

Internal Service Funds

Summary of Departmental Expenditures by Program:

	Fiscal Year	Fiscal Year	Fiscal Year	% Change from		% Change from	
	2005-06	2006-07	2006-07	2007-08	2006-07	2008-09	2007-08
	Actual	Adopted	Amended	Adopted	Amended	Estimated	Adopted
Insurance	\$ 54,529	\$ 398,800	\$ 398,800	\$ 128,700	(67.7)	\$ 235,700	83.1
Employee Benefits	2,500,219	3,075,300	3,075,300	2,765,500	(10.1)	2,962,000	7.1
Facility Maintenance and Citywide Support Services	339,524	347,600	347,600	380,100	9.3	386,400	1.7
Vehicle Maintenance and Replacement	295,075	316,000	316,000	362,000	14.6	190,000	(47.5)
Computer Maintenance and Replacement	283,967	298,800	298,800	243,200	(18.6)	246,500	1.4
Total Departmental Expenditures	<u>\$ 3,473,314</u>	<u>\$ 4,436,500</u>	<u>\$ 4,436,500</u>	<u>\$ 3,879,500</u>	(12.6)	<u>\$ 4,020,600</u>	3.6

Summary of Departmental Expenditures by Category:

	Fiscal Year	Fiscal Year	Fiscal Year	% Change from		% Change from	
	2005-06	2006-07	2006-07	2007-08	2006-07	2008-09	2007-08
	Actual	Adopted	Amended	Adopted	Amended	Estimated	Adopted
Personnel Services	\$ 2,465,662	\$ 3,043,500	\$ 3,043,500	\$ 2,721,900	(10.6)	\$ 2,876,700	5.7
Maintenance and Operations	648,398	1,126,900	1,126,900	832,600	(26.1)	1,003,900	20.6
Capital Outlay/Improvements	359,254	266,100	266,100	325,000	22.1	140,000	(56.9)
Total Departmental Expenditures	<u>\$ 3,473,314</u>	<u>\$ 4,436,500</u>	<u>\$ 4,436,500</u>	<u>\$ 3,879,500</u>	(12.6)	<u>\$ 4,020,600</u>	3.6

DEPARTMENT: Internal Service Funds

Account Code: 060-600

PROGRAM: Insurance

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	54,529	398,800	398,800	128,700	(67.7)	235,700	83.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 54,529	\$ 398,800	\$ 398,800	\$ 128,700	(67.7)	\$ 235,700	83.1

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City's automotive liability, general liability, property/machinery insurance, and employee bonds as a member of the California Joint Powers Insurance Authority (CJPIA). These costs are distributed to all City programs on a pro-rata basis. The premiums are then paid directly from this account.

PROGRAM EXPLANATION:

Code 620: Attendance at California Joint Powers Insurance Authority's annual conference for the City Manager and Administrative Services Manager.

Note: Fiscal Year 2008-09 includes airfare, as conference will be held in San Francisco.

Code 730: Represents claims expense for deductibles, and repairs as a result of automotive or property accidents. These expenses are reimbursed through subrogation, except when the City is the responsible party.

DEPARTMENT: Internal Service Funds

Account Code: 060-600

PROGRAM: Insurance

Code 731: Funds budgeted in this code include liability insurance and claims costs for the following:

CJPIA general liability deposit	\$ 242,400
CJPIA general liability rolling retrospective refund	(218,800)
All Risk Property insurance premiums	60,900
Environmental insurance premiums	17,300
Crime bond	2,300
Various City event insurance premiums	7,700
Miscellaneous insurance premiums and settlements	10,000

City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 060-600

PROGRAM: Insurance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	\$ 245	\$ 1,000	\$ 1,000	\$ 1,900	90.0	\$ 2,200	15.8
730.000	Automotive Insurance & Claims	-	5,000	5,000	5,000	-	5,000	-
731.000	Liability Insurance & Claims	54,031	392,800	392,800	121,800	(69.0)	228,500	87.6
733.000	Special Departmental Supplies	253	-	-	-	N/A	-	N/A
TOTAL MAINTENANCE AND OPERATIONS		54,529	398,800	398,800	128,700	(67.7)	235,700	83.1
TOTAL EXPENDITURES		\$ 54,529	\$ 398,800	\$ 398,800	\$ 128,700	(67.7)	\$ 235,700	83.1

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600



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DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 2,428,320	\$ 3,005,000	\$ 3,005,000	\$ 2,686,300	(10.6)	\$ 2,839,800	5.7
Maintenance and Operations	71,899	70,300	70,300	79,200	12.7	122,200	54.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 2,500,219</u>	<u>\$ 3,075,300</u>	<u>\$ 3,075,300</u>	<u>\$ 2,765,500</u>	(10.1)	<u>\$ 2,962,000</u>	7.1

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City's employee benefits expenses, whether required by State or Federal law or the employee MOU. These costs are distributed to the programs on the calculated percentage of payroll basis so that the full-time cost of the program is known. Monthly transfers are made for each program to this Employee Benefits program, from which all premiums and expenses are paid, thus simplifying payment and providing detailed cost distribution data.

PROGRAM EXPLANATION:

Code 515: This is the estimated amount necessary to pay expenses incurred during the year for payment of accrued vacation from this account when an employee retires or terminates. It also pays for sick leave and vacation buy-back benefits.

Code 561: Insurance premium for liability coverage for workers' compensation claims, which covers statutory liability under California Workers Compensation.

This amount includes the following amounts paid to the CJPIA:

Primary deposit	\$ 319,300
Excess pool deposit	2,400
Rolling retrospective refund	(106,900)

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code 562:	Funds budgeted in this code include employee insurance premiums for the following:	
	Health insurance for full-time employees and dependents	\$ 346,500
	Health insurance for retirees	75,600
	Dental insurance for full-time employees and dependents	72,700
	Vision reimbursements for full-time employees and dependents (\$300 per member)	20,000
	Life insurance for full-time employees	18,500
Code 563:	Medicare contributions for employees hired after April 1, 1986.	
Code 564:	Payments to the California Public Employees Retirement System (PERS) and Public Alternative Retirement System (PARS).	
Code 566:	Pre-employment physical exams and annual wellness benefit for Management Employees.	
Code 600:	Funds budgeted in this code include professional contract services for the following:	
	Flexible Spending Account management services	\$ 2,300
	Employee Assistance Program (EAP) charges	4,000
	PARS maintenance fees	4,000
	Miscellaneous consulting services, including recruitments and classification studies	20,000

Note: Includes supplemental request of \$35,000 in Fiscal Year 2008-09 for citywide staffing study.

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code 620: Funds budgeted in this code include meetings and training for the following:

Annual employee recognition luncheon	\$	3,800
Annual Management team building retreat		8,000
Employer relations training services		3,000
Miscellaneous training, including CPR, first aid, and morale builders		1,000
Oral interview board costs		1,200
Monthly employee recognition events		600
Other miscellaneous events		600

Code 625: Annual Employee of the Year and other employee awards.

Code 653: Cost for advertising job availability for all City departments.

Code: 733: Special departmental supplies, including required employee relations posters and other employee relations supplies.

DEPARTMENT: Internal Service Funds
PROGRAM: Employee Benefits

Account Code: 061-610



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City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
PERSONNEL SERVICES								
515.000	Conversion & Termination Pay	\$ 296,159	\$ 412,000	\$ 412,000	\$ 330,100	(19.9)	\$ 346,700	5.0
560.000	Unemployment Insurance/Claims	1,644	2,500	2,500	2,500	-	2,500	-
561.000	Workers Compensation/Claims	346,366	550,500	550,500	214,800	(61.0)	259,800	20.9
562.000	Life & Health Insurance	456,598	525,000	525,000	533,300	1.6	533,300	-
563.000	Medicare/FICA Contribution	59,834	75,000	75,000	66,500	(11.3)	70,100	5.4
564.000	Retirement	1,242,031	1,411,000	1,411,000	1,508,700	6.9	1,597,000	5.9
565.000	Disability Insurance	14,634	20,000	20,000	18,800	(6.0)	18,800	-
566.000	Physical Exams	11,054	9,000	9,000	11,600	28.9	11,600	-
	TOTAL PERSONNEL SERVICES	2,428,320	3,005,000	3,005,000	2,686,300	(10.6)	2,839,800	5.7
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	24,463	37,000	37,000	30,300	(18.1)	73,300	141.9
619.440	Bank Service Charges	180	1,300	1,300	1,300	-	1,300	-
620.000	Meetings & Training	8,015	14,000	14,000	18,200	30.0	18,200	-
622.000	Publications & Dues	1,493	1,500	1,500	1,500	-	1,500	-
624.000	Tuition Reimbursement	14,805	10,000	10,000	15,000	50.0	15,000	-
625.000	Employee Recognition Award	973	1,500	1,500	1,500	-	1,500	-

City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
653.000	Advertising	19,505	4,000	4,000	10,400	160.0	10,400	-
733.000	Special Departmental Supplies	2,465	1,000	1,000	1,000	-	1,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>71,899</u>	<u>70,300</u>	<u>70,300</u>	<u>79,200</u>	12.7	<u>122,200</u>	54.3
	TOTAL EXPENDITURES	<u>\$ 2,500,219</u>	<u>\$ 3,075,300</u>	<u>\$ 3,075,300</u>	<u>\$ 2,765,500</u>	(10.1)	<u>\$ 2,962,000</u>	7.1

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 37,342	\$ 38,500	\$ 38,500	\$ 35,600	(7.5)	\$ 36,900	3.7
Maintenance and Operations	230,664	291,100	291,100	273,700	(6.0)	284,500	3.9
Capital Outlay/Improvements	71,518	18,000	18,000	70,800	293.3	65,000	(8.2)
Total	\$ 339,524	\$ 347,600	\$ 347,600	\$ 380,100	9.3	\$ 386,400	1.7

PROGRAM DESCRIPTION:

This program reflects the costs for operating, maintaining and repairing City buildings. Improvements to the buildings, whether by contractors or by City employees, are paid from this account. The costs are allocated with monthly charges to the various individual departmental budgets on the basis of the square footage occupied by that department and on the basis of any interior or exterior work needing to be performed during the fiscal year to an individual building (or departmental space within a building).

The new Facility Maintenance and Citywide Support Services Fund centralizes various activities which benefit all departments. Examples of these charges include copier rental, typewriter maintenance, postage, the purchase of laser toner cartridges, first aid supply replenishment, etc.

PROGRAM EXPLANATION:

Code 501: Maintenance Supervisor - 0.10
 Lead Maintenance Workers - 0.45

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include professional contract services for the following:

Pest control	\$	3,200
Minor electrical rehabilitation		5,000
Alarm maintenance contract		900
Fire extinguisher maintenance contract		1,900
Miscellaneous services as needed		9,000

Code 605: Custodial services for all City buildings.

Code 652: Funds budgeted in this code include centralized postage and delivery services for the following:

Postage meter rental	\$	800
Express and parcel shipping		1,300
Postage		16,000
Bulk mail permits and postage		6,900
Miscellaneous		4,000

Code 692: Gas service for City facilities.

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code 693: Electric service for City facilities.

Code 701: Lease of all copiers and supplies for copiers (excluding paper).

Code 704: Repair and servicing of typewriters and other office equipment, excluding computers.

Code 705: Materials for repair of Civic Center buildings.

Code 706: Cost of keys for City facilities and repair of locks and doors, as needed.

Code 708: Funds budgeted in this code include general building maintenance and repair for the following:

Air conditioning maintenance	\$	5,000
Plumbing repair		10,000
Emergency generator maintenance		1,000
Miscellaneous items as needed		14,000

Code 733: First aid materials for all departments.

Code 743: Tax for sewer connection to Orange County Sanitation Districts.

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code 801: Funds budgeted in this code include the following building improvements - Fiscal Year 2007-08:

Paint pavilion	\$ 9,500
Paint and re-roof gazebo	7,800
Refurbish park restrooms	15,000
Paint park and softball field restrooms	2,500
Replace basketball rims	1,500
Replace park drinking fountains (3)	5,000
Renovate and add brick dust to softball field	3,000
Hydro seed softball field	6,000
Repair and replace benches, picnic tables, and trash cans	5,000
Paint and carpet Recreation Administration Building	13,500

Note: Includes supplemental requests of \$9,500 for painting of pavilion and \$7,800 for painting and re-roofing of gazebo.

Code 801: Funds budgeted in this code include the following building improvements - Fiscal Year 2008-09:

Resurface basketball courts	\$ 8,000
Replace ceiling tiles throughout Recreation facilities	2,000
Replace carpeting at City Yard	4,000
Replace tile at City Yard	4,000
Replace ceiling tiles at City Yard	2,000
Replace Cypress trees and sprinklers at City Yard	3,000
Relocate trash bins at City Yard	5,000
Replace ceiling tiles and t-bars at City Hall	15,000
Upgrade electrical at City Hall	20,000

Code 802: Purchase of up to four (4) desk chairs each year.

City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 25,342	\$ 25,500	\$ 25,500	\$ 24,000	(5.9)	\$ 25,000	4.2
505.000	Salary Savings Credit	-	-	-	(1,100)	N/A	(1,100)	-
530.000	Overtime	-	1,000	1,000	1,000	-	1,000	-
550.000	Employee Benefits	12,000	12,000	12,000	11,700	(2.5)	12,000	2.6
TOTAL PERSONNEL SERVICES		37,342	38,500	38,500	35,600	(7.5)	36,900	3.7
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	28,354	54,000	54,000	20,000	(63.0)	20,600	3.0
605.000	Custodial Services	27,581	40,200	40,200	42,000	4.5	44,000	4.8
652.000	Postage	16,926	30,900	30,900	29,000	(6.1)	29,900	3.1
692.000	Gas	12,720	11,000	11,000	11,500	4.5	12,100	5.2
693.000	Electric	60,574	56,700	56,700	60,000	5.8	63,000	5.0
701.000	Copier Rental & Supplies	29,482	36,000	36,000	36,000	-	37,800	5.0
704.000	Office Equipment Maintenance	2,353	3,500	3,500	4,000	14.3	4,000	-
705.000	Maintenance & Repair Materials	5,780	10,100	10,100	10,000	(1.0)	10,000	-
706.000	Maintenance & Repair Services	1,101	2,000	2,000	2,000	-	2,000	-
708.000	Maintenance & Repair-Buildings	19,974	20,000	20,000	30,000	50.0	30,900	3.0
729.000	Janitorial Supplies	13,090	15,500	15,500	15,500	-	16,000	3.2

City of La Palma

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	% Change from	
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
733.000	Special Departmental Supplies	1,996	3,000	3,000	3,000	-	3,000	-
743.000	Special Assessments/Taxes	10,733	8,200	8,200	10,700	30.5	11,200	4.7
	TOTAL MAINTENANCE AND OPERATIONS	<u>230,664</u>	<u>291,100</u>	<u>291,100</u>	<u>273,700</u>	(6.0)	<u>284,500</u>	3.9
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	-	18,000	18,000	68,800	282.2	63,000	(8.4)
802.000	Furniture & Fixtures	2,543	-	-	2,000	N/A	2,000	-
804.000	Machinery & Equipment	4,588	-	-	-	N/A	-	N/A
886.000	Building Repairs	64,387	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	<u>71,518</u>	<u>18,000</u>	<u>18,000</u>	<u>70,800</u>	293.3	<u>65,000</u>	(8.2)
	TOTAL EXPENDITURES	<u>\$ 339,524</u>	<u>\$ 347,600</u>	<u>\$ 347,600</u>	<u>\$ 380,100</u>	9.3	<u>\$ 386,400</u>	1.7

DEPARTMENT: Internal Service Funds

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	137,643	120,000	120,000	130,000	8.3	136,000	4.6
Capital Outlay/Improvements	157,432	196,000	196,000	232,000	18.4	54,000	(76.7)
Total	\$ 295,075	\$ 316,000	\$ 316,000	\$ 362,000	14.6	\$ 190,000	(47.5)

PROGRAM DESCRIPTION:

This is the central account for all departments from which vehicle replacement, maintenance, operation, repair and expenses are paid. Money is transferred into this Fund from individual departments and all expenses, including the purchase of new vehicles, are charged here. Departmental transfers represent a pro rata share of all costs.

PROGRAM EXPLANATION:

Code 732: Provides for gasoline, oil, parts, repairs, radio service contracts, and all other expenses of keeping the City's fleet of vehicles operational.

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2007-08

Unmarked Police vehicle to replace LP-714 (1997)	\$ 26,000
Black and white Patrol vehicle to replace LP-704 (2001)	28,000
Street Sweeper to replace LP-20 (1995)	135,000
Portion of hybrid vehicle to replace LP-03 (2000)	18,000
Recreation vehicle to replace LP-43 (2000)	25,000

DEPARTMENT: Internal Service Funds

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2008-09

Unmarked Police vehicle to replace LP-720 (2000)	\$ 26,000
Black and white Patrol vehicle to replace LP-717 (2001)	28,000

City of La Palma

DEPARTMENT: Internal Service Funds
 PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
MAINTENANCE AND OPERATIONS								
732.000	Vehicle Operating Expense	\$ 137,643	\$ 120,000	\$ 120,000	\$ 130,000	8.3	\$ 136,000	4.6
	TOTAL MAINTENANCE AND OPERATIONS	<u>137,643</u>	<u>120,000</u>	<u>120,000</u>	<u>130,000</u>	8.3	<u>136,000</u>	4.6
CAPITAL OUTLAY/IMPROVEMENTS								
805.000	Vehicles	157,432	196,000	196,000	232,000	18.4	54,000	(76.7)
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>157,432</u>	<u>196,000</u>	<u>196,000</u>	<u>232,000</u>	18.4	<u>54,000</u>	(76.7)
	TOTAL EXPENDITURES	<u>\$ 295,075</u>	<u>\$ 316,000</u>	<u>\$ 316,000</u>	<u>\$ 362,000</u>	14.6	<u>\$ 190,000</u>	(47.5)

DEPARTMENT: Internal Service Funds
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630



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DEPARTMENT: Internal Service Funds

Account Code: 064-640

PROGRAM: Computer Maintenance and Replacement

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	153,663	246,700	246,700	221,000	(10.4)	225,500	2.0
Capital Outlay/Improvements	130,304	52,100	52,100	22,200	(57.4)	21,000	(5.4)
Total	\$ 283,967	\$ 298,800	\$ 298,800	\$ 243,200	(18.6)	\$ 246,500	1.4

PROGRAM DESCRIPTION:

This program centralizes the payment of and accounting for the City's computer maintenance/replacement and communication expenses. Each department annually contributes to this program on a pro rata basis. The costs for maintenance/replacement equipment and communications are then paid directly from this program.

PROGRAM EXPLANATION:

Code 600: Funds budgeted in this code include professional contract services for the following:

Brea IT maintenance services	\$ 93,500
Website hosting services	1,800
Emergency services - contingency	7,600
Granicus audio webcasting	9,000
Printer services	4,200
Fiber connections	3,000
Internet service - Time Warner	1,300
City website upgrade	20,000

DEPARTMENT: Internal Service Funds

Account Code: 064-640

PROGRAM: Computer Maintenance and Replacement

Note: Includes supplemental request of \$20,000 for City website upgrade.

Code 604: Funds budgeted in this code include computer software and support for the following:

McAfee anti-virus software	\$ 3,900
GIS and digital mapping software	2,300
Firewall content filtering	700
Firewall maintenance	400
Adobe Pro	1,500
GIS permit software maintenance	8,000
Laserfiche	2,500
Data Quick	2,000
Miscellaneous software upgrades	2,000

Note: Fiscal Year 2008-09 includes estimated supplemental request of \$7,500 for NPDES module to permit system.

Code 622: Professional publications and membership in Municipal Information Systems Association of California (MISAC).

Code 651: Funds budgeted in this code include the following computer supplies and costs:

Printer supplies	\$ 2,000
Ergonomic supplies	2,900
Miscellaneous supplies	2,100

Code 691: Lease for integrated phone and voice mail system for all Civic Center facilities; new phones and telephone wiring, as needed.

DEPARTMENT: Internal Service Funds

Account Code: 064-640

PROGRAM: Computer Maintenance and Replacement

Code 803: Funds budgeted in this code include the following computer equipment based on Citywide replacement plan:

Replacement of three (3) desktop computers	\$	4,200
Replacement of three (3) laptop computers		4,500
Replacement of seven (7) printers		10,500
Replacement of two (2) scanners		3,000

DEPARTMENT: Internal Service Funds
PROGRAM: Computer Maintenance and Replacement

Account Code: 064-640



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City of La Palma

DEPARTMENT: Internal Service Funds
 PROGRAM: Computer Maintenance and Replacement

Account Code: 064-640

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 102,243	\$ 147,000	\$ 147,000	\$ 140,400	(4.5)	\$ 137,400	(2.1)
604.000	Computer Software Support	-	12,200	12,200	23,300	91.0	30,800	32.2
619.000	Other Contract Services	-	23,900	23,900	-	(100.0)	-	N/A
620.000	Meetings & Training	104	600	600	600	-	600	-
651.000	Computer Supplies & Expense	3,135	5,000	5,000	7,000	40.0	7,000	-
691.000	Communications	48,181	58,000	58,000	49,700	(14.3)	49,700	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>153,663</u>	<u>246,700</u>	<u>246,700</u>	<u>221,000</u>	(10.4)	<u>225,500</u>	2.0
CAPITAL OUTLAY/IMPROVEMENTS								
803.000	Office Equipment	<u>130,304</u>	<u>52,100</u>	<u>52,100</u>	<u>22,200</u>	(57.4)	<u>21,000</u>	(5.4)
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>130,304</u>	<u>52,100</u>	<u>52,100</u>	<u>22,200</u>	(57.4)	<u>21,000</u>	(5.4)
	TOTAL EXPENDITURES	<u>\$ 283,967</u>	<u>\$ 298,800</u>	<u>\$ 298,800</u>	<u>\$ 243,200</u>	(18.6)	<u>\$ 246,500</u>	1.4