

## Internal Service Funds

### Summary of Departmental Expenditures by Program:

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Insurance	\$ 308,206	\$ 178,900	\$ 178,900	\$ 196,600	9.9	\$ 218,500	11.1
Employee Benefits	2,471,252	2,721,700	2,721,700	2,622,600	(3.6)	2,725,200	3.9
Facility Maintenance and Citywide Support Services	287,002	442,100	442,100	435,700	(1.4)	292,900	(32.8)
Vehicle Maintenance and Replacement	268,510	481,000	481,000	335,000	(30.4)	217,400	(35.1)
Computer Maintenance and Replacement	203,459	308,100	308,100	304,400	(1.2)	319,800	5.1
Total Departmental Expenditures	<u>\$ 3,538,429</u>	<u>\$ 4,131,800</u>	<u>\$ 4,131,800</u>	<u>\$ 3,894,300</u>	(5.7)	<u>\$ 3,773,800</u>	(3.1)

### Summary of Departmental Expenditures by Category:

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ 2,428,285	\$ 2,660,000	\$ 2,660,000	\$ 2,580,800	(3.0)	\$ 2,687,900	4.1
Maintenance and Operations	948,824	958,500	958,500	946,300	(1.3)	970,900	2.6
Capital Outlay/Improvements	161,320	513,300	513,300	367,200	(28.5)	115,000	(68.7)
Total Departmental Expenditures	<u>\$ 3,538,429</u>	<u>\$ 4,131,800</u>	<u>\$ 4,131,800</u>	<u>\$ 3,894,300</u>	(5.7)	<u>\$ 3,773,800</u>	(3.1)

# City of La Palma

**DEPARTMENT: Internal Service Funds**

**Account Code: 060-600**

**PROGRAM: Insurance**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	308,206	178,900	178,900	196,600	9.9	218,500	11.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 308,206</b>	<b>\$ 178,900</b>	<b>\$ 178,900</b>	<b>\$ 196,600</b>	<b>9.9</b>	<b>\$ 218,500</b>	<b>11.1</b>

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.

*Note: For Fiscal Year 2009-10 conference will be held in San Francisco with one attendee (\$2,100). For Fiscal Year 2010-11 conference will be held in San Diego with two attendees (\$3,200).*

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	\$ 196,270
	CJPIA general liability rolling retrospective refund	(89,310)
	All Risk Property insurance premiums	50,000
	Environmental insurance premiums	13,300
	Crime bond	1,500
	Various City event insurance premiums	7,700
	Miscellaneous insurance premiums and settlements	10,040

**City of La Palma**

**DEPARTMENT: Internal Service Funds**  
**PROGRAM: Insurance**

**Account Code: 060-600**

Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
	2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	Fiscal Year 2008-09 Amended	2010-11 Estimated	Fiscal Year 2009-10 Adopted
<b>MAINTENANCE AND OPERATIONS</b>							
620.000 Meetings & Training	\$ 1,965	\$ 2,600	\$ 2,600	2,100	(19.2)	\$ 3,200	52.4
730.000 Automotive Insurance & Claims	9,808	5,000	5,000	5,000	-	5,000	-
731.000 Liability Insurance & Claims	296,350	171,300	171,300	189,500	10.6	210,300	11.0
733.000 Special Departmental Supplies	83	-	-	-	N/A	-	N/A
<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>308,206</b>	<b>178,900</b>	<b>178,900</b>	<b>196,600</b>	<b>9.9</b>	<b>218,500</b>	<b>11.1</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 308,206</b>	<b>\$ 178,900</b>	<b>\$ 178,900</b>	<b>\$ 196,600</b>	<b>9.9</b>	<b>\$ 218,500</b>	<b>11.1</b>

**DEPARTMENT:** Internal Service Funds  
**PROGRAM:** Insurance

Account Code: 060-600



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# City of La Palma

**DEPARTMENT: Internal Service Funds**

**Account Code: 061-610**

**PROGRAM: Employee Benefits**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ 2,391,026	\$ 2,621,000	\$ 2,621,000	\$ 2,536,600	(3.2)	\$ 2,641,700	4.1
Maintenance and Operations	80,226	100,700	100,700	86,000	(14.6)	83,500	(2.9)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 2,471,252</b>	<b>\$ 2,721,700</b>	<b>\$ 2,721,700</b>	<b>\$ 2,622,600</b>	<b>(3.6)</b>	<b>\$ 2,725,200</b>	<b>3.9</b>

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.

Primary deposit	\$ 259,700
Excess pool deposit	2,500
Rolling retrospective refund	(112,100)

**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	\$ 500,000
	Health insurance for retirees	118,500
	CalPERS administration fees	3,300
	Dental insurance for full-time employees and dependents	85,000
	Vision reimbursements for full-time employees and dependents (\$300 per Employee / dependent)	20,000
	Life insurance for full-time employees	19,000
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:	Funds budgeted in this code include pre-employment physical expenses and annual wellness benefits for management:	
	Pre-employment	\$ 10,400
	Fingerprints	2,500
	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	4,000
	Miscellaneous consulting services, including recruitments and classification studies	25,000
Code 604:	Human Resource Software Licensing	\$ 7,500

**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)		2,200
	Employee relations training services		3,000
	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	\$	400
	Miscellaneous employee wellness publications		600
	Orange County Employer Relations Committee dues		300
	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	\$	2,000
	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

Account Code: 061-610

**PROGRAM:** Employee Benefits



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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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
515.000	Conversion & Termination Pay	233,395	355,000	355,000	340,000	(4.2)	357,000	5.0
560.000	Unemployment Insurance/Claims	3,959	4,400	4,400	4,500	2.3	4,500	-
561.000	Workers Compensation/Claims	170,857	147,500	147,500	150,100	1.8	165,000	9.9
562.000	Life & Health Insurance	479,270	525,000	525,000	745,800	42.1	745,800	-
563.000	Medicare/FICA Contribution	63,183	66,500	66,500	75,400	13.4	79,600	5.6
564.000	Retirement	1,415,927	1,488,000	1,488,000	1,184,000	(20.4)	1,253,000	5.8
565.000	Disability Insurance	14,277	18,800	18,800	19,400	3.2	19,400	-
566.000	Physical Exams	10,158	15,800	15,800	17,400	10.1	17,400	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>2,391,026</b>	<b>2,621,000</b>	<b>2,621,000</b>	<b>2,536,600</b>	<b>(3.2)</b>	<b>2,641,700</b>	<b>4.1</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	49,189	35,100	35,100	34,000	(3.1)	34,000	-
604.000	Computer Software Support	-	4,000	4,000	7,500	87.5	5,000	(33.3)
619.440	Bank Service Charges	22	1,000	1,000	1,000	-	1,000	-
620.000	Meetings & Training	9,952	19,600	19,600	12,500	(36.2)	12,500	-
622.000	Publications & Dues	1,898	2,000	2,000	1,500	(25.0)	1,500	-
624.000	Tuition Reimbursement	661	15,000	15,000	12,500	(16.7)	12,500	-

## 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
625.000	Employee Recognition Award	1,046	2,000	2,000	2,500	25.0	2,500	-
653.000	Advertising	15,635	20,000	20,000	12,500	(37.5)	12,500	-
733.000	Special Departmental Supplies	1,823	2,000	2,000	2,000	-	2,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	80,226	100,700	100,700	86,000	(14.6)	83,500	(2.9)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 2,471,252</u>	<u>\$ 2,721,700</u>	<u>\$ 2,721,700</u>	<u>\$ 2,622,600</u>	(3.6)	<u>\$ 2,725,200</u>	3.9

# City of La Palma

**DEPARTMENT: Internal Service Funds**

Account Code: 062-620

**PROGRAM: Facility Maintenance and Citywide Support Services**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ 37,259	\$ 39,000	\$ 39,000	\$ 44,200	13.3	\$ 46,200	4.5
Maintenance and Operations	221,666	285,800	285,800	243,900	(14.7)	243,900	-
Capital Outlay/Improvements	28,077	117,300	117,300	147,600	25.8	2,800	(98.1)
<b>Total</b>	<b>\$ 287,002</b>	<b>\$ 442,100</b>	<b>\$ 442,100</b>	<b>\$ 435,700</b>	<b>(1.4)</b>	<b>\$ 292,900</b>	<b>(32.8)</b>

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 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	\$ 1,200
Express and parcel shipping	1,300
Postage	16,000
Bulk mail permits and postage	6,900
  
- Code 692: Natural gas service charge for City facilities.

**DEPARTMENT: Internal Service Funds**

**Account Code: 062-620**

**PROGRAM: Facility Maintenance and Citywide Support Services**

- Code 693: Electric service charge for City facilities.
  
- Code 701: Moved to the Information & Technology program 064-640-701
  
- Code 704: Moved to the Information & Technology program 064-640-704
  
- 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:
  - 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 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 2009-10:

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
Paint City Yard Buildings		40,500
Replace exterior lighting fixtures throughout Community Center Complex		10,000
Grade and Hydro-seed softball field grass area		20,000
Replace teal tiles throughout Community Center Complex		10,500
Police parking lot security Gate		25,500
Carpport cover for Mobile Command Center		20,300

Code 802: Funds budgeted in this code are for the purchase of replacement office chairs and/or furniture.

# 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 23,969	\$ 25,800	\$ 25,800	\$ 28,300	9.7	\$ 29,900	5.7
505.000	Salary Savings Credit	-	(1,200)	(1,200)	-	(100.0)	-	N/A
530.000	Overtime	2,107	1,500	1,500	2,000	33.3	2,000	-
550.000	Employee Benefits	11,183	12,900	12,900	13,900	7.8	14,300	2.9
<b>TOTAL PERSONNEL SERVICES</b>		<b>37,259</b>	<b>39,000</b>	<b>39,000</b>	<b>44,200</b>	<b>13.3</b>	<b>46,200</b>	<b>4.5</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	8,068	20,600	20,600	21,000	1.9	21,000	-
605.000	Custodial Services	36,998	44,000	44,000	44,000	-	44,000	-
652.000	Postage	20,679	25,400	25,400	25,400	-	25,400	-
692.000	Gas	11,704	12,100	12,100	13,000	7.4	13,000	-
693.000	Electric	60,244	63,000	63,000	70,000	11.1	70,000	-
701.000	Copier Rental & Supplies	29,393	37,800	37,800	-	(100.0)	-	N/A
704.000	Office Equipment Maintenance	899	4,000	4,000	-	(100.0)	-	N/A
705.000	Maintenance & Repair Materials	4,465	10,000	10,000	6,000	(40.0)	6,000	-
706.000	Maintenance & Repair Services	2,065	2,000	2,000	8,000	300.0	8,000	-
707.000	Maintenance & Repair of Eqpt	-	-	-	2,500	N/A	2,500	-
708.000	Maintenance & Repair-Buildings	17,626	30,900	30,900	20,000	(35.3)	20,000	-
729.000	Janitorial Supplies	15,363	16,000	16,000	16,000	-	16,000	-

## 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
733.000	Special Departmental Supplies	1,225	8,800	8,800	3,000	(65.9)	3,000	-
743.000	Special Assessments/Taxes	12,937	11,200	11,200	15,000	33.9	15,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>221,666</u>	<u>285,800</u>	<u>285,800</u>	<u>243,900</u>	(14.7)	<u>243,900</u>	-
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
801.000	Building Improvements	26,021	115,300	115,300	144,800	25.6	-	(100.0)
802.000	Furniture & Fixtures	942	2,000	2,000	2,800	40.0	2,800	-
804.000	Machinery & Equipment	1,114	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/ IMPROVEMENTS</b>	<u>28,077</u>	<u>117,300</u>	<u>117,300</u>	<u>147,600</u>	25.8	<u>2,800</u>	(98.1)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 287,002</u>	<u>\$ 442,100</u>	<u>\$ 442,100</u>	<u>\$ 435,700</u>	(1.4)	<u>\$ 292,900</u>	(32.8)

**DEPARTMENT: Internal Service Funds**

Account Code: 063-630

**PROGRAM: Vehicle Maintenance and Replacement**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	160,726	136,000	136,000	143,000	5.1	150,400	5.2
Capital Outlay/Improvements	107,784	345,000	345,000	192,000	(44.3)	67,000	(65.1)
<b>Total</b>	<b>\$ 268,510</b>	<b>\$ 481,000</b>	<b>\$ 481,000</b>	<b>\$ 335,000</b>	<b>(30.4)</b>	<b>\$ 217,400</b>	<b>(35.1)</b>

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 (\$75,000), retrofit of new police patrol vehicles with emergency lights, siren, radio and computers (\$7,000 for each new vehicle), preventive maintenance parts and repair, and all other expenses of maintaining the City's fleet of vehicles operational needs (\$40,000).

Code 805: Vehicle replacement purchases for the following:

<b>Fiscal Year 2009-10</b>	
Unmarked Police vehicle to replace LP-720 (2000)	\$ 29,000
Black and white Patrol vehicle to replace LP-701 (2005)	29,000
Black and white Patrol Watch Commander vehicle to replace LP-711 (2005)	33,000

**DEPARTMENT: Internal Service Funds**

**Account Code: 063-630**

**PROGRAM: Vehicle Maintenance and Replacement**

Hybrid Public Works vehicle to replace LP-02 (2004)*	33,000
1 - Ton Public Works Flat bed Pick-up to replace LP-32 (1991)	40,000
1 - Ton Public Works Utility Pick-up	28,000
* \$33,000 will be transferred from the AQMD fund	

**Fiscal Year 2010-11**

Unmarked Police vehicle to replace LP-706 (2000)	\$ 29,000
Police Motorcycle vehicle to replace LP-M2 (2006)	23,000
Police Radar Trailer to replace LP-700 (1994)	15,000

**City of La Palma**

**DEPARTMENT: Internal Service Funds**

**Account Code: 063-630**

**PROGRAM: Vehicle Maintenance and Replacement**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	Fiscal Year 2008-09 Amended	2010-11 Estimated	Fiscal Year 2009-10 Adopted
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
732.000	Vehicle Operating Expense	\$ 160,726	\$ 136,000	\$ 136,000	\$ 143,000	5.1	\$ 150,400	5.2
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>160,726</u>	<u>136,000</u>	<u>136,000</u>	<u>143,000</u>	5.1	<u>150,400</u>	5.2
<b>CAPITAL OUTLAY/IMPROVEMENTS</b>								
805.000	Vehicles	107,784	345,000	345,000	192,000	(44.3)	67,000	(65.1)
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>107,784</u>	<u>345,000</u>	<u>345,000</u>	<u>192,000</u>	(44.3)	<u>67,000</u>	(65.1)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 268,510</u>	<u>\$ 481,000</u>	<u>\$ 481,000</u>	<u>\$ 335,000</u>	(30.4)	<u>\$ 217,400</u>	(35.1)

**DEPARTMENT:** Internal Service Funds  
**PROGRAM:** Vehicle Maintenance and Replacement

Account Code: 063-630



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**City of La Palma**

**DEPARTMENT: Internal Service Funds**

**Account Code: 064-640**

**PROGRAM: Computer Maintenance and Replacement**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	178,000	257,100	257,100	276,800	7.7	274,600	(0.8)
Capital Outlay/Improvements	25,459	51,000	51,000	27,600	(45.9)	45,200	63.8
<b>Total</b>	<b>\$ 203,459</b>	<b>\$ 308,100</b>	<b>\$ 308,100</b>	<b>\$ 304,400</b>	<b>(1.2)</b>	<b>\$ 319,800</b>	<b>5.1</b>

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) 1,141 hours x \$97.40	\$ 111,200
	IT Services Emergency/Contingency	7,500
	Domain Hosting	1,800
	Granicus audio webcasting \$750 x 12 months	9,000
	Printer repair services	4,000
	Network Cable Upgrade / Repairs	3,000
	Internet Access \$105/mo	1,300
	Web Licensing/Support	9,200

**DEPARTMENT: Internal Service Funds**

**Account Code: 064-640**

**PROGRAM: Computer Maintenance and Replacement**

Code 604:	Funds budgeted in this code include computer software and support for the following:	
	Software upgrades-misc.	\$ 5,000
	McAfee Virus Software	1,500
	GIS Licenses (\$1,500 ea)	3,000
	Firewall content filtering	800
	Firewall maintenance	400
	GIS Permitting software maintenance	5,000
	Laserfiche Licensing/Training/Support	7,900
	Property Data Licensing	2,000
	Server/Autoloader 2 year warranty renewals (2)	2,100
	GIS Updates	5,000
	Dispatch radio upgrade	13,100
Code 651:	Funds budgeted in this code include the following computer supplies and costs:	
	Printer supplies	\$ 2,500
	Ergonomic supplies	2,000
	Miscellaneous supplies	2,000

**DEPARTMENT: Internal Service Funds**

**Account Code: 064-640**

**PROGRAM: Computer Maintenance and Replacement**

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 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 803:	Funds budgeted in this code include the following computer equipment based on Citywide replacement plan:	
	Replacement of Laptops (4)	9,800
	Replacement of Printers (5)	8,600
	Replacement of Fax Machines (1)	500
	RAM Upgrades as needed	2,500
	Replacement of Backup Server	6,200

*Note: Fiscal Year 2010-11 includes replacement of desktop computers (21), Laptops (6), and scanners (1).*

**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:** Information & Technology

**Account Code: 064-640**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	\$ 114,307	\$ 153,200	\$ 153,200	\$ 147,000	(4.0)	\$ 147,000	-
604.000	Computer Software Support	12,159	45,100	45,100	45,800	1.6	43,600	(4.8)
620.000	Meetings & Training	-	600	600	1,500	150.0	1,500	-
651.000	Computer Supplies & Expense	2,442	6,500	6,500	6,500	-	6,500	-
691.000	Communications	49,092	51,700	51,700	49,500	(4.3)	49,500	-
701.000	Copier Rental & Supplies	-	-	-	22,500	N/A	22,500	-
704.000	Office Equipment Maintenance	-	-	-	4,000	N/A	4,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>178,000</u>	<u>257,100</u>	<u>257,100</u>	<u>276,800</u>	7.7	<u>274,600</u>	(0.8)
<b>CAPITAL OUTLAY/IMPROVEMENTS</b>								
803.000	Office Equipment	<u>25,459</u>	<u>51,000</u>	<u>51,000</u>	<u>27,600</u>	(45.9)	<u>45,200</u>	63.8
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>25,459</u>	<u>51,000</u>	<u>51,000</u>	<u>27,600</u>	(45.9)	<u>45,200</u>	63.8
	<b>TOTAL EXPENDITURES</b>	<u>\$ 203,459</u>	<u>\$ 308,100</u>	<u>\$ 308,100</u>	<u>\$ 304,400</u>	(1.2)	<u>\$ 319,800</u>	5.1