

Internal Service Funds

Summary of Expenditures by Fund:

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Insurance	\$ 482,059	\$ 299,100	\$ 299,100	\$ 308,100	3.0	\$ 549,100	78.2
Employee Benefits	2,641,038	2,557,100	2,557,100	2,273,900	(11.1)	2,505,380	10.2
Facility Maintenance and Citywide Support Services	322,352	553,700	553,700	640,600	15.7	573,700	(10.4)
Vehicle Maintenance and Replacement	222,542	612,000	612,000	242,175	(60.4)	220,175	(9.1)
Technology Maintenance and Replacement	247,936	519,300	519,300	400,400	(22.9)	206,300	(48.5)
Total Internal Service Fund Expenditures	<u>\$ 3,915,927</u>	<u>\$ 4,541,200</u>	<u>\$ 4,541,200</u>	<u>\$ 3,865,175</u>	(14.9)	<u>\$ 4,054,655</u>	4.9

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

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ 2,612,231	\$ 2,537,400	\$ 2,537,400	\$ 2,298,200	(9.4)	\$ 2,521,480	9.7
Maintenance and Operations	1,143,926	1,000,400	1,007,500	937,575	(6.9)	1,351,175	44.1
Capital Outlay/Improvements	159,770	1,003,400	996,300	629,400	(36.8)	182,000	(71.1)
Total Internal Service Fund Expenditures	<u>\$ 3,915,927</u>	<u>\$ 4,541,200</u>	<u>\$ 4,541,200</u>	<u>\$ 3,865,175</u>	(14.9)	<u>\$ 4,054,655</u>	4.9

DEPARTMENT: Internal Service Funds
PROGRAM: Insurance

Account Code: 060-600

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	482,059	299,100	299,100	308,100	3.0	549,100	78.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 482,059	\$ 299,100	\$ 299,100	\$ 308,100	3.0	\$ 549,100	78.2

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 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 \$ 220,400
 - 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



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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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Adopted
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	\$ 582	\$ 3,000	\$ 3,000	\$ 1,500	(50.0)	\$ 1,500	-
730.000	Automotive Insurance & Claims	1,000	5,000	5,000	5,000	-	5,000	-
731.000	Liability Insurance & Claims	481,521	291,100	291,100	301,600	3.6	542,600	79.9
733.000	Special Departmental Supplies	(1,044)	-	-	-	N/A	-	N/A
TOTAL MAINTENANCE AND OPERATIONS		<u>482,059</u>	<u>299,100</u>	<u>299,100</u>	<u>308,100</u>	3.0	<u>549,100</u>	78.2
TOTAL EXPENDITURES		<u>\$ 482,059</u>	<u>\$ 299,100</u>	<u>\$ 299,100</u>	<u>\$ 308,100</u>	3.0	<u>\$ 549,100</u>	78.2

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 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ 2,564,514	\$ 2,491,000	\$ 2,491,000	\$ 2,235,000	(10.3)	\$ 2,455,680	9.9
Maintenance and Operations	76,524	66,100	66,100	38,900	(41.1)	49,700	27.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 2,641,038</u>	<u>\$ 2,557,100</u>	<u>\$ 2,557,100</u>	<u>\$ 2,273,900</u>	(11.1)	<u>\$ 2,505,380</u>	10.2

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
- Health insurance for retirees
- CalPERS administration fees
- CalPERS Survivor Benefit Premium
- Dental insurance for full-time employees and dependents
- Vision reimbursements for full-time employees and dependents
- Life insurance for full-time employees

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

Code 604: Human Resource Software Licensing

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
- 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)
- Miscellaneous employee relations and training publications

Code 623: Purchase of Uniform Items for Employees Citywide

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
PROGRAM: Employee Benefits

Account Code: 061-610



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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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Adopted
PERSONNEL SERVICES								
515.000	Conversion & Termination Pay	\$ 293,967	\$ 320,000	\$ 320,000	\$ 300,000	(6.3)	\$ 300,000	-
560.000	Unemployment Insurance/Claims	1,035	10,000	10,000	10,000	-	10,000	-
561.000	Workers Compensation/Claims	247,400	200,800	200,800	210,800	5.0	221,300	5.0
562.000	Life & Health Insurance	647,263	715,100	715,100	558,700	(21.9)	680,780	21.9
563.000	Medicare/FICA Contribution	84,231	83,800	83,800	82,500	(1.6)	83,500	1.2
564.000	Retirement	1,265,059	1,126,300	1,126,300	1,048,000	(7.0)	1,129,100	7.7
565.000	Disability Insurance	20,288	21,400	21,400	20,000	(6.5)	20,000	-
566.000	Physical Exams	5,271	13,600	13,600	5,000	(63.2)	11,000	120.0
	TOTAL PERSONNEL SERVICES	<u>2,564,514</u>	<u>2,491,000</u>	<u>2,491,000</u>	<u>2,235,000</u>	(10.3)	<u>2,455,680</u>	9.9

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	54,714	28,700	28,700	13,700	(52.3)	18,700	36.5
604.000	Computer Software Support	3,000	3,000	3,000	3,000	-	3,000	-
619.440	Bank Service Charges	-	300	300	-	(100.0)	300	N/A
620.000	Meetings & Training	11,122	12,300	12,300	10,700	(13.0)	10,700	-
622.000	Publications & Dues	1,979	1,800	1,800	1,100	(38.9)	1,100	-
623.000	Uniforms	-	2,000	2,000	-	(100.0)	-	N/A
624.000	Tuition Reimbursement	4,328	12,500	12,500	7,000	(44.0)	12,500	78.6
625.000	Employee Recognition Award	838	1,500	1,500	1,500	-	1,500	-
653.000	Advertising	-	2,000	2,000	1,000	(50.0)	1,000	-
733.000	Special Departmental Supplies	543	2,000	2,000	900	(55.0)	900	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>76,524</u>	<u>66,100</u>	<u>66,100</u>	<u>38,900</u>	(41.1)	<u>49,700</u>	27.8
	TOTAL EXPENDITURES	<u>\$ 2,641,038</u>	<u>\$ 2,557,100</u>	<u>\$ 2,557,100</u>	<u>\$ 2,273,900</u>	(11.1)	<u>\$ 2,505,380</u>	10.2

DEPARTMENT: Internal Service Funds
PROGRAM: Facility Maintenance

Account Code: 062-620

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ 47,717	\$ 46,400	\$ 46,400	\$ 63,200	36.2	\$ 65,800	4.1
Maintenance and Operations	200,416	217,400	217,400	234,400	7.8	404,900	72.7
Capital Outlay/Improvements	74,219	289,900	289,900	343,000	18.3	103,000	(70.0)
Total	\$ 322,352	\$ 553,700	\$ 553,700	\$ 640,600	15.7	\$ 573,700	(10.4)

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 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: Community Services Director	0.10
Maintenance Supervisor	0.10
Lead Maintenance Worker	0.25
Maintenance Worker	0.20
	0.65

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

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
- 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

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code 692: Natual 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:

City Yard: replace storage bins

City Yard: replace trees and irrigation

Grind sidewalks as needed

Landscape Irrigation/controllers

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.

DEPARTMENT: Internal Service Funds

Account Code: 062-620

PROGRAM: Facility Maintenance

Code 801: Funds budgeted in this code include the following building improvements - Fiscal Year 2013-14

- Replace flooring in Royal Palm and Fan Palm Community rooms
- ADA upgrade of Royal Palm Room doors
- Prepare ADA transition study - Citywide Facility Assessment
- Repair irrigation and replace trees at City Yard
- Storage bins replacement at City Yard
- Carpet and tile replacement/refurbishment at City Hall
- Replace floor coverings in Police Building
- Minor miscellaneous refurbishment of Police Building

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

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

Code 887 Funds budgeted in this code are for Park Improvements

- Replace playground equipment (Central Park)
- Resurface tennis courts
- Add brickdust/level softball fields
- Hydro-seed softball field at Central Park
- Install rubberized surfacing at Denni Street park
- Facility lighting repairs / Replace sand and wood chips (various Parks citywide)

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 29,865	\$ 30,200	\$ 30,200	\$ 45,300	50.0	\$ 46,000	1.5
505.000	Salary Savings Credit	-	(1,300)	(1,300)	(1,800)	38.5	(1,900)	5.6
530.000	Overtime	4,058	3,500	3,500	2,000	(42.9)	2,000	-
550.000	Employee Benefits	13,794	14,000	14,000	17,700	26.4	19,700	11.3
	TOTAL PERSONNEL SERVICES	<u>47,717</u>	<u>46,400</u>	<u>46,400</u>	<u>63,200</u>	36.2	<u>65,800</u>	4.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	7,354	18,000	18,000	14,000	(22.2)	14,000	-
605.000	Custodial Services	38,017	40,000	40,000	32,000	(20.0)	32,000	-
652.000	Postage	16,067	25,400	25,400	25,400	-	25,400	-
692.000	Gas	9,406	12,000	12,000	12,000	-	12,000	-
693.000	Electric	52,438	65,000	65,000	65,000	-	65,000	-
705.000	Maintenance & Repair Materials	8,300	6,000	6,000	6,000	-	6,000	-
706.000	Maintenance & Repair Services	2,641	8,000	8,000	8,000	-	8,000	-
707.000	Maintenance & Repair of Eqpt	1,280	2,000	2,000	2,000	-	2,000	-
708.000	Maintenance & Repair-Buildings	22,923	2,000	2,000	35,000	1,650.0	205,500	487.1
729.000	Janitorial Supplies	19,727	20,000	20,000	16,000	(20.0)	16,000	-

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Adopted
733.000	Special Departmental Supplies	2,514	3,000	3,000	3,000	-	3,000	-
743.000	Special Assessments/Taxes	19,749	16,000	16,000	16,000	-	16,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>200,416</u>	<u>217,400</u>	<u>217,400</u>	<u>234,400</u>	7.8	<u>404,900</u>	72.7
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	24,784	200,000	200,000	150,000	(25.0)	45,000	(70.0)
802.000	Furniture & Fixtures	-	6,400	6,400	-	(100.0)	10,000	N/A
804.000	Machinery & Equipment	19,356	22,500	22,500	-	(100.0)	16,000	N/A
887.000	Park Improvements	30,079	61,000	61,000	193,000	216.4	32,000	(83.4)
	TOTAL CAPITAL OUTLAY/ IMPROVEMENTS	<u>74,219</u>	<u>289,900</u>	<u>289,900</u>	<u>343,000</u>	18.3	<u>103,000</u>	(70.0)
	TOTAL EXPENDITURES	<u>\$ 322,352</u>	<u>\$ 553,700</u>	<u>\$ 553,700</u>	<u>\$ 640,600</u>	15.7	<u>\$ 573,700</u>	(10.4)

DEPARTMENT: Internal Service

Account Code: 063-630

PROGRAM: Vehicle Maintenance and Replacement

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	168,148	157,000	157,000	146,175	(6.9)	146,175	-
Capital Outlay/Improvements	54,394	455,000	455,000	96,000	(78.9)	74,000	(22.9)
Total	\$ 222,542	\$ 612,000	\$ 612,000	\$ 242,175	(60.4)	\$ 220,175	(9.1)

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 (\$95,000), preventive maintenance parts and repair, and all other expenses of maintaining the City's fleet of vehicles operations needs (\$51,000)

DEPARTMENT: Internal Service
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630

Code 805: Vehicle replacement purchases for the following:

Fiscal Year 2013-14

Black and White Patrol Vehicle	LP-704 (2008)	\$	35,000
Black and White Patrol Vehicle	LP-707 (2009)	\$	35,000
Recreation Pick-up/Utility Truck	LPR-42 (1999)	\$	26,000
			<u>\$ 96,000</u>

Fiscal Year 2014-15

Black and White Supervisor Vehicle (Chevy Tahoe)	LP-701 (2009)	\$	40,000
Water/Sewer Pick-up/Utility Truck (heavy duty)	LP-12 (2002)	\$	34,000
			<u>\$ 74,000</u>

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Adopted
MAINTENANCE AND OPERATIONS								
732.000	Vehicle Operating Expense	\$ 168,148	\$ 157,000	\$ 157,000	\$ 146,175	(6.9)	\$ 146,175	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>168,148</u>	<u>157,000</u>	<u>157,000</u>	<u>146,175</u>	(6.9)	<u>146,175</u>	-
CAPITAL OUTLAY/IMPROVEMENTS								
805.000	Vehicles	54,394	455,000	455,000	96,000	(78.9)	74,000	(22.9)
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>54,394</u>	<u>455,000</u>	<u>455,000</u>	<u>96,000</u>	(78.9)	<u>74,000</u>	(22.9)
	TOTAL EXPENDITURES	<u>\$ 222,542</u>	<u>\$ 612,000</u>	<u>\$ 612,000</u>	<u>\$ 242,175</u>	(60.4)	<u>\$ 220,175</u>	(9.1)

DEPARTMENT: Internal Service Funds
PROGRAM: Vehicle Maintenance and Replacement

Account Code: 063-630



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DEPARTMENT: Internal Service Funds
PROGRAM: Information & Technology

Account Code: 064-640

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	216,779	260,800	267,900	210,000	(21.6)	201,300	(4.1)
Capital Outlay/Improvements	31,157	258,500	251,400	190,400	(24.3)	5,000	(97.4)
Total	\$ 247,936	\$ 519,300	\$ 519,300	\$ 400,400	(22.9)	\$ 206,300	(48.5)

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
 - Printer repair services
 - Network backup services
 - Network Cable Upgrade / Repairs
 - Time Warner -Internet (Civic Center)
 - Web Licensing/Support (CivicPlus)

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:

- 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
- Phone repairs and wiring as needed
- Citywide phone local/Long distance charges (for cell phones see Departmental budgets)

Code 701 Copier Rental & Supplies

Code 704 Office Equipment Maintenance

- Xerox Maintenance Agreement (Dieterich Post)
- Miscellaneous Equipment Maintenance

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

- Replacement of Computers
- Replacement of Printers/Scanners/Fax Machines as needed
- L3 Server Maintenance Agreement
- Phone system upgrade, equipment and installation (FY 2013-14 only) (Carryover)

DEPARTMENT: Internal Service Funds

Account Code: 064-640

PROGRAM: Information & Technology

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 139,076	\$ 152,700	\$ 152,700	\$ 119,600	(21.7)	\$ 110,900	(7.3)
604.000	Computer Software Support	16,839	32,600	39,700	\$ 19,400	(51.1)	\$ 19,400	-
651.000	Computer Supplies & Expense	2,533	4,000	4,000	\$ 3,000	(25.0)	\$ 3,000	-
691.000	Communications	42,474	49,500	49,500	\$ 49,500	-	\$ 49,500	-
701.000	Copier Rental & Supplies	14,296	19,000	19,000	\$ 17,000	(10.5)	\$ 17,000	-
704.000	Office Equipment Maintenance	1,561	3,000	3,000	\$ 1,500	(50.0)	\$ 1,500	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>216,779</u>	<u>260,800</u>	<u>267,900</u>	<u>210,000</u>	(21.6)	<u>201,300</u>	(4.1)
CAPITAL OUTLAY/IMPROVEMENTS								
803.000	Office Equipment	31,157	258,500	251,400	190,400	(24.3)	5,000	(97.4)
	TOTAL CAPITAL OUTLAY IMPROVEMENTS	<u>31,157</u>	<u>258,500</u>	<u>251,400</u>	<u>190,400</u>	(24.3)	<u>5,000</u>	(97.4)
	TOTAL EXPENDITURES	<u>\$ 247,936</u>	<u>\$ 519,300</u>	<u>\$ 519,300</u>	<u>\$ 400,400</u>	(22.9)	<u>\$ 206,300</u>	(48.5)