

Internal Service Funds

Summary of Departmental Expenditures by Program:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Insurance	\$ 260,949	\$ 258,200	\$ 268,200	\$ 299,100	11.5	\$ 299,100	-
Employee Benefits	2,637,501	2,745,400	2,714,000	2,557,100	(5.8)	2,640,300	3.3
Facility Maintenance and Citywide Support Services	280,495	457,200	457,200	553,700	21.1	1,157,400	109.0
Vehicle Maintenance and Replacement	210,269	194,000	194,000	612,000	215.5	259,000	(57.7)
Computer Maintenance and Replacement	265,567	253,300	253,300	519,300	105.0	264,900	(49.0)
Total Departmental Expenditures	<u>\$ 3,654,781</u>	<u>\$ 3,908,100</u>	<u>\$ 3,886,700</u>	<u>\$ 4,541,200</u>	16.8	<u>\$ 4,620,700</u>	1.8

Summary of Departmental Expenditures by Category:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 2,645,596	\$ 2,719,100	\$ 2,679,700	\$ 2,537,400	(5.3)	\$ 2,621,700	3.3
Maintenance and Operations	870,829	951,500	969,500	1,000,400	3.2	985,500	(1.5)
Capital Outlay/Improvements	138,356	237,500	237,500	1,003,400	322.5	1,013,500	1.0
Total Departmental Expenditures	<u>\$ 3,654,781</u>	<u>\$ 3,908,100</u>	<u>\$ 3,886,700</u>	<u>\$ 4,541,200</u>	16.8	<u>\$ 4,620,700</u>	1.8

DEPARTMENT: Internal Service Funds

Account Code: 060-600

PROGRAM: Insurance

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	260,949	258,200	268,200	299,100	11.5	299,100	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 260,949	\$ 258,200	\$ 268,200	\$ 299,100	11.5	\$ 299,100	-

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. Note: This program does not include premiums / expenses for Workers Comp Insurance. These are paid from the Employee Benefit Internal Service Fund (061-610).

PROGRAM EXPLANATION:

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

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.

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

CJPIA general liability deposit	\$ 209,900
All Risk Property insurance premiums	54,000
Environmental insurance premiums	11,000
Crime bond	1,200
Various City event insurance premiums	5,000
Miscellaneous insurance premiums and settlements	10,000

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	\$ 1,041	\$ 2,000	\$ 2,000	\$ 3,000	50.0	\$ 3,000	-
730.000	Automotive Insurance & Claims	3,254	2,000	2,000	5,000	150.0	5,000	-
731.000	Liability Insurance & Claims	256,654	254,200	264,200	291,100	10.2	291,100	-
	TOTAL MAINTENANCE AND OPERATIONS	260,949	258,200	268,200	299,100	11.5	299,100	-
	TOTAL EXPENDITURES	\$ 260,949	\$ 258,200	\$ 268,200	\$ 299,100	11.5	\$ 299,100	-

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600



THIS PAGE INTENTIONALLY LEFT BLANK

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 2,599,558	\$ 2,674,800	\$ 2,635,400	\$ 2,491,000	(5.5)	\$ 2,574,200	3.3
Maintenance and Operations	37,943	70,600	78,600	66,100	(15.9)	66,100	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 2,637,501	\$ 2,745,400	\$ 2,714,000	\$ 2,557,100	(5.8)	\$ 2,640,300	3.3

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

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	\$ 477,000
	Health insurance for retirees	120,000
	CalPERS administration fees	2,700
	CalPERS Survivor Benefit Premium	3,100
	Dental insurance for full-time employees and dependents	78,600
	Vision reimbursements for full-time employees and dependents (\$300 per Employee / dependent)	20,000
	Life insurance for full-time employees	13,700
Code 563:	Medicare contributions for employees.	
Code 564:	Payments to the California Public Employees Retirement System (PERS) and Public Alternative Retirement System (PARS).	
Code 566:	Funds budgeted in this code include pre-employment physical expenses and annual wellness benefits for management:	
	Pre-employment	\$ 7,000
	Fingerprints	2,100
	Wellness benefits for Management	4,500
Code 600:	Funds budgeted in this code include professional contract services for the following:	
	Flexible Spending Account management services	\$ 2,500
	Employee Assistance Program (EAP) charges	2,500
	PARS maintenance fees	3,700
	Miscellaneous consulting services, including recruitments and classification studies	20,000
Code 604:	Human Resource Software Licensing	\$ 3,000

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	\$	4,000
	Employee events (Quarterly and Monthly)		2,100
	Employee relations training services		2,900
	Recruitment expenses (testing, interview panels)		1,300
	Miscellaneous training, including CPR, first aid, and morale builders		2,000
Code 622:	Funds budgeted in this code include publications and dues for the following:		
	Fair Labors Standards Handbook subscription	\$	500
	Miscellaneous employee wellness publications		600
	Orange County Employer Relations Committee dues		300
	California Public Agency Compensation Survey (Calpacs)		200
	Miscellaneous employee relations and training publications		200
Code 623:	Purchase of Uniform Items for Employees Citywide		2,000
Code 625:	Annual Employee of the Year and other employee awards.		
	Annual employee of the Year Awards, Service Awards, Tiles	\$	1,000
	Miscellaneous employee recognition		500
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



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Employee Benefits

Account Code: 061-610

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
515.000	Conversion & Termination Pay	\$ 504,793	\$ 320,000	\$ 320,000	\$ 320,000	-	\$ 320,000	-
560.000	Unemployment Insurance/Claims	6,398	10,700	10,700	10,000	(6.5)	10,000	-
561.000	Workers Compensation/Claims	130,489	122,300	122,300	200,800	64.2	200,800	-
562.000	Life & Health Insurance	610,728	706,300	706,300	715,100	1.2	715,100	-
563.000	Medicare/FICA Contribution	85,693	76,800	76,800	83,800	9.1	87,500	4.4
564.000	Retirement	1,235,366	1,403,700	1,364,300	1,126,300	(17.4)	1,205,800	7.1
565.000	Disability Insurance	21,131	21,400	21,400	21,400	-	21,400	-
566.000	Physical Exams	4,960	13,600	13,600	13,600	-	13,600	-
	TOTAL PERSONNEL SERVICES	<u>2,599,558</u>	<u>2,674,800</u>	<u>2,635,400</u>	<u>2,491,000</u>	(5.5)	<u>2,574,200</u>	3.3

City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Employee Benefits

Account Code: 061-610

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	12,691	28,700	36,700	28,700	(21.8)	28,700	-
604.000	Computer Software Support	3,000	5,000	5,000	3,000	(40.0)	3,000	-
619.440	Bank Service Charges	20	300	300	300	-	300	-
620.000	Meetings & Training	7,590	12,300	12,300	12,300	-	12,300	-
622.000	Publications & Dues	1,775	1,800	1,800	1,800	-	1,800	-
623.000	Uniforms	-	2,000	2,000	2,000	-	2,000	-
624.000	Tuition Reimbursement	9,121	12,500	12,500	12,500	-	12,500	-
625.000	Employee Recognition Award	2,183	1,500	1,500	1,500	-	1,500	-
653.000	Advertising	851	4,500	4,500	2,000	(55.6)	2,000	-
733.000	Special Departmental Supplies	713	2,000	2,000	2,000	-	2,000	-
TOTAL MAINTENANCE AND OPERATIONS		<u>37,943</u>	<u>70,600</u>	<u>78,600</u>	<u>66,100</u>	(15.9)	<u>66,100</u>	-
TOTAL EXPENDITURES		<u>\$ 2,637,501</u>	<u>\$ 2,745,400</u>	<u>\$ 2,714,000</u>	<u>\$ 2,557,100</u>	(5.8)	<u>\$ 2,640,300</u>	3.3

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 46,038	\$ 44,300	\$ 44,300	\$ 46,400	4.7	\$ 47,500	2.4
Maintenance and Operations	199,382	236,400	236,400	217,400	(8.0)	213,400	(1.8)
Capital Outlay/Improvements	35,075	176,500	176,500	289,900	64.2	896,500	209.2
Total	\$ 280,495	\$ 457,200	\$ 457,200	\$ 553,700	21.1	\$ 1,157,400	109.0

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 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, and first aid supplies.

PROGRAM EXPLANATION:

Code 501:	Maintenance Supervisor	0.10
	Lead Maintenance Worker	0.25
	Maintenance Worker	0.20
		<u>0.55</u>

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
Playground inspection/audit and repairs		4,000
Miscellaneous services as needed		3,000

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	\$	1,200
Express and parcel shipping		1,300
Postage		16,000
Bulk mail permits and postage		6,900

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance and Citywide Support Services

Code 692: Natural gas service charge for City facilities.

Code 693: Electric service charge for City facilities.

Code 705: Materials for repair of City 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:

Grind sidewalks as needed	\$	500
Landscape Irrigation/controllers		500
Miscellaneous items as needed		1,000

Code 733: First aid materials for all departments.

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

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 2011-12	
	Replace flooring in Royal Palm and Fan Palm Community rooms	\$ 40,000
	ADA upgrade of front doors and restrooms in City Hall	60,000
	Replace flooring in Pygmy Palm Community room	10,000
	Repair irrigation and replace trees at City Yard	8,000
	Storage bins replacement at City Yard	25,000
	Carpet and tile replacement/refurbishment at City Hall	40,000
	Replace floor coverings in Police Building	15,000
	Minor miscellaneous refurbishment of Police Building	2,000
Code 802:	Funds budgeted in this code are for the purchase of fire proof cabinets for the storage of City Clerk documents; required by insurance carrier.	\$ 6,400
Code 804	Funds budgeted in this code are for replacement of Machinery and Equipment	
	Repair/Replace heating and A/C units in Recreation & Community Services	\$ 16,000
	Stove	6,500
Code 887	Funds budgeted in this code are for Park Improvements	
	Resurface tennis courts	\$ 10,000
	Add brickdust/level softball fiels	3,000
	Hydro-seed softball field at Central Park	20,000
	Install rubberized surfacing at Denni Street park	22,000
	Lights / Trashcans / Benches / Picnic tables (various Parks citywide)	6,000

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
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 29,247	\$ 29,800	\$ 29,800	\$ 30,200	1.3	\$ 31,200	3.3
505.000	Salary Savings Credit	-	(1,300)	(1,300)	(1,300)	-	(1,400)	7.7
530.000	Overtime	2,498	2,000	2,000	3,500	75.0	3,500	-
550.000	Employee Benefits	14,293	13,800	13,800	14,000	1.4	14,200	1.4
	TOTAL PERSONNEL SERVICES	46,038	44,300	44,300	46,400	4.7	47,500	2.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	11,900	14,000	14,000	18,000	28.6	14,000	(22.2)
605.000	Custodial Services	36,887	44,000	44,000	40,000	(9.1)	40,000	-
652.000	Postage	26,226	25,400	25,400	25,400	-	25,400	-
692.000	Gas	10,039	12,000	12,000	12,000	-	12,000	-
693.000	Electric	60,053	65,000	65,000	65,000	-	65,000	-
705.000	Maintenance & Repair Materials	7,683	6,000	6,000	6,000	-	6,000	-
706.000	Maintenance & Repair Services	5,353	8,000	8,000	8,000	-	8,000	-
707.000	Maintenance & Repair of Eqpt	-	2,000	2,000	2,000	-	2,000	-
708.000	Maintenance & Repair-Buildings	18,257	25,000	25,000	2,000	(92.0)	2,000	-
729.000	Janitorial Supplies	492	16,000	16,000	20,000	25.0	20,000	-

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
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
733.000	Special Departmental Supplies	18,619	3,000	3,000	3,000	-	3,000	-
743.000	Special Assessments/Taxes	3,872	16,000	16,000	16,000	-	16,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>199,382</u>	<u>236,400</u>	<u>236,400</u>	<u>217,400</u>	(8.0)	<u>213,400</u>	(1.8)
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	17,650	117,000	117,000	200,000	70.9	697,500	248.8
802.000	Furniture & Fixtures	-	1,000	1,000	6,400	540.0	-	(100.0)
804.000	Machinery & Equipment	14,120	28,500	28,500	22,500	(21.1)	-	(100.0)
887.000	Park Improvements	3,305	30,000	30,000	61,000	103.3	199,000	226.2
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	<u>35,075</u>	<u>176,500</u>	<u>176,500</u>	<u>289,900</u>	64.2	<u>896,500</u>	209.2
	TOTAL EXPENDITURES	<u>\$ 280,495</u>	<u>\$ 457,200</u>	<u>\$ 457,200</u>	<u>\$ 553,700</u>	21.1	<u>\$ 1,157,400</u>	109.0

City of La Palma

DEPARTMENT: Internal Service

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	153,348	145,000	145,000	157,000	8.3	169,000	7.6
Capital Outlay/Improvements	56,920	49,000	49,000	455,000	828.6	90,000	(80.2)
Total	<u>\$ 210,269</u>	<u>\$ 194,000</u>	<u>\$ 194,000</u>	<u>\$ 612,000</u>	215.5	<u>\$ 259,000</u>	(57.7)

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 (\$100,000), preventive maintenance parts and repair, and all other expenses of maintaining the City's fleet of vehicles operations needs (\$57,000)

DEPARTMENT: Internal Service
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2012-13

Black and white Patrol vehicle to replace	LP-717 (2007)	\$	33,000
Black and white Patrol vehicle to replace	LP-721 (2007)	\$	33,000
Black and white Patrol vehicle to replace	LP-703 (2007)	\$	33,000
Unmarked Detective vehicle to replace	LP-702 (2004)	\$	31,000
Unmarked ASB vehicle to replace	LP-716 (2004)	\$	31,000
John Deere 410K Backhoe vehicle to replace	LP-27 (2003)	\$	130,000
Ford F-250 Propane Utility Vehicle w/liftgate-lumber rack to replace	LP-11 (1999)	\$	58,000
Ford F-250 Propane Utility Vehicle w/liftgate to replace	LP-21 (1997)	\$	56,000
American-Lincoln 6150 Sweeper to replace	LP-29 (2005)	\$	50,000

City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
MAINTENANCE AND OPERATIONS								
732.000	Vehicle Operating Expense	\$ 153,348	\$ 145,000	\$ 145,000	\$ 157,000	8.3	\$ 169,000	7.6
	TOTAL MAINTENANCE AND OPERATIONS	<u>153,348</u>	<u>145,000</u>	<u>145,000</u>	<u>157,000</u>	8.3	<u>169,000</u>	7.6
CAPITAL OUTLAY/IMPROVEMENTS								
805.000	Vehicles	56,920	49,000	49,000	455,000	828.6	90,000	(80.2)
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>56,920</u>	<u>49,000</u>	<u>49,000</u>	<u>455,000</u>	828.6	<u>90,000</u>	(80.2)
	TOTAL EXPENDITURES	<u>\$ 210,269</u>	<u>\$ 194,000</u>	<u>\$ 194,000</u>	<u>\$ 612,000</u>	215.5	<u>\$ 259,000</u>	(57.7)

DEPARTMENT: Internal Service Funds
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630



THIS PAGE INTENTIONALLY LEFT BLANK

DEPARTMENT: Internal Service Funds
PROGRAM: Information & Technology

Account Code: 064-640

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	219,206	241,300	241,300	260,800	8.1	237,900	(8.8)
Capital Outlay/Improvements	46,361	12,000	12,000	258,500	2,054.2	27,000	(89.6)
Total	\$ 265,567	\$ 253,300	\$ 253,300	\$ 519,300	105.0	\$ 264,900	(49.0)

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:	
	IT Services (Brea IT) 1,091 hours x \$97.40	\$ 106,300
	IT Services Emergency/Contingency	6,500
	IT Services Server Upgrade Project	4,000
	Domain Hosting	1,800
	Granicus audio webcasting \$850 x 12 months	10,200
	Granicus Upgrade	3,900
	Printer repair services	1,200
	Network backup services	3,600
	Network Cable Upgrade / Repairs	1,000
	Time Warner -Internet (City Hall)	4,100
	Web Licensing/Support (CivicPlus)	10,100

DEPARTMENT: Internal Service Funds
PROGRAM: Information & Technology

Account Code: 064-640

Code 604:	Funds budgeted in this code include computer software and support for the following:		
	System Wide Server Software Upgrade	\$	15,300
	Software upgrades-misc.		4,500
	Spam filtering		400
	Firewall maintenance		1,500
	AdobePro		900
	Laserfiche Licensing/Training/Support		8,000
	Property Data Licensing		2,000
Code 651:	Funds budgeted in this code include the following computer supplies and costs:		
	Ergonomic supplies	\$	2,000
	Miscellaneous supplies		2,000
Code 691:	Funds budgeted in this code include the following communications expenses		
	Lease and maintenance fees for integrated phone and voice mail system	\$	23,500
	Phone repairs and wiring as needed		2,000
	Citywide phone local/Long distance charges (for cell phones see Departmental budgets)		24,000
Code 803:	Funds budgeted in this code include the following computer equipment based on Citywide replacement plan:		
	Replacement of Desktop Computers (26)		36,400
	Replacement of Laptops Computers (9)		18,000
	Replacement of Printers/Scanners/Fax Machines as needed		10,000
	Server Upgrade Project (Replaces 6 servers with Virtual Server Redundant System)		69,100
	Phone system upgrade, equipment and installation (FY 2012-13 only)		125,000

City of La Palma

DEPARTMENT: Internal Service Funds
PROGRAM: Information & Technology

Account Code: 064-640

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 129,983	\$ 135,000	\$ 135,000	\$ 152,700	13.1	\$ 145,100	(5.0)
604.000	Computer Software Support	\$ 21,559	\$ 30,800	\$ 30,800	\$ 32,600	5.8	\$ 17,300	(46.9)
651.000	Computer Supplies & Expense	\$ 6,530	\$ 4,000	\$ 4,000	\$ 4,000	-	\$ 4,000	-
691.000	Communications	\$ 43,493	\$ 49,500	\$ 49,500	\$ 49,500	-	\$ 49,500	-
701.000	Copier Rental & Supplies	\$ 15,495	\$ 19,000	\$ 19,000	\$ 19,000	-	\$ 19,000	-
704.000	Office Equipment Maintenance	\$ 2,147	\$ 3,000	\$ 3,000	\$ 3,000	-	\$ 3,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>219,206</u>	<u>241,300</u>	<u>241,300</u>	<u>260,800</u>	8.1	<u>237,900</u>	(8.8)
CAPITAL OUTLAY/IMPROVEMENTS								
803.000	Office Equipment	46,361	12,000	12,000	258,500	2,054.2	27,000	(89.6)
	TOTAL CAPITAL OUTLAY IMPROVEMENTS	<u>46,361</u>	<u>12,000</u>	<u>12,000</u>	<u>258,500</u>	2,054.2	<u>27,000</u>	(89.6)
	TOTAL EXPENDITURES	<u>\$ 265,567</u>	<u>\$ 253,300</u>	<u>\$ 253,300</u>	<u>\$ 519,300</u>	105.0	<u>\$ 264,900</u>	(49.0)