

Internal Service Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Risk Management (Insurance)	\$ 873,327	\$ 308,100	\$ 861,326	\$ 861,326	\$ 574,776	(33.3)	\$ 504,310	(12.3)
Employee Benefits	2,602,398	2,273,900	3,911,600	3,911,600	2,407,547	(38.5)	2,679,449	11.3
Facility Maintenance	332,735	575,600	547,470	547,470	440,585	(19.5)	434,610	(1.4)
Vehicle Replacement	507,369	242,175	242,175	242,175	179,974	(25.7)	115,000	(36.1)
Technology	247,936	449,900	662,090	662,090	425,950	(35.7)	294,750	(30.8)
Total Internal Service Fund Expenditures	\$ 4,563,765	\$ 3,849,675	\$ 6,224,661	\$ 6,224,661	\$ 4,028,832	(35.3)	\$ 4,028,119	(0.0)

Summary of Expenditures by Category (All Internal Service Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 2,616,360	\$ 2,298,200	\$ 3,930,400	\$ 3,930,400	\$ 2,437,727	(38.0)	\$ 2,708,279	11.1
Maintenance and Operations	1,522,245	922,075	1,608,671	1,608,671	1,056,146	(34.3)	1,052,840	(0.3)
Capital Outlay/Improvements	425,160	629,400	685,590	685,590	534,959	(22.0)	267,000	(50.1)
Total Internal Service Fund Expenditures	\$ 4,563,765	\$ 3,849,675	\$ 6,224,661	\$ 6,224,661	\$ 4,028,832	(35.3)	\$ 4,028,119	(0.0)

DEPARTMENT: Internal Service Funds
PROGRAM: Risk Management (Insurance)

Account Code: 060-600

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	482,059	873,327	308,100	861,326	574,776	(33.3)	504,310	(12.3)
Capital Outlay/Improvements	-	-	-	-	-	N/A	-	N/A
Total	\$ 482,059	\$ 873,327	\$ 308,100	\$ 861,326	\$ 574,776	(33.3)	\$ 504,310	(12.3)

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). The Fiscal Year 2014-15 liability includes a retroactive adjustment of \$80,226 based on new claims received during FY 2013-14 exceeding projections. This amount is paid through the Risk Management Reserves.

PROGRAM EXPLANATION:

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

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	\$ 418,800
FY2013-14 Retroactive Payment Due	80,226
All Risk Property insurance premiums	54,000
Environmental insurance premiums	11,000
Crime bond	1,200
Various City event insurance premiums	1,500
Miscellaneous insurance premiums and settlements	1,500

DEPARTMENT: Internal Service Funds
PROGRAM: Risk Management (Insurance)

Account Code: 060-600

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2014-15 Amended	2015-16 Estimated	2015-16 Adopted
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	\$ 1,085	\$ 1,500	\$ 1,500	\$ 3,550	136.7	\$ 3,550	-
730.000	Automotive Insurance & Claims	-	5,000	5,000	3,000	(40.0)	3,000	-
731.000	Liability Insurance & Claims	871,370	301,600	854,826	568,226	(33.5)	497,760	(12.4)
733.000	Special Departmental Supplies	872	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	873,327	308,100	861,326	574,776	(33.3)	504,310	(12.3)
	TOTAL EXPENDITURES	\$ 873,327	\$ 308,100	\$ 861,326	\$ 574,776	(33.3)	\$ 504,310	(12.3)

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 2,568,016	\$ 2,235,000	\$ 3,867,200	\$ 2,369,327	(38.7)	\$ 2,637,579	11.3
Maintenance and Operations	34,382	38,900	38,220	38,220	-	41,870	9.5
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 2,602,398	\$ 2,273,900	\$ 3,905,420	\$ 2,407,547	(38.4)	\$ 2,679,449	11.3

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
CalPERS administration fees
CalPERS Survivor Benefit Premium
Dental insurance for full-time employees and dependents
Vision reimbursements for full-time employees and dependents (\$300 per Employee/dependent)
Life insurance for full-time employees

Code 562.200: Funds budgeted in this code include retiree insurance costs as follows:
Health insurance for retirees (Offset by a same amount withdrawal from the OPEB trust)
Other Post Employment Benefits (OPEB) Trust Actuarial Required Contribution (ARC)

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
Fingerprints

Code 600: Funds budgeted in this code include professional contract services for the following:
Flexible Spending Account management services
Employee Assistance Program (EAP) charges
PARS maintenance fees
Miscellaneous consulting services, including recruitments and classification studies

DEPARTMENT: Internal Service Funds

Account Code: 061-610

PROGRAM: Employee Benefits

Code 604: Human Resource Software Licensing

Code 620: Funds budgeted in this code include meetings and training for the following:
Annual employee recognition luncheon
Employee events (Quarterly and Monthly)
Employee relations training services
Recruitment expenses (testing, interview panels)
Miscellaneous training, including CPR, first aid, and morale builders

Code 622: Funds budgeted in this code include publications and dues for the following:
Fair Labors Standards Handbook subscription
Miscellaneous employee wellness publications
Orange County Employer Relations Committee dues
California Public Agency Compensation Survey (Calpacs)

Code 625: Annual Employee of the Year and other employee awards.
Annual employee of the Year Awards, Service Awards, Tiles
Miscellaneous employee recognition

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
PROGRAM: Employee Benefits

Account Code: 061-610

Code	Description	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-15 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2014-15 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
515.000	Conversion & Termination Pay	\$ 290,113	\$ 300,000	\$ 300,000	\$ 310,000	3.3	\$ 310,000	-
560.000	Unemployment Insurance/Claims	923	10,000	5,000	2,250	(55.0)	2,250	-
561.000	Workers Compensation/Claims	402,910	210,800	228,000	286,877	25.8	474,319	65.3
562.000	Life & Health Insurance	638,707	558,700	678,700	484,200	(28.7)	484,810	0.1
562.200	Retiree Health Insurance Costs*	n/a	n/a	1,500,000	189,000		189,000	
563.000	Medicare/FICA Contribution	85,059	82,500	82,500	77,300	(6.3)	78,700	1.8
564.000	Retirement	1,124,177	1,048,000	1,048,000	993,200	(5.2)	1,071,600	7.9
565.000	Disability Insurance	19,796	20,000	20,000	20,000	-	20,400	2.0
566.000	Physical Exams	6,331	5,000	5,000	6,500	30.0	6,500	-
TOTAL PERSONNEL SERVICES		2,568,016	2,235,000	3,867,200	2,369,327	(38.7)	2,637,579	11.3

City of La Palma

DEPARTMENT: Internal Service Funds
 PROGRAM: Employee Benefits

Account Code: 061-610

Code	Description	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-15 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2014-15 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	11,350	13,700	13,700	15,400	12.4	16,200	5.2
604.000	Computer Software Support	3,000	3,000	3,000	3,000	-	3,000	-
619.440	Bank Service Charges	30	-	-	100	N/A	100	-
620.000	Meetings & Training	8,115	10,700	10,700	6,000	(43.9)	8,900	48.3
621.000	Mileage Reimbursement	19	-	-	-	N/A	-	N/A
622.000	Publications & Dues	1,268	1,100	1,100	1,020	(7.3)	1,020	-
624.000	Tuition Reimbursement	8,939	7,000	12,500	10,000	(20.0)	10,000	-
625.000	Employee Recognition Award	1,196	1,500	1,500	1,250	(16.7)	1,250	-
653.000	Advertising	0	1000	1000	750.00	(25.0)	700.00	(6.7)
733.000	Special Departmental Supplies	465	900	900	700	(22.2)	700	-
	TOTAL MAINTENANCE AND OPERATIONS	34,382	38,900	44,400	38,220	(13.9)	41,870	9.5
CAPITAL OUTLAY/IMPROVEMENTS								
802.000	Furniture & Fixtures	-	-	-	-	N/A	-	N/A
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/	-	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 2,602,398	\$ 2,273,900	\$ 3,911,600	\$ 2,407,547	(38.5)	\$ 2,679,449	11.3

DEPARTMENT: Internal

Account Code: 062-620

PROGRAM: Facility Maintenance

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 48,344	\$ 63,200	\$ 63,200	\$ 68,400	8.2	\$ 70,700	3.4
Maintenance and Operations	200,157	218,400	253,500	213,200	(15.9)	264,410	24.0
Capital Outlay/Improvements	38,839	193,000	58,000	158,985	174.1	99,500	(37.4)
Total	\$ 287,340	\$ 474,600	\$ 374,700	\$ 440,585	17.6	\$ 434,610	(1.4)

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

PROGRAM EXPLANATION:

Code 501:	Community Services Director	0.10
	Maintenance Supervisor	0.10
	Lead Maintenance Worker	0.25
	Maintenance Worker (2)	0.20
		0.65

Code 530: Provides for personnel overtime.

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

DEPARTMENT: Internal
PROGRAM: Facility Maintenance

Account Code: 062-620

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

- Pest control
- Minor electrical rehabilitation
- Alarm maintenance contract
- Fire extinguisher maintenance contract

- Playground inspection/audit and repairs
- Miscellaneous services as needed

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
- Express and parcel shipping
- Postage
- Bulk mail permits and postage

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.

DEPARTMENT: Internal

Account Code: 062-620

PROGRAM: Facility Maintenance

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

Recreation: Sidwalk grinding; replace ceiling tiles; miscellaneous repairs

City Yard Rehabilitation: Paint, flooring, window coverings, kitchen, restrooms,

Police: Reurbish kitchen

Grind sidewalks as needed

Miscellaneous building maintenance and repair as needed

Code 733: First aid materials for all departments.

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

Code 801: Funds budgeted in this code include the following building improvements:

Community Center Door Replacement

Miscellaneous Improvements

Carryover Funding for Remainder of Community Center Flooring Project

Code 802: Funds budgeted in this code are for replacement of Furniture and Fixtures:

City Council Dais Chairs

DEPARTMENT: Internal

Account Code: 062-620

PROGRAM: Facility Maintenance

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:

Work Room

Front Administrative Office

Repair/Replace heating and A/C units in City Hall:

Lobby

Repair/Replace heating and A/C units in Police:

Radio Room

Locker Room

Code 887 Funds budgeted in this code are for Park Improvements

Paint Pavilion & Plaza Area

Resurface tennis courts

Add brickdust/level softball fiels

Repair Exterior Lighting

Landscape/Irregation Controlllers

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 30,464	\$ 45,300	\$ 45,300	\$ 44,800	(1.1)	\$ 46,300	3.3
505.000	Salary Savings Credit	-	(1,800)	(1,800)	-	(100.0)	-	N/A
530.000	Overtime	3,699	2,000	2,000	4,000	100.0	4,000	-
550.000	Employee Benefits	14,181	17,700	17,700	19,600	10.7	20,400	4.1
	TOTAL PERSONNEL SERVICES	48,344	63,200	63,200	68,400	8.2	70,700	3.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	16,121	14,000	14,000	14,000	-	10,000	(28.6)
605.000	Custodial Services	33,585	32,000	32,000	32,000	-	32,000	-
652.000	Postage	13,594	25,400	25,400	20,400	(19.7)	24,200	18.6
692.000	Gas	8,985	12,000	12,000	12,000	-	12,000	-
693.000	Electric	58,707	0	65,000	58,200	(10.5)	61,110	5.0
705.000	Maintenance & Repair Materials	5,954	6,000	40,600	6,000	(85.2)	6,000	-
706.000	Maintenance & Repair Services	6,920	8,000	8,000	6,000	(25.0)	6,000	-
707.000	Maintenance & Repair of Equip	2,035	2,000	2,500	2,000	(20.0)	2,000	-
708.000	Maintenance & Repair-Buildings	32,608	35,000	35,000	23,500	(32.9)	72,500	208.5
729.000	Janitorial Supplies	18,182	16,000	16,000	16,000	-	16,000	-
733.000	Special Departmental Supplies	3,437	3,000	3,000	3,500	16.7	3,000	(14.3)
733.370	Property Lease				3,600		3,600	
743.000	Special Assessments/Taxes	21,745	16,000	22,770	16,000	(29.7)	16,000	-
	TOTAL MAINTENANCE AND OPERATIONS	221,873	169,400	276,270	213,200	(22.8)	264,410	24.0

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
CAPITAL OUTLAY/IMPROVEMENTS								
801.000	Building Improvements	23,679	150,000	150,000	82,785	(44.8)	25,000	(69.8)
802.000	Furniture & Fixtures	7,768	-	-	10,000	N/A	-	(100.0)
804.000	Machinery & Equipment	8,579	-	-	41,000	N/A	20,000	(51.2)
887.000	Park Improvements	22,492	193,000	58,000	25,200	(56.6)	54,500	116.3
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	62,518	343,000	208,000	158,985	(23.6)	99,500	(37.4)
	TOTAL EXPENDITURES	\$ 332,735	\$ 575,600	\$ 547,470	\$ 440,585	(19.5)	\$ 434,610	(1.4)

DEPARTMENT: Internal Service
PROGRAM: Vehicle Replacement

Account Code: 063-630

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Maintenance and Operations	168,148	175,884	146,175	146,175	-	(100.0)	-	N/A
Capital Outlay/Improvements	54,394	331,485	96,000	96,000	179,974	87.5	115,000	(36.1)
Total	\$ 222,542	\$ 507,369	\$ 242,175	\$ 242,175	\$ 179,974	(25.7)	\$ 115,000	(36.1)

PROGRAM DESCRIPTION:

This is the central account for all departments for vehicle replacement. Maintenance, operation, repair expenses have been included in departmental budgets. Money is transferred into this Fund from individual departments for the purchase of new vehicles. Departmental transfers represent a pro rata share of all costs.

PROGRAM EXPLANATION:

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2014-15

Police Black and White Supervisor Vehicle (Chevy Tahoe)	LP-701 (2009)	\$ 40,000
Water Pick Up/Utility Truck (Ford F250)	LP-11 (1999)	\$ 58,000
Sewer/Landscape Pick-up/Utility Truck (heavy duty)	LP-21 (1997)	\$ 56,000
Carryover from FY 2013-14 Replacement Recreation Utility Vehicle	99-LPR-42	\$ 25,974
		\$ 179,974

Fiscal Year 2015-16

Police Parking Enforcement Vehicle (Ford Escape Hybrid)	LP-712 (2006)	\$ 36,000
Recreation Club Electric Cart	LP-44 (2008)	\$ 11,000
Water/Sewer Pick-up/Utility Truck (Ford F250)	LP-12 (2002)	\$ 34,000
Park Maintenance Pick-up/Utility Truck (heavy duty)	LP-30 (2000)	\$ 34,000
		\$ 115,000

DEPARTMENT: Internal Service Funds

Account Code: 063-630

PROGRAM: Vehicle Replacement

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
MAINTENANCE AND OPERATIONS									
732.000	Vehicle Operating Expense	\$ 168,148	\$ 175,884	\$ 146,175	\$ 146,175	\$ -	(100.0)	\$ -	N/A
	OPERATIONS	168,148	175,884	146,175	146,175	-	(100.0)	-	N/A
CAPITAL OUTLAY/IMPROVEMENTS									
805.000	Vehicles	54,394	331,485	96,000	96,000	179,974	87.5	115,000	(36.1)
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	54,394	331,485	96,000	96,000	179,974	87.5	115,000	(36.1)
	TOTAL EXPENDITURES	\$ 222,542	\$ 507,369	\$ 242,175	\$ 242,175	\$ 179,974	(25.7)	\$ 115,000	(36.1)

DEPARTMENT: Internal Service
PROGRAM: Technology

Account Code: 064-640

	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	259,500	280,500	229,950	(18.0)	242,250	5.3
Capital Outlay/Improvements	190,400	381,590	196,000	(48.6)	52,500	(73.2)
Total	\$ 449,900	\$ 662,090	\$ 425,950	(35.7)	\$ 294,750	(30.8)

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)
- IT Services Emergency/Contingency
- Domain Hosting
- Granicus audio webcasting
- Network backup services
- Network Cable Upgrade / Repairs
- Time Warner -Internet (Civic Center)
- Web Licensing/Support (CivicPlus)

DEPARTMENT: Internal Service

Account Code: 064-640

PROGRAM: Technology

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

- Software upgrades-misc.
- Virus Software
- Spam filtering
- Firewall maintenance
- Misc Software Upgrade
- Laserfiche Licensing/Training/Support
- Property Data Licensing

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

- Ergonomic supplies
- Miscellaneous supplies

Code 691: Funds budgeted in this code include the following communications expenses

- Lease and maintenance fees for integrated phone and voice mail system (Prepaid through 2018-19)
- Phone repairs and wiring as needed
- Citywide phone local/Long distance charges (for cell phones see Departmental budgets)

Code 701 Copier Rental & Supplies (Citywide Copiers and Blueprint Copier)

Code 704 Office Equipment Maintenance

DEPARTMENT: Internal Service

Account Code: 064-640

PROGRAM: Technology

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

FY 2014-15

Replacement of Monitors/Printers/Scanners/Fax Machines as needed

Cloud Barracuda Device 890

Web Based Programs Server

Finance Server and Hardware, SQL

Carryover Projects: Tyler Finance Project, HdL Business License Project, Phone System Project, Granicus Upgrade

FY 2015-16

Replacement of Monitors/Printers/Scanners/Fax Machines as needed

Spillman Server Maintenance

L3 Server Maintenance Agmt

Maintenance Upgrade SANs

Firewall Replacement

Blueprint printer

DEPARTMENT: Internal Service
PROGRAM: Technology

Account Code: 064-640

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2014-15 Amended	2015-16 Estimated	2015-16 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 139,076	\$ 119,600	\$ 139,600	\$ 147,750	5.8	\$ 152,550	3.2
604.000	Computer Software Support	16,839	19,400	19,400	\$ 28,200	45.4	\$ 34,200	21.3
651.000	Computer Supplies & Expense	2,533	49,500	49,500	\$ 3,000	(93.9)	\$ 3,000	-
691.000	Communications	42,474	49,500	49,500	\$ 31,000	(37.4)	\$ 32,500	4.8
701.000	Copier Rental & Supplies	14,296	17,000	17,000	\$ 19,000	11.8	\$ 19,000	-
704.000	Office Equipment Maintenance	1,561	1,500	2,500	\$ 1,000	(60.0)	\$ 1,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>216,779</u>	<u>259,500</u>	<u>280,500</u>	<u>229,950</u>	(18.0)	<u>242,250</u>	5.3
CAPITAL OUTLAY/IMPROVEMENTS								
803.000	Office Equipment	31,157	190,400	381,590	196,000	(48.6)	52,500	(73.2)
	TOTAL CAPITAL OUTLAY IMPROVEMENTS	<u>31,157</u>	<u>190,400</u>	<u>381,590</u>	<u>196,000</u>	(48.6)	<u>52,500</u>	(73.2)
	TOTAL EXPENDITURES	<u>\$ 247,936</u>	<u>\$ 449,900</u>	<u>\$ 662,090</u>	<u>\$ 425,950</u>	(35.7)	<u>\$ 294,750</u>	(30.8)

DEPARTMENT: Internal Service
PROGRAM: Technology

Account Code: 064-640



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