

# 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.

## CHANGES FROM PRIOR YEAR

Additional funds were added to the Insurance account to cover an increase in insurance costs due to a rise in liability claims and lawsuits across the entire insurance industry. Capital funds were also budgeted to update the City's claims management system.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	
60001.0000 Salaries & Wages	\$ 118,697	\$ 167,942	\$ 173,753	\$ 5,811
60012.0000 Fringe Benefits	21,637	38,710	39,489	779
60012.1008 Fringe Benefits:Retiree Benefits	937	1,553	1,512	(41)
60012.1509 Fringe Benefits:Employer Paid PERS	6,912	16,270	16,359	89
60012.1528 Fringe Benefits:Workers Comp	2,395	1,831	1,599	(232)
60012.1531 Fringe Benefits:PERS UAL	28,944	35,169	16,694	(18,475)
60012.1532 Fringe Benefits:PERS UAL One-Time	-	21,000	16,800	(4,200)
60027.0000 Payroll Taxes Non-Safety	1,584	2,435	2,519	84
60031.0000 Payroll Adjustments	1,223	-	-	
<b>Salaries &amp; Benefits</b>	<b>182,328</b>	<b>284,910</b>	<b>268,725</b>	<b>(16,185)</b>
62055.0000 Outside Legal Services	\$ 13,645	\$ 150,000	\$ 150,000	
62070.1001 Litigation:Civil Service	-	100,000	100,000	
62085.0000 Other Professional Services	116,051	225,000	225,000	
62115.0000 Contingency - Airport Litigation	3,032	10,000	10,000	
62220.0000 Insurance	1,870,153	2,600,000	3,000,000	400,000
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	321,008	492,423	531,340	38,917
62485.0000 Fund 535 Communications Rental Rate	1,413	1,444	1,443	(1)
62496.0000 Fund 537 Computer System Rental	13,991	10,715	12,227	1,512
62875.0000 Judgements - Uninsured Losses	2,505,431	2,500,000	2,500,000	
62875.1001 Change In Liability	1,628,883	-	-	
62890.0000 Unemployment Insurance	45,374	200,000	200,000	
62895.0000 Miscellaneous Expenses	37	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>6,519,017</b>	<b>6,392,582</b>	<b>6,833,010</b>	<b>440,428</b>
70023.0537 Capital Contribution:Fund 537	\$ -	\$ -	\$ 60,000	\$ 60,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>
<b>Total Expenses</b>	<b>\$ 6,701,345</b>	<b>\$ 6,677,492</b>	<b>\$ 7,161,735</b>	<b>\$ 484,243</b>

# General Liability Insurance Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	

# Workers Compensation Insurance Fund



## 531.MS04A

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

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

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

- Medical - This portion of the Fund covers payments for doctors, physicians, hospitals, diagnostic testing centers, surgeries, post-operative care, physical therapy, acupuncture, pharmaceuticals, and chiropractic care for all claims and future medical claims with medical care provisions for life. The Fund also covers the cost for bill review charges, the City's utilization review management program, as well as nurse care management when necessary.
- Salary Continuation - This portion of the Fund covers 4850 benefits for Police and Fire. It pays benefits up to one year of full salary on any injuries. Miscellaneous employees receive up to six months of their full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the benefits are then paid as Temporary Total Disability benefits, which is 2/3 of an employee's salary with a maximum payout of \$1,229.43 per week. This is an increase of \$48.05 per week as of January 1, 2020. 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**

- Workers Compensation has the responsibility to safeguard the City's financial exposure.
- Workers Compensation shall investigate, determine, pursue the information needed, and take the appropriate actions needed to mitigate and move the claim toward a conclusion.
- 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.

### **CHANGES FROM PRIOR YEAR**

\$55,000 in capital funds were budgeted to update the City's claims management system.

# Workers Compensation Insurance Fund

531.MS04A



	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4.800</b>	<b>5.000</b>	<b>5.500</b>	<b>0.500</b>
60001.0000 Salaries & Wages	\$ 300,015	\$ 361,432	\$ 478,816	\$ 117,384
60006.0000 Overtime - Non-Safety	1,064	3,354	3,354	
60012.0000 Fringe Benefits	54,077	82,970	98,003	15,033
60012.1008 Fringe Benefits:Retiree Benefits	2,874	3,727	3,781	54
60012.1509 Fringe Benefits:Employer Paid PERS	25,579	35,016	47,040	12,024
60012.1528 Fringe Benefits:Workers Comp	7,353	8,691	12,688	3,997
60012.1531 Fringe Benefits:PERS UAL	56,184	61,543	61,782	239
60012.1532 Fringe Benefits:PERS UAL One-Time	-	37,000	29,600	(7,400)
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	4,152	5,241	6,943	1,702
60031.0000 Payroll Adjustments	302	-	-	
<b>Salaries &amp; Benefits</b>	<b>451,824</b>	<b>598,974</b>	<b>742,007</b>	<b>143,033</b>
62085.0000 Other Professional Services	\$ 13,744	\$ 59,267	\$ 59,267	
62125.0000 Medical Services	2,560	20,000	20,000	
62170.0000 Private Contractual Services	7,700	-	11,000	11,000
62220.0000 Insurance	61,712	300,000	300,000	
62220.1004 Insurance:State Self-Insurance Fee	252,335	250,000	250,000	
62235.0000 Services of Other Dept - Indirect	649,431	706,536	773,344	66,808
62240.0000 Services of Other Dept - Direct	-	-	204	204
62310.0000 Office Supplies, Postage & Printing	2,725	5,000	5,000	
62316.0000 Software & Hardware	-	85,000	85,000	
62420.0000 Books & Periodicals	1,904	2,248	2,248	
62440.0000 Office Equip Maint & Repair	-	1,000	1,000	
62455.0000 Equipment Rental	3,115	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	5,393	4,331	4,328	(3)
62496.0000 Fund 537 Computer System Rental	22,739	21,607	42,091	20,484
62700.0000 Memberships & Dues	-	2,000	2,000	
62710.0000 Travel	2,448	6,580	6,580	
62755.0000 Training	4,466	6,000	6,000	
62880.1000 Workers Comp Ins:Claim Payments	5,149,779	5,791,000	5,791,000	
62880.1001 Workers Comp Ins:Change In Liability	(736,344)	-	-	
62885.0000 Workers Comp Statutory Reimbursemt	1,419,139	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses	591	1,200	1,200	
<b>Materials, Supplies &amp; Services</b>	<b>6,863,435</b>	<b>8,708,376</b>	<b>8,806,869</b>	<b>98,493</b>
70023.0537 Capital Contribution:Fund 537	\$ -	\$ -	\$ 55,000	\$ 55,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>
<b>Total Expenses</b>	<b>\$ 7,315,260</b>	<b>\$ 9,307,350</b>	<b>\$ 9,603,876</b>	<b>\$ 296,526</b>

# Workers Compensation Insurance Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
AST MGT SRVS DIR-RK MGT&SFTY	0.000	0.000	0.500	0.500
CLERICAL WKR	0.800	0.000	0.000	
INTERMEDIATE CLK	0.000	1.000	1.000	
WORKERS' COMP CORD	1.000	1.000	1.000	
WORKERS' COMP TECH	2.000	2.000	2.000	
WORKERS' COMP ADMSTR	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>4.800</b>	<b>5.000</b>	<b>5.500</b>	<b>0.500</b>

# Vehicle Equipment Replacement Fund

532.PW34A



This Fund provides for the replacement, repair, and maintenance of all general City motorized equipment (non-BWP). 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 2020-21.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>12,627</b>	<b>12,627</b>	<b>12,657</b>	<b>0.030</b>
60001.0000 Salaries & Wages	\$ 756,219	\$ 914,926	\$ 919,610	\$ 4,684
60006.0000 Overtime - Non-Safety	22,974	9,000	9,000	
60012.0000 Fringe Benefits	159,184	201,380	208,268	6,888
60012.1008 Fringe Benefits:Retiree Benefits	7,489	9,804	9,528	(276)
60012.1509 Fringe Benefits:Employer Paid PERS	64,643	88,638	95,032	6,394
60012.1528 Fringe Benefits:Workers Comp	74,391	76,993	74,624	(2,369)
60012.1531 Fringe Benefits:PERS UAL	122,076	153,581	156,135	2,554
60012.1532 Fringe Benefits:PERS UAL One-Time	-	93,000	74,400	(18,600)
60015.0000 Wellness Program Reimbursement	352	-	-	
60023.0000 Uniform and Tool Allowance	3,925	-	-	
60027.0000 Payroll Taxes Non-Safety	10,754	13,266	13,334	68
60031.0000 Payroll Adjustments	1,314	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,223,321</b>	<b>1,560,588</b>	<b>1,559,931</b>	<b>(657)</b>
62000.0000 Utilities	\$ 171,531	\$ 239,767	\$ 239,767	
62170.0000 Private Contractual Services	197,395	140,000	140,000	
62220.0000 Insurance	63,255	53,580	55,377	1,797
62225.0000 Custodial Services	117	-	-	
62240.0000 Services of Other Dept - Direct	1,068	1,067	475	(592)
62300.0000 Special Dept Supplies	20,419	35,127	35,127	
62405.0000 Uniforms & Tools	7,785	8,070	8,070	
62430.0000 Auto Equipment Maint & Repair	1,369,191	1,700,000	1,700,000	
62435.0000 General Equipment Maint & Repair	12,897	12,000	12,000	
62440.0000 Office Equip Maint & Repair	45	-	-	
62450.0000 Building Grounds Maint & Repair	99	-	-	
62455.0000 Equipment Rental	9,488	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	96,888	118,941	80,528	(38,413)
62485.0000 Fund 535 Communications Rental Rate	15,216	15,752	15,735	(17)
62496.0000 Fund 537 Computer System Rental	86,799	67,086	104,781	37,695
62700.0000 Memberships & Dues	340	276	276	
62710.0000 Travel	-	2,000	2,000	
62755.0000 Training	8,443	22,500	22,500	
62780.0000 Fuel - Oil	1,615,214	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	39,486	26,760	28,392	1,632
63035.0000 Depreciation-Vehicles	2,797,100	2,356,468	2,227,550	(128,918)
63045.0000 Depreciation-Other Non-Utility	58,438	77,916	77,916	
63131.1002 Overhead Recovery:Warehouse Alloc	68,986	-	-	
63310.0000 Inventory Overhead	25,802	3,433	25,000	21,567
<b>Materials, Supplies &amp; Services</b>	<b>6,804,853</b>	<b>6,759,595</b>	<b>6,654,346</b>	<b>(105,249)</b>
15101.0000 Vehicles - Clearing	\$ 823,773	\$ 4,403,048	\$ 4,767,978	\$ 364,930
<b>Capital Assets</b>	<b>823,773</b>	<b>4,403,048</b>	<b>4,767,978</b>	<b>364,930</b>
<b>Total Expenses</b>	<b>\$ 8,851,947</b>	<b>\$ 12,723,231</b>	<b>\$ 12,982,255</b>	<b>\$ 259,024</b>

# Vehicle Equipment Replacement Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
SKILLED WKR	0.500	0.500	0.000	-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	
UTILITY WKR	0.000	0.000	0.530	0.530
<b>TOTAL STAFF YEARS</b>	<b>12.627</b>	<b>12.627</b>	<b>12.657</b>	<b>0.030</b>

# 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
62300.0000 Special Dept Supplies	\$ 411	\$ -	\$ -	
62430.0000 Auto Equipment Maint & Repair	22	-	-	
62496.0000 Fund 537 Computer System Rental	10,200	6,347	4,226	(2,121)
63015.0000 Depreciation-Machinery & Equipment	999,031	410,104	418,399	8,295
63050.0000 Non-Capitalized Assets	149,310	169,884	186,307	16,423
<b>Materials, Supplies &amp; Services</b>	<b>1,158,973</b>	<b>586,335</b>	<b>608,932</b>	<b>22,597</b>
15041.0000 Machinery & Equipment-Clearing	\$ 384,792	\$ 168,703	\$ 247,043	\$ 78,340
<b>Capital Assets</b>	<b>384,792</b>	<b>168,703</b>	<b>247,043</b>	<b>78,340</b>
<b>Total Expenses</b>	<b>\$ 1,543,766</b>	<b>\$ 755,038</b>	<b>\$ 855,975</b>	<b>\$ 100,937</b>

# Municipal Infrastructure Fund



The Municipal Infrastructure Fund provides for the maintenance and replacement of general City infrastructure (non-enterprise). 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.000</b>	-	-	
<b>Salaries &amp; Benefits</b>	\$ 69,401	\$ -	\$ -	
<b>Materials, Supplies &amp; Services</b>	2,623,169	3,795,152	4,070,152	275,000
<b>Capital Expenses</b>	200,098	9,635,000	5,800,000	(3,835,000)
<b>Contributions to Other Funds</b>	52,909	1,190,000	-	(1,190,000)
<b>Total Expenses</b>	<b>\$ 2,945,576</b>	<b>\$ 14,620,152</b>	<b>\$ 9,870,152</b>	<b>\$ (4,750,000)</b>

# Municipal Infrastructure Fund

## Park Facilities Maintenance

### 534.PR21A



The Parks and Recreation Department 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 Park Improvements account includes funding for replacement or upgrades of citywide irrigation systems and controllers. Recurring funding for playground equipment, park restrooms, ballfield lighting, and other recurring capital needs at the City's parks and recreational facilities has been suspended for the 2020-21 Fiscal Year due to the COVID-19 pandemic.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 152,219	\$ 200,000	\$ 200,000	
62170.1010 Tree Trimming Services	-	200,000	200,000	
62300.0000 Special Dept Supplies	236	-	-	
62305.0000 Reimbursable Materials	38	-	-	
62380.1010 Weed Abatement	-	40,000	40,000	
62410.0000 15% Set-Aside of State Funds	(32)	-	-	
62450.0000 Building Grounds Maint & Repair	211,018	265,000	265,000	
62450.1001 Ballfield Maintenance	-	20,000	20,000	
62755.0000 Training	138	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>363,617</b>	<b>725,000</b>	<b>725,000</b>	
70003.0000 Park Improvements	\$ 67,067	\$ 3,485,000	\$ 1,500,000	\$ (1,985,000)
<b>Capital Expenses</b>	<b>67,067</b>	<b>3,485,000</b>	<b>1,500,000</b>	<b>(1,985,000)</b>
85101.0370 Transfers to Fund 370	\$ 52,909	\$ 740,000	\$ -	\$ (740,000)
<b>Contributions to Other Funds</b>	<b>52,909</b>	<b>740,000</b>	<b>-</b>	<b>(740,000)</b>
<b>Total Expenses</b>	<b>\$ 483,593</b>	<b>\$ 4,950,000</b>	<b>\$ 2,225,000</b>	<b>\$ (2,725,000)</b>

# 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.

<b>BUDGET HIGHLIGHTS</b>
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This account provides new funding to improve streets, sidewalks, driveway aprons, curbs, gutters, and pedestrian ramps citywide.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ -	\$ 3,350,000	\$ 4,000,000	\$ 650,000
<b>Capital Expenses</b>	<b>-</b>	<b>3,350,000</b>	<b>4,000,000</b>	<b>650,000</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 3,350,000</b>	<b>\$ 4,000,000</b>	<b>\$ 650,000</b>

# 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 provides maintenance 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.

#### CHANGES FROM PRIOR YEAR

Funding from 534.PW22H for the monitoring, operation, timing, and synchronization of all the City's signalized intersections has been moved to this cost center for annual signal and synchronization maintenance.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 165,000	\$ 165,000
62435.0000 General Equipment Maint & Repair	-	-	275,000	275,000
<b>Materials, Supplies &amp; Services</b>	-	-	<b>440,000</b>	<b>440,000</b>
70002.0000 Street Improvements	\$ -	\$ 275,000	\$ -	\$ (275,000)
<b>Capital Expenses</b>	-	<b>275,000</b>	-	<b>(275,000)</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ 440,000</b>	<b>\$ 165,000</b>

# 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

Funding for this cost center has been moved to 534.PW22A for oversight by the Traffic Engineering and Design Section.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ 165,000	\$ -	\$ (165,000)
<b>Materials, Supplies &amp; Services</b>	-	<b>165,000</b>	-	<b>(165,000)</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ (165,000)</b>

# 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.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ 100,000	\$ 100,000	
62300.0000 Special Dept Supplies	-	120,000	120,000	
<b>Materials, Supplies &amp; Services</b>	<b>-</b>	<b>220,000</b>	<b>220,000</b>	
70002.0000 Street Improvements	\$ -	\$ 750,000	\$ -	\$ (750,000)
70023.0532 Capital Contribution:Fund 532	-	150,000	-	(150,000)
<b>Capital Expenses</b>	<b>-</b>	<b>900,000</b>	<b>-</b>	<b>(900,000)</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 1,120,000</b>	<b>\$ 220,000</b>	<b>\$ (900,000)</b>

# Municipal Infrastructure Fund

## Facilities Maintenance

### 534.PW33A



The Public Works - Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities and general infrastructure. These accounts are used to fund maintenance and repair contracts and for materials and supplies for internal construction, carpenter, and paint crews.

#### OBJECTIVES

- Provide properly maintained facilities for general government employees.
- Respond to emergency situations demanding immediate facility repairs.
- Maintain and repair McCambridge and Verdugo Pools.
- Perform emergency repairs and preventative maintenance in the areas of electrical, plumbing, roofs, and HVAC systems.
- Monitor compliance with all governing regulatory agencies.
- Provide routine carpentry-type repairs.
- Provide painting services for offices and other areas.
- Remove graffiti from delicate building materials at City-owned buildings.
- Administer contracts for major building repairs and preventative maintenance.
- Investigate and facilitate use of green products wherever available.

#### CHANGES FROM PRIOR YEAR

Recurring capital funding for citywide building maintenance has been suspended for the 2020-21 Fiscal Year due to COVID-19. The Building Improvements account includes \$300,000 for HVAC replacement at the Police/Fire Headquarters.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,000</b>	-	-	
60001.0000 Salaries & Wages	\$ 40,095	\$ -	\$ -	
60012.0000 Fringe Benefits	8,859	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	650	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	4,023	-	-	
60012.1528 Fringe Benefits:Workers Comp	6,637	-	-	
60012.1531 Fringe Benefits:PERS UAL	8,508	-	-	
60027.0000 Payroll Taxes Non-Safety	628	-	-	
<b>Salaries &amp; Benefits</b>	<b>69,401</b>	-	-	
62000.0000 Utilities	\$ 206,372	\$ -	\$ -	
62085.0000 Other Professional Services	52,490	100,000	-	(100,000)
62170.0000 Private Contractual Services	1,885,301	1,657,450	1,757,450	100,000
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	19,887	-	-	
62300.0000 Special Dept Supplies	107	233,392	233,392	
62430.0000 Auto Equipment Maint & Repair	495	-	-	
62450.0000 Building Grounds Maint & Repair	2,024	289,310	289,310	
62485.0000 Fund 535 Communications Rental Rate	78,905	-	-	
62496.0000 Fund 537 Computer System Rental	12,822	-	-	
62755.0000 Training	1,151	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>2,259,552</b>	<b>2,685,152</b>	<b>2,685,152</b>	
70019.0000 Building Improvements	\$ 62,047	\$ 1,625,000	\$ 300,000	\$ (1,325,000)
<b>Capital Expenses</b>	<b>133,031</b>	<b>1,625,000</b>	<b>300,000</b>	<b>(1,325,000)</b>
85101.0370 Transfers to Fund 370	\$ -	\$ 450,000	\$ -	\$ (450,000)
<b>Contributions to Other Funds</b>	<b>-</b>	<b>450,000</b>	<b>-</b>	<b>(450,000)</b>
<b>Total Expenses</b>	<b>\$ 2,461,984</b>	<b>\$ 4,760,152</b>	<b>\$ 2,985,152</b>	<b>\$ (1,775,000)</b>

# Municipal Infrastructure Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
UTILITY WKR	1.000	0.000	0.000	
<b>TOTAL STAFF YEARS</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>	

# 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
<b>Salaries &amp; Benefits</b>	\$ 899,849	\$ 1,146,973	\$ 1,145,191	\$ (1,782)
<b>Materials, Supplies &amp; Services</b>	1,952,949	2,027,147	2,467,156	440,009
<b>Capital Assets</b>	93,708	385,000	150,000	(235,000)
<b>Total Expenses</b>	<b>\$ 2,946,506</b>	<b>\$ 3,559,120</b>	<b>\$ 3,762,348</b>	<b>\$ 203,228</b>

# Communications Equipment Replacement Fund

## Telephone System

### 535.PS71A



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

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,700</b>	<b>2,700</b>	<b>3,200</b>	<b>0,500</b>
60001.0000 Salaries & Wages	\$ 109,474	\$ 305,412	\$ 338,168	\$ 32,756
60006.0000 Overtime - Non-Safety	9,727	17,000	17,000	
60012.0000 Fringe Benefits	20,422	54,020	61,478	7,458
60012.1008 Fringe Benefits:Retiree Benefits	832	1,553	2,365	812
60012.1509 Fringe Benefits:Employer Paid PERS	9,735	29,588	34,842	5,254
60012.1528 Fringe Benefits:Workers Comp	16,045	10,038	4,323	(5,715)
60012.1531 Fringe Benefits:PERS UAL	19,272	22,045	59,482	37,437
60012.1532 Fringe Benefits:PERS UAL One-Time	-	35,000	28,000	(7,000)
60015.0000 Wellness Program Reimbursement	225	-	-	
60018.0000 Holding:Salaries	-	9,717	14,763	5,045
60020.0000 Projects Salaries	209,144	-	145,000	145,000
60020.1000 Projects Salaries:Capitalized	(3,352)	-	-	
60021.0000 Projects Salaries Overhead	267,704	-	188,500	188,500
60021.1000 Projects Salaries Overhead:Capitalized	(4,290)	-	-	
60023.0000 Uniform and Tool Allowance	710	-	-	
60027.0000 Payroll Taxes Non-Safety	1,713	4,428	4,903	475
<b>Salaries &amp; Benefits</b>	<b>657,360</b>	<b>488,803</b>	<b>898,825</b>	<b>410,022</b>
62000.0000 Utilities	\$ 412,320	\$ 397,000	\$ 397,000	
62000.1001 Utilities:Cell Phone	4,747	4,000	4,000	
62085.0000 Other Professional Services	-	65,000	65,000	
62170.0000 Private Contractual Services	91,246	177,000	177,000	
62220.0000 Insurance	9,082	10,286	10,563	278
62225.0000 Custodial Services	28	-	-	
62235.0000 Services of Other Dept - Indirect	-	59,960	59,960	
62240.0000 Services of Other Dept - Direct	15,507	15,507	15,507	
62300.0000 Special Dept Supplies	10,095	10,000	10,000	
62310.0000 Office Supplies, Postage & Printing	10,430	17,000	17,000	
62316.0000 Software & Hardware	975	13,000	13,000	
62320.0000 Telephone Supplies & Maint	3,963	5,000	5,000	
62430.0000 Auto Equipment Maint & Repair	49	-	-	
62440.0000 Office Equip Maint & Repair	984	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	36,401	46,579	46,579	
62496.0000 Fund 537 Computer System Rental	23,192	17,751	17,751	
62700.0000 Memberships & Dues	200	-	-	
62710.0000 Travel	18,464	9,900	9,900	
62755.0000 Training	6,735	18,000	18,000	
63005.0000 Depreciation-Buildings	7,930	4,005	4,008	3
63015.0000 Depreciation-Machinery & Equipment	225,720	11,603	214,213	202,610
63131.0000 Overhead Recovery	55,746	57,711	38,004	(19,706)
63131.1000 Overhead Recovery:Fleet Allocation	20,268	18,932	20,965	2,033
63131.1001 Overhead Recovery:Fleet Usage	(30)	-	(13)	(13)
63131.1002 Overhead Recovery:Warehouse Alloc	(6,607)			
63195.0000 Meters	1,255	-	-	
63310.0000 Inventory Overhead	711	4,000	5,100	1,100
<b>Materials, Supplies &amp; Services</b>	<b>949,412</b>	<b>964,233</b>	<b>1,150,537</b>	<b>186,304</b>
15042.0000 Machinery & Equip-Work in Progress	\$ 284,933	\$ -	\$ -	
<b>Capital Assets</b>	<b>284,933</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 1,891,706</b>	<b>\$ 1,453,036</b>	<b>\$ 2,049,362</b>	<b>\$ 596,326</b>

# 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,300</b>	<b>3,300</b>	<b>2,800</b>	<b>(0,500)</b>
60001.0000 Salaries & Wages	\$ 508,711	\$ 364,844	\$ 338,168	\$ (26,675)
60006.0000 Overtime - Non-Safety	1,688	25,000	25,000	
60012.0000 Fringe Benefits	72,886	65,900	61,478	(4,422)
60012.1008 Fringe Benefits:Retiree Benefits	3,302	2,878	2,907	29
60012.1509 Fringe Benefits:Employer Paid PERS	41,854	35,346	34,842	(504)
60012.1528 Fringe Benefits:Workers Comp	19,874	12,392	4,323	(8,068)
60012.1531 Fringe Benefits:PERS UAL	91,476	93,878	59,482	(34,396)
60012.1532 Fringe Benefits:PERS UAL One-Time	-	35,000	28,000	(7,000)
60015.0000 Wellness Program Reimbursement	450	-	-	
60018.0000 Holding:Salaries	-	11,642	14,763	3,120
60020.0000 Projects Salaries	(218,689)	-	(145,000)	(145,000)
60020.1000 Projects Salaries:Capitalized	(5,058)	-	-	
60021.0000 Projects Salaries Overhead	(279,922)	-	(188,500)	(188,500)
60021.1000 Projects Salaries Overhead:Capitalized	(6,475)	-	-	
60023.0000 Uniform and Tool Allowance	2,130	6,000	6,000	
60027.0000 Payroll Taxes Non-Safety	6,898	5,290	4,903	(387)
60031.0000 Payroll Adjustments	3,362	-	-	
<b>Salaries &amp; Benefits</b>	<b>242,488</b>	<b>658,170</b>	<b>246,367</b>	<b>(411,803)</b>
62085.0000 Other Professional Services	\$ -	\$ 11,500	\$ 10,850	\$ (650)
62170.0000 Private Contractual Services	184,599	250,000	250,000	
62220.0000 Insurance	14,385	10,286	10,563	278
62225.0000 Custodial Services	43	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	949	45,000	15,000	(30,000)
62310.0000 Office Supplies, Postage & Printing	24,463	30,000	30,000	
62315.0000 Radio Supplies & Maint	27,335	31,300	31,300	
62316.0000 Software & Hardware	1,754	10,000	10,000	
62330.0000 Radio Batteries	-	18,000	18,000	
62395.0000 Radio Supplies Handling	-	7,500	7,500	
62405.0000 Uniforms & Tools	8,349	6,000	6,000	
62465.0000 Building Rentals	54,725	59,000	59,000	
62496.0000 Fund 537 Computer System Rental	26,153	17,751	17,751	
62700.0000 Memberships & Dues	650	900	750	(150)
62710.0000 Travel	-	23,500	23,500	
62755.0000 Training	4,621	6,300	6,300	
63005.0000 Depreciation-Buildings	116,894	120,819	120,816	(3)
63015.0000 Depreciation-Machinery & Equipment	443,829	250,843	442,560	191,717
63025.0000 Depreciation-Other Utility Assets	-	-	114,508	114,508
63131.0000 Overhead Recovery	68,134	70,535	46,450	(24,085)
63131.1000 Overhead Recovery:Fleet Allocation	10,622	9,921	10,091	169
63131.1001 Overhead Recovery:Fleet Usage	-	-	(8)	(8)
63310.0000 Inventory Overhead	1,423	8,500	10,430	1,930
<b>Materials, Supplies &amp; Services</b>	<b>1,003,927</b>	<b>1,062,914</b>	<b>1,316,619</b>	<b>253,705</b>
15041.0000 Machinery & Equipment-Clearing	\$ 38,178	\$ 315,000	\$ -	\$ (315,000)
15042.0000 Machinery & Equip-Work in Progress	30,000	70,000	150,000	80,000
<b>Capital Assets</b>	<b>68,178</b>	<b>385,000</b>	<b>150,000</b>	<b>(235,000)</b>
<b>Total Expenses</b>	<b>\$ 1,314,594</b>	<b>\$ 2,106,084</b>	<b>\$ 1,712,986</b>	<b>\$ (393,098)</b>

# Communications Equipment Replacement Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	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	
<b>TOTAL STAFF YEARS</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	

# Information Technology Fund



The Information Technology Fund (Fund 537) supports the City's Technology Infrastructure, Data and DevOps; Application Services; Enterprise Resource Planning (ERP); and Geographic Information System (GIS). This fund is responsible for the maintenance and lifecycle replacements of citywide infrastructure including desktops, laptops, mobile devices, network, and operations equipment. Citywide technology hardware and licensing contracts are also maintained in this fund. The Information Technology Fund provides project management services to successfully implement innovative technology solutions enabling departments to better serve their constituents. These activities are coordinated through the Information Technology Department.

## MISSION STATEMENT

City of Burbank Information Technology (IT) Department 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 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. The IT Department guides City staff 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 the City's needs and improve processes and services. The core principles driving the IT Department include contemporary frameworks to drive process improvement, improved digital product design, and agile delivery of technology solutions. IT's frameworks enable collaborative team efforts to improve performance by schematically removing inefficiencies and reducing variation, with a focus on the elimination of defects, waiting, non-utilized talent, inventory, and extra-processing to name a few. In addition, iterative processes are utilized, focusing on the people IT designs and delivers solutions for. The IT Department supports 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

## OBJECTIVES

- Provide high-quality customer service and customer alignment.
- Maximize the City's return on investment by evaluating and incorporating new technologies to increase capability while improving cost effectiveness for all City departments.
- Promote 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.
- Minimize 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 Fiscal Year (FY) 2020-21, the City Council has approved a General Fund contribution of \$707,750 to Fund 537 to implement several major citywide technology projects and security measures. Included in this funding is a Case Management and E-Filing System for the City Attorney's Office. This new system will allow the Prosecution and Litigation divisions to interface with outside agencies, automate laborious manual process, and accomplish best E-Discovery practices. With this funding, the IT Department will also work on integrating Oracle Security Patching to the application and database servers to meet industry standard security compliance. These updates are considered mission critical and will increase protection for the Enterprise Resource Planning (ERP) system. After an audit of the City's Payroll system was conducted in 2016, it was determined the system must be enhanced in order to comply with the Fair Labor Standards Act (FLSA) regulations. These enhancements will be addressed with this funding. The IT Department will implement a new security platform for all enterprise desktops, servers, and network assets to protect against the increasingly prevalent malware and cyber threats. This new platform will monitor the City's environment 24/7 to ensure protection. The City's Liability and Workers' Compensation Funds also contributed \$115,000 to Fund 537 to be utilized for updating the City's claims management system. This will maximize efficiencies and accuracy for the Management Services Department.

# Information Technology Fund



## FUND SUMMARY

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	
<b>Salaries &amp; Benefits</b>	\$ 4,977,968	\$ 5,367,052	\$ 5,723,534	\$ 356,482
<b>Materials, Supplies &amp; Services</b>	3,834,489	5,390,631	6,913,173	1,522,542
<b>Capital Assets</b>	52,377	1,612,000	697,000	(915,000)
<b>Total Expenses</b>	<b>\$ 8,864,834</b>	<b>\$ 12,369,683</b>	<b>\$ 13,333,707</b>	<b>\$ 964,024</b>

## 2019-20 WORK PROGRAM HIGHLIGHTS

- The IT Department partnered with the Police Department for the implementation of the Body Worn Camera project, which included the hardware refresh of all patrol vehicles.
- Implemented a Landfill Scale automation solution to streamline the manual process of refuse vehicle weight reporting to the State of California, which aligns with the City's Smart City Initiative.
- Partnered with the Parks and Recreation Department for the replacement of their scheduling software, which addressed regulations for Payment Card Industry (PCI) compliance and provided a customized and tailored software for the City.
- The IT department, along with the Public Information Office (PIO) and all City departments, completed the design, build, and implementation of a redesigned, modernized City website.
- Implemented a Cyber Security campaign solution in order to train, teach, and provide more information to City employees regarding the significance of Cyber Security vulnerabilities and phishing campaign awareness.
- Completed installation of fiber connectivity to outlying City facilities including Starlight Bowl, Landfill, Nature Center, and the Police Shooting Range along with providing network connectivity and Wi-Fi access at each location.
- Completed the Hyperion Planning and Budgeting software upgrade to work with Internet Explorer 11 and Windows 10.
- Completed the citywide upgrade of the wireless network providing a seamless, consistent solution for Wi-Fi access throughout City facilities and Downtown Burbank to increase availability for City staff to get access to critical business related data wherever they are located.
- The IT Department, in partnership with Glendale and Pasadena, developed a new and improved secured network to support the Verdugo Computer-Aided Dispatch (CAD) Records Management System (RMS) platform.
- Partnered with the Library to equip a state of the art media digital lab to provide Burbank citizens with enhanced access to high-tech and media equipment.
- Partnered with the Community Development Department (CDD) to implement an online inspection request system which allows citizens to schedule and view inspections online.
- Partnered with the Fire Department to upgrade the staffing application, Telestaff, for increased operational efficiencies.
- Partnered with CDD in implementing a payment portal for Business Tax invoices. The system went live in December 2019 and has been used by citizens to pay 2,466 invoices (21.6 percent) for a total of \$392,201 in tax revenue.
- Completed the migration of City email accounts from on-premises Microsoft Exchange to Microsoft Office 365.

## 2020-21 WORK PROGRAM GOALS

- Implement a citywide Data Protection Platform and Disaster Recovery solution to protect critical city applications, services, and data.
- Implement a security platform to protect enterprise desktops, servers, and network assets against advanced malware and credible cyber threats.
- Migrate the City's current SharePoint environment (BEN), enabling SharePoint services to be available to staff outside of the City's network.
- Perform a hardware refresh to six of the City's core switches that function as the network hub transmitting all network data.
- Conduct a study for a comprehensive citywide video management solution.
- Address the Oracle audit recommendations to comply with FLSA regulations.

# Information Technology Fund

## Administration

### 537.IT01A



The Administration Division provides administrative support to the Department and is responsible for managing the business operations of IT. The division 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.
- 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 914,667	\$ 861,618	\$ 897,009	\$ 35,391
60012.0000 Fringe Benefits	141,736	128,917	132,128	3,211
60012.1008 Fringe Benefits:Retiree Benefits	4,862	4,659	4,537	(122)
60012.1509 Fringe Benefits:Employer Paid PERS	78,466	83,474	84,453	979
60012.1528 Fringe Benefits:Workers Comp	11,292	9,392	8,252	(1,140)
60012.1531 Fringe Benefits:PERS UAL	115,932	142,685	189,522	46,837
60012.1532 Fringe Benefits:PERS UAL One-Time	-	190,000	152,000	(38,000)
60022.0000 Car Allowance	4,488	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	13,325	12,493	13,007	514
<b>Salaries &amp; Benefits</b>	<b>1,287,578</b>	<b>1,437,726</b>	<b>1,485,396</b>	<b>47,670</b>
62170.0000 Private Contractual Services	\$ 14,148	\$ 100,000	\$ 35,000	\$ (65,000)
62220.0000 Insurance	73,983	66,247	71,601	5,354
62235.0000 Services of Other Dept - Indirect	693,371	778,211	826,172	47,961
62240.0000 Services of Other Dept - Direct	-	2,790	204	(2,586)
62300.0000 Special Dept Supplies	2,424	5,300	5,300	
62310.0000 Office Supplies, Postage & Printing	2,864	4,500	4,500	
62440.0000 Office Equip Maint & Repair	17,227	-	-	
62455.0000 Equipment Rental	10,562	18,000	22,000	4,000
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,923	7,370	6,121	(1,249)
62485.0000 Fund 535 Communications Rental Rate	24,013	24,540	24,525	(15)
62496.0000 Fund 537 Computer System Rental	25,098	4,142	4,278	136
62700.0000 Memberships & Dues	4,925	113,885	113,885	
62710.0000 Travel	1,215	1,500	10,000	8,500
62755.0000 Training	7,431	18,300	20,000	1,700
62895.0000 Miscellaneous Expenses	1,102	500	700	200
63040.0000 Depreciation-Computers & Software	217,316	75,948	-	(75,948)
63050.0000 Non-Capitalized Assets	294	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>1,097,896</b>	<b>1,221,233</b>	<b>1,144,286</b>	<b>(76,947)</b>
<b>Total Expenses</b>	<b>\$ 2,385,474</b>	<b>\$ 2,658,959</b>	<b>\$ 2,629,682</b>	<b>\$ (29,277)</b>

# Information Technology Fund

## Technology Infrastructure, Data, and DevOps

### 537.IT02A



The Technology Infrastructure, Data, and DevOps division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: Business Intelligence (BI), Data and Analytics, Technology Infrastructure and Cloud, DevOps, Collaboration, Workplace Technology, Technology Management, Field Engineering, Operations and Support, and Infrastructure Management. The core principles driving the division include: Access Anywhere Anytime, engagement and partnership, business outcome driven decision making, continuous improvement, and design thinking.

#### 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 Payment Card Industry (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.
- Replace citywide computers and peripheral equipment to ensure reliable and comprehensive IT availability.
- Provide high-quality customer service and alignment to ensure a collaborative partnership with all City departments.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	
60001.0000 Salaries & Wages	\$ 942,856	\$ 1,106,048	\$ 1,241,322	\$ 135,274
60006.0000 Overtime - Non-Safety	10,685	10,000	15,000	5,000
60012.0000 Fringe Benefits	164,031	231,482	245,686	14,204
60012.1008 Fringe Benefits:Retiree Benefits	8,552	9,317	9,074	(243)
60012.1509 Fringe Benefits:Employer Paid PERS	80,612	107,154	119,052	11,898
60012.1528 Fringe Benefits:Workers Comp	15,184	12,056	11,420	(636)
60012.1531 Fringe Benefits:PERS UAL	184,368	196,835	194,707	(2,128)
60027.0000 Payroll Taxes Non-Safety	13,407	16,038	17,999	1,961
60031.0000 Payroll Adjustments	723	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,420,418</b>	<b>1,688,930</b>	<b>1,854,260</b>	<b>165,330</b>
62170.0000 Private Contractual Services	\$ 15,420	\$ 15,000	\$ 140,000	\$ 125,000
62300.0000 Special Dept Supplies	1,992	2,000	5,000	3,000
62310.0000 Office Supplies, Postage & Printing	43	-	-	
62316.0000 Software & Hardware	233,546	720,000	950,000	230,000
62400.0000 Telephone Supplies Handling	1,603	-	-	
62440.0000 Office Equip Maint & Repair	26,217	-	-	
62455.0000 Equipment Rental	-	3,000	-	(3,000)
62710.0000 Travel	6,836	5,000	1,500	(3,500)
62755.0000 Training	4,729	20,000	22,000	2,000
63040.0000 Depreciation-Computers & Software	148,386	51,729	7,064	(44,665)
63050.0000 Non-Capitalized Assets	57,641	215,000	230,000	15,000
63050.1000 Non capitalized assets - Computer Repl				
<b>Materials, Supplies &amp; Services</b>	<b>560,378</b>	<b>1,206,729</b>	<b>1,655,564</b>	<b>448,835</b>
15111.0000 Computers & Software - Clearing	\$ -	\$ 525,000	\$ 480,000	\$ (45,000)
15112.0000 Computers & Software-Work in Prog	-	100,000	-	(100,000)
<b>Capital Assets</b>	<b>-</b>	<b>625,000</b>	<b>480,000</b>	<b>(145,000)</b>
<b>Total Expenses</b>	<b>\$ 1,980,796</b>	<b>\$ 3,520,659</b>	<b>\$ 3,989,824</b>	<b>\$ 469,165</b>

# Information Technology Fund

## Geographic Information System (GIS)

### 537.IT03A



The Geographic Information System (GIS) division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the Land and Facilities business domain. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

#### 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 more efficiently manage their own infrastructure and complete daily tasks.
- 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, and media 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 collaborate to bring about positive, productive technology changes.
- Provide project management services for departmental and citywide initiatives.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	
60001.0000 Salaries & Wages	\$ 254,467	\$ 236,064	\$ 255,045	18,981
60012.0000 Fringe Benefits	40,295	38,383	40,864	2,481
60012.1008 Fringe Benefits:Retiree Benefits	2,051	1,553	1,512	(41)
60012.1509 Fringe Benefits:Employer Paid PERS	20,922	22,870	24,012	1,142
60012.1528 Fringe Benefits:Workers Comp	3,234	2,573	2,346	(227)
60012.1531 Fringe Benefits:PERS UAL	41,844	48,899	50,534	1,635
60027.0000 Payroll Taxes Non-Safety	3,559	3,423	3,698	275
<b>Salaries &amp; Benefits</b>	<b>366,372</b>	<b>353,765</b>	<b>378,011</b>	<b>24,246</b>
62170.0000 Private Contractual Services	\$ -	\$ 55,000	\$ 55,000	
62440.0000 Office Equip Maint & Repair	8,124	-	-	
62310.0000 Office Supplies, Postage & Printing	211	1,000	1,000	
62316.0000 Software & Hardware	15,911	39,500	43,000	3,500
62710.0000 Travel	3,167	3,500	3,500	
62755.0000 Training	-	2,000	2,000	
63040.0000 Depreciation-Computers & Software	1,377	1,380	1,380	
<b>Materials, Supplies &amp; Services</b>	<b>28,790</b>	<b>102,380</b>	<b>105,880</b>	<b>3,500</b>
<b>Total Expenses</b>	<b>\$ 395,162</b>	<b>\$ 456,145</b>	<b>\$ 483,891</b>	<b>\$ 27,746</b>

# Information Technology Fund

## Applications

### 537.IT04A



The Applications Services division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: General Administration, Fire Protection, Governing and Public Affairs, Law Enforcement, Legal and Compliance, Economic Development and Public Information, and Marketing. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

#### OBJECTIVES

- Provide high-quality technical support for the evaluation, procurement, implementation, and on-going 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
60001.0000 Salaries & Wages	\$ 461,680	\$ 482,486	\$ 522,903	\$ 40,417
60006.0000 Overtime - Non-Safety	-	5,000	5,000	
60012.0000 Fringe Benefits	85,506	93,250	99,001	5,751
60012.1008 Fringe Benefits:Retiree Benefits	3,900	3,882	3,781	(101)
60012.1509 Fringe Benefits:Employer Paid PERS	40,599	46,743	49,231	2,488
60012.1528 Fringe Benefits:Workers Comp	6,554	5,259	4,811	(448)
60012.1531 Fringe Benefits:PERS UAL	59,952	191,567	98,060	(93,507)
60027.0000 Payroll Taxes Non-Safety	6,684	6,996	7,582	586
<b>Salaries &amp; Benefits</b>	<b>665,892</b>	<b>835,183</b>	<b>790,369</b>	<b>(44,814)</b>
62170.0000 Private Contractual Services	\$ 25,001	\$ 475,000	\$ 375,000	\$ (100,000)
62316.0000 Software & Hardware	347,523	150,000	275,000	125,000
62440.0000 Office Equip Maint & Repair	267,346	-	-	
62710.0000 Travel	1,050	2,000	1,500	(500)
62755.0000 Training	27,414	18,300	22,000	3,700
63040.0000 Depreciation-Computers & Software	69,338	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>737,671</b>	<b>645,300</b>	<b>673,500</b>	<b>28,200</b>
<b>Total Expenses</b>	<b>\$ 1,403,564</b>	<b>\$ 1,480,483</b>	<b>\$ 1,463,869</b>	<b>\$ (16,614)</b>

# Information Technology Fund

## Enterprise Resource Planning

### 537.IT04B



The Enterprise Resource Planning (ERP) division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: Library Services, Supply Chain Management, Asset Management, Human Capital Management, Sourcing and Procurement, Community Services, and Accounting and Finance. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

#### 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 on-going 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 Enterprise Resource Planning (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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	
60001.0000 Salaries & Wages	\$ 1,037,525	\$ 812,645	\$ 862,821	\$ 50,176
60012.0000 Fringe Benefits	54,064	133,998	142,202	8,204
60012.1008 Fringe Benefits:Retiree Benefits	3,224	5,435	5,293	(142)
60012.1509 Fringe Benefits:Employer Paid PERS	42,850	78,729	81,235	2,506
60012.1528 Fringe Benefits:Workers Comp	11,051	8,858	7,938	(920)
60027.0000 Payroll Taxes Non-Safety	5,318	11,783	12,511	728
60012.1531 Fringe Benefits:PERS UAL	82,800	-	103,498	103,498
<b>Salaries &amp; Benefits</b>	<b>1,237,709</b>	<b>1,051,448</b>	<b>1,215,498</b>	<b>164,050</b>
62170.0000 Private Contractual Services	\$ 456,192	\$ 600,000	\$ 700,000	\$ 100,000
62316.0000 Software & Hardware	134,288	520,000	541,000	21,000
62700.0000 Memberships & Dues	-	1,000	1,000	
62710.0000 Travel	-	2,000	1,500	(500)
62755.0000 Training	4,782	18,300	22,000	3,700
63040.0000 Depreciation-Computers & Software	208,013	115,564	-	(115,564)
<b>Materials, Supplies &amp; Services</b>	<b>803,275</b>	<b>1,256,864</b>	<b>1,265,500</b>	<b>8,636</b>
15112.0000 Computers & Software-Work in Prog	\$ 21,554	\$ 521,000	\$ -	\$ (521,000)
<b>Capital Assets</b>	<b>21,554</b>	<b>521,000</b>	<b>-</b>	<b>(521,000)</b>
<b>Total Expenses</b>	<b>\$ 2,062,538</b>	<b>\$ 2,829,312</b>	<b>\$ 2,480,998</b>	<b>\$ (348,314)</b>

# Information Technology Fund

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

62170.0000 Private Contractual Services	\$	180	\$	165,000	\$	532,750	\$	367,750
62300.0000 Special Dept Supplies		-		15,000		-		(15,000)
62316.0000 Software & Hardware		453,138		669,465		1,218,265		548,800
62440.0000 Office Equip Maint & Repair		67,536		-		-		
63040.0000 Depreciation-Computers & Software		-		-		198,768		198,768
63050.0000 Non-Capitalized Assets		85,623		108,660		118,660		10,000
<b>Materials, Supplies &amp; Services</b>		<b>606,477</b>		<b>958,125</b>		<b>2,068,443</b>		<b>1,110,318</b>
15111.0000 Computers & Software - Clearing	\$	13,700	\$	16,000	\$	17,000	\$	1,000
15112.0000 Computers & Software-Work in Prog		17,123		450,000		200,000		(250,000)
<b>Capital Assets</b>		<b>30,823</b>		<b>466,000</b>		<b>217,000</b>		<b>(249,000)</b>
<b>Total Expenses</b>	<b>\$</b>	<b>637,301</b>	<b>\$</b>	<b>1,424,125</b>	<b>\$</b>	<b>2,285,443</b>	<b>\$</b>	<b>861,318</b>

# Computer Equipment Replacement Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
APPLS DEV ANALYST III (M)	1.000	1.000	1.000	
APPLS DEV ANALYST IV	4.000	4.000	4.000	
AST INFO TECHNOLOGY DIR-APPLICATION	2.000	2.000	2.000	
AST INFO TECHNOLOGY DIR-OPERATIONS	1.000	1.000	1.000	
CHIEF INFO OFCR	1.000	1.000	1.000	
DATABASE ADMSTR I	1.000	1.000	1.000	
DATABASE ADMSTR II	2.000	2.000	2.000	
EXEC AST	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
INFO SYS ANALYST II	3.000	3.000	3.000	
INFO SYS ANALYST III	2.000	2.000	2.000	
INFO SYS ANALYST IV	1.000	1.000	1.000	
NETWK SUPPORT ANALYST I	2.000	2.000	2.000	
INFO SYS ANALYST IV	4.000	4.000	4.000	
NETWK SUPPORT ANALYST III	3.000	3.000	3.000	
NETWK SUPPORT ANALYST IV	2.000	2.000	2.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
TECHNL SUPPORT ANALYST I	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>33.000</b>	<b>33.000</b>	<b>33.000</b>	