

Internal Services

**INTERNAL SERVICE
BUDGET NARRATIVE
Fiscal Year 2020-21**

2020-21 TOTAL BUDGET: \$ 7,702,570

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.

CITY of BUENA PARK
Summary of Resources and Requirements
Internal Service Funds
Fiscal Year 2020-21

<i>Fund</i>	<i>Resources</i>				<i>Requirements</i>			<i>Ending Balance June 2021</i>
	<i>Beginning Balance July 2020</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.	\$ 3,600,000	\$ 1,097,500	\$ -	\$ 4,697,500	\$ 1,261,010	\$ 126,200	\$ 1,387,210	\$ 3,310,290
Public Liability	1,330,000	3,000	1,145,000	2,478,000	1,296,110	-	1,296,110	1,181,890
Accrued Leave	450,000	255,000	-	705,000	250,000	-	250,000	455,000
Mgmt. Info. Systems	820,000	410,150	-	1,230,150	621,900	-	621,900	608,250
Facilities Maint.	237,000	2,492,870	-	2,729,870	2,261,540	15,000	2,276,540	453,330
Equipment Maint.	3,976,000	2,406,050	-	6,382,050	1,870,810	-	1,870,810	4,511,240
Total	\$ 10,413,000	\$ 6,664,570	\$ 1,145,000	\$ 18,222,570	\$ 7,561,370	\$ 141,200	\$ 7,702,570	\$ 10,520,000

CITY OF BUENA PARK
Internal Service Funds
Fiscal Year 2020-21

	<i>FUND</i>						TOTAL
	62 <i>Workers Comp.</i>	63 <i>Public Liability</i>	65 <i>Accrued Leave</i>	71 <i>Equipment Maintenance</i>	74 <i>Mgmt. Info. Systems</i>	77 <i>Facilities Maintenance</i>	
Self Insurance	\$ 1,387,210	\$ 1,296,110					\$ 2,683,320
Accrued Leave			\$ 250,000				250,000
Mgmt. Information Systems					\$ 621,900		621,900
Facilities Maintenance						\$ 2,276,540	2,276,540
Equipment Maintenance				\$ 1,870,810			1,870,810
TOTAL BUDGET	\$ 1,387,210	\$ 1,296,110	\$ 250,000	\$ 1,870,810	\$ 621,900	\$ 2,276,540	\$ 7,702,570

	<i>Maintenance</i>			TOTAL
	<i>Personnel</i>	<i>& Operations</i>	<i>Equipment</i>	
Self Insurance	\$ -	\$ 2,683,320	\$ -	\$ 2,683,320
Accrued Leave	250,000	-	-	250,000
Mgmt. Information Systems	137,920	287,360	196,620	621,900
Facilities Maintenance	452,370	1,815,670	8,500	2,276,540
Equipment Maintenance	561,130	1,018,180	291,500	1,870,810
TOTAL BUDGET	\$ 1,401,420	\$ 5,804,530	\$ 496,620	\$ 7,702,570

**CITY OF BUENA PARK
REVENUE DETAIL
BUDGET YEAR 2020-21**

FUND/ SOURCE	FUND/ SOURCE DESCRIPTION	2018-19 PRIOR YR ACTUAL	2019-20 BUDGET ESTIMATE	2019-20 REVISED ESTIMATE	2020-21 BUDGET ESTIMATE
WORKERS COMP. SELF-INS. FUND					
USE OF MONEY & PROPERTY					
62 3410	INVESTMENT EARNINGS	129,934	30,000	30,000	30,000
	TOTALS FOR SOURCE	129,934	30,000	30,000	30,000
CHARGES FOR CURRENT SERVICES					
62 3791	WORKERS COMP INS CHARGE	719,484	1,067,500	1,067,500	1,067,500
	TOTALS FOR SOURCE	719,484	1,067,500	1,067,500	1,067,500
	TOTAL FOR FUND	<u>849,418</u>	<u>1,097,500</u>	<u>1,097,500</u>	<u>1,097,500</u>
PUBLIC LIAB. SELF-INS. FUND					
USE OF MONEY & PROPERTY					
63 3410	INVESTMENT EARNINGS	31,254	3,000	3,000	3,000
	TOTALS FOR SOURCE	31,254	3,000	3,000	3,000
CHARGES FOR CURRENT SERVICES					
63 3799	TRANSFERS IN	1,145,000	1,145,000	1,145,000	1,145,000
	TOTALS FOR SOURCE	1,145,000	1,145,000	1,145,000	1,145,000
	TOTAL FOR FUND	<u>1,176,254</u>	<u>1,148,000</u>	<u>1,148,000</u>	<u>1,148,000</u>
ACCRUED LEAVE FUND					
USE OF MONEY & PROPERTY					
65 3410	INVESTMENT EARNINGS	25,569	5,000	5,000	5,000
	TOTALS FOR SOURCE	25,569	5,000	5,000	5,000
CHARGES FOR CURRENT SERVICES					
65 3777	ACCRUED LEAVE CHARGES	173,040	250,000	250,000	250,000
	TOTALS FOR SOURCE	173,040	250,000	250,000	250,000
	TOTAL FOR FUND	<u>198,609</u>	<u>255,000</u>	<u>255,000</u>	<u>255,000</u>

**CITY OF BUENA PARK
REVENUE DETAIL
BUDGET YEAR 2020-21**

FUND/ SOURCE	FUND/ SOURCE DESCRIPTION	2018-19 PRIOR YR ACTUAL	2019-20 BUDGET ESTIMATE	2019-20 REVISED ESTIMATE	2020-21 BUDGET ESTIMATE
EQUIP. MAINT. & REPLACE. FUND					
USE OF MONEY & PROPERTY					
71 3410	INVESTMENT EARNINGS	161,298	17,000	17,000	17,000
	TOTALS FOR SOURCE	161,298	17,000	17,000	17,000
CHARGES FOR CURRENT SERVICES					
71 3760	DAMAGE TO CITY PROPERTY	-	1,000	1,000	1,000
71 3767	VEH MAINT & REPAIR CHARGE	1,243,368	1,263,890	1,255,950	1,597,300
71 3770	VEHICLE RENTAL CHARGES	711,204	707,160	778,180	780,750
71 3796	SALE OF REAL & PERS PROP	46,018	10,000	10,000	10,000
71 3799	TRANSFERS IN	54,177	170,000	170,000	-
	TOTALS FOR SOURCE	2,054,767	2,152,050	2,215,130	2,389,050
	TOTAL FOR FUND	<u>2,216,065</u>	<u>2,169,050</u>	<u>2,232,130</u>	<u>2,406,050</u>
PAYROLL REVOLVING FUND					
USE OF MONEY & PROPERTY					
73 3779	PENSION OBLIGATION BOND CHG	2,329,884	-	-	-
	TOTALS FOR SOURCE	2,329,884	-	-	-
	TOTAL FOR FUND	<u>2,329,884</u>	<u>-</u>	<u>-</u>	<u>-</u>
MANAGEMENT INFO. SYSTEMS					
USE OF MONEY & PROPERTY					
74 3410	INVESTMENT EARNINGS	60,648	-	-	10,000
	TOTALS FOR SOURCE	60,648	-	-	10,000
CHARGES FOR CURRENT SERVICES					
74 3756	MNGT INFO SYSTEM CHARGES	275,988	202,370	214,540	400,150
74-3799	TRANSFERS IN	75,000	-	-	-
	TOTALS FOR SOURCE	350,988	202,370	214,540	400,150
	TOTAL FOR FUND	<u>411,636</u>	<u>202,370</u>	<u>214,540</u>	<u>410,150</u>
GOV'T. BLDGS. MAINT. FUND					
USE OF MONEY & PROPERTY					
77 3410	INVESTMENT EARNINGS	30,186	-	-	-
	TOTALS FOR SOURCE	30,186	-	-	-
CHARGES FOR CURRENT SERVICES					
77 3778	BLDG & GRNDS MAINT CHARGE	2,335,296	2,404,080	2,387,380	2,492,870
	TOTALS FOR SOURCE	2,335,296	2,404,080	2,387,380	2,492,870
	TOTAL FOR FUND	<u>2,365,482</u>	<u>2,404,080</u>	<u>2,387,380</u>	<u>2,492,870</u>



CITY OF BUENA PARK
APPROPRIATION SUMMARY

FUNCTION GENERAL GOVERNMENT SERVICES	DEPARTMENT TITLE INTERNAL SUPPORT - SELF INSURANCE
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FISCAL YEAR 2020-21

APPROPRIATION ALLOCATION

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
107410	WORKERS' COMP	-	1,387,210	-	1,387,210
107420	LIABILITY INSURANCE	-	1,296,110	-	1,296,110
	TOTAL APPROPRIATIONS	-	2,683,320	-	2,683,320

RESOURCE ALLOCATION

FUND NUMBER	FUND TITLE	TOTAL
62	WORKERS' COMPENSATION	1,387,210
63	PUBLIC LIABILITY	1,296,110
	TOTAL RESOURCES	2,683,320

CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL

DEPARTMENT TITLE		ACTIVITY TITLE				
INTERNAL SUPPORT SVCS - SELF INS		WORKERS' COMPENSATION				
OBJECT CODE	EXPENDITURE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
	MAINTENANCE & OPERATIONS					
6240	PROF/CONTRACTUAL SERVICES	171,410	171,408	176,560	180,000	180,000
6265	MNGT INFO SYS CHGS - CITY	1,380	1,380	410	310	310
6420	MEMBERSHIP/SUBS/CERTS	300	-	300	300	300
6620	WORKERS' COMP CLAIM PAYMENTS	800,000	514,517	800,000	800,000	800,000
6625	CLAIM ADJUSTMENT AT YEAR END	-	(767,893)	-	-	-
6645	INSURANCE - EXCESS PREMIUM	230,000	267,816	230,000	280,000	280,000
6650	CONFERENCE/MEETING/TRAINING	400	-	400	400	400
6798	TRANSFER OUT	126,200	126,200	126,200	126,200	126,200
	MAINTENANCE & OPERATIONS TOTAL	1,329,690	313,428	1,333,870	1,387,210	1,387,210

CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL

DEPARTMENT TITLE		ACTIVITY TITLE				
INTERNAL SUPPORT SVCS - SELF INS		LIABILITY INSURANCE				
OBJECT CODE	EXPENDITURE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
	MAINTENANCE & OPERATIONS					
6240	PROF/CONTRACTUAL SERVICES	45,000	28,315	45,000	45,000	45,000
6242	ATTORNEY CONTRACT SERVICES	300,000	218,701	300,000	300,000	300,000
6265	MNGT INFO SYS CHGS - CITY	1,380	1,380	410	310	310
6420	MEMBERSHIP/SUBS/CERTS	200	-	200	200	200
6625	CLAIM ADJUSTMENT AT YEAR END	-	(163,254)	-	-	-
6630	LIABILITY CLAIM PAYMENTS	300,000	58,523	300,000	300,000	300,000
6645	INSURANCE - EXCESS PREMIUM	600,000	611,059	600,000	650,000	650,000
6650	CONFERENCE/MEETING/TRAINING	600	-	600	600	600
	MAINTENANCE & OPERATIONS TOTAL	1,247,180	754,723	1,246,210	1,296,110	1,296,110

CITY OF BUENA PARK
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)
FY 2020-21

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

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 211,480	\$ 216,410	\$ 225,000	\$ 225,000
62-107410	<u>Workers' Compensation</u>				
	• Third party administrative fee	166,480	171,410	180,000	180,000
	SUB-TOTAL	<u>166,480</u>	<u>171,410</u>	<u>180,000</u>	<u>180,000</u>
63-107420	<u>Public Liability</u>				
	• Third party administrative fee	45,000	45,000	45,000	45,000
	SUB-TOTAL	<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 2020-21

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

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ <u>500</u>	\$ <u>500</u>	\$ <u>500</u>	\$ <u>500</u>
62-107410	<u>Workers' Compensation</u>				
	• Public Agency Risk Mgrs Assoc dues	200	200	200	200
	• Safety periodicals and magazines	100	100	100	100
	SUB-TOTAL	<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
	• Risk and Insurance Management Societies dues	100	100	100	100
	SUB-TOTAL	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>

CITY OF BUENA PARK
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)
 FY 2020-21

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

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ <u>1,000</u>	\$ <u>1,000</u>	\$ <u>1,000</u>	\$ <u>1,000</u>
62-107410	<u>Workers' Compensation</u> • CALPELRA Conference	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
63-107420	<u>Public Liability</u> • PARMA annual conference	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>

CITY OF BUENA PARK
APPROPRIATION SUMMARY

FUNCTION INTERNAL SERVICE	DEPARTMENT TITLE ACCRUED LEAVE
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FISCAL YEAR 2020-21

APPROPRIATION ALLOCATION

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
108100	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 INTERNAL SERVICE			ACTIVITY TITLE ACCRUED LEAVE			
OBJECT CODE	EXPENDITURE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
	SALARY & BENEFITS					
5133	ACCRUED LEAVE PAYOUT	250,000	306,407	250,000	250,000	250,000
	SALARY & BENEFITS TOTAL	250,000	306,407	250,000	250,000	250,000

CITY OF BUENA PARK
APPROPRIATION SUMMARY

FUNCTION GENERAL GOVERNMENT SERVICES	DEPARTMENT TITLE EQUIPMENT MAINTENANCE
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FISCAL YEAR 2020-21

APPROPRIATION ALLOCATION

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
171710	VEH & SM ENGINE MAINT	561,130	1,018,180	291,500	1,870,810
	TOTAL APPROPRIATIONS	561,130	1,018,180	291,500	1,870,810

RESOURCE ALLOCATION

FUND NUMBER	FUND TITLE	TOTAL
71	EQUIP MAINT & REPLACEMENT FUND	1,870,810
	TOTAL RESOURCES	1,870,810

**CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL**

FUNCTION			DEPARTMENT TITLE			
GENERAL GOVERNMENT SERVICES			EQUIPMENT MAINTENANCE			
OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
	SALARY & BENEFITS					
	#					
	FLEET MAINT SUPERVISOR 1.00	88,000		90,550	90,570	90,570
	LEAD FLEET MECHANIC 1.00	65,560		70,440	73,890	73,890
	FLEET MECHANIC 2.00	122,720		128,590	131,520	131,520
	SENIOR OFFICE ASSISTANT 0.50	24,280		24,890	24,880	24,880
	TOTAL POSITIONS 4.50					
5110	REGULAR SALARIES	300,560	300,935	314,470	320,860	320,860
5115	EXCESS MEDICAL PREMIUM	1,030	4,371	6,010	10,550	10,550
5118	SPECIAL LICENSE	1,200	1,800	2,220	2,220	2,220
5130	OVERTIME	2,500	-	2,500	1,500	1,500
5131	VACATION PAY-OFF	-	467	-	-	-
5140	PART TIME	17,780	8,756	17,780	17,780	17,780
5157	BILINGUAL PAY	840	420	420	420	420
5160	WORKERS' COMPENSATION	10,770	10,776	11,250	11,490	11,490
5161	ACCRUED LEAVE CHARGE	2,250	2,256	2,360	2,410	2,410
5170	MEDICAL INSURANCE	73,730	70,265	73,550	73,930	73,930
5171	DENTAL INSURANCE	4,790	4,527	4,790	4,510	4,510
5172	LONG-TERM DISABILITY	1,360	926	1,360	1,360	1,360
5173	LIFE AD&D	300	383	300	300	300
5174	MEDICARE	4,700	4,149	4,980	5,120	5,120
5175	DEFERRED COMP	670	327	670	670	670
5180	RETIREMENT - CITY FUNDED	26,960	26,179	30,420	32,670	32,670
5184	RETIREMENT UAL - MISC	56,380	41,147	68,080	75,340	75,340
5186	PENSION EXPENSE	-	66,498	-	-	-
5190	EDUCATIONAL INCENTIVE	-	420	-	-	-
	SALARY & BENEFITS TOTAL	505,820	544,600	541,160	561,130	561,130
	MAINTENANCE & OPERATIONS					
6240	PROF/CONTRACTUAL SERVICES	37,000	28,608	37,000	37,700	37,700
6245	PROFESSIONAL SERVICES - CITY	137,510	137,508	133,510	130,600	130,600
6255	SAFETY SHOES	1,250	968	1,250	1,200	1,200
6260	EQUIPMENT RENTAL - CITY	10,750	10,752	11,050	11,350	11,350
6261	EQUIPMENT MAINTENANCE - CITY	30,050	30,048	29,880	37,040	37,040
6265	MNGT INFO SYS CHGS - CITY	3,190	3,192	2,470	1,840	1,840
6335	EQUIPMENT PARTS & SUPPLIES	200,000	164,195	200,000	200,000	200,000
6338	OUTSIDE EQUIPMENT REPAIR	182,831	82,496	180,000	180,000	180,000
6350	SMALL TOOL/EQUIPMENT EXPENSE	7,576	1,286	3,850	9,500	9,500
6370	UNIFORM EXPENSE	600	130	600	600	600
6410	STATIONERY/OFFICE SUPPLIES	500	284	500	500	500
6420	MEMBERSHIP/SUBS/CERTS	900	680	900	950	950
6450	HARDWARE SUPPLIES	9,000	5,165	9,000	9,000	9,000
6460	GAS AND OIL	380,000	398,711	380,000	395,000	395,000
6470	LAB/CHEMICAL SUPPLIES	1,200	52	1,200	1,200	1,200
6650	CONFERENCE/MEETING/TRAINING	700	637	700	700	700
6665	REPRO SUPPLIES/SERVICE	-	-	-	1,000	1,000
6680	DEPRECIATION	-	458,899	-	-	-
7840	MACHINERY/EQUIPMENT	959,455	470,149	1,080,513	291,500	291,500 *
7899	CAPITAL OFFSET	-	(428,422)	-	-	-
	MAINTENANCE & OPERATIONS TOTAL	1,962,512	1,365,339	2,072,423	1,309,680	1,309,680

CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL

FUNCTION GENERAL GOVERNMENT SERVICES			DEPARTMENT TITLE EQUIPMENT MAINTENANCE			
ACTIVITY OBJECT NUMBER	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail						
	EQUIPMENT					
POLICE						
7840	UNMARKED UNIT (INVESTIGATIONS) DODGE DURANGO	1	REPLACEMENT	38,500	38,500	38,500
7840	B/W POLICE SEDAN - ACTUAL UNITS TBD (FORD SUV)	4	REPLACEMENT	58,750	235,000	235,000
	POLICE TOTAL				273,500	273,500
PUBLIC WORKS - FACILITIES AND PARKS MAINTENANCE DIVISION						
7840	75-1766 PRESSURE WASHER /TRAILER	1	REPLACEMENT	18,000	18,000	18,000
	PUBLIC WORKS - WATER/SEWER DIVISION TOTAL				18,000	18,000
	EQUIPMENT TOTAL				291,500	291,500

CITY OF BUENA PARK
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)
FY 2020-21

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 28,608	\$ 37,000	\$ 37,700	\$ 37,700
71-171710	<u>Vehicle and Small Engine Maintenance</u>				
	• Wash city vehicles	13,311	15,000	15,250	15,250
	• Computerized Mobile Maintenance System (CMMS)	5,000	5,000	5,000	5,000
	• Dossier Software Mtce Support	-	1,000	1,200	1,200
	• OC Health Care (fuel storage tanks)	624	3,500	3,500	3,500
	• AQMD Facility Operating Fee	4,045	7,500	7,500	7,500
	• ProDemand Annual Maint.	2,310	2,500	2,750	2,750
	• WyTech	1,744	2,500	2,500	2,500
	• OTHER - SPCC Plan for Police Dept.	1,485	-	-	-
	• OTHER - Misc Supplies/Maintenance	89	-	-	-
	SUB-TOTAL	28,608	37,000	37,700	37,700

CITY OF BUENA PARK
MEMBERSHIP, SUBSCRIPTIONS & CERTIFICATIONS DETAIL (6420)
FY 2020-21

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 680	\$ 900	\$ 950	\$ 950
71-171710	<u>Vehicle and Small Engine Maintenance</u>				
	• Municipal Equipment Maintenance Association dues	275	300	300	300
	• ASE certs	405	600	650	650
	SUB-TOTAL	680	900	950	950

CITY OF BUENA PARK
 CONFERENCES, MEETINGS, & TRAINING DETAIL (6650)
 FY 2020-21

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ <u>637</u>	\$ <u>700</u>	\$ <u>700</u>	\$ <u>700</u>
71-171710	<u>Vehicle and Small Engine Maintenance</u> • Misc. Conferences, meetings & training	<u>637</u>	<u>700</u>	<u>700</u>	<u>700</u>

CITY OF BUENA PARK
APPROPRIATION SUMMARY

FUNCTION GENERAL GOVERNMENT SERVICES	DEPARTMENT TITLE MANAGEMENT INFORMATION SYSTEMS
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FISCAL YEAR 2020-21

APPROPRIATION ALLOCATION

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
126143	MANAGEMENT INFO SYSTEMS	137,920	287,360	196,620	621,900
	TOTAL APPROPRIATIONS	137,920	287,360	196,620	621,900

RESOURCE ALLOCATION

FUND NUMBER	FUND TITLE	TOTAL
74	MANAGEMENT INFO SYSTEMS	621,900
	TOTAL RESOURCES	621,900

**CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL**

FUNCTION GENERAL GOVERNMENT SERVICES			DEPARTMENT TITLE MANAGEMENT INFORMATION SYSTEMS			
OBJECT CODE	EXPENDITURE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
	SALARY & BENEFITS					
	INFORMATION SYSTEM TECHNICIAN 1.00	78,230		88,410	88,410	88,410
	TOTAL POSITIONS 1.00					
5110	REGULAR SALARIES	78,230	86,258	88,410	88,410	88,410
5115	EXCESS MEDICAL PREMIUM	-	3,961	4,130	3,930	3,930
5131	VACATION PAY-OFF	-	-	610	610	610
5155	UNIFORM CLOTHING ALLOWANCE	500	500	500	500	500
5157	BILINGUAL PAY	-	683	840	840	840
5160	WORKERS' COMPENSATION	1,310	1,308	1,480	1,480	1,480
5161	ACCRUED LEAVE CHARGE	590	588	660	660	660
5170	MEDICAL INSURANCE	15,830	7,734	7,540	7,740	7,740
5171	DENTAL INSURANCE	1,170	1,113	1,170	1,110	1,110
5172	LONG-TERM DISABILITY	300	206	300	300	300
5173	LIFE AD&D	30	32	30	30	30
5174	MEDICARE	1,140	1,332	1,380	1,380	1,380
5180	RETIREMENT - CITY FUNDED	7,010	7,832	8,680	9,140	9,140
5184	RETIREMENT UAL - MISC	14,580	23,297	19,420	21,070	21,070
5186	PENSION EXPENSE	-	16,637	-	-	-
5190	EDUCATION INCENTIVE PAY	-	720	720	720	720
	SALARY & BENEFITS TOTAL	120,690	152,199	135,870	137,920	137,920
	MAINTENANCE & OPERATIONS					
6240	PROF/CONTRACTUAL SERVICES	86,000	8,779	86,000	70,500	70,500
6250	OFFICE EQUIPMENT MAINTENANCE	200,100	132,716	210,700	184,600	184,600
6310	TELEPHONE	16,000	16,435	16,000	16,000	16,000
6335	EQUIPMENT PARTS & SUPPLY	3,000	3,248	3,000	3,000	3,000
6340	NON-CAPITAL EQUIPMENT/FURNITURE	38,360	24,358	35,360	34,070	34,070 *
6510	BUILDING MAINTENANCE - CITY	4,530	4,536	4,620	4,260	4,260
6650	CONFERENCE/MEETING/TRAINING	6,000	-	6,000	9,000	9,000
6680	DEPRECIATION	-	73,015	-	-	-
7840	MACHINERY/EQUIPMENT	96,350	44,965	68,850	162,550	162,550 *
7899	CAPITAL ASSET OFFSET	-	(10,868)	-	-	-
	MAINTENANCE & OPERATIONS TOTAL	450,340	297,184	430,530	483,980	483,980

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	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail						
	EQUIPMENT					
MIS						
6340	PC REPLACEMENT CITY YARD	5	REPLACEMENT	925	4,625	4,625
	PC REPLACEMENT SENIOR CENTER	8	REPLACEMENT	925	7,400	7,400
	MS OFFICE LICENSES	27	REPLACEMENT	385	10,395	10,395
	MONITORS	15	REPLACEMENT	300	4,500	4,500
	WIFI ACCESS POINTS	13	REPLACEMENT	550	7,150	7,150
					<u>34,070</u>	<u>34,070</u>
7840	DEPARTMENT LAPTOPS REPLACEMENT	8	REPLACEMENT	1,200	9,600	9,600
	FIREWALL REPLACEMENT	1	REPLACEMENT	15,500	15,500	15,500
	NETWORK SWITCHES	6	REPLACEMENT	1,600	9,600	9,600
	PRINTERS	1	REPLACEMENT	3,500	3,500	3,500
	SERVERS REPLACEMENT	1	REPLACEMENT	18,000	18,000	18,000
					<u>56,200</u>	<u>56,200</u>
PUBLIC WORKS						
7840	AUTODESK AEC COLLECTION MULTI USER	1	REPLACEMENT	1,150	1,150	1,150
	AUTODESK AEC COLLECTION SINGLE USER	5	REPLACEMENT	1,150	5,750	5,750
	OC ASSESSOR TAX ROLL	1	REPLACEMENT	1,750	1,750	1,750
	COLOR PLOTTER	1	REPLACEMENT	6,000	6,000	6,000
	ESRI ARCGIS ENTERPRISE SUBSCRIPTION	1	REPLACEMENT	48,750	48,750	48,750
	CIVIL ENGINEERING WORKSTATIONS	3	REPLACEMENT	2,500	7,500	7,500
					<u>70,900</u>	<u>70,900</u>
PUBLIC WORKS - WATER DIVISION						
7840	WATER DIVISION LAPTOP REPLACEMENTS	2	REPLACEMENT	1,600	3,200	3,200
	ESRI ARCGIS ENTERPRISE SUBSCRIPTION	1	REPLACEMENT	16,250	16,250	16,250
					<u>19,450</u>	<u>19,450</u>
SENIOR CENTER						
7840	INTERNET CONNECTION UPGRADE	1	REPLACEMENT	4,800	4,800	4,800
					<u>4,800</u>	<u>4,800</u>
CITY COUNCIL						
7840	MS SURFACE	5	NEW	1,600	8,000	8,000
					<u>8,000</u>	<u>8,000</u>
CITY CLERK						
7840	MS SURFACE	1	NEW	1,600	1,600	1,600
					<u>1,600</u>	<u>1,600</u>
HUMAN RESOURCES						
7840	MS SURFACE	1	NEW	1,600	1,600	1,600
					<u>1,600</u>	<u>1,600</u>
	EQUIPMENT TOTAL				<u>196,620</u>	<u>196,620</u>

CITY OF BUENA PARK
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)
FY 2020-21

Department: **MANAGEMENT INFORMATION SYSTEMS**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 4,200	\$ 86,000	\$ 70,500	\$ 70,500
74-126143	<u>Management Information Systems</u>				
	• City of Brea MIS Services	-	5,000	-	-
	• Website Management	1,200	10,000	10,000	10,000
	• Sungard Programming	-	5,000	5,000	5,000
	• Adobe Subscription	-	-	3,500	3,500
	• Unforeseen Purchases & Programming	-	20,000	10,000	10,000
	• Misc Software Purchases	-	3,000	-	-
	• City-Wide Computer Training Classes	-	6,000	6,000	6,000
	• Computer Consulting Services	3,000	20,000	30,000	30,000
	• Cloud Backup	-	-	6,000	6,000
	• GIS Technical Support for Public Works	-	5,000	-	-
	• OpenGov, Inc.	-	12,000	-	-
	SUB-TOTAL	<u>4,200</u>	<u>86,000</u>	<u>70,500</u>	<u>70,500</u>

CITY OF BUENA PARK
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)
 FY 2020-21

Department: **MANAGEMENT INFORMATION SYSTEMS**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ -	\$ 6,000	\$ 9,000	\$ 9,000
74-126143	<u>Management Information Systems</u> • Training / Conferences	-	6,000	9,000	9,000



CITY OF BUENA PARK
APPROPRIATION SUMMARY

FUNCTION GENERAL GOVERNMENT SERVICES	DEPARTMENT TITLE FACILITIES MAINTENANCE
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FISCAL YEAR 2020-21

APPROPRIATION ALLOCATION

ACTIVITY NUMBER	ACTIVITY TITLE	SALARY & BENEFITS	MAINTENANCE & OPERATIONS	EQUIPMENT	TOTAL
170670	GOV'T BLDGS MAINT OPER	452,370	1,815,670	8,500	2,276,540
	TOTAL APPROPRIATIONS	452,370	1,815,670	8,500	2,276,540

RESOURCE ALLOCATION

FUND NUMBER	FUND TITLE	TOTAL
77	GOV'T BLDGS MAINT FUND	2,276,540
	TOTAL RESOURCES	2,276,540

**CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL**

FUNCTION			DEPARTMENT TITLE				
GENERAL GOVERNMENT SERVICES			FACILITIES MAINTENANCE				
OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 AMENDED BUDGET	2018-19 ACTUAL	2019-20 AMENDED BUDGET	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED	
	SALARY & BENEFITS						
	FACILITIES & PARKS SUPERINTENDENT 0.80	81,720		83,760	83,790	83,790	
	LEAD FACILITIES MAINTENANCE TECH 1.00	69,290		71,020	71,010	71,010	
	FACILITIES MAINTENANCE WORKER 1.00	56,080		57,480	57,470	57,470	
	SENIOR OFFICE ASSISTANT 0.50	24,280		24,890	24,880	24,880	
	MAINTENANCE HELPER 1.00	34,930		35,810	35,800	35,800	
	TOTAL POSITIONS 4.30						
5110	REGULAR SALARIES	266,310	259,210	272,970	272,960	272,960	
5110	LONGEVITY PAY	1,630	-	1,680	1,680	1,680	
5115	EXCESS MEDICAL PREMIUM	11,440	12,967	13,160	12,740	12,740	
5130	OVERTIME	1,000	2,046	1,000	1,000	1,000	
5131	VACATION PAY-OFF	3,240	3,864	3,320	3,320	3,320	
5132	SICK-LEAVE BUY BACK	1,290	1,294	1,330	1,330	1,330	
5157	BILINGUAL PAY	420	420	420	420	420	
5160	WORKERS' COMPENSATION	7,630	7,632	7,820	7,820	7,820	
5161	ACCRUED LEAVE CHARGE	2,010	2,016	2,060	2,060	2,060	
5170	MEDICAL INSURANCE	44,700	42,734	44,780	47,100	47,100	
5171	DENTAL INSURANCE	4,480	4,280	4,480	4,280	4,280	
5172	LONG-TERM DISABILITY	1,290	880	1,290	1,290	1,290	
5173	LIFE AD&D	280	297	280	280	280	
5174	MEDICARE	4,140	3,706	4,260	4,260	4,260	
5180	RETIREMENT - CITY FUNDED	23,900	21,485	26,390	27,770	27,770	
5184	RETIREMENT UAL - MISC	50,000	58,205	59,050	64,060	64,060	
5186	PENSION EXPENSE	-	55,615	-	-	-	
	SALARY & BENEFITS TOTAL	423,760	476,651	444,290	452,370	452,370	
	MAINTENANCE & OPERATIONS						
6240	PROF/CONTRACTUAL SERVICES	628,000	587,870	684,598	650,000	650,000	
6245	PROFESSIONAL SERVICES - CITY	98,560	98,556	95,600	91,450	91,450	
6248	PERIODIC MAINT/BUILDING MOD	49,254	26,436	53,500	93,500	93,500	
6255	SAFETY SHOES	900	910	900	900	900	
6260	EQUIPMENT RENTAL - CITY	20,360	20,364	21,080	21,800	21,800	
6261	EQUIPMENT MAINTENANCE - CITY	63,540	63,540	63,580	79,260	79,260	
6265	MNGT INFO SYS CHGS - CITY	4,260	4,260	3,300	2,460	2,460	
6290	ELECTRIC UTILITY	650,000	494,333	650,000	550,000	550,000	
6300	GAS UTILITY	40,000	33,922	40,000	30,000	30,000	
6310	TELEPHONE	150,512	87,637	200,000	90,000	90,000	
6320	WATER UTILITY	100,000	125,414	100,000	125,000	125,000	
6321	BOTTLED WATER	6,500	7,022	6,500	7,500	7,500	
6350	SMALL TOOL/EQUIP EXPENSE	750	600	750	750	750	
6370	UNIFORM EXPENSE	300	308	300	300	300	
6420	MEMBERSHIP/SUBS/CERTS	-	352	-	-	-	
6450	HARDWARE SUPPLIES	45,000	42,094	45,000	45,000	45,000	
6515	BUILDING MAINTENANCE SUPPLIES	12,000	9,384	12,000	12,000	12,000	
6650	CONFERENCE/MEETING/TRAINING	500	330	500	500	500	
6665	REPRO SUPPLIES/SERVICE	-	-	-	250	250	
6680	DEPRECIATION	-	1,810	-	-	-	
6798	TRANSFER OUT	15,000	15,000	15,000	15,000	15,000	
7840	MACHINERY/EQUIPMENT	1,200	862	-	8,500	8,500	
	MAINTENANCE & OPERATIONS TOTAL	1,886,636	1,621,003	1,992,608	1,824,170	1,824,170	

CITY OF BUENA PARK
MUNICIPAL BUDGET DETAIL

FUNCTION GENERAL GOVERNMENT SERVICES			DEPARTMENT TITLE FACILITIES MAINTENANCE			
ACTIVITY/ OBJECT NUMBER	DESCRIPTION	NUMBER OF UNITS	NEW OR REPLACEMENT	UNIT COST	2020-21 DEPARTMENT REQUESTED	2020-21 CITY COUNCIL APPROVED
* Account 6340 & 7840 Detail						
	EQUIPMENT					
170670						
7840	FLUKE IMAGING CAMERA	1	NEW	1,500	1,500	1,500
	HONDA EU7000IS GENERATOR	1	REPLACEMENT	5,000	5,000	5,000
	ICE-O-MATIC 24 1/2" ICE MACHINE	1	REPLACEMENT	2,000	2,000	2,000
	OBJECT CODE 7840 TOTAL				8,500	8,500
	EQUIPMENT TOTAL				8,500	8,500

CITY OF BUENA PARK
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)
FY 2020-21

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 587,870	\$ 658,000	\$ 650,000	\$ 650,000
77-170670	<u>Government Building Main. & Operations</u>				
	• Burglar alarm maintenance	22,731	20,000	20,000	20,000
	• Fire sprinkler system maintenance	-	2,000	2,000	2,000
	• Fire extinguisher maintenance	1,386	2,500	2,500	2,500
	• Fire alarm monitoring and maint.	34,805	25,000	30,000	30,000
	• Electric system maintenance	5,474	15,000	15,000	15,000
	• City entrance sign maintenance	-	500	500	500
	• Elevator testing and maintenance	25,538	27,000	27,000	27,000
	• Janitorial service	135,382	160,000	172,000	172,000
	• HVAC service contract and maint.	151,628	150,000	150,000	150,000
	• Telephone system maintenance	-	10,000	10,000	10,000
	• City Yard/City Hall Comm Cable	13,525	13,000	13,000	13,000
	• Council Chambers A/V maintenance	-	10,000	10,000	10,000
	• Door and window repairs	5,325	15,000	15,000	15,000
	• Floor repairs/carpet cleaning	7,088	17,000	17,000	17,000
	• Standby generators servicing and load testing	7,406	20,000	20,000	20,000
	• Pest control and insect spraying	7,826	10,000	10,000	10,000
	• Misc. repairs/consulting services	9,741	10,000	10,000	10,000
	• Sanitation District sewer fees	79,618	81,000	81,000	81,000
	• Live plant maintenance	2,791	3,000	3,000	3,000
	• Industrial water treatment	1,300	2,000	2,000	2,000
	• PD Range maintenance	17,134	20,000	20,000	20,000
	• Police Dep. Fountain Maintenance	2,906	5,000	5,000	5,000
	• Surveillance Equipment Maintenance	6,663	10,000	10,000	10,000
	• Park Projects for ADA Compliance	-	30,000	-	-
	• OTHER - Gym Equipment Maintenance	2,232	-	5,000	5,000
	• OTHER - Telephone Replacement Consultation Services	14,861	-	-	-
	• OTHER - Metro Station Tree Pruning	3,698	-	-	-
	• OTHER - City Hall Parking Lot Slurry Seal	16,347	-	-	-
	• OTHER - Police Dept. Safety Padding Repair	4,993	-	-	-
	• OTHER - AT&T	361	-	-	-
	• OTHER - Tires for Stock	2,584	-	-	-
	• OTHER - Lighting Maintenance	2,913	-	-	-
	• OTHER - O.C. Communication Charge	968	-	-	-
	• OTHER - Police CERS Submittal	645	-	-	-
	SUB-TOTAL	<u>587,870</u>	<u>658,000</u>	<u>650,000</u>	<u>650,000</u>

CITY OF BUENA PARK
 CONFERENCES, MEETINGS AND TRAINING DETAIL (6650)
 FY 2020-21

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

Fund/ Activity	Description/Justification	FY 18-19 Actual	FY 19-20 Approved	FY 20-21 Proposed	FY 20-21 Approved
TOTAL DEPARTMENT		\$ 330	\$ 500	\$ 500	\$ 500
77-170670	Government Building Maint. & Operations • Training on Civic Center Systems	330	500	500	500

**CITY OF BUENA PARK
BUILDING MODIFICATIONS
FY 2020-21**

FUND/OBJ	# OF UNITS	NEW OR REPLACEMENT	UNIT COST	DESCRIPTION	FY 2020-21 DEPARTMENT REQUESTED	FY 2020-21 CITY COUNCIL APPROVED
77-6248	1	R	32,000	Police Department Emergency Lighting System - Battery replacement	32,000	32,000
77-6248	1	R	24,000	Community Center Office construction and remodel	24,000	24,000
77-6248	1	R	20,000	City Yard Flooring repair	20,000	20,000
77-6248	1	R	4,500	Peak Park Replace plexi-glass windows at Clubhouse	4,500	4,500
77-6248	1	R	8,000	Boisseranc Park Replace plexi-glass windows at Clubhouse	8,000	8,000
77-6248	1	R	5,000	Carl Brenner Park Replace plexi-glass windows at Clubhouse	5,000	5,000
Totals					93,500	93,500