

# **Internal Services**

**INTERNAL SERVICE  
BUDGET NARRATIVE  
Fiscal Year 2021-22**

2021-22 TOTAL BUDGET: \$7,794,380

**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 2021-22**

| <i>Fund</i>       | <b>Resources</b>                   |                          |                     |                        | <b>Requirements</b>           |                      |                           | <i>Ending Balance June 2022</i> |
|-------------------|------------------------------------|--------------------------|---------------------|------------------------|-------------------------------|----------------------|---------------------------|---------------------------------|
|                   | <i>Beginning Balance July 2021</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     | \$ 3,477,000                       | \$ 767,780               | \$ -                | \$ 4,244,780           | \$ 1,212,070                  | \$ 126,200           | \$ 1,338,270              | \$ 2,906,510                    |
| Public Liability  | 1,636,000                          | 3,000                    | 1,145,000           | 2,784,000              | 1,544,580                     | -                    | 1,544,580                 | 1,239,420                       |
| Accrued Leave     | 703,000                            | 255,000                  | -                   | 958,000                | 250,000                       | -                    | 250,000                   | 708,000                         |
| Mngt Info Systems | 980,000                            | 659,120                  | -                   | 1,639,120              | 649,200                       | -                    | 649,200                   | 989,920                         |
| Facilities Maint  | 1,357,000                          | 2,231,060                | -                   | 3,588,060              | 2,225,970                     | 15,000               | 2,240,970                 | 1,347,090                       |
| Equipment Maint   | 6,054,000                          | 2,414,900                | -                   | 8,468,900              | 1,771,360                     | -                    | 1,771,360                 | 6,697,540                       |
| <b>Total</b>      | <b>\$ 14,207,000</b>               | <b>\$ 6,330,860</b>      | <b>\$ 1,145,000</b> | <b>\$ 21,682,860</b>   | <b>\$ 7,653,180</b>           | <b>\$ 141,200</b>    | <b>\$ 7,794,380</b>       | <b>\$ 13,888,480</b>            |

**CITY OF BUENA PARK**  
**Internal Service Funds**  
**Fiscal Year 2021-22**

|                           | <i>FUND</i>                    |                                   |                                |  |                                      |   | <b>TOTAL</b>        |
|---------------------------|--------------------------------|-----------------------------------|--------------------------------|--|--------------------------------------|---|---------------------|
|                           | 62<br><i>Workers<br/>Comp.</i> | 63<br><i>Public<br/>Liability</i> | 65<br><i>Accrued<br/>Leave</i> | 71<br><i>Equipment<br/>Maintenance</i> | 74<br><i>Mgmt. Info.<br/>Systems</i> | 77<br><i>Facilities<br/>Maintenance</i> |                     |
| Self Insurance            | \$ 1,338,270                   | \$ 1,544,580                      |                                |  |                                      |   | \$ 2,882,850        |
| Accrued Leave             |                                |                                   | \$ 250,000                     |  |                                      |   | 250,000             |
| Mgmt. Information Systems |                                |                                   |                                |  | \$ 649,200                           |   | 649,200             |
| Facilities Maintenance    |                                |                                   |                                |  |                                      | \$ 2,240,970                            | 2,240,970           |
| Equipment Maintenance     |                                |                                   |                                | \$ 1,771,360                           |                                      |   | 1,771,360           |
| <b>TOTAL BUDGET</b>       | <b>\$ 1,338,270</b>            | <b>\$ 1,544,580</b>               | <b>\$ 250,000</b>              | <b>\$ 1,771,360</b>                    | <b>\$ 649,200</b>                    | <b>\$ 2,240,970</b>                     | <b>\$ 7,794,380</b> |

|                           | <i>Maintenance</i>  |                         |                   | <b>TOTAL</b>        |
|---------------------------|---------------------|-------------------------|-------------------|---------------------|
|                           | <i>Personnel</i>    | <i>&amp; Operations</i> | <i>Equipment</i>  |                     |
| Self Insurance            | \$ -                | \$ 2,882,850            | \$ -              | \$ 2,882,850        |
| Accrued Leave             | 250,000             | -                       | -                 | 250,000             |
| Mgmt. Information Systems | 141,350             | 322,540                 | 185,310           | 649,200             |
| Facilities Maintenance    | 464,950             | 1,775,520               | 500               | 2,240,970           |
| Equipment Maintenance     | 568,850             | 1,000,510               | 202,000           | 1,771,360           |
| <b>TOTAL BUDGET</b>       | <b>\$ 1,425,150</b> | <b>\$ 5,981,420</b>     | <b>\$ 387,810</b> | <b>\$ 7,794,380</b> |

**CITY OF BUENA PARK  
REVENUE DETAIL  
BUDGET YEAR 2021-22**

| <u>FUND/<br/>SOURCE</u>             | <u>FUND/<br/>SOURCE DESCRIPTION</u> | <u>2019-20<br/>BUDGET<br/>ESTIMATE</u> | <u>2019-20<br/>REVISED<br/>ESTIMATE</u> | <u>2019-20<br/>PRIOR YR<br/>ACTUAL</u> | <u>2020-21<br/>BUDGET<br/>ESTIMATE</u> | <u>2021-22<br/>BUDGET<br/>ESTIMATE</u> |
|-------------------------------------|-------------------------------------|--|---|--|--|--|
| <b>WORKERS COMP. SELF-INS. FUND</b> |                                     |  |   |  |  |  |
| USE OF MONEY & PROPERTY             |                                     |  |   |  |  |  |
| 62 3410                             | INVESTMENT EARNINGS                 | 30,000                                 | 30,000                                  | 30,000                                 | 30,000                                 | 30,000                                 |
|                                     | TOTALS FOR SOURCE                   | 30,000                                 | 30,000                                  | 30,000                                 | 30,000                                 | 30,000                                 |
| CHARGES FOR CURRENT SERVICES        |                                     |  |   |  |  |  |
| 62 3791                             | WORKERS COMP INS CHARGE             | 1,067,500                              | 1,067,500                               | 1,067,500                              | 1,067,500                              | 737,780                                |
|                                     | TOTALS FOR SOURCE                   | 1,067,500                              | 1,067,500                               | 1,067,500                              | 1,067,500                              | 737,780                                |
|                                     | TOTAL FOR FUND                      | <u>1,097,500</u>                       | <u>1,097,500</u>                        | <u>1,097,500</u>                       | <u>1,097,500</u>                       | <u>767,780</u>                         |
| <b>PUBLIC LIAB. SELF-INS. FUND</b>  |                                     |  |   |  |  |  |
| USE OF MONEY & PROPERTY             |                                     |  |   |  |  |  |
| 63 3410                             | INVESTMENT EARNINGS                 | 3,000                                  | 3,000                                   | 3,000                                  | 3,000                                  | 3,000                                  |
|                                     | TOTALS FOR SOURCE                   | 3,000                                  | 3,000                                   | 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                              | 1,145,000                              |
|                                     | TOTALS FOR SOURCE                   | 1,145,000                              | 1,145,000                               | 1,145,000                              | 1,145,000                              | 1,145,000                              |
|                                     | TOTAL FOR FUND                      | <u>1,148,000</u>                       | <u>1,148,000</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                 | 5,000                                  | 5,000                                   | 5,000                                  | 5,000                                  | 5,000                                  |
|                                     | TOTALS FOR SOURCE                   | 5,000                                  | 5,000                                   | 5,000                                  | 5,000                                  | 5,000                                  |
| CHARGES FOR CURRENT SERVICES        |                                     |  |   |  |  |  |
| 65 3777                             | ACCRUED LEAVE CHARGES               | 250,000                                | 250,000                                 | 250,000                                | 250,000                                | 250,000                                |
|                                     | TOTALS FOR SOURCE                   | 250,000                                | 250,000                                 | 250,000                                | 250,000                                | 250,000                                |
|                                     | TOTAL FOR FUND                      | <u>255,000</u>                         | <u>255,000</u>                          | <u>255,000</u>                         | <u>255,000</u>                         | <u>255,000</u>                         |

**CITY OF BUENA PARK  
REVENUE DETAIL  
BUDGET YEAR 2021-22**

| FUND/<br>SOURCE                          | FUND/<br>SOURCE DESCRIPTION | 2019-20<br>BUDGET<br>ESTIMATE | 2019-20<br>REVISED<br>ESTIMATE | 2019-20<br>PRIOR YR<br>ACTUAL | 2020-21<br>BUDGET<br>ESTIMATE | 2021-22<br>BUDGET<br>ESTIMATE |
|--|-----------------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>EQUIP. MAINT. &amp; REPLACE. FUND</b> |                             |                               |                                |                               |                               |                               |
| USE OF MONEY & PROPERTY                  |                             |                               |                                |                               |                               |                               |
| 71 3410                                  | INVESTMENT EARNINGS         | 17,000                        | 17,000                         | 17,000                        | 17,000                        | 17,000                        |
|  | TOTALS FOR SOURCE           | 17,000                        | 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                         | 1,000                         |
| 71 3767                                  | VEH MAINT & REPAIR CHARGE   | 1,263,890                     | 1,255,950                      | 1,255,950                     | 1,597,300                     | 1,544,830                     |
| 71 3770                                  | VEHICLE RENTAL CHARGES      | 707,160                       | 778,180                        | 778,180                       | 780,750                       | 842,070                       |
| 71 3796                                  | SALE OF REAL & PERS PROP    | 10,000                        | 10,000                         | 10,000                        | 10,000                        | 10,000                        |
| 71 3799                                  | TRANSFERS IN                | 170,000                       | 170,000                        | 170,000                       | -                             | -                             |
|  | TOTALS FOR SOURCE           | 2,152,050                     | 2,215,130                      | 2,215,130                     | 2,389,050                     | 2,397,900                     |
|  | TOTAL FOR FUND              | <u>2,169,050</u>              | <u>2,232,130</u>               | <u>2,232,130</u>              | <u>2,406,050</u>              | <u>2,414,900</u>              |
| <b>MANAGEMENT INFO. SYSTEMS</b>          |                             |                               |                                |                               |                               |                               |
| USE OF MONEY & PROPERTY                  |                             |                               |                                |                               |                               |                               |
| 74 3410                                  | INVESTMENT EARNINGS         | -                             | -                              | -                             | 10,000                        | 10,000                        |
|  | TOTALS FOR SOURCE           | -                             | -                              | -                             | 10,000                        | 10,000                        |
| CHARGES FOR CURRENT SERVICES             |                             |                               |                                |                               |                               |                               |
| 74 3756                                  | MNGT INFO SYSTEM CHARGES    | 202,370                       | 214,540                        | 214,540                       | 400,150                       | 649,120                       |
| 74-3799                                  | TRANSFERS IN                | -                             | -                              | -                             | -                             | -                             |
|  | TOTALS FOR SOURCE           | 202,370                       | 214,540                        | 214,540                       | 400,150                       | 649,120                       |
|  | TOTAL FOR FUND              | <u>202,370</u>                | <u>214,540</u>                 | <u>214,540</u>                | <u>410,150</u>                | <u>659,120</u>                |
| <b>GOV'T. BLDGS. MAINT. FUND</b>         |                             |                               |                                |                               |                               |                               |
| 77 3778                                  | BLDG & GRNDS MAINT CHARGE   | 2,404,080                     | 2,387,380                      | 2,387,380                     | 2,492,870                     | 2,231,060                     |
|  | TOTALS FOR SOURCE           | 2,404,080                     | 2,387,380                      | 2,387,380                     | 2,492,870                     | 2,231,060                     |
|  | TOTAL FOR FUND              | <u>2,404,080</u>              | <u>2,387,380</u>               | <u>2,387,380</u>              | <u>2,492,870</u>              | <u>2,231,060</u>              |



CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

|  |  |
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| FUNCTION<br><b>GENERAL GOVERNMENT SERVICES</b> | DEPARTMENT TITLE<br><b>INTERNAL SUPPORT - SELF INSURANCE</b> |
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**FISCAL YEAR 2021-22**

**APPROPRIATION ALLOCATION**

| ACTIVITY<br>NUMBER   | ACTIVITY TITLE      | SALARY &<br>BENEFITS | MAINTENANCE<br>& OPERATIONS | EQUIPMENT | TOTAL     |
|----------------------|---------------------|----------------------|-----------------------------|-----------|-----------|
| <b>107410</b>        | WORKERS' COMP       | -                    | 1,338,270                   | -         | 1,338,270 |
| <b>107420</b>        | LIABILITY INSURANCE | -                    | 1,544,580                   | -         | 1,544,580 |
| TOTAL APPROPRIATIONS |                     | -                    | 2,882,850                   | -         | 2,882,850 |

**RESOURCE ALLOCATION**

| FUND<br>NUMBER  | FUND TITLE            | TOTAL     |
|-----------------|-----------------------|-----------|
| 62              | WORKERS' COMPENSATION | 1,338,270 |
| 63              | PUBLIC LIABILITY      | 1,544,580 |
| TOTAL RESOURCES |                       | 2,882,850 |



CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| DEPARTMENT TITLE                 |                                | ACTIVITY TITLE         |                |                        |                              |                               |
|----------------------------------|--------------------------------|------------------------|----------------|------------------------|------------------------------|-------------------------------|
| INTERNAL SUPPORT SVCS - SELF INS |                                | WORKERS' COMPENSATION  |                |                        |                              |                               |
| OBJECT CODE                      | EXPENDITURE CLASSIFICATION     | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
|                                  | MAINTENANCE & OPERATIONS       |                        |                |                        |                              |                               |
| 6240                             | PROF/CONTRACTUAL SERVICES      | 176,560                | 180,031        | 180,000                | 130,000                      | 130,000                       |
| 6265                             | MNGT INFO SYS CHGS - CITY      | 410                    | 408            | 310                    | 1,370                        | 1,370                         |
| 6420                             | MEMBERSHIP/SUBS/CERTS          | 300                    | -              | 300                    | 300                          | 300                           |
| 6620                             | WORKERS' COMP CLAIM PAYMENTS   | 800,000                | 424,871        | 800,000                | 800,000                      | 800,000                       |
| 6625                             | CLAIM ADJUSTMENT AT YEAR END   | -                      | (160,403)      | -                      | -                            | -                             |
| 6645                             | INSURANCE - EXCESS PREMIUM     | 230,000                | 227,602        | 280,000                | 280,000                      | 280,000                       |
| 6650                             | CONFERENCE/MEETING/TRAINING    | 400                    | 705            | 400                    | 400                          | 400                           |
| 6798                             | TRANSFER OUT                   | 126,200                | 126,200        | 126,200                | 126,200                      | 126,200                       |
|                                  | MAINTENANCE & OPERATIONS TOTAL | 1,333,870              | 799,414        | 1,387,210              | 1,338,270                    | 1,338,270                     |

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| DEPARTMENT TITLE                 |                                | ACTIVITY TITLE         |                |                        |                              |                               |
|----------------------------------|--------------------------------|------------------------|----------------|------------------------|------------------------------|-------------------------------|
| INTERNAL SUPPORT SVCS - SELF INS |                                | LIABILITY INSURANCE    |                |                        |                              |                               |
| OBJECT CODE                      | EXPENDITURE CLASSIFICATION     | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
|                                  | MAINTENANCE & OPERATIONS       |                        |                |                        |                              |                               |
| 6240                             | PROF/CONTRACTUAL SERVICES      | 45,000                 | 24,446         | 45,000                 | 35,000                       | 35,000                        |
| 6242                             | ATTORNEY CONTRACT SERVICES     | 300,000                | 215,441        | 300,000                | 300,000                      | 300,000                       |
| 6265                             | MNGT INFO SYS CHGS - CITY      | 410                    | 408            | 310                    | 1,370                        | 1,370                         |
| 6420                             | MEMBERSHIP/SUBS/CERTS          | 200                    | -              | 200                    | 200                          | 200                           |
| 6625                             | CLAIM ADJUSTMENT AT YEAR END   | -                      | 116,357        | -                      | -                            | -                             |
| 6630                             | LIABILITY CLAIM PAYMENTS       | 300,000                | 185,504        | 340,000                | 340,000                      | 340,000                       |
| 6645                             | INSURANCE - EXCESS PREMIUM     | 600,000                | 649,379        | 650,000                | 867,410                      | 867,410                       |
| 6650                             | CONFERENCE/MEETING/TRAINING    | 600                    | 1,326          | 600                    | 600                          | 600                           |
|                                  | MAINTENANCE & OPERATIONS TOTAL | 1,246,210              | 1,192,860      | 1,336,110              | 1,544,580                    | 1,544,580                     |

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2021-22

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

| Fund/<br>Activity       | Description/Justification        | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|----------------------------------|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |                                  | <b>\$ 204,477</b>  | <b>\$ 225,000</b>    | <b>\$ 165,000</b>    | <b>\$ 165,000</b>    |
| 62-107410               | <u>Workers' Compensation</u>     |                    |                      |                      |                      |
|                         | • Third party administrative fee | 180,031            | 180,000              | 130,000              | 130,000              |
|                         | SUB-TOTAL                        | <u>180,031</u>     | <u>180,000</u>       | <u>130,000</u>       | <u>130,000</u>       |
| 63-107420               | <u>Public Liability</u>          |                    |                      |                      |                      |
|                         | • Third party administrative fee | 24,446             | 45,000               | 35,000               | 35,000               |
|                         | SUB-TOTAL                        | <u>24,446</u>      | <u>45,000</u>        | <u>35,000</u>        | <u>35,000</u>        |

CITY OF BUENA PARK  
MEMBERSHIP, SUBSCRIPTIONS & CERTIFICATIONS DETAIL (6420)  
FY 2021-22

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

| Fund/<br>Activity       | Description/Justification                      | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|--|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |  | \$ -               | \$ 500               | \$ 500               | \$ 500               |
| 62-107410               | <u>Workers' Compensation</u>                   |                    |                      |                      |                      |
|                         | • Public Agency Risk Mgrs Assoc dues           | -                  | 200                  | 200                  | 200                  |
|                         | • Safety periodicals and magazines             | -                  | 100                  | 100                  | 100                  |
|                         | <b>SUB-TOTAL</b>                               | <u>-</u>           | <u>300</u>           | <u>300</u>           | <u>300</u>           |
| 63-107420               | <u>Public Liability</u>                        |                    |                      |                      |                      |
|                         | • Misc books, dues and publications            | -                  | 100                  | 100                  | 100                  |
|                         | • Risk and Insurance Management Societies dues | -                  | 100                  | 100                  | 100                  |
|                         | <b>SUB-TOTAL</b>                               | <u>-</u>           | <u>200</u>           | <u>200</u>           | <u>200</u>           |

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)  
 FY 2021-22

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

| Fund/<br>Activity       | Description/Justification                             | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |   | \$ 2,031           | \$ 1,000             | \$ 1,000             | \$ 1,000             |
| 62-107410               | <u>Workers' Compensation</u><br>• CALPELRA Conference | 705                | 400                  | 400                  | 400                  |
| 63-107420               | <u>Public Liability</u><br>• PARMA annual conference  | 1,326              | 600                  | 600                  | 600                  |

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

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

**FISCAL YEAR 2021-22**

**APPROPRIATION ALLOCATION**

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

**RESOURCE ALLOCATION**

| FUND<br>NUMBER | FUND TITLE         | TOTAL   |
|----------------|--------------------|---------|
| 65             | ACCRUED LEAVE FUND | 250,000 |
|                | TOTAL RESOURCES    | 250,000 |

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| DEPARTMENT TITLE<br><b>INTERNAL SERVICE</b> |                            |                        | ACTIVITY TITLE<br><b>ACCRUED LEAVE</b> |                        |                              |                               |
|---|----------------------------|------------------------|--|------------------------|------------------------------|-------------------------------|
| OBJECT CODE                                 | EXPENDITURE CLASSIFICATION | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL                         | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
|   | SALARY & BENEFITS          |                        |  |                        |                              |                               |
| 5133  | ACCRUED LEAVE PAYOUT       | 250,000                | 222,035                                | 250,000                | 250,000                      | 250,000                       |
|   | SALARY & BENEFITS TOTAL    | 250,000                | 222,035                                | 250,000                | 250,000                      | 250,000                       |

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

|  |  |
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| FUNCTION<br><b>GENERAL GOVERNMENT SERVICES</b> | DEPARTMENT TITLE<br><b>EQUIPMENT MAINTENANCE</b> |
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**FISCAL YEAR 2021-22**

**APPROPRIATION ALLOCATION**

| ACTIVITY<br>NUMBER | ACTIVITY TITLE        | SALARY &<br>BENEFITS | MAINTENANCE<br>& OPERATIONS | EQUIPMENT | TOTAL     |
|--------------------|-----------------------|----------------------|-----------------------------|-----------|-----------|
| 171710             | VEH & SM ENGINE MAINT | 568,850              | 1,000,510                   | 202,000   | 1,771,360 |
|                    | TOTAL APPROPRIATIONS  | 568,850              | 1,000,510                   | 202,000   | 1,771,360 |

**RESOURCE ALLOCATION**

| FUND<br>NUMBER | FUND TITLE                     | TOTAL     |
|----------------|--------------------------------|-----------|
| 71             | EQUIP MAINT & REPLACEMENT FUND | 1,771,360 |
|                | TOTAL RESOURCES                | 1,771,360 |



**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

| FUNCTION                    |   |                        | DEPARTMENT TITLE      |                        |                              |                               |
|-----------------------------|---|------------------------|-----------------------|------------------------|------------------------------|-------------------------------|
| GENERAL GOVERNMENT SERVICES |   |                        | EQUIPMENT MAINTENANCE |                        |                              |                               |
| OBJECT CODE                 | EXPENSE CLASSIFICATION                    | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL        | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
|                             | <b>SALARY &amp; BENEFITS</b>              |                        |                       |                        |                              |                               |
|                             | #   |                        |                       |                        |                              |                               |
|                             | FLEET MAINT SUPERVISOR 1.00               | 90,550                 |                       | 90,570                 | 92,830                       | 92,830                        |
|                             | LEAD FLEET MECHANIC 1.00                  | 70,440                 |                       | 73,890                 | 76,630                       | 76,630                        |
|                             | FLEET MECHANIC 2.00                       | 128,590                |                       | 131,520                | 131,680                      | 131,680                       |
|                             | SENIOR OFFICE ASSISTANT 0.50              | 24,890                 |                       | 24,880                 | 25,500                       | 25,500                        |
|                             | TOTAL POSITIONS 4.50                      |                        |                       |                        |                              |                               |
| 5110                        | REGULAR SALARIES                          | 314,470                | 286,081               | 320,860                | 326,640                      | 326,640                       |
| 5115                        | EXCESS MEDICAL PREMIUM                    | 6,010                  | 9,612                 | 10,550                 | 11,340                       | 11,340                        |
| 5118                        | SPECIAL LICENSE                           | 2,220                  | 1,800                 | 2,220                  | 2,220                        | 2,220                         |
| 5130                        | OVERTIME                                  | 2,500                  | -                     | 1,500                  | 1,500                        | 1,500                         |
| 5131                        | VACATION PAY-OFF                          | -                      | 478                   | -                      | 720                          | 720                           |
| 5132                        | SICK LEAVE BUY BACK                       | -                      | 574                   | -                      | 590                          | 590                           |
| 5140                        | PART TIME                                 | 17,780                 | 12,872                | 17,780                 | 19,130                       | 19,130                        |
| 5157                        | BILINGUAL PAY                             | 420                    | 420                   | 420                    | -                            | -                             |
| 5160                        | WORKERS' COMPENSATION                     | 11,250                 | 11,256                | 11,490                 | 11,700                       | 11,700                        |
| 5161                        | ACCRUED LEAVE CHARGE                      | 2,360                  | 2,364                 | 2,410                  | 2,450                        | 2,450                         |
| 5170                        | MEDICAL INSURANCE                         | 73,550                 | 73,421                | 73,930                 | 69,150                       | 69,150                        |
| 5171                        | DENTAL INSURANCE                          | 4,790                  | 4,692                 | 4,510                  | 4,570                        | 4,570                         |
| 5172                        | LONG-TERM DISABILITY                      | 1,360                  | 965                   | 1,360                  | 1,360                        | 1,360                         |
| 5173                        | LIFE AD&D                                 | 300                    | 398                   | 300                    | 300                          | 300                           |
| 5174                        | MEDICARE                                  | 4,980                  | 3,997                 | 5,120                  | 5,250                        | 5,250                         |
| 5175                        | DEFERRED COMP                             | 670                    | 483                   | 670                    | 720                          | 720                           |
| 5180                        | RETIREMENT - CITY FUNDED                  | 30,420                 | 25,152                | 32,670                 | 31,340                       | 31,340                        |
| 5184                        | RETIREMENT UAL - MISC                     | 68,080                 | 47,237                | 75,340                 | 79,870                       | 79,870                        |
| 5186                        | PENSION EXPENSE                           | -                      | 62,484                | -                      | -                            | -                             |
| 5190                        | EDUCATIONAL INCENTIVE                     | -                      | 420                   | -                      | -                            | -                             |
|                             | <b>SALARY &amp; BENEFITS TOTAL</b>        | <b>541,160</b>         | <b>544,706</b>        | <b>561,130</b>         | <b>568,850</b>               | <b>568,850</b>                |
|                             | <b>MAINTENANCE &amp; OPERATIONS</b>       |                        |                       |                        |                              |                               |
| 6240                        | PROF/CONTRACTUAL SERVICES                 | 37,000                 | 24,636                | 37,700                 | 30,000                       | 30,000                        |
| 6245                        | PROFESSIONAL SERVICES - CITY              | 133,510                | 133,512               | 130,600                | 133,540                      | 133,540                       |
| 6255                        | SAFETY SHOES                              | 1,250                  | 1,527                 | 1,200                  | 900                          | 900                           |
| 6260                        | EQUIPMENT RENTAL - CITY                   | 11,050                 | 11,052                | 11,350                 | 11,380                       | 11,380                        |
| 6261                        | EQUIPMENT MAINTENANCE - CITY              | 29,880                 | 29,880                | 37,040                 | 34,200                       | 34,200                        |
| 6265                        | MNGT INFO SYS CHGS - CITY                 | 2,470                  | 2,472                 | 1,840                  | 8,240                        | 8,240                         |
| 6335                        | EQUIPMENT PARTS & SUPPLIES                | 200,000                | 156,106               | 200,000                | 200,000                      | 200,000                       |
| 6338                        | OUTSIDE EQUIPMENT REPAIR                  | 180,000                | 116,761               | 180,000                | 175,000                      | 175,000                       |
| 6350                        | SMALL TOOL/EQUIPMENT EXPENSE              | 3,850                  | 2,312                 | 9,500                  | 6,500                        | 6,500                         |
| 6370                        | UNIFORM EXPENSE                           | 600                    | 868                   | 600                    | 600                          | 600                           |
| 6410                        | STATIONERY/OFFICE SUPPLIES                | 500                    | -                     | 500                    | 500                          | 500                           |
| 6420                        | MEMBERSHIP/SUBS/CERTS                     | 900                    | 354                   | 950                    | 950                          | 950                           |
| 6450                        | HARDWARE SUPPLIES                         | 9,000                  | 6,236                 | 9,000                  | 6,000                        | 6,000                         |
| 6460                        | GAS AND OIL                               | 380,000                | 364,806               | 395,000                | 390,000                      | 390,000                       |
| 6470                        | LAB/CHEMICAL SUPPLIES                     | 1,200                  | 929                   | 1,200                  | 1,000                        | 1,000                         |
| 6650                        | CONFERENCE/MEETING/TRAINING               | 700                    | -                     | 700                    | 700                          | 700                           |
| 6665                        | REPRO SUPPLIES/SERVICE                    | -                      | -                     | 1,000                  | 1,000                        | 1,000                         |
| 6680                        | DEPRECIATION                              | -                      | 525,060               | -                      | -                            | -                             |
| 7840                        | MACHINERY/EQUIPMENT                       | 1,080,513              | 784,297               | 291,500                | 202,000                      | 202,000 *                     |
| 7899                        | CAPITAL OFFSET                            | -                      | (803,304)             | -                      | -                            | -                             |
|                             | <b>MAINTENANCE &amp; OPERATIONS TOTAL</b> | <b>2,072,423</b>       | <b>1,357,504</b>      | <b>1,309,680</b>       | <b>1,202,510</b>             | <b>1,202,510</b>              |

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| FUNCTION<br><b>GENERAL GOVERNMENT SERVICES</b> |                               |                 | DEPARTMENT TITLE<br><b>EQUIPMENT MAINTENANCE</b> |           |                              |                               |
|--|-------------------------------|-----------------|--|-----------|------------------------------|-------------------------------|
| ACTIVITY OBJECT NUMBER                         | DESCRIPTION                   | NUMBER OF UNITS | NEW OR REPLACEMENT                               | UNIT COST | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
| * Account 6340 & 7840 Detail                   |                               |                 |  |           |                              |                               |
|  | EQUIPMENT                     |                 |  |           |                              |                               |
| POLICE   |                               |                 |  |           |                              |                               |
| 7840   | B/W POLICE SEDAN - (CHARGERS) | 3               | REPLACEMENT                                      | 48,000    | 144,000                      | 144,000                       |
| 7840   | B/W POLICE K-9 - TAHOE        | 1               | REPLACEMENT                                      | 58,000    | 58,000                       | 58,000                        |
|  | POLICE TOTAL                  |                 |  |           | 202,000                      | 202,000                       |
|  | EQUIPMENT TOTAL               |                 |  |           | 202,000                      | 202,000                       |

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2021-22

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

| Fund/<br>Activity       | Description/Justification                       | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |   | <b>\$ 24,636</b>   | <b>\$ 37,700</b>     | <b>\$ 30,000</b>     | <b>\$ 30,000</b>     |
| 71-171710               | <u>Vehicle and Small Engine Maintenance</u>     |                    |                      |                      |                      |
|                         | • Wash city vehicles                            | 12,038             | 15,250               | 15,250               | 15,250               |
|                         | • Computerized Mobile Maintenance System (CMMS) | 4,573              | 5,000                | 5,000                | 5,000                |
|                         | • Dossier Software Mtce Support                 |                    | 1,200                | 1,200                | 1,200                |
|                         | • OC Health Care (fuel storage tanks)           | 513                | 3,500                | 800                  | 800                  |
|                         | • AQMD Facility Operating Fee                   | 3,512              | 7,500                | 4,000                | 4,000                |
|                         | • ProDemand Annual Maint.                       | 2,356              | 2,750                | 2,750                | 2,750                |
|                         | • WyTech  | 800                | 2,500                | 1,000                | 1,000                |
|                         | • OTHER - CARB/PERP Registration                | 845                | -                    | -                    | -                    |
|                         | <b>SUB-TOTAL</b>                                | <b>24,636</b>      | <b>37,700</b>        | <b>30,000</b>        | <b>30,000</b>        |

CITY OF BUENA PARK  
MEMBERSHIP, SUBSCRIPTIONS & CERTIFICATIONS DETAIL (6420)  
FY 2021-22

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

| Fund/<br>Activity       | Description/Justification                          | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|--|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |  | \$ 680             | \$ 950               | \$ 950               | \$ 950               |
| 71-171710               | <u>Vehicle and Small Engine Maintenance</u>        |                    |                      |                      |                      |
|                         | • Municipal Equipment Maintenance Association dues | 275                | 300                  | 300                  | 300                  |
|                         | • ASE certs  | 405                | 650                  | 650                  | 650                  |
|                         | SUB-TOTAL  | 680                | 950                  | 950                  | 950                  |

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS, & TRAINING DETAIL (6650)  
 FY 2021-22

Department: **PUBLIC WORKS/EQUIPMENT MAINTENANCE**

| Fund/<br>Activity       | Description/Justification   | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |   | \$ <u>637</u>      | \$ <u>700</u>        | \$ <u>700</u>        | \$ <u>700</u>        |
| 71-171710               | <u>Vehicle and Small Engine Maintenance</u><br>• Misc. Conferences, meetings & training | <u>637</u>         | <u>700</u>           | <u>700</u>           | <u>700</u>           |

CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

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

**FISCAL YEAR 2021-22**

**APPROPRIATION ALLOCATION**

| ACTIVITY<br>NUMBER | ACTIVITY TITLE          | SALARY &<br>BENEFITS | MAINTENANCE<br>& OPERATIONS | EQUIPMENT | TOTAL   |
|--------------------|-------------------------|----------------------|-----------------------------|-----------|---------|
| 126143             | MANAGEMENT INFO SYSTEMS | 141,350              | 322,540                     | 185,310   | 649,200 |
|                    | TOTAL APPROPRIATIONS    | 141,350              | 322,540                     | 185,310   | 649,200 |

**RESOURCE ALLOCATION**

| FUND<br>NUMBER | FUND TITLE              | TOTAL   |
|----------------|-------------------------|---------|
| 74             | MANAGEMENT INFO SYSTEMS | 649,200 |
|                | TOTAL RESOURCES         | 649,200 |

**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

| FUNCTION                    |   |                        | DEPARTMENT TITLE               |                        |                              |                               |
|-----------------------------|---|------------------------|--------------------------------|------------------------|------------------------------|-------------------------------|
| GENERAL GOVERNMENT SERVICES |   |                        | MANAGEMENT INFORMATION SYSTEMS |                        |                              |                               |
| OBJECT CODE                 | EXPENDITURE CLASSIFICATION                | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL                 | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
|                             | <b>SALARY &amp; BENEFITS</b>              |                        |                                |                        |                              |                               |
|                             | INFORMATION SYSTEM TECHNICIAN 1.00        | 88,410                 |                                | 88,410                 | 90,620                       | 90,620                        |
|                             | TOTAL POSITIONS 1.00                      |                        |                                |                        |                              |                               |
| 5110                        | REGULAR SALARIES                          | 88,410                 | 88,421                         | 88,410                 | 90,620                       | 90,620                        |
| 5115                        | EXCESS MEDICAL PREMIUM                    | 4,130                  | 4,008                          | 3,930                  | 3,640                        | 3,640                         |
| 5131                        | VACATION PAY-OFF                          | 610                    | -                              | 610                    | 610                          | 610                           |
| 5155                        | UNIFORM CLOTHING ALLOWANCE                | 500                    | 500                            | 500                    | 500                          | 500                           |
| 5157                        | BILINGUAL PAY                             | 840                    | 840                            | 840                    | 840                          | 840                           |
| 5160                        | WORKERS' COMPENSATION                     | 1,480                  | 1,476                          | 1,480                  | 1,510                        | 1,510                         |
| 5161                        | ACCRUED LEAVE CHARGE                      | 660                    | 660                            | 660                    | 680                          | 680                           |
| 5170                        | MEDICAL INSURANCE                         | 7,540                  | 7,983                          | 7,740                  | 8,040                        | 8,040                         |
| 5171                        | DENTAL INSURANCE                          | 1,170                  | 1,154                          | 1,110                  | 1,110                        | 1,110                         |
| 5172                        | LONG-TERM DISABILITY                      | 300                    | 214                            | 300                    | 300                          | 300                           |
| 5173                        | LIFE AD&D                                 | 30                     | 34                             | 30                     | 30                           | 30                            |
| 5174                        | MEDICARE                                  | 1,380                  | 1,366                          | 1,380                  | 1,410                        | 1,410                         |
| 5180                        | RETIREMENT - CITY FUNDED                  | 8,680                  | 8,681                          | 9,140                  | 8,830                        | 8,830                         |
| 5184                        | RETIREMENT UAL - MISC                     | 19,420                 | 26,550                         | 21,070                 | 22,510                       | 22,510                        |
| 5186                        | PENSION EXPENSE                           | -                      | 15,621                         | -                      | -                            | -                             |
| 5190                        | EDUCATION INCENTIVE PAY                   | 720                    | 720                            | 720                    | 720                          | 720                           |
|                             | <b>SALARY &amp; BENEFITS TOTAL</b>        | <b>135,870</b>         | <b>158,227</b>                 | <b>137,920</b>         | <b>141,350</b>               | <b>141,350</b>                |
|                             | <b>MAINTENANCE &amp; OPERATIONS</b>       |                        |                                |                        |                              |                               |
| 6240                        | PROF/CONTRACTUAL SERVICES                 | 86,000                 | 14,311                         | 78,200                 | 70,500                       | 70,500                        |
| 6250                        | OFFICE EQUIPMENT MAINTENANCE              | 210,700                | 159,461                        | 184,600                | 219,700                      | 219,700                       |
| 6310                        | TELEPHONE                                 | 16,000                 | 12,696                         | 16,000                 | 16,000                       | 16,000                        |
| 6335                        | EQUIPMENT PARTS & SUPPLY                  | 3,000                  | 1,294                          | 3,000                  | 3,000                        | 3,000                         |
| 6340                        | NON-CAPITAL EQUIPMENT/FURNITURE           | 35,360                 | 35,153                         | 34,277                 | 42,160                       | 42,160 *                      |
| 6510                        | BUILDING MAINTENANCE - CITY               | 4,620                  | 4,620                          | 4,260                  | 4,340                        | 4,340                         |
| 6650                        | CONFERENCE/MEETING/TRAINING               | 6,000                  | 6,000                          | 9,000                  | 9,000                        | 9,000                         |
| 6680                        | DEPRECIATION                              | -                      | 56,331                         | -                      | -                            | -                             |
| 7840                        | MACHINERY/EQUIPMENT                       | 68,850                 | 59,927                         | 162,550                | 143,150                      | 143,150 *                     |
| 7899                        | CAPITAL ASSET OFFSET                      | -                      | (51,994)                       | -                      | -                            | -                             |
|                             | <b>MAINTENANCE &amp; OPERATIONS TOTAL</b> | <b>430,530</b>         | <b>297,799</b>                 | <b>491,887</b>         | <b>507,850</b>               | <b>507,850</b>                |

**CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL**

| FUNCTION<br><b>GENERAL GOVERNMENT SERVICES</b> |  |                    | DEPARTMENT TITLE<br><b>MANAGEMENT INFORMATION SYSTEMS</b> |              |                                    |                                     |
|--|--|--------------------|---|--------------|------------------------------------|-------------------------------------|
| DEPT./<br>OBJECT<br>CODE                       | DESCRIPTION                                | NUMBER OF<br>UNITS | NEW OR<br>REPLACEMENT                                     | UNIT<br>COST | 2021-22<br>DEPARTMENT<br>REQUESTED | 2021-22<br>CITY COUNCIL<br>APPROVED |
| * Account 6340 & 7840 Detail                   |  |                    |   |              |                                    |                                     |
|  | <b>EQUIPMENT</b>                           |                    |   |              |                                    |                                     |
| MIS  |  |                    |   |              |                                    |                                     |
| 6340   | PC REPLACEMENTS                            | 28                 | REPLACEMENT   | 625          | 17,500                             | 17,500                              |
|  | PRINTERS                                   | 2                  | REPLACEMENT   | 975          | 1,950                              | 1,950                               |
|  | WIFI ACCESS POINTS                         | 3                  | REPLACEMENT   | 550          | 1,650                              | 1,650                               |
|  | MS OFFICE LICENSES                         | 43                 | REPLACEMENT   | 385          | 16,560                             | 16,560                              |
|  | MONITORS                                   | 15                 | REPLACEMENT   | 300          | 4,500                              | 4,500                               |
|  | OBJECT CODE 6340 TOTAL                     |                    |   |              | 42,160                             | 42,160                              |
| 7840   | LAPTOP REPLACEMENT                         | 5                  | REPLACEMENT   | 1,200        | 6,000                              | 6,000                               |
|  | NETWORK SWITCHES                           | 2                  | REPLACEMENT   | 1,600        | 3,200                              | 3,200                               |
|  | CYBER SECURITY CLIENT SOFTWARE             | 1                  | REPLACEMENT   | 4,250        | 4,250                              | 4,250                               |
|  | FLEX SCANNER/PC SOFTWARE UPGRADE           | 1                  | REPLACEMENT   | 7,000        | 7,000                              | 7,000                               |
|  | SERVERS REPLACEMENT                        | 1                  | REPLACEMENT   | 18,000       | 18,000                             | 18,000                              |
|  | E-MAIL SERVER UPGRADE                      | 1                  | REPLACEMENT   | 48,400       | 48,400                             | 48,400                              |
|  | OBJECT CODE 7840 TOTAL                     |                    |   |              | 86,850                             | 86,850                              |
| PUBLIC WORKS                                   |  |                    |   |              |                                    |                                     |
| 7840   | AUTODESK AEC COLLECTION SINGLE SEAT        | 6                  | REPLACEMENT   | 1,250        | 7,500                              | 7,500                               |
|  | OC ASSESSOR TAX ROLL UPDATE                | 1                  | REPLACEMENT   | 1,750        | 1,750                              | 1,750                               |
|  | CIVIL ENGINEERING WORKSTATIONS             | 3                  | REPLACEMENT   | 2,850        | 8,550                              | 8,550                               |
|  | AERIAL IMAGERY/BUILDING FOOTPRINTS         | 1                  | REPLACEMENT   | 10,000       | 10,000                             | 10,000                              |
|  | RADIO TRANSMITTER - CITY HALL TO CITY YARD | 1                  | NEW   | 14,250       | 14,250                             | 14,250                              |
|  | OBJECT CODE 7840 TOTAL                     |                    |   |              | 42,050                             | 42,050                              |
| PUBLIC WORKS - WATER DIVISION                  |  |                    |   |              |                                    |                                     |
| 7840   | RADIO TRANSMITTER - CITY HALL TO CITY YARD | 1                  | NEW   | 14,250       | 14,250                             | 14,250                              |
|  | OBJECT CODE 7840 TOTAL                     |                    |   |              | 14,250                             | 14,250                              |
|  | <b>EQUIPMENT TOTAL</b>                     |                    |   |              | <b>185,310</b>                     | <b>185,310</b>                      |



CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2021-22

Department: **MANAGEMENT INFORMATION SYSTEMS**

| Fund/<br>Activity       | Description/Justification             | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---------------------------------------|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |                                       | \$ 14,311          | \$ 70,500            | \$ 70,500            | \$ 70,500            |
| 74-126143               | <u>Management Information Systems</u> |                    |                      |                      |                      |
|                         | • Website Management                  | 3,870              | 10,000               | 10,000               | 10,000               |
|                         | • Central Square Programming          | -                  | 5,000                | 5,000                | 5,000                |
|                         | • Adobe Subscription                  | 2,141              | 3,500                | 3,500                | 3,500                |
|                         | • Unforeseen Purchases & Programming  | -                  | 10,000               | 10,000               | 10,000               |
|                         | • City-Wide Computer Training Classes | -                  | 6,000                | 6,000                | 6,000                |
|                         | • Computer Consulting Services        | 8,300              | 30,000               | 30,000               | 30,000               |
|                         | • Cloud Backup                        | -                  | 6,000                | 6,000                | 6,000                |
|                         | <b>SUB-TOTAL</b>                      | <u>14,311</u>      | <u>70,500</u>        | <u>70,500</u>        | <u>70,500</u>        |

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS & TRAINING DETAIL (6650)  
 FY 2021-22

Department: **MANAGEMENT INFORMATION SYSTEMS**

| Fund/<br>Activity       | Description/Justification   | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |   | \$ <u>6,000</u>    | \$ <u>9,000</u>      | \$ <u>9,000</u>      | \$ <u>9,000</u>      |
| 74-126143               | <u>Management Information Systems</u><br>• Training / Conferences | <u>6,000</u>       | <u>9,000</u>         | <u>9,000</u>         | <u>9,000</u>         |



CITY OF BUENA PARK  
**APPROPRIATION SUMMARY**

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

**FISCAL YEAR 2021-22**

**APPROPRIATION ALLOCATION**

| ACTIVITY<br>NUMBER | ACTIVITY TITLE         | SALARY &<br>BENEFITS | MAINTENANCE<br>& OPERATIONS | EQUIPMENT | TOTAL     |
|--------------------|------------------------|----------------------|-----------------------------|-----------|-----------|
| <b>170670</b>      | GOV'T BLDGS MAINT OPER | 464,950              | 1,775,520                   | 500       | 2,240,970 |
|                    | TOTAL APPROPRIATIONS   | 464,950              | 1,775,520                   | 500       | 2,240,970 |

**RESOURCE ALLOCATION**

| FUND<br>NUMBER | FUND TITLE             | TOTAL     |
|----------------|------------------------|-----------|
| 77             | GOV'T BLDGS MAINT FUND | 2,240,970 |
|                | TOTAL RESOURCES        | 2,240,970 |

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| FUNCTION                            |   |                        | DEPARTMENT TITLE       |                        |                              |                               |
|-------------------------------------|---|------------------------|------------------------|------------------------|------------------------------|-------------------------------|
| GENERAL GOVERNMENT SERVICES         |   |                        | FACILITIES MAINTENANCE |                        |                              |                               |
| OBJECT CODE                         | EXPENSE CLASSIFICATION                    | 2019-20 AMENDED BUDGET | 2019-20 ACTUAL         | 2020-21 AMENDED BUDGET | 2021-22 DEPARTMENT REQUESTED | 2021-22 CITY COUNCIL APPROVED |
| <b>SALARY &amp; BENEFITS</b>        |   |                        |                        |                        |                              |                               |
|                                     | FACILITIES & PARKS SUPERINTENDENT 0.80    | 83,760                 |                        | 83,790                 | 85,880                       | 85,880                        |
|                                     | LEAD FACILITIES MAINTENANCE TECH 1.00     | 71,020                 |                        | 71,010                 | 72,780                       | 72,780                        |
|                                     | FACILITIES MAINTENANCE WORKER 1.00        | 57,480                 |                        | 57,470                 | 58,910                       | 58,910                        |
|                                     | SENIOR OFFICE ASSISTANT 0.50              | 24,890                 |                        | 24,880                 | 25,500                       | 25,500                        |
|                                     | MAINTENANCE HELPER 1.00                   | 35,810                 |                        | 35,800                 | 38,520                       | 38,520                        |
|                                     | TOTAL POSITIONS 4.30                      |                        |                        |                        |                              |                               |
| 5110                                | REGULAR SALARIES                          | 272,970                | 276,977                | 272,960                | 281,590                      | 281,590                       |
| 5110                                | LONGEVITY PAY                             | 1,680                  | 1,461                  | 1,680                  | 1,720                        | 1,720                         |
| 5115                                | EXCESS MEDICAL PREMIUM                    | 13,160                 | 12,939                 | 12,740                 | 12,420                       | 12,420                        |
| 5130                                | OVERTIME                                  | 1,000                  | 1,103                  | 1,000                  | 1,000                        | 1,000                         |
| 5131                                | VACATION PAY-OFF                          | 3,320                  | 3,960                  | 3,320                  | 3,400                        | 3,400                         |
| 5132                                | SICK-LEAVE BUY BACK                       | 1,330                  | 1,207                  | 1,330                  | 590                          | 590                           |
| 5157                                | BILINGUAL PAY                             | 420                    | 420                    | 420                    | 420                          | 420                           |
| 5160                                | WORKERS' COMPENSATION                     | 7,820                  | 7,824                  | 7,820                  | 8,090                        | 8,090                         |
| 5161                                | ACCRUED LEAVE CHARGE                      | 2,060                  | 2,064                  | 2,060                  | 2,120                        | 2,120                         |
| 5170                                | MEDICAL INSURANCE                         | 44,780                 | 47,012                 | 47,100                 | 47,430                       | 47,430                        |
| 5171                                | DENTAL INSURANCE                          | 4,480                  | 4,459                  | 4,280                  | 4,280                        | 4,280                         |
| 5172                                | LONG-TERM DISABILITY                      | 1,290                  | 922                    | 1,290                  | 1,290                        | 1,290                         |
| 5173                                | LIFE AD&D                                 | 280                    | 310                    | 280                    | 280                          | 280                           |
| 5174                                | MEDICARE                                  | 4,260                  | 3,961                  | 4,260                  | 4,370                        | 4,370                         |
| 5180                                | RETIREMENT - CITY FUNDED                  | 26,390                 | 24,631                 | 27,770                 | 27,040                       | 27,040                        |
| 5184                                | RETIREMENT UAL - MISC                     | 59,050                 | 78,713                 | 64,060                 | 68,910                       | 68,910                        |
| 5186                                | PENSION EXPENSE                           | -                      | 50,334                 | -                      | -                            | -                             |
|                                     | <b>SALARY &amp; BENEFITS TOTAL</b>        | <b>444,290</b>         | <b>518,295</b>         | <b>452,370</b>         | <b>464,950</b>               | <b>464,950</b>                |
| <b>MAINTENANCE &amp; OPERATIONS</b> |   |                        |                        |                        |                              |                               |
| 6240                                | PROF/CONTRACTUAL SERVICES                 | 684,598                | 668,200                | 663,201                | 699,000                      | 699,000                       |
| 6245                                | PROFESSIONAL SERVICES - CITY              | 95,600                 | 95,604                 | 91,450                 | 93,510                       | 93,510                        |
| 6248                                | PERIODIC MAINT/BUILDING MOD               | 53,500                 | 11,023                 | 117,108                | -                            | -                             |
| 6255                                | SAFETY SHOES                              | 900                    | 934                    | 900                    | 900                          | 900                           |
| 6260                                | EQUIPMENT RENTAL - CITY                   | 21,080                 | 21,084                 | 21,800                 | 22,520                       | 22,520                        |
| 6261                                | EQUIPMENT MAINTENANCE - CITY              | 63,580                 | 63,576                 | 79,260                 | 75,300                       | 75,300                        |
| 6265                                | MNGT INFO SYS CHGS - CITY                 | 3,300                  | 3,300                  | 2,460                  | 10,990                       | 10,990                        |
| 6290                                | ELECTRIC UTILITY                          | 650,000                | 604,803                | 550,000                | 550,000                      | 550,000                       |
| 6300                                | GAS UTILITY                               | 40,000                 | 33,867                 | 30,000                 | 30,000                       | 30,000                        |
| 6310                                | TELEPHONE                                 | 200,000                | 107,971                | 90,000                 | 90,000                       | 90,000                        |
| 6320                                | WATER UTILITY                             | 100,000                | 127,873                | 125,000                | 125,000                      | 125,000                       |
| 6321                                | BOTTLED WATER                             | 6,500                  | 7,715                  | 7,500                  | 7,500                        | 7,500                         |
| 6340                                | NON-CAPITAL FURNITURE/EQUIPMENT           | -                      | -                      | -                      | 500                          | 500 *                         |
| 6350                                | SMALL TOOL/EQUIP EXPENSE                  | 750                    | -                      | 750                    | -                            | -                             |
| 6370                                | UNIFORM EXPENSE                           | 300                    | 242                    | 300                    | 300                          | 300                           |
| 6450                                | HARDWARE SUPPLIES                         | 45,000                 | 36,579                 | 45,000                 | 45,000                       | 45,000                        |
| 6515                                | BUILDING MAINTENANCE SUPPLIES             | 12,000                 | 9,977                  | 12,000                 | 10,000                       | 10,000                        |
| 6650                                | CONFERENCE/MEETING/TRAINING               | 500                    | -                      | 500                    | 500                          | 500                           |
| 6665                                | REPRO SUPPLIES/SERVICE                    | -                      | -                      | 250                    | -                            | -                             |
| 6680                                | DEPRECIATION                              | -                      | 1,810                  | -                      | -                            | -                             |
| 6798                                | TRANSFER OUT                              | 15,000                 | 15,000                 | 15,000                 | 15,000                       | 15,000                        |
| 7840                                | MACHINERY/EQUIPMENT                       | -                      | -                      | 8,500                  | -                            | -                             |
|                                     | <b>MAINTENANCE &amp; OPERATIONS TOTAL</b> | <b>1,992,608</b>       | <b>1,809,557</b>       | <b>1,860,979</b>       | <b>1,776,020</b>             | <b>1,776,020</b>              |

CITY OF BUENA PARK  
MUNICIPAL BUDGET DETAIL

| FUNCTION<br><b>GENERAL GOVERNMENT SERVICES</b> |   |                    | DEPARTMENT TITLE<br><b>FACILITIES MAINTENANCE</b> |              |                                    |                                     |
|--|---|--------------------|---|--------------|------------------------------------|-------------------------------------|
| ACTIVITY/<br>OBJECT<br>NUMBER                  | DESCRIPTION   | NUMBER OF<br>UNITS | NEW OR<br>REPLACEMENT                             | UNIT<br>COST | 2021-22<br>DEPARTMENT<br>REQUESTED | 2021-22<br>CITY COUNCIL<br>APPROVED |
| * Account 6340 & 7840 Detail                   |   |                    |   |              |                                    |                                     |
|  | EQUIPMENT   |                    |   |              |                                    |                                     |
| 170670<br>6340                                 | DEWALT COMBINATION DRILL/DRIVER/SAW KIT<br>OBJECT CODE 6340 TOTAL | 1                  | REPLACEMENT                                       | 500          | 500                                | 500                                 |
|  |   |                    |   |              | 500                                | 500                                 |
|  | EQUIPMENT TOTAL   |                    |   |              | 500                                | 500                                 |

CITY OF BUENA PARK  
PROFESSIONAL & CONTRACTUAL SERVICES DETAIL (6240)  
FY 2021-22

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

| Fund/<br>Activity       | Description/Justification                         | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------------|---|--------------------|----------------------|----------------------|----------------------|
| <b>TOTAL DEPARTMENT</b> |   | \$ 668,200         | \$ 650,000           | \$ 699,000           | \$ 699,000           |
| 77-170670               | <u>Government Building Main. &amp; Operations</u> |                    |                      |                      |                      |
|                         | • Burglar alarm maintenance                       | 21,669             | 20,000               | 22,000               | 22,000               |
|                         | • Fire sprinkler system maintenance               | 5,193              | 2,000                | 2,000                | 2,000                |
|                         | • Fire extinguisher maintenance                   | 1,697              | 2,500                | 2,500                | 2,500                |
|                         | • Fire alarm monitoring and maint.                | 19,322             | 30,000               | 30,000               | 30,000               |
|                         | • Electric system maintenance                     | 33,174             | 15,000               | 15,000               | 15,000               |
|                         | • City entrance sign maintenance                  | -                  | 500                  | 500                  | 500                  |
|                         | • Elevator testing and maintenance                | 26,468             | 27,000               | 27,000               | 27,000               |
|                         | • Janitorial service                              | 206,547            | 172,000              | 192,500              | 192,500              |
|                         | • HVAC service contract and maint.                | 131,304            | 150,000              | 157,500              | 157,500              |
|                         | • Telephone system maintenance                    | 3,747              | 10,000               | 10,000               | 10,000               |
|                         | • City Yard/City Hall Comm Cable                  | 10,299             | 13,000               | 13,000               | 13,000               |
|                         | • Council Chambers A/V maintenance                | 3,672              | 10,000               | 10,000               | 10,000               |
|                         | • Door and window repairs                         | 35,960             | 15,000               | 15,000               | 15,000               |
|                         | • Floor repairs/carpet cleaning                   | 4,993              | 17,000               | 17,000               | 17,000               |
|                         | • Standby generators servicing and testing        | 6,804              | 20,000               | 20,000               | 20,000               |
|                         | • Pest control and insect spraying                | 6,679              | 10,000               | 10,000               | 10,000               |
|                         | • Misc. repairs/consulting services               | 7,415              | 10,000               | 10,000               | 10,000               |
|                         | • Sanitation District sewer fees                  | 84,751             | 81,000               | 85,000               | 85,000               |
|                         | • Live plant maintenance                          | 3,045              | 3,000                | 3,000                | 3,000                |
|                         | • Industrial water treatment                      | 885                | 2,000                | 2,000                | 2,000                |
|                         | • PD Range maintenance                            | 2,623              | 20,000               | 20,000               | 20,000               |
|                         | • Police Dep. Fountain Maintenance                | 1,375              | 5,000                | -                    | -                    |
|                         | • Surveillance Equipment Maintenance              | 7,954              | 10,000               | 10,000               | 10,000               |
|                         | • LED Palm Tree Lighting                          | 18,916             | -                    | 20,000               | 20,000               |
|                         | • Gym Equipment Maintenance                       | 2,103              | 5,000                | 5,000                | 5,000                |
|                         | • OTHER - Covid-19 Supplies                       | 3,832              | -                    | -                    | -                    |
|                         | • OTHER - Boiler Repair & Maintenance             | 13,773             | -                    | -                    | -                    |
|                         | • OTHER - Conveyance Inspection Fees              | 2,050              | -                    | -                    | -                    |
|                         | • OTHER - Lighting Maintenance                    | 1,950              | -                    | -                    | -                    |
|                         | <b>SUB-TOTAL</b>                                  | <u>668,200</u>     | <u>650,000</u>       | <u>699,000</u>       | <u>699,000</u>       |

CITY OF BUENA PARK  
 CONFERENCES, MEETINGS AND TRAINING DETAIL (6650)  
 FY 2021-22

Department: **PUBLIC WORKS/FACILITIES MAINTENANCE**

| Fund/<br>Activity | Description/Justification  | FY 19-20<br>Actual | FY 20-21<br>Approved | FY 21-22<br>Proposed | FY 21-22<br>Approved |
|-------------------|--|--------------------|----------------------|----------------------|----------------------|
|                   | <b>TOTAL DEPARTMENT</b>  | \$ -               | \$ 500               | \$ 500               | \$ 500               |
| 77-170670         | <u>Government Building Maint. &amp; Operations</u><br>• Training on Civic Center Systems | -                  | 500                  | 500                  | 500                  |



