

# **Internal Services**

**INTERNAL SERVICE  
BUDGET NARRATIVE  
Fiscal Years 2018-19 and 2019-20**

2018-19 TOTAL BUDGET: \$8,340,000

2019-20 TOTAL BUDGET: \$8,293,790

**FUNCTIONS/OBJECTIVES:**

The Internal Service funds account for those functions that are shared by all City departments. They include: Workers' Compensation Insurance, Liability Insurance, accrued leave benefits payout, equipment maintenance and replacement, management information systems, and building and grounds maintenance.

These costs are distributed between the departments based on a number of factors. These factors include the type of work performed by a department, the use of certain types of services, size and condition of occupied structures and types of equipment used by individual departments.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS:**

- Resolved most general liability claims in-house, reducing third party administrator costs.
- Continued to offer a variety and number of safety training classes for field employees.
- Continued the work of the safety committee to aid the city in compliance with OSHA guidelines and producing a safer work environment.
- Conducted audiogram testing for all field personnel.
- Provided liability workshops for employees to increase risk awareness and reduce risk exposure.
- Convened the Accident Committee to investigate and review employee vehicular accidents



**CITY of BUENA PARK**  
**Summary of Resources and Requirements**  
**Internal Service Funds**  
**Fiscal Years 2018-20**

<i>Fund</i>	<i>Resources</i>				<i>Requirements</i>			<i>Ending Balance June 2019</i>
	<i>Beginning Balance July 2018</i>	<i>Estimated Revenue</i>	<i>Transfers In</i>	<i>Total Resources</i>	<i>Operating Expenditures</i>	<i>Transfers Out</i>	<i>Total Requirements</i>	
Workers' Comp	\$ 932,000	\$ 1,091,330	\$ -	\$ 2,023,330	\$ 1,203,490	\$ 126,200	\$ 1,329,690	\$ 693,640
Public Liability	500,000	3,000	1,145,000	1,648,000	1,247,180	-	1,247,180	400,820
Accrued Leave	900,000	255,000	-	1,155,000	250,000	-	250,000	905,000
Mngt Info Systems	1,400,000	274,260	-	1,674,260	826,030	-	826,030	848,230
Facilities Maint	-	2,333,950	-	2,333,950	2,290,630	15,000	2,305,630	28,320
Equipment Maint	3,300,000	1,980,490	357,000	5,637,490	2,381,470	-	2,381,470	3,256,020
Payroll Revolving	-	2,055,050	-	2,055,050	2,044,020	-	2,044,020	11,030
<b>Total</b>	<b>\$ 7,032,000</b>	<b>\$ 7,993,080</b>	<b>\$ 1,502,000</b>	<b>\$ 16,527,080</b>	<b>\$ 10,242,820</b>	<b>\$ 141,200</b>	<b>\$ 10,384,020</b>	<b>\$ 6,143,060</b>

<i>Fund</i>	<i>Resources</i>				<i>Requirements</i>			<i>Ending Balance June 2020</i>
	<i>Beginning Balance July 2019</i>	<i>Estimated Revenue</i>	<i>Transfers In</i>	<i>Total Resources</i>	<i>Operating Expenditures</i>	<i>Transfers Out</i>	<i>Total Requirements</i>	
Workers' Comp	\$ 693,640	\$ 1,097,500	\$ -	\$ 1,791,140	\$ 1,208,490	\$ 126,200	\$ 1,334,690	\$ 456,450
Public Liability	400,820	3,000	1,145,000	1,548,820	1,247,030	-	1,247,030	301,790
Accrued Leave	905,000	255,000	-	1,160,000	250,000	-	250,000	910,000
Mngt Info Systems	848,230	202,370	-	1,050,600	754,220	-	754,220	296,380
Facilities Maint	28,320	2,404,080	-	2,432,400	2,362,190	15,000	2,377,190	55,210
Equipment Maint	3,256,020	1,999,050	170,000	5,425,070	2,330,660	-	2,330,660	3,094,410
Payroll Revolving	11,030	-	-	11,030	-	-	-	11,030
<b>Total</b>	<b>\$ 6,143,060</b>	<b>\$ 5,961,000</b>	<b>\$ 1,315,000</b>	<b>\$ 13,419,060</b>	<b>\$ 8,152,590</b>	<b>\$ 141,200</b>	<b>\$ 8,293,790</b>	<b>\$ 5,125,270</b>

**CITY OF BUENA PARK**

**Internal Service Funds**

**Fiscal Year 2018-19**

	<i>FUND</i>							<b>TOTAL</b>
	62 <i>Workers Comp</i>	63 <i>Public Liability</i>	65 <i>Accrued Leave</i>	71 <i>Equipment Maintenance</i>	73 <i>Payroll Revolving</i>	74 <i>Mngt Info Systems</i>	77 <i>Facilities Maintenance</i>	
Self Insurance	\$ 1,329,690	\$ 1,247,180						\$ 2,576,870
Accrued Leave			\$ 250,000					250,000
Mngt Information Systems						\$ 826,030		826,030
Facilities Maintenance							\$ 2,305,630	2,305,630
Equipment Maintenance				\$ 2,381,470				2,381,470
Pension Obligation					\$ 2,044,020			2,044,020
<b>TOTAL BUDGET</b>	<b>\$ 1,329,690</b>	<b>\$ 1,247,180</b>	<b>\$ 250,000</b>	<b>\$ 2,381,470</b>	<b>\$ 2,044,020</b>	<b>\$ 826,030</b>	<b>\$ 2,305,630</b>	<b>\$ 10,384,020</b>

	<i>Personnel</i>	<i>Maintenance &amp; Operations</i>	<i>Equipment</i>	<i>Capital Projects</i>	<b>TOTAL</b>
Self Insurance	\$ -	\$ 2,576,870	\$ -	\$ -	\$ 2,576,870
Accrued Leave	250,000	-	-	-	250,000
Mngt Information Systems	120,690	315,630	134,710	255,000	826,030
Facilities Maintenance	423,760	1,880,670	1,200	-	2,305,630
Equipment Maintenance	505,820	1,002,650	873,000	-	2,381,470
Pension Obligation	-	2,044,020	-	-	2,044,020
<b>TOTAL BUDGET</b>	<b>\$ 1,300,270</b>	<b>\$ 7,819,840</b>	<b>\$ 1,008,910</b>	<b>\$ 255,000</b>	<b>\$ 10,384,020</b>

**CITY OF BUENA PARK**  
**Internal Service Funds**  
**Fiscal Year 2019-20**

	<i>FUND</i>						<b>TOTAL</b>
	<i>62 Workers Comp</i>	<i>63 Public Liability</i>	<i>65 Accrued Leave</i>	<i>71 Equipment Maintenance</i>	<i>74 Mngt Info Systems</i>	<i>77 Facilities Maintenance</i>	
Self Insurance	\$ 1,334,690	\$ 1,247,030					\$ 2,581,720
Accrued Leave			\$ 250,000				250,000
Mngt Information Systems					\$ 754,220		754,220
Facilities Maintenance						\$ 2,377,190	2,377,190
Equipment Maintenance				\$ 2,330,660			2,330,660
<b>TOTAL BUDGET</b>	<b>\$ 1,334,690</b>	<b>\$ 1,247,030</b>	<b>\$ 250,000</b>	<b>\$ 2,330,660</b>	<b>\$ 754,220</b>	<b>\$ 2,377,190</b>	<b>\$ 8,293,790</b>

	<i>Personnel</i>	<i>Maintenance &amp; Operations</i>	<i>Equipment</i>	<i>Capital Projects</i>	<b>TOTAL</b>
Self Insurance	\$ -	\$ 2,581,720	\$ -	\$ -	\$ 2,581,720
Accrued Leave	250,000	-	-	-	250,000
Mngt Information Systems	123,700	326,310	104,210	200,000	754,220
Facilities Maintenance	434,100	1,943,090	-	-	2,377,190
Equipment Maintenance	526,020	1,006,740	797,900	-	2,330,660
<b>TOTAL BUDGET</b>	<b>\$ 1,333,820</b>	<b>\$ 5,857,860</b>	<b>\$ 902,110</b>	<b>\$ 200,000</b>	<b>\$ 8,293,790</b>

**CITY OF BUENA PARK  
REVENUE DETAIL  
BUDGET YEARS 2018-19 AND 2019-20**

FUND/ SOURCE	FUND/ SOURCE DESCRIPTION	2016-17 PRIOR YR ACTUAL	2017-18 CURRENT YR BUDGET	2017-18 REVISED ESTIMATE	2018-19 BUDGET ESTIMATE	2019-20 BUDGET ESTIMATE
<b>WORKERS COMP SELF-INS FUND</b>						
USE OF MONEY & PROPERTY						
62 3410	INVESTMENT EARNINGS	26,373	30,000	30,000	30,000	30,000
	TOTALS FOR SOURCE	26,373	30,000	30,000	30,000	30,000
CHARGES FOR CURRENT SERVICES						
62 3791	WORKERS COMP INS CHARGE	1,010,782	992,000	992,000	1,061,330	1,067,500
	TOTALS FOR SOURCE	1,010,782	992,000	992,000	1,061,330	1,067,500
	TOTAL FOR FUND	<u>1,037,155</u>	<u>1,022,000</u>	<u>1,022,000</u>	<u>1,091,330</u>	<u>1,097,500</u>
<b>PUBLIC LIAB SELF-INS FUND</b>						
USE OF MONEY & PROPERTY						
63 3410	INVESTMENT EARNINGS	4,541	3,000	3,000	3,000	3,000
	TOTALS FOR SOURCE	4,541	3,000	3,000	3,000	3,000
CHARGES FOR CURRENT SERVICES						
63 3799	TRANSFERS IN	950,000	950,000	1,145,000	1,145,000	1,145,000
	TOTALS FOR SOURCE	950,000	950,000	1,145,000	1,145,000	1,145,000
	TOTAL FOR FUND	<u>954,541</u>	<u>953,000</u>	<u>1,148,000</u>	<u>1,148,000</u>	<u>1,148,000</u>
<b>ACCRUED LEAVE FUND</b>						
USE OF MONEY & PROPERTY						
65 3410	INVESTMENT EARNINGS	5,432	5,000	5,000	5,000	5,000
	TOTALS FOR SOURCE	5,432	5,000	5,000	5,000	5,000
CHARGES FOR CURRENT SERVICES						
65 3777	ACCRUED LEAVE CHARGES	162,454	250,000	250,000	250,000	250,000
	TOTALS FOR SOURCE	162,454	250,000	250,000	250,000	250,000
	TOTAL FOR FUND	<u>167,886</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>

**CITY OF BUENA PARK  
REVENUE DETAIL  
BUDGET YEARS 2018-19 AND 2019-20**

<u>FUND/ SOURCE</u>	<u>FUND/ SOURCE DESCRIPTION</u>	<u>2016-17 PRIOR YR ACTUAL</u>	<u>2017-18 CURRENT YR BUDGET</u>	<u>2017-18 REVISED ESTIMATE</u>	<u>2018-19 BUDGET ESTIMATE</u>	<u>2019-20 BUDGET ESTIMATE</u>
<b>EQUIP MAINT &amp; REPLACE FUND</b>						
USE OF MONEY & PROPERTY						
71 3410	INVESTMENT EARNINGS	24,663	17,000	17,000	17,000	17,000
	TOTALS FOR SOURCE	24,663	17,000	17,000	17,000	17,000
CHARGES FOR CURRENT SERVICES						
71 3760	DAMAGE TO CITY PROPERTY	-	1,000	1,000	1,000	1,000
71 3767	VEH MAINT & REPAIR CHARGE	1,554,900	1,527,000	1,527,000	1,241,310	1,263,890
71 3770	VEHICLE RENTAL CHARGES	585,624	596,590	596,590	711,180	707,160
71 3796	SALE OF REAL & PERS PROP	27,646	10,000	10,000	10,000	10,000
71 3799	TRANSFERS IN	35,000	-	-	357,000	170,000
	TOTALS FOR SOURCE	2,203,170	2,134,590	2,134,590	2,320,490	2,152,050
	TOTAL FOR FUND	<u>2,227,833</u>	<u>2,151,590</u>	<u>2,151,590</u>	<u>2,337,490</u>	<u>2,169,050</u>
<b>PAYROLL REVOLVING FUND</b>						
USE OF MONEY & PROPERTY						
73 3779	PENSION OBLIGATION BOND CHG	2,069,953	2,055,050	2,055,050	2,055,050	-
	TOTALS FOR SOURCE	2,069,953	2,055,050	2,055,050	2,055,050	-
	TOTAL FOR FUND	<u>2,069,953</u>	<u>2,055,050</u>	<u>2,055,050</u>	<u>2,055,050</u>	<u>-</u>
<b>MANAGEMENT INFO SYSTEMS</b>						
USE OF MONEY & PROPERTY						
74 3410	INVESTMENT EARNINGS	9,328	-	-	-	-
	TOTALS FOR SOURCE	9,328	-	-	-	-
CHARGES FOR CURRENT SERVICES						
74 3756	MNGT INFO SYSTEM CHARGES	570,336	416,710	416,710	274,260	202,370
74 3798	OTHER MISC REVENUE	3,115	-	-	-	-
	TOTALS FOR SOURCE	573,451	416,710	416,710	274,260	202,370
	TOTAL FOR FUND	<u>582,779</u>	<u>416,710</u>	<u>416,710</u>	<u>274,260</u>	<u>202,370</u>
<b>GOV'T BLDGS MAINT FUND</b>						
USE OF MONEY & PROPERTY						
77 3410	INVESTMENT EARNINGS	3,793	2,000	2,000	-	-
	TOTALS FOR SOURCE	3,793	2,000	2,000	-	-
CHARGES FOR CURRENT SERVICES						
77 3778	BLDG & GRNDS MAINT CHARGE	2,291,460	2,201,600	2,201,600	2,333,950	2,404,080
77 3798	OTHER MISC REVENUE	39,499	-	-	-	-
	TOTALS FOR SOURCE	2,330,959	2,201,600	2,201,600	2,333,950	2,404,080
	TOTAL FOR FUND	<u>2,334,752</u>	<u>2,203,600</u>	<u>2,203,600</u>	<u>2,333,950</u>	<u>2,404,080</u>





CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

FUNCTION <b>GENERAL GOVERNMENT SERVICES</b>	DEPARTMENT TITLE <b>INTERNAL SUPPORT - SELF INSURANCE</b>
--	--

**FISCAL YEAR 2018-19**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>107410</b>	WORKERS' COMP	-	1,329,690	-	1,329,690
<b>107420</b>	LIABILITY INSURANCE	-	1,247,180	-	1,247,180
TOTAL APPROPRIATIONS		-	2,576,870	-	2,576,870

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
62	WORKERS' COMPENSATION	1,329,690
63	PUBLIC LIABILITY	1,247,180
TOTAL RESOURCES		2,576,870

**FISCAL YEAR 2019-20**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>107410</b>	WORKERS' COMP	-	1,334,690	-	1,334,690
<b>107420</b>	LIABILITY INSURANCE	-	1,247,030	-	1,247,030
TOTAL APPROPRIATIONS		-	2,581,720	-	2,581,720

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
62	WORKERS' COMPENSATION	1,334,690
63	PUBLIC LIABILITY	1,247,030
TOTAL RESOURCES		2,581,720

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

DEPARTMENT TITLE		ACTIVITY TITLE						
INTERNAL SUPPORT SVCS - SELF INS		WORKERS' COMPENSATION						
OBJECT CODE	EXPENDITURE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
	MAINTENANCE & OPERATIONS							
6240	PROF/CONTRACTUAL SERVICES	161,570	161,568	166,480	171,410	171,410	176,560	176,560
6265	MNGT INFO SYS CHGS - CITY	1,190	1,188	940	1,380	1,380	1,230	1,230
6420	MEMBERSHIP/SUBS/CERTS	300	-	300	300	300	300	300
6620	WORKERS' COMP CLAIM PAYMENTS	800,000	2,336,879	800,000	800,000	800,000	800,000	800,000
6625	CLAIM ADJUSTMENT AT YEAR END	-	(980,116)	-	-	-	-	-
6645	INSURANCE - EXCESS PREMIUM	200,000	226,547	212,000	230,000	230,000	230,000	230,000
6650	CONFERENCE/MEETING/TRAINING	400	-	400	400	400	400	400
6798	TRANSFER OUT	-	-	1,114,916	126,200	126,200	126,200	126,200
	MAINTENANCE & OPERATIONS TOTAL	1,163,460	1,746,065	2,295,036	1,329,690	1,329,690	1,334,690	1,334,690

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

DEPARTMENT TITLE			ACTIVITY TITLE					
INTERNAL SUPPORT SVCS - SELF INS			LIABILITY INSURANCE					
OBJECT CODE	EXPENDITURE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
	MAINTENANCE & OPERATIONS							
6240	PROF/CONTRACTUAL SERVICES	45,000	12,305	45,000	45,000	45,000	45,000	45,000
6242	ATTORNEY CONTRACT SERVICES	300,000	31,372	300,000	300,000	300,000	300,000	300,000
6265	MNGT INFO SYS CHGS - CITY	1,190	1,188	920	1,380	1,380	1,230	1,230
6420	MEMBERSHIP/SUBS/CERTS	200	150	200	200	200	200	200
6625	CLAIM ADJUSTMENT AT YEAR END	-	(734,140)	-	-	-	-	-
6630	LIABILITY CLAIM PAYMENTS	382,873	205,398	300,000	300,000	300,000	300,000	300,000
6645	INSURANCE - EXCESS PREMIUM	326,000	322,749	565,000	600,000	600,000	600,000	600,000
6650	CONFERENCE/MEETING/TRAINING	600	-	600	600	600	600	600
	MAINTENANCE & OPERATIONS TOTAL	1,055,863	(160,978)	1,211,720	1,247,180	1,247,180	1,247,030	1,247,030

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2018-19 and 2019-20

Department: **INTERNAL SUPPORT SERVICES/SELF-INSURANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ 173,873	\$ 211,480	\$ 216,410	\$ 216,410	\$ 221,560	\$ 221,560
62-107410	<u>Workers' Compensation</u>						
	• Third party administrative fee	161,568	166,480	171,410	171,410	176,560	176,560
	SUB-TOTAL	<u>161,568</u>	<u>166,480</u>	<u>171,410</u>	<u>171,410</u>	<u>176,560</u>	<u>176,560</u>
63-107420	<u>Public Liability</u>						
	• Third party administrative fee	12,305	45,000	45,000	45,000	45,000	45,000
	SUB-TOTAL	<u>12,305</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>

CITY OF BUENA PARK  
MEMBERSHIP, SUBSCRIPTIONS & CERTIFICATIONS DETAIL (6420)  
FY 2018-19 and 2019-20

Department: **INTERNAL SUPPORT SERVICES/SELF INSURANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ 150	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
62-107410	<u>Workers' Compensation</u>						
	• Public Agency Risk Mgrs Assoc dues	150	200	200	200	200	200
	• Safety periodicals and magazines	-	100	100	100	100	100
	SUB-TOTAL	<u>150</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
63-107420	<u>Public Liability</u>						
	• Misc books, dues and publications	-	100	100	100	100	100
	• Risk and Insurance Management Societies dues	-	100	100	100	100	100
	SUB-TOTAL	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)  
 FY 2018-19 and 2019-20

Department: **INTERNAL SUPPORT SERVICES/SELF INSURANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
	<b>TOTAL DEPARTMENT</b>	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
62-107410	<u>Workers' Compensation</u> • CALPELRA Conference	-	400	400	400	400	400
63-107420	<u>Public Liability</u> • PARMA annual conference	-	600	600	600	600	600

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

FUNCTION <b>INTERNAL SERVICE</b>	DEPARTMENT TITLE <b>ACCRUED LEAVE</b>
-------------------------------------	--

**FISCAL YEAR 2018-19**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>108100</b>	ACCRUED LEAVE PAYOUT	250,000	-	-	250,000
	TOTAL APPROPRIATIONS	250,000	-	-	250,000

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
65	ACCRUED LEAVE FUND	250,000
	TOTAL RESOURCES	250,000

**FISCAL YEAR 2019-20**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>108100</b>	ACCRUED LEAVE PAYOUT	250,000	-	-	250,000
	TOTAL APPROPRIATIONS	250,000	-	-	250,000

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
65	ACCRUED LEAVE FUND	250,000
	TOTAL RESOURCES	250,000



CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

DEPARTMENT TITLE <b>INTERNAL SERVICE</b>		ACTIVITY TITLE <b>ACCRUED LEAVE</b>						
OBJECT CODE	EXPENDITURE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
	SALARY & BENEFITS							
5133	ACCRUED LEAVE PAYOUT	250,000	232,871	250,000	250,000	250,000	250,000	250,000
	SALARY & BENEFITS TOTAL	250,000	232,871	250,000	250,000	250,000	250,000	250,000

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

FUNCTION <b>GENERAL GOVERNMENT SERVICES</b>	DEPARTMENT TITLE <b>EQUIPMENT MAINTENANCE</b>
--	--

**FISCAL YEAR 2018-19**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
171710	VEH & SM ENGINE MAINT	505,820	1,002,650	873,000	2,381,470
	TOTAL APPROPRIATIONS	505,820	1,002,650	873,000	2,381,470

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
71	EQUIP MAINT & REPLACEMENT FUND	2,381,470
	TOTAL RESOURCES	2,381,470

**FISCAL YEAR 2019-20**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
171710	VEH & SM ENGINE MAINT	526,020	1,006,740	797,900	2,330,660
	TOTAL APPROPRIATIONS	526,020	1,006,740	797,900	2,330,660

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
71	EQUIP MAINT & REPLACEMENT FUND	2,330,660
	TOTAL RESOURCES	2,330,660

**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

FUNCTION			DEPARTMENT TITLE					
GENERAL GOVERNMENT SERVICES			EQUIPMENT MAINTENANCE					
OBJECT CODE	EXPENSE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
	<b>SALARY &amp; BENEFITS</b>							
	#							
	FLEET MAINT SUPERVISOR 1.00	85,780		83,940	88,000	88,000	88,340	88,340
	LEAD FLEET MECHANIC 1.00	70,810		62,540	65,560	65,560	68,720	68,720
	FLEET MECHANIC 2.00	128,670		123,170	122,720	122,720	125,460	125,460
	SENIOR OFFICE ASSISTANT 0.50	23,570		24,280	24,280	24,280	24,280	24,280
	TOTAL POSITIONS 4.50							
5110	REGULAR SALARIES	308,830	216,046	293,930	300,560	300,560	306,800	306,800
5110	LONGEVITY PAY	1,720	1,720	-	-	-	-	-
5115	EXCESS MEDICAL PREMIUM	5,310	2,974	1,440	1,030	1,030	1,030	1,030
5117	CASH PAYMENT PER MOU	-	-	13,500	-	-	-	-
5118	SPECIAL LICENSE	2,400	872	-	1,200	1,200	1,200	1,200
5130	OVERTIME	2,500	557	2,500	2,500	2,500	2,500	2,500
5131	VACATION PAY-OFF	2,670	3,752	2,670	-	-	-	-
5132	SICK-LEAVE BUY BACK	1,490	1,485	-	-	-	-	-
5140	PART TIME	17,780	8,193	17,780	17,780	17,780	17,780	17,780
5157	BILINGUAL PAY	420	420	420	840	840	840	840
5160	WORKERS' COMPENSATION	16,640	16,644	15,710	16,070	10,770	16,410	10,990
5161	ACCRUED LEAVE CHARGE	2,330	2,328	2,200	2,250	2,250	2,300	2,300
5170	MEDICAL INSURANCE	54,180	54,986	63,460	65,930	73,730	65,930	73,730
5171	DENTAL INSURANCE	5,300	4,221	5,430	4,790	4,790	4,790	4,790
5172	LONG-TERM DISABILITY	1,360	823	1,360	1,360	1,360	1,360	1,360
5173	LIFE AD&D	300	325	300	300	300	300	300
5174	MEDICARE	5,340	3,208	4,786	4,700	4,700	4,790	4,790
5175	DEFERRED COMP	670	307	670	670	670	670	670
5180	RETIREMENT - CITY FUNDED	72,460	57,323	26,250	26,960	26,960	29,030	29,030
5184	RETIREMENT UAL - MISC	-	-	35,880	56,380	56,380	67,910	67,910
5186	PENSION EXPENSE	-	(23,106)	-	-	-	-	-
5190	EDUCATIONAL INCENTIVE	780	137	600	-	-	-	-
	<b>SALARY &amp; BENEFITS TOTAL</b>	<b>502,480</b>	<b>353,215</b>	<b>488,886</b>	<b>503,320</b>	<b>505,820</b>	<b>523,640</b>	<b>526,020</b>
	<b>MAINTENANCE &amp; OPERATIONS</b>							
6240	PROF/CONTRACTUAL SERVICES	52,287	31,403	42,912	37,000	37,000	37,000	37,000
6245	PROFESSIONAL SERVICES - CITY	153,860	153,864	147,500	155,240	137,510	157,480	141,750
6255	SAFETY SHOES	810	1,263	810	1,250	1,250	1,250	1,250
6260	EQUIPMENT RENTAL - CITY	12,510	12,516	11,030	10,750	10,750	11,050	11,050
6261	EQUIPMENT MAINTENANCE - CITY	37,070	37,068	38,700	37,420	30,050	37,830	30,490
6265	MNGT INFO SYS CHGS - CITY	7,160	7,164	5,650	3,190	3,190	2,300	2,300
6335	EQUIPMENT PARTS & SUPPLIES	200,000	148,172	200,000	200,000	200,000	200,000	200,000
6338	OUTSIDE EQUIPMENT REPAIR	185,000	168,414	185,000	180,000	180,000	180,000	180,000
6350	SMALL TOOL/EQUIPMENT EXPENSE	2,668	2,174	6,000	10,000	10,000	10,000	10,000
6370	UNIFORM EXPENSE	400	478	400	600	600	600	600
6410	STATIONERY/OFFICE SUPPLIES	500	602	500	500	500	500	500
6420	MEMBERSHIP/SUBS/CERTS	700	939	700	900	900	900	900
6450	HARDWARE SUPPLIES	9,000	3,729	9,000	9,000	9,000	9,000	9,000
6460	GAS AND OIL	420,000	305,381	375,000	380,000	380,000	380,000	380,000
6470	LAB/CHEMICAL SUPPLIES	1,200	1,230	1,200	1,200	1,200	1,200	1,200
6560	RADIO REPAIR	-	778	-	-	-	-	-
6650	CONFERENCE/MEETING/TRAINING	700	-	700	700	700	700	700
6680	DEPRECIATION	-	317,458	-	-	-	-	-
7840	MACHINERY/EQUIPMENT	614,889	509,780	783,137	873,000	873,000	797,900	797,900 *
	<b>MAINTENANCE &amp; OPERATIONS TOTAL</b>	<b>1,698,754</b>	<b>1,702,414</b>	<b>1,808,239</b>	<b>1,900,750</b>	<b>1,875,650</b>	<b>1,827,710</b>	<b>1,804,640</b>

**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

FUNCTION			DEPARTMENT TITLE					
GENERAL GOVERNMENT SERVICES			EQUIPMENT MAINTENANCE					
ACTIVITY OBJECT NUMBER	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail								
EQUIPMENT								
POLICE								
7840	UNMARKED POLICE VEHICLE	1	REPLACEMENT	40,000	40,000	40,000	-	-
7840	UNMARKED POLICE VEHICLE	1	REPLACEMENT	40,000	-	-	40,000	40,000
7840	BLACK & WHITE POLICE VEHICLE	4	REPLACEMENT	51,500	206,000	206,000	-	-
7840	BLACK & WHITE POLICE VEHICLE	4	REPLACEMENT	52,000	-	-	208,000	208,000
7840	JAIL VAN (50-1695)	1	REPLACEMENT	55,000	-	-	55,000	55,000
7840	POLICE MOTORCYCLE	2	REPLACEMENT	29,200	-	-	58,400	58,400
	POLICE TOTAL				246,000	246,000	361,400	361,400
PUBLIC WORKS - STREET MAINTENANCE DIVISION								
7840	TRUCK WITH LIFT GATE (63-1524)	1	REPLACEMENT	42,500	42,500	42,500	-	-
7840	SWEEPER CNG - FUND 40 (63-1830)	1	REPLACEMENT	320,000	320,000	320,000	-	-
7840	CRACK SEALER - FUND 24	1	REPLACEMENT	80,000	-	-	80,000	80,000
	PUBLIC WORKS - STREET MAINT. DIVISION TOTAL				362,500	362,500	80,000	80,000
PUBLIC WORKS - WATER/SEWER MAINTENANCE DIVISION								
7840	1/2 TON PICKUP TRUCK (66-1753)	1	REPLACEMENT	32,200	35,000	35,000	-	-
7840	3/4 TON TRUCK W/SERVICE BODY/CRANE (66-1696)	1	REPLACEMENT	73,500	73,500	73,500	-	-
7840	3/4 TON TRUCK VALVE TURNING/VACUUM (66-1619)	1	REPLACEMENT	130,000	-	-	130,000	130,000
	PUBLIC WORKS - WATER/SEWER DIVISION TOTAL				108,500	108,500	130,000	130,000
PUBLIC WORKS - ENGINEERING DIVISION								
7840	1/2 TON PICKUP TRUCK (61-1610)	1	REPLACEMENT	39,000	39,000	39,000	-	-
	PUBLIC WORKS - ENGINEERING DIVISION TOTAL				39,000	39,000	-	-
PUBLIC WORKS - FLEET DIVISION								
7840	1/2 TON PICKUP TRUCK (67-1686)	1	REPLACEMENT	31,500	-	-	31,500	31,500
	PUBLIC WORKS - FLEET DIVISION TOTAL				-	-	31,500	31,500
PUBLIC WORKS - YARD/WATER/STREETS								
7840	FORK LIFT (67-1447)	1	REPLACEMENT	50,000	-	-	50,000	50,000
	PUBLIC WORKS - WAREHOUSE DIVISION TOTAL				-	-	50,000	50,000
ECONOMIC DEVELOPMENT DIVISION								
7840	HYBRID SEDAN - FUND 40 (33-1522)	1	REPLACEMENT	30,000	-	-	30,000	30,000
	ECONOMIC DEVELOPMENT DIVISION TOTAL				-	-	30,000	30,000
COMMUNITY DEVELOPMENT - CODE ENFORCEMENT DIVISION								
7840	HYBRID SEDAN - FUND 40 (45-1492)	1	REPLACEMENT	37,000	37,000	37,000	-	-
	COMMUNITY DEVELOPMENT - CODE ENFORCEMENT DIVISION TOTAL				37,000	37,000	-	-
COMMUNITY SERVICES								
7840	1/2 TON PICKUP TRUCK (75-1453)	1	REPLACEMENT	25,000	25,000	25,000	-	-
7840	1 TON TRUCK W/UTILITY BODY (75-1659)	1	REPLACEMENT	55,000	55,000	55,000	-	-
7840	1 TON TRUCK W/UTILITY BODY (75-1660)	1	REPLACEMENT	55,000	-	-	55,000	55,000
	COMMUNITY SERVICES TOTAL				80,000	80,000	55,000	55,000
CITY MANAGER'S OFFICE								
7840	HYBRID SUV - FUND 40	1	REPLACEMENT	60,000	-	-	60,000	60,000
	CITY MANAGER'S OFFICE TOTAL				-	-	60,000	60,000
EQUIPMENT TOTAL					873,000	873,000	797,900	797,900

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2018-19 and 2019-20

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		<u>\$ 31,403</u>	<u>\$ 42,912</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>
71-171710	<u>Vehicle and Small Engine Maintenance</u>						
	• Wash city vehicles	11,804	20,000	15,000	15,000	15,000	15,000
	• Computerized Mobile Maintenance System (CMMS)	7,250	2,500	5,000	5,000	5,000	5,000
	• Dossier Software Mtce Support	2,469	3,000	1,000	1,000	1,000	1,000
	• OC Health Care (fuel storage tanks)	1,201	4,000	3,500	3,500	3,500	3,500
	• AQMD Facility Operating Fee	5,369	6,000	7,500	7,500	7,500	7,500
	• ProDemand Annual Maint.	2,220	5,000	2,500	2,500	2,500	2,500
	• WyTech	-	2,412	2,500	2,500	2,500	2,500
	• OTHER - Alarm Monitoring	1,090	-	-	-	-	-
	SUB-TOTAL	<u>31,403</u>	<u>42,912</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>

CITY OF BUENA PARK  
MEMBERSHIP, SUBSCRIPTIONS & CERTIFICATIONS DETAIL (6420)  
FY 2018-19 and 2019-20

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ 939	\$ 700	\$ 900	\$ 900	\$ 900	\$ 900
71-171710	<u>Vehicle and Small Engine Maintenance</u>						
	• Municipal Equipment Maintenance Association dues	275	200	300	300	300	300
	• ASE certs	228	500	600	600	600	600
	• Automotive manuals and subscriptions	436	-	-	-	-	-
	<b>SUB-TOTAL</b>	<u>939</u>	<u>700</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS, & TRAINING DETAIL (6650)  
 FY 2018-19 and 2019-20

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ -	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
71-171710	<u>Vehicle and Small Engine Maintenance</u> • Automotive manuals and subscriptions • Training	-	700	700	700	700	700

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

FUNCTION <b>GENERAL GOVERNMENT SERVICES</b>	DEPARTMENT TITLE <b>MANAGEMENT INFORMATION SYSTEMS</b>
--	---

**FISCAL YEAR 2018-19**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
126143	MANAGEMENT INFO SYSTEMS	120,690	315,630	134,710	571,030
TOTAL APPROPRIATIONS		120,690	315,630	134,710	571,030

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
74	MANAGEMENT INFO SYSTEMS	571,030
TOTAL RESOURCES		571,030

**FISCAL YEAR 2019-20**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
126143	MANAGEMENT INFO SYSTEMS	123,700	326,310	104,210	554,220
TOTAL APPROPRIATIONS		123,700	326,310	104,210	554,220

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
74	MANAGEMENT INFO SYSTEMS	554,220
TOTAL RESOURCES		554,220



**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

FUNCTION			DEPARTMENT TITLE					
GENERAL GOVERNMENT SERVICES			MANAGEMENT INFORMATION SYSTEMS					
OBJECT CODE	EXPENDITURE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
	SALARY & BENEFITS							
	INFORMATION SYSTEM TECHNICIAN 1.00	81,760		86,260	78,230	78,230	78,230	78,230
	TOTAL POSITIONS 1.00							
5110	REGULAR SALARIES	81,760	65,185	86,260	78,230	78,230	78,230	78,230
5117	CASH PAYMENT PER MOU	-	-	3,000	-	-	-	-
5130	OVERIME	-	1	-	-	-	-	-
5155	UNIFORM CLOTHING ALLOWANCE	500	500	500	500	500	500	500
5160	WORKERS' COMPENSATION	2,030	2,028	2,140	1,940	1,310	1,940	1,310
5161	ACCRUED LEAVE CHARGE	610	612	650	590	590	590	590
5170	MEDICAL INSURANCE	17,030	15,609	17,030	14,760	15,830	14,760	15,830
5171	DENTAL INSURANCE	1,050	960	1,050	1,170	1,170	1,170	1,170
5172	LONG-TERM DISABILITY	300	171	300	300	300	300	300
5173	LIFE AD&D	30	27	30	30	30	30	30
5174	MEDICARE	1,190	921	1,304	1,140	1,140	1,140	1,140
5180	RETIREMENT - CITY FUNDED	18,970	15,178	7,720	7,010	7,010	7,400	7,400
5184	RETIREMENT UAL - MISC	-	-	17,730	14,580	14,580	17,200	17,200
5186	PENSION EXPENSE	-	(5,777)	-	-	-	-	-
5190	EDUCATION INCENTIVE PAY	-	621	-	-	-	-	-
	SALARY & BENEFITS TOTAL	123,470	96,037	137,714	120,250	120,690	123,260	123,700
	MAINTENANCE & OPERATIONS							
6240	PROF/CONTRACTUAL SERVICES	77,000	22,348	77,000	86,000	86,000	86,000	86,000
6250	OFFICE EQUIPMENT MAINTENANCE	180,680	115,455	173,780	200,100	200,100	210,700	210,700
6310	TELEPHONE	16,000	16,042	16,000	16,000	16,000	16,000	16,000
6335	EQUIPMENT PARTS & SUPPLY	3,000	1,995	3,000	3,000	3,000	3,000	3,000
6340	NON-CAPITAL EQUIPMENT/FURNITURE	23,800	11,386	950	38,360	38,360	35,360	35,360 *
6510	BUILDING MAINTENANCE - CITY	4,000	3,996	4,330	4,520	4,530	4,530	4,610
6650	CONFERENCE/MEETING/TRAINING	-	-	-	6,000	6,000	6,000	6,000
6680	DEPRECIATION	-	82,370	-	-	-	-	-
7840	MACHINERY/EQUIPMENT	169,320	103,078	58,800	96,350	96,350	68,850	68,850 *
	MAINTENANCE & OPERATIONS TOTAL	473,800	356,670	333,860	450,330	450,340	430,440	430,520
OBJECT CODE	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail								
	EQUIPMENT							
MIS								
6340	REPLACEMENT PC'S	20	REPLACEMENT	925	18,500	18,500	-	-
	REPLACEMENT PC'S	20	REPLACEMENT	925	-	-	18,500	18,500
	MICROSOFT OFFICE LICENSES	35	REPLACEMENT	385	13,480	13,480	-	-
	MICROSOFT OFFICE LICENSES	35	REPLACEMENT	385	-	-	13,480	13,480
	MONITORS	15	REPLACEMENT	225	3,380	3,380	-	-
	MONITORS	15	REPLACEMENT	225	-	-	3,380	3,380
	MIS OBJECT CODE 6340 TOTAL				35,360	35,360	35,360	35,360
7840	PRINTERS	5	REPLACEMENT	1,000	5,000	5,000	-	-
	PRINTERS	5	REPLACEMENT	1,000	-	-	5,000	5,000
	MICROSOFT EXCHANGE LOAN BALANCER	1	REPLACEMENT	7,000	7,000	7,000	-	-
	FLEX SCANNER	1	REPLACEMENT	3,500	3,500	3,500	-	-
	SAN STORAGE	1	REPLACEMENT	30,000	-	-	45,000	45,000
	NETWORK SWITCHES	3	REPLACEMENT	7,000	21,000	21,000	-	-
	NETWORK SWITCHES	1	REPLACEMENT	7,000	-	-	7,000	7,000
	SERVERS	2	REPLACEMENT	8,000	16,000	16,000	-	-
	BACKUP APPLIANCE	1	REPLACEMENT	25,000	25,000	25,000	-	-
	MIS OBJECT CODE 7840 TOTAL				77,500	77,500	57,000	57,000
	EQUIPMENT SUBTOTAL (sub-total)				112,860	112,860	92,360	92,360

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

FUNCTION GENERAL GOVERNMENT SERVICES			DEPARTMENT TITLE MANAGEMENT INFORMATION SYSTEMS					
DEPT./ OBJECT CODE	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
EQUIPMENT (Cont)								
PUBLIC WORKS								
6340	MICROSOFT PROJECT SOFTWARE (160410)	6	NEW	500	3,000	3,000	-	-
	PW OBJECT CODE 6340 TOTAL				3,000	3,000	-	-
7840	AUTODESK AEC COLLECTION SINGLE USER (160410)	6	REPLACEMENT	1,100	6,600	6,600	-	-
	AUTODESK AEC COLLECTION SINGLE USER (160410)	6	REPLACEMENT	1,100	-	-	6,600	6,600
	AUTODESK AEC COLLECTION MULTI USER (160410)	1	REPLACEMENT	1,100	1,100	1,100	-	-
	AUTODESK AEC COLLECTION MULTI USER (160410)	1	REPLACEMENT	1,100	-	-	1,100	1,100
	STREET SERVER (160410)	1	REPLACEMENT	2,500	2,500	2,500	-	-
	STREET SERVER (160410)	1	REPLACEMENT	2,500	-	-	2,500	2,500
	OC ASSESSOR TAX ROLL SOFTWARE (160410)	1	REPLACEMENT	1,650	1,650	1,650	-	-
	OC ASSESSOR TAX ROLL SOFTWARE (160410)	1	REPLACEMENT	1,650	-	-	1,650	1,650
	HCM SUBSCRIPTION/SUPPORT (160410)	1	REPLACEMENT	3,000	3,000	3,000	-	-
	SYNCRO ANNUAL MAINTENANCE SUBSCRIPTION (160410)	2	REPLACEMENT	2,000	4,000	4,000	-	-
	PW OBJECT CODE 7840 TOTAL				18,850	18,850	11,850	11,850
EQUIPMENT TOTAL					134,710	134,710	104,210	104,210

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2018-19 and 2019-20

Department: **MIS**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ <u>22,348</u>	\$ <u>77,000</u>	\$ <u>86,000</u>	\$ <u>86,000</u>	\$ <u>86,000</u>	\$ <u>86,000</u>
74-126143	<u>Management Information Systems</u>						
	• City of Brea MIS Services	-	5,000	5,000	5,000	5,000	5,000
	• Website Management	8,373	10,000	10,000	10,000	10,000	10,000
	• Sungard Programming	-	5,000	5,000	5,000	5,000	5,000
	• Misc Software Purchases	-	3,000	3,000	3,000	3,000	3,000
	• Unforeseen Purchases & Programming	13,975	20,000	20,000	20,000	20,000	20,000
	• City-Wide Computer Training Classes	-	3,000	6,000	6,000	6,000	6,000
	• Electronic Storage	-	10,000	-	-	-	-
	• Computer Consulting Services	-	20,000	20,000	20,000	20,000	20,000
	• GIS Technical Support for Public Works	-	1,000	5,000	5,000	5,000	5,000
	• OpenGov, Inc.	-	-	12,000	12,000	12,000	12,000
	<b>SUB-TOTAL</b>	<u>22,348</u>	<u>77,000</u>	<u>86,000</u>	<u>86,000</u>	<u>86,000</u>	<u>86,000</u>

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)  
 FY 2018-19 and 2019-20

Department: **MIS**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
74-126143	<u>Management Information Systems</u> • Training	-	-	6,000	6,000	6,000	6,000



CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

FUNCTION <b>GENERAL GOVERNMENT SERVICES</b>	DEPARTMENT TITLE <b>FACILITIES MAINTENANCE</b>
--	---

**FISCAL YEAR 2018-19**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>170670</b>	GOV'T BLDGS MAINT OPER	423,760	1,880,670	1,200	2,305,630
TOTAL APPROPRIATIONS		423,760	1,880,670	1,200	2,305,630

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
77	GOV'T BLDGS MAINT FUND	2,305,630
TOTAL RESOURCES		2,305,630

**FISCAL YEAR 2019-20**

**APPROPRIATION ALLOCATION**

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
<b>170670</b>	GOV'T BLDGS MAINT OPER	434,100	1,943,090	-	2,377,190
TOTAL APPROPRIATIONS		434,100	1,943,090	-	2,377,190

**RESOURCE ALLOCATION**

FUND NUMBER	FUND TITLE	TOTAL
77	GOV'T BLDGS MAINT FUND	2,377,190
TOTAL RESOURCES		2,377,190

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

FUNCTION			DEPARTMENT TITLE						
GENERAL GOVERNMENT SERVICES			FACILITIES MAINTENANCE						
OBJECT CODE	EXPENSE CLASSIFICATION	2016-17 AMENDED BUDGET	2016-17 ACTUAL	2017-18 AMENDED BUDGET	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED	
<b>SALARY &amp; BENEFITS</b>									
	FACILITIES & PARKS SUPERINTENDENT	0.80	-	-	-	81,720	-	81,720	
	FACILITIES MAINT SUPERVISOR	0.00	79,760	82,180	67,060	-	67,060	-	
	LEAD FACILITIES MAINTENANCE	1.00	-	-	-	69,290	-	69,290	
	FACILITIES MAINTENANCE TECH	0.00	59,940	61,740	61,740	-	61,740	-	
	FACILITIES MAINTENANCE WORKER	1.00	54,440	56,080	56,080	56,080	56,080	56,080	
	SENIOR OFFICE ASSISTANT	0.50	23,570	24,280	24,280	24,280	24,280	24,280	
	MAINTENANCE HELPER	1.00	33,910	34,930	34,930	34,930	34,930	34,930	
	TOTAL POSITIONS	4.30							
5110	REGULAR SALARIES		251,620	250,404	259,210	244,090	266,310	266,310	
5110	LONGEVITY PAY		1,600	1,600	1,640	1,640	1,640	1,630	
5115	EXCESS MEDICAL PREMIUM		15,010	14,823	14,690	11,440	11,440	11,440	
5117	CASH PAYMENT PER MOU		-	-	13,500	-	-	-	
5130	OVERTIME		1,000	196	1,000	1,000	1,000	1,000	
5131	VACATION PAY-OFF		3,160	453	3,250	2,820	3,240	2,820	
5132	SICK-LEAVE BUY BACK		1,260	1,257	1,290	1,290	1,290	1,290	
5157	BILINGUAL PAY		420	420	420	420	420	420	
5160	WORKERS' COMPENSATION		10,670	10,668	10,990	10,580	7,630	10,580	
5161	ACCRUED LEAVE CHARGE		1,900	1,896	1,960	1,830	2,010	1,830	
5170	MEDICAL INSURANCE		41,120	41,308	41,450	40,620	44,700	40,620	
5171	DENTAL INSURANCE		5,270	4,673	5,270	4,480	4,480	4,480	
5172	LONG-TERM DISABILITY		1,360	926	1,360	1,290	1,290	1,290	
5173	LIFE AD&D		310	334	310	280	280	280	
5174	MEDICARE		3,980	3,732	4,286	3,790	4,140	3,790	
5180	RETIREMENT - CITY FUNDED		58,500	57,785	23,250	21,780	23,900	22,980	
5184	RETIREMENT UAL - MISC		-	-	53,410	45,560	50,000	53,770	
5186	PENSION EXPENSE		-	(18,614)	-	-	-	-	
<b>SALARY &amp; BENEFITS TOTAL</b>			<b>397,180</b>	<b>371,861</b>	<b>437,286</b>	<b>392,910</b>	<b>423,760</b>	<b>402,320</b>	<b>434,100</b>
<b>MAINTENANCE &amp; OPERATIONS</b>									
6240	PROF/CONTRACTUAL SERVICES		566,375	591,744	617,000	628,000	628,000	628,000	
6245	PROFESSIONAL SERVICES - CITY		110,500	110,496	105,790	111,280	98,560	112,910	
6248	PERIODIC MAINT/BUILDING MOD		74,582	64,817	20,000	45,000	45,000	53,500	
6255	SAFETY SHOES		900	660	900	900	900	900	
6260	EQUIPMENT RENTAL - CITY		18,210	20,401	18,930	20,360	20,360	21,080	
6261	EQUIPMENT MAINTENANCE - CITY		76,770	76,776	80,730	79,140	63,540	80,480	
6265	MNGT INFO SYS CHGS - CITY		9,550	9,552	7,530	4,260	4,260	3,060	
6290	ELECTRIC UTILITY		680,000	411,018	650,000	650,000	650,000	650,000	
6300	GAS UTILITY		50,000	32,490	40,000	40,000	40,000	40,000	
6310	TELEPHONE		90,000	100,785	90,000	150,000	150,000	200,000	
6320	WATER UTILITY		120,000	104,525	100,000	100,000	100,000	100,000	
6321	BOTTLED WATER		6,500	6,316	6,500	6,500	6,500	6,500	
6340	NON-CAPITAL EQUIPMENT/FURNITURE		1,425	1,418	-	-	-	-	
6350	SMALL TOOL/EQUIP EXPENSE		750	691	750	750	750	750	
6370	UNIFORM EXPENSE		300	308	300	300	300	300	
6450	HARDWARE SUPPLIES		45,000	49,713	45,000	45,000	45,000	45,000	
6515	BUILDING MAINTENANCE SUPPLIES		12,000	9,961	12,000	12,000	12,000	12,000	
6650	CONFERENCE/MEETING/TRAINING		500	-	500	500	500	500	
6680	DEPRECIATION		-	1,759	-	-	-	-	
6798	TRANSFER OUT		15,000	15,000	15,000	15,000	15,000	15,000	
7840	MACHINERY/EQUIPMENT		10,000	3,437	9,748	1,200	1,200	-	
<b>MAINTENANCE &amp; OPERATIONS TOTAL</b>			<b>1,888,362</b>	<b>1,611,865</b>	<b>1,820,678</b>	<b>1,910,190</b>	<b>1,881,870</b>	<b>1,969,980</b>	<b>1,943,090</b>

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

FUNCTION <b>GENERAL GOVERNMENT SERVICES</b>			DEPARTMENT TITLE <b>FACILITIES MAINTENANCE</b>					
ACTIVITY/ OBJECT NUMBER	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2018-19 DEPARTMENT REQUESTED	2018-19 CITY COUNCIL APPROVED	2019-20 DEPARTMENT REQUESTED	2019-20 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail								
	EQUIPMENT							
170670 7840	CHOP SAW	1	REPLACEMENT	1,200	1,200	1,200	-	
	OBJECT CODE 7840 TOTAL				1,200	1,200	-	
	EQUIPMENT TOTAL				1,200	1,200	-	-



CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2018-19 and 2019-20

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
<b>TOTAL DEPARTMENT</b>		<b>\$ 591,744</b>	<b>\$ 617,000</b>	<b>\$ 628,000</b>	<b>\$ 628,000</b>	<b>\$ 628,000</b>	<b>\$ 628,000</b>
77-170670	<u>Government Building Main. &amp; Operations</u>						
	• Burglar alarm maintenance	20,052	18,000	20,000	20,000	20,000	20,000
	• Fire sprinkler system maintenance	-	3,000	2,000	2,000	2,000	2,000
	• Fire extinguisher maintenance	1,460	2,500	2,500	2,500	2,500	2,500
	• Fire alarm monitoring and maint.	26,346	24,000	25,000	25,000	25,000	25,000
	• Electric system maintenance	15,293	10,000	15,000	15,000	15,000	15,000
	• City entrance sign maintenance	-	500	500	500	500	500
	• Elevator testing and maintenance	26,390	27,200	27,000	27,000	27,000	27,000
	• Janitorial service	130,554	200,000	160,000	160,000	160,000	160,000
	• HVAC service contract and maint.	145,662	96,000	150,000	150,000	150,000	150,000
	• Telephone system maintenance	5,978	10,000	10,000	10,000	10,000	10,000
	• City Yard/City Hall Comm Cable	10,755	1,500	13,000	13,000	13,000	13,000
	• Council Chambers A/V maintenance	6,499	10,000	10,000	10,000	10,000	10,000
	• Door and window repairs	26,527	10,100	15,000	15,000	15,000	15,000
	• Floor repairs/carpet cleaning	2,450	17,000	17,000	17,000	17,000	17,000
	• Standby generators servicing and load testing	25,763	20,000	20,000	20,000	20,000	20,000
	• Pest control and insect spraying	12,429	7,000	10,000	10,000	10,000	10,000
	• Misc. repairs/consulting services	23,131	9,200	10,000	10,000	10,000	10,000
	• Sanitation District sewer fees	80,498	70,000	81,000	81,000	81,000	81,000
	• Live plant maintenance	3,045	3,000	3,000	3,000	3,000	3,000
	• Industrial water treatment	1,180	2,000	2,000	2,000	2,000	2,000
	• PD Range maintenance	16,945	20,000	20,000	20,000	20,000	20,000
	• Police Dep. Fountain Maintenance	1,500	6,000	5,000	5,000	5,000	5,000
	• Electrical engineering and installation of audio visual equipment	-	50,000	-	-	-	-
	• Surveillance Equipment Maintenance	9,287	-	10,000	10,000	10,000	10,000
	<b>SUB-TOTAL</b>	<b>591,744</b>	<b>617,000</b>	<b>628,000</b>	<b>628,000</b>	<b>628,000</b>	<b>628,000</b>

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS AND TRAINING DETAIL (6650)  
 FY 2018-19 and 2019-20

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

Fund/ Activity	Description/Justification	FY 16-17 Actual	FY 17-18 Budget	FY 18-19 Proposed	FY 18-19 Approved	FY 19-20 Proposed	FY 19-20 Approved
	<b>TOTAL DEPARTMENT</b>	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
77-170670	<u>Government Building Maint. &amp; Operations</u> • Training on Civic Center Systems	-	500	500	500	500	500

**CITY OF BUENA PARK  
BUILDING MODIFICATIONS  
FY 2018-19 and FY 2019-20**

FUND/OBJ	# OF UNITS	NEW OR REPLACEMENT	UNIT COST	DESCRIPTION	FY 2018-19 DEPARTMENT REQUESTED	FY 2018-19 CITY COUNCIL APPROVED	FY 2019-20 DEPARTMENT REQUESTED	FY 2019-20 CITY COUNCIL APPROVED
				<b>Police Department</b>				
77-6248	1	R	7,000	Replace range firing line door	7,000	7,000	-	-
77-6248	1	R	12,000	LED exterior lighting upgrade	-	-	12,000	12,000
77-6248	1	N	6,000	Pigeon control	6,000	6,000	-	-
				<b>City Hall</b>				
77-6248	1	R	30,000	HVAC Vav Valve Replacement	30,000	30,000	-	-
77-6248	1	R	12,000	LED exterior lighting upgrade	-	-	12,000	12,000
				<b>City Yard</b>				
77-6248	1	R	12,000	LED interior lighting upgrade	-	-	12,000	12,000
				<b>Peak Park</b>				
77-6248	1	R	4,500	Clubhouse - replace windows	-	-	4,500	4,500
				<b>Boisseranc Park</b>				
77-6248	1	R	8,000	Clubhouse - replace windows	-	-	8,000	8,000
				<b>Carl Brenner Park</b>				
77-6248	1	R	5,000	Clubhouse - replace windows	-	-	5,000	5,000
				<b>Bellis Yard</b>				
77-6248	1	R	2,000	Install security camera system	2,000	2,000	-	-
				<b>Totals</b>	<b>45,000</b>	<b>45,000</b>	<b>53,500</b>	<b>53,500</b>