 5,977
60006.0000 Overtime - Non-Safety	-	2,500	-	(2,500)
60012.0000 Fringe Benefits	(11,609)	135,406	133,998	(1,408)
60012.1008 Fringe Benefits:Retiree Benefits	-	4,512	5,435	923
60012.1509 Fringe Benefits:Employer Paid PERS	-	71,023	78,729	7,706
60012.1528 Fringe Benefits:Workers Comp	-	11,051	8,858	(2,193)
60027.0000 Payroll Taxes Non-Safety	-	9,963	11,783	1,820
60012.1531 Fringe Benefits:PERS UAL	-	82,794	-	(82,794)
Salaries & Benefits	(11,609)	1,123,917	1,051,448	(72,469)
62170.0000 Private Contractual Services	\$ -	\$ 535,000	\$ 600,000	\$ 65,000
62316.0000 Software & Hardware	-	495,000	520,000	25,000
62700.0000 Memberships & Dues	-	-	1,000	1,000
62710.0000 Travel	-	-	2,000	2,000
62755.0000 Training	-	10,000	18,300	8,300
63040.0000 Depreciation-Computers & Software	-	-	115,564	115,564
Materials, Supplies & Services	-	1,040,000	1,256,864	216,864
15112.0000 Computers & Software-Work in Prog	\$ -	\$ -	\$ 521,000	\$ 521,000
Capital Assets	-	-	521,000	521,000
Total Expenses	\$ (11,609)	\$ 2,163,917	\$ 2,829,312	\$ 665,395

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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
62440.0000 Office Equip Maint & Repair	\$ 16,772	\$ -	\$ -	
63040.0000 Depreciation-Computers & Software	2,189	-	-	
Materials, Supplies & Services	18,961	-	-	
Total Expenses	\$ 18,961	\$ -	\$ -	

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

62170.0000 Private Contractual Services	\$ -	\$ 20,000	\$ 165,000	\$ 145,000
62300.0000 Special Dept Supplies	-	-	15,000	15,000
62310.0000 Office Supplies, Postage & Printing	-	38,000	-	(38,000)
62316.0000 Software & Hardware	1,561	635,400	669,465	34,065
62440.0000 Office Equip Maint & Repair	538,401	157,760	-	(157,760)
63050.0000 Non-Capitalized Assets	5,375	-	108,660	108,660
Materials, Supplies & Services	545,337	851,160	958,125	106,965
15111.0000 Computers & Software - Clearing	\$ 5,498	\$ 49,000	\$ 16,000	\$ (33,000)
15112.0000 Computers & Software-Work in Prog	108,150	-	450,000	450,000
Capital Assets	113,648	49,000	466,000	417,000
Total Expenses	\$ 658,984	\$ 900,160	\$ 1,424,125	\$ 523,965

Computer Equipment Replacement

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
APPLS DEV ANALYST III (M)	0.000	1.000	1.000	
APPLS DEV ANALYST IV	0.000	4.000	4.000	
AST INFO TECHNOLOGY DIR-APPLICATION	0.000	2.000	2.000	
AST INFO TECHNOLOGY DIR-OPERATIONS	0.000	1.000	1.000	
CHIEF INFO OFCR	0.000	1.000	1.000	
DATABASE ADMSTR I	0.000	1.000	1.000	
DATABASE ADMSTR II	0.000	2.000	2.000	
EXEC AST	0.000	1.000	1.000	
INFO SECURITY ANALYST	0.000	1.000	1.000	
INFO SYS ANALYST II	0.000	3.000	3.000	
INFO SYS ANALYST III	0.000	2.000	2.000	
INFO SYS ANALYST IV	0.000	1.000	1.000	
NETWK SUPPORT ANALYST I	1.000	2.000	2.000	
NETWK SUPPORT ANALYST II	0.000	4.000	4.000	
NETWK SUPPORT ANALYST III	0.000	3.000	3.000	
NETWK SUPPORT ANALYST IV	0.000	2.000	2.000	
SR ADM ANALYST (Z)	0.000	1.000	1.000	
TECHNL SUPPORT ANALYST I	1.000	1.000	1.000	
TOTAL STAFF YEARS	2.000	33.000	33.000	