

## **Fund Summaries**

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### **INTERNAL SERVICE FUNDS**

**Internal Service Funds Expenditures Summary**

**Internal Service Funds Expenditures by Fund**

**Internal Service Funds Expenditures by Type**

**Internal Service Funds FTE Summary**

**Internal Service Funds Revenue**

**The City of La Habra**  
**Budget for Fiscal Year 2017 - 2018**

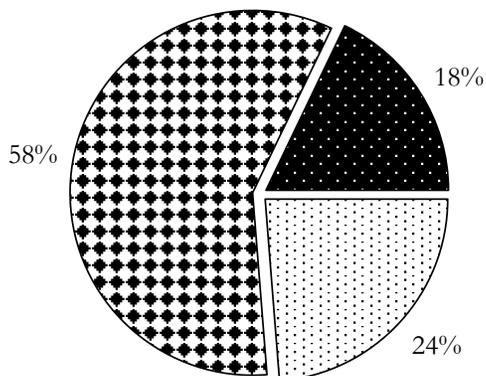
**Internal Service Fund**

**Expenditures Summary**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$966,338	\$1,057,375	\$1,057,375	\$1,079,875	\$1,153,639
Salaries - Part Time	\$3,737	\$0	\$0	\$0	\$0
Salaries - Overtime	\$23,628	\$16,975	\$16,975	\$20,379	\$20,379
Benefits	\$420,711	\$416,019	\$416,019	\$428,803	\$415,901
Allowances	\$7,073	\$7,850	\$7,850	\$7,850	\$8,650
<b>Total for Personnel Services</b>	<b>\$1,421,487</b>	<b>\$1,498,219</b>	<b>\$1,498,219</b>	<b>\$1,536,907</b>	<b>\$1,598,569</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$217,734	\$186,048	\$186,048	\$185,973	\$185,973
Dues & Subscriptions	\$2,381	\$4,350	\$4,350	\$4,510	\$4,510
Training & Meetings	\$9,090	\$15,700	\$15,700	\$20,450	\$20,450
Repair & Maintenance	\$365,933	\$410,500	\$410,500	\$410,936	\$410,936
Rent & Leases	\$100,945	\$72,500	\$72,500	\$84,000	\$84,000
Professional Services	\$418,942	\$503,514	\$603,514	\$500,514	\$500,514
Special Departmental	\$2,348,318	\$2,560,834	\$2,560,834	\$2,722,978	\$2,722,978
<b>Total for Operations &amp; Maintenance</b>	<b>\$3,463,343</b>	<b>\$3,753,446</b>	<b>\$3,853,446</b>	<b>\$3,929,361</b>	<b>\$3,929,361</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$5,750	\$1,000	\$1,000	\$1,000	\$1,000
Equipment	\$498,818	\$1,404,100	\$1,404,100	\$1,189,500	\$1,189,500
Improvements	\$0	\$54,000	\$54,000	\$14,000	\$14,000
<b>Total for Capital Outlay</b>	<b>\$504,568</b>	<b>\$1,459,100</b>	<b>\$1,459,100</b>	<b>\$1,204,500</b>	<b>\$1,204,500</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$5,389,398</b>	<b>\$6,710,765</b>	<b>\$6,810,765</b>	<b>\$6,670,768</b>	<b>\$6,732,430</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	12.70	12.70	12.70	12.70	12.70
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12.70</b>	<b>12.70</b>	<b>12.70</b>	<b>12.70</b>	<b>12.70</b>

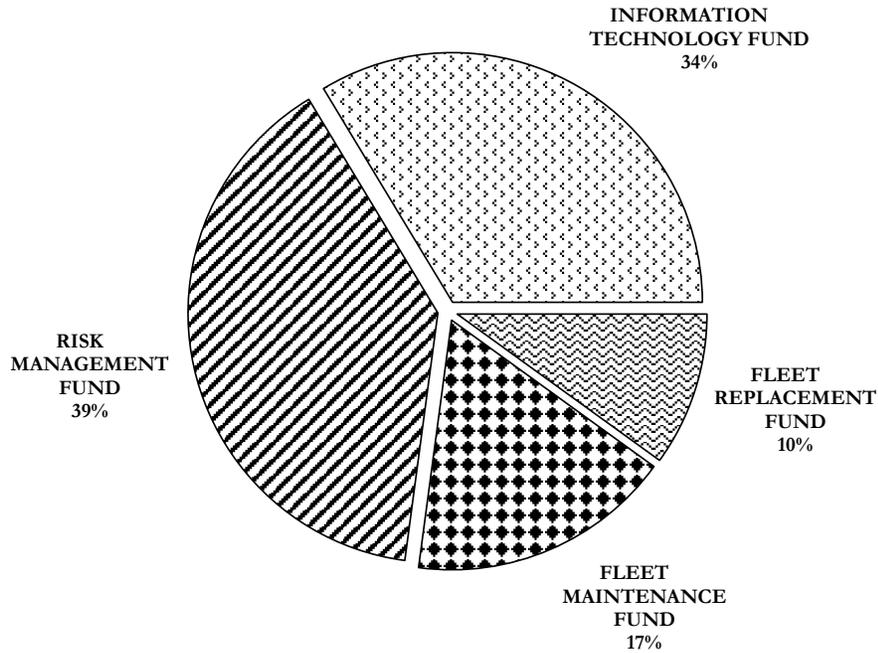


- Personnel Services
- Operations & Maintenance
- Capital Outlay

**The City of La Habra**  
Budget for Fiscal Year 2018 - 2019

**INTERNAL SERVICE FUNDS EXPENDITURES - SUMMARY BY FUND**

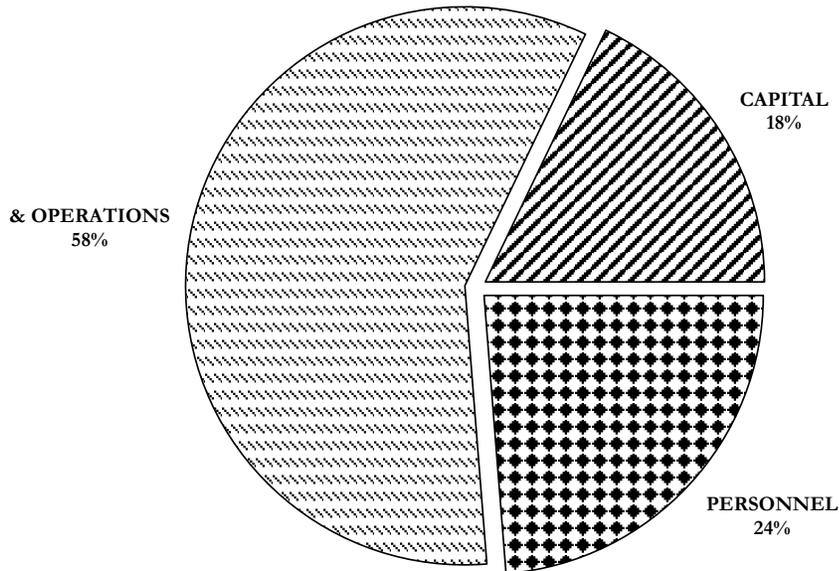
		2016-2017	2017-2018	2017-2018	2018-2019	2018-2019
		Actuals	Adopted	Amended	Adopted	Amended
		Expended	Budget	Budget	Budget	Budget
<b>FLEET REPLACEMENT FUND</b>						
177101	FLEET REPLACEMENT	227,367	1,173,342	1,173,342	669,960	671,128
	SUBTOTAL	<u>227,367</u>	<u>1,173,342</u>	<u>1,173,342</u>	<u>669,960</u>	<u>671,128</u>
<b>FLEET MAINTENANCE FUND</b>						
176101	FLEET MAINTENANCE	1,047,596	1,105,078	1,105,078	1,146,383	1,154,215
	SUBTOTAL	<u>1,047,596</u>	<u>1,105,078</u>	<u>1,105,078</u>	<u>1,146,383</u>	<u>1,154,215</u>
<b>RISK MANAGEMENT FUND</b>						
164151	INDUSTRIAL INJURY (W/C)	1,023,330	1,014,056	1,014,056	1,040,403	1,040,400
164211	LIABILITY INSURANCE	1,310,588	1,502,024	1,602,024	1,600,366	1,601,719
	SUBTOTAL	<u>2,333,918</u>	<u>2,516,080</u>	<u>2,616,080</u>	<u>2,640,769</u>	<u>2,642,119</u>
<b>INFORMATION TECHNOLOGY FUND</b>						
165151	INFORMATION TECHNOLOGY	1,503,394	1,747,665	1,747,665	1,791,656	1,842,968
165152	INFORMATION TECHNOLOGY REPI	277,123	168,600	168,600	422,000	422,000
	SUBTOTAL	<u>1,780,517</u>	<u>1,916,265</u>	<u>1,916,265</u>	<u>2,213,656</u>	<u>2,264,968</u>
<b>TOTAL INTERNAL SERVICE FUNDS EXPENDITURES</b>		<u><b>5,389,398</b></u>	<u><b>6,710,765</b></u>	<u><b>6,810,765</b></u>	<u><b>6,670,768</b></u>	<u><b>6,732,430</b></u>



**The City of La Habra**  
Budget for Fiscal Year 2018 - 2019

**INTERNAL SERVICE FUNDS EXPENDITURES - BY TYPE**

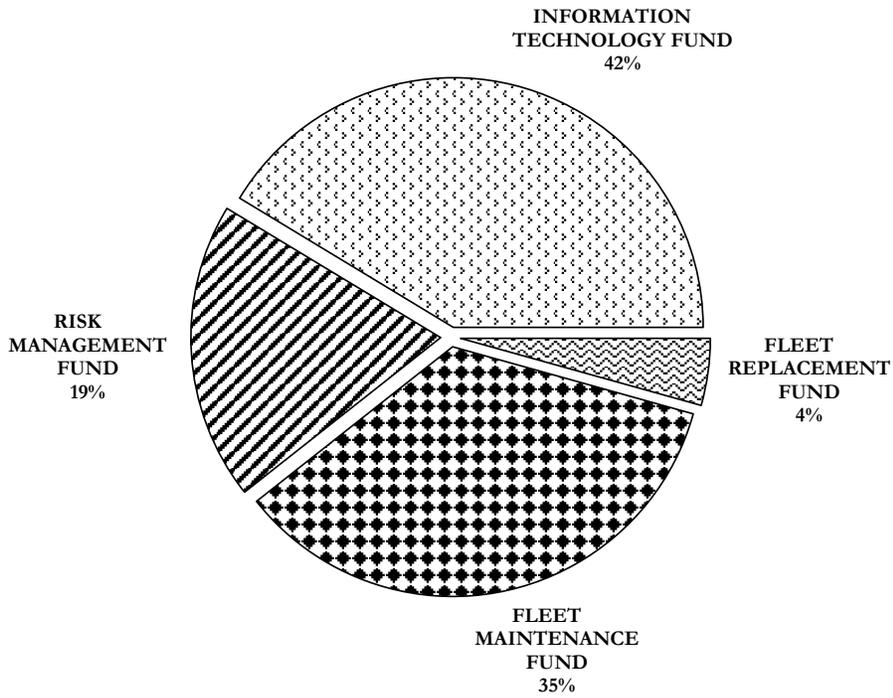
		PERSONNEL SERVICES	OPERATIONS & MAINTENANCE	CAPITAL OUTLAY	TOTAL BUDGET
<b>FLEET REPLACEMENT FUND</b>					
177101	FLEET REPLACEMENT	66,188	5,940	599,000	671,128
	SUBTOTAL	<u>66,188</u>	<u>5,940</u>	<u>599,000</u>	<u>671,128</u>
<b>FLEET MAINTENANCE FUND</b>					
176101	FLEET MAINTENANCE	445,500	690,215	18,500	1,154,215
	SUBTOTAL	<u>445,500</u>	<u>690,215</u>	<u>18,500</u>	<u>1,154,215</u>
<b>RISK MANAGEMENT FUND</b>					
164151	INDUSTRIAL INJURY (W/C)	164,146	876,254	0	1,040,400
164211	LIABILITY INSURANCE	135,965	1,465,754	0	1,601,719
	SUBTOTAL	<u>300,111</u>	<u>2,342,008</u>	<u>0</u>	<u>2,642,119</u>
<b>INFORMATION TECHNOLOGY FUND</b>					
165151	INFORMATION TECHNOLOGY	786,770	891,198	165,000	1,842,968
165152	INFORMATION TECHNOLOGY REPI	0	0	422,000	422,000
	SUBTOTAL	<u>786,770</u>	<u>891,198</u>	<u>587,000</u>	<u>2,264,968</u>
<b>TOTAL INTERNAL SERVICE FUNDS EXPENDITURES</b>		<u><b>1,598,569</b></u>	<u><b>3,929,361</b></u>	<u><b>1,204,500</b></u>	<u><b>6,732,430</b></u>



**The City of La Habra**  
Budget for Fiscal Year 2018 - 2019

**INTERNAL SERVICE FUNDS FTE SUMMARY**

		2016-2017	2017-2018	2017-2018	2018-2019	2018-2019
		Actuals	Adopted	Amended	Adopted	Amended
		Expended	Budget	Budget	Budget	Budget
<b>FLEET REPLACEMENT FUND</b>						
177101	FLEET REPLACEMENT	0.55	0.55	0.55	0.55	0.55
	SUBTOTAL	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>
<b>FLEET MAINTENANCE FUND</b>						
176101	FLEET MAINTENANCE	4.45	4.45	4.45	4.45	4.45
	SUBTOTAL	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>
<b>RISK MANAGEMENT FUND</b>						
164151	INDUSTRIAL INJURY (W/C)	1.35	1.35	1.35	1.35	1.35
164211	LIABILITY INSURANCE	1.10	1.10	1.10	1.10	1.10
	SUBTOTAL	<u>2.45</u>	<u>2.45</u>	<u>2.45</u>	<u>2.45</u>	<u>2.45</u>
<b>INFORMATION TECHNOLOGY FUND</b>						
165151	INFORMATION TECHNOLOGY	5.25	5.25	5.25	5.25	5.25
165152	INFORMATION TECHNOLOGY REPI	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL	<u>5.25</u>	<u>5.25</u>	<u>5.25</u>	<u>5.25</u>	<u>5.25</u>
<b>TOTAL INTERNAL SERVICE FUNDS EXPENDITURES</b>		<u>12.70</u>	<u>12.70</u>	<u>12.70</u>	<u>12.70</u>	<u>12.70</u>



**The City of La Habra**  
Budget for Fiscal Year 2018 - 2019

**INTERNAL SERVICE FUNDS REVENUE**

		2016-2017	2017-2018	2017-2018	2018-2019	2018-2019
		Actuals	Adopted	Amended	Adopted	Amended
		Revenue	Budget	Budget	Budget	Budget
<b>FLEET REPLACEMENT FUND - 210</b>						
4501	INTEREST INCOME	8,777	9,000	9,000	10,000	10,000
4505	GAIN/LOSS ON INVESTMENT	252	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-9,171	0	0	0	0
4612	DAMAGE CLAIM RECOVERY	1,998	0	0	0	0
4619	SALE OF VEHICLES	0	5,000	5,000	5,000	5,000
4629	DEPARTMENTAL CHARGES	449,286	262,216	262,216	201,216	201,216
8311	OPERATING TRANSFERS IN	121,736	0	0	0	0
	<b>FLEET REPLACEMENT FUND TOTAL</b>	<b>572,877</b>	<b>276,216</b>	<b>276,216</b>	<b>216,216</b>	<b>216,216</b>
<b>FLEET MAINTENANCE FUND - 211</b>						
4501	INTEREST INCOME	1,851	200	200	2,000	2,000
4505	GAIN/LOSS ON INVESTMENT	56	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-855	0	0	0	0
4546	CONTRACT-FLEET MAINT SVCS	9,061	8,000	8,000	8,000	8,000
4612	DAMAGE CLAIM RECOVERY	38,624	0	0	0	0
4619	SALE OF VEHICLES	0	0	0	0	0
4621	SALE OF FUEL	39,264	35,000	35,000	39,000	39,000
4629	DEPARTMENTAL CHARGES	1,095,732	968,184	968,184	1,057,260	1,057,260
	<b>FLEET MAINTENANCE FUND TOTAL</b>	<b>1,183,733</b>	<b>1,011,384</b>	<b>1,011,384</b>	<b>1,106,260</b>	<b>1,106,260</b>
<b>RISK MANAGEMENT FUND - 212</b>						
4501	INTEREST INCOME	38,637	42,000	42,000	44,500	44,500
4505	GAIN/LOSS ON INVESTMENT	1,047	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-37,505	0	0	0	0
4581	REIMBURSEMENT SIR WORKER'S CC	23,594	0	0	0	0
4582	REIMBURSEMENT SIR LIABILITY	0	0	0	0	0
4607	ADMINISTRATIVE FEES (Liability)	1,377,420	1,501,548	1,501,548	1,597,092	1,597,092
4624	PREMIUMS - WORKERS COMP.	767,056	642,267	642,267	1,045,797	1,045,797
4630	MISCELLANEOUS REVENUE	0	0	0	0	0
	<b>RISK MANAGEMENT FUND TOTAL</b>	<b>2,170,249</b>	<b>2,185,815</b>	<b>2,185,815</b>	<b>2,687,389</b>	<b>2,687,389</b>
<b>INFORMATION TECHNOLOGY FUND - 214</b>						
4501	INTEREST INCOME	4,432	2,000	2,000	4,400	4,400
4505	GAIN/LOSS ON INVESTMENT	112	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-1,473	0	0	0	0
4613	SALE OF SURPLUS PROPERTY	0	0	0	0	0
4629	DEPARTMENTAL CHARGES	1,479,220	1,632,528	1,632,528	1,622,688	1,622,688
8311	OPERATING TRANSFERS IN	0	0	0	0	0
	<b>INFORMATION SERVICES FUND TOTAL</b>	<b>1,482,291</b>	<b>1,634,528</b>	<b>1,634,528</b>	<b>1,627,088</b>	<b>1,627,088</b>
<b>INFORMATION TECHNOLOGY REPLACEMENT FUND - 216</b>						
4501	INTEREST INCOME	12	4,000	4,000	900	900
4505	GAIN/LOSS ON INVESTMENT	22	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-4,159	0	0	0	0
4629	DEPARTMENTAL CHARGES	169,363	110,100	110,100	79,812	79,812
8311	OPERATING TRANSFERS IN	0	0	0	182,352	182,352
	<b>INFORMATION SERVICES FUND TOTAL</b>	<b>165,238</b>	<b>114,100</b>	<b>114,100</b>	<b>263,064</b>	<b>263,064</b>
<b>OTHER POST EMPLOYMENT BENEFITS FUND- 217</b>						
4501	INTEREST INCOME	1,777	7,000	7,000	0	0
4505	GAIN/LOSS ON INVESTMENT	66	0	0	0	0
4506	UNREALIZED GAIN/ (LOSS)	-3,113	0	0	0	0
4629	DEPARTMENTAL CHARGES	146,960	295,763	295,763	436,000	436,000
8311	OPERATING TRANSFERS IN	120,000	0	0	0	0
	<b>OTHER POST EMPLOYMENT BENEFITS FUND TOTAL</b>	<b>265,690</b>	<b>302,763</b>	<b>302,763</b>	<b>436,000</b>	<b>436,000</b>
	<b>TOTAL INTERNAL SERVICE FUNDS REVENUE</b>	<b>5,840,078</b>	<b>5,524,806</b>	<b>5,524,806</b>	<b>6,336,017</b>	<b>6,336,017</b>

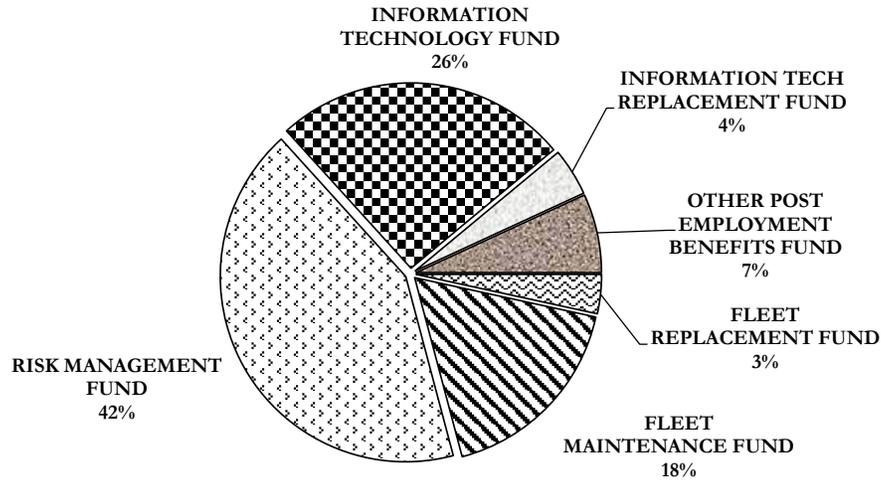
**The City of La Habra**  
Budget for Fiscal Year 2018 - 2019

**INTERNAL SERVICE FUNDS REVENUE**

2016-2017 Actuals Revenue	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
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**SUMMARY**

FLEET REPLACEMENT FUND	572,877	276,216	276,216	216,216	216,216
FLEET MAINTENANCE FUND	1,183,733	1,011,384	1,011,384	1,106,260	1,106,260
RISK MANAGEMENT FUND	2,170,249	2,185,815	2,185,815	2,687,389	2,687,389
INFORMATION TECHNOLOGY FUND	1,482,291	1,634,528	1,634,528	1,627,088	1,627,088
INFORMATION TECH REPLACEMENT FU	165,238	114,100	114,100	263,064	263,064
OTHER POST EMPLOYMENT BENEFITS I	265,690	302,763	302,763	436,000	436,000
<b>TOTAL INTERNAL SERVICE FUNDS REVENUE</b>	<b>5,840,078</b>	<b>5,524,806</b>	<b>5,524,806</b>	<b>6,336,017</b>	<b>6,336,017</b>



## **Internal Service Funds Detail Section**

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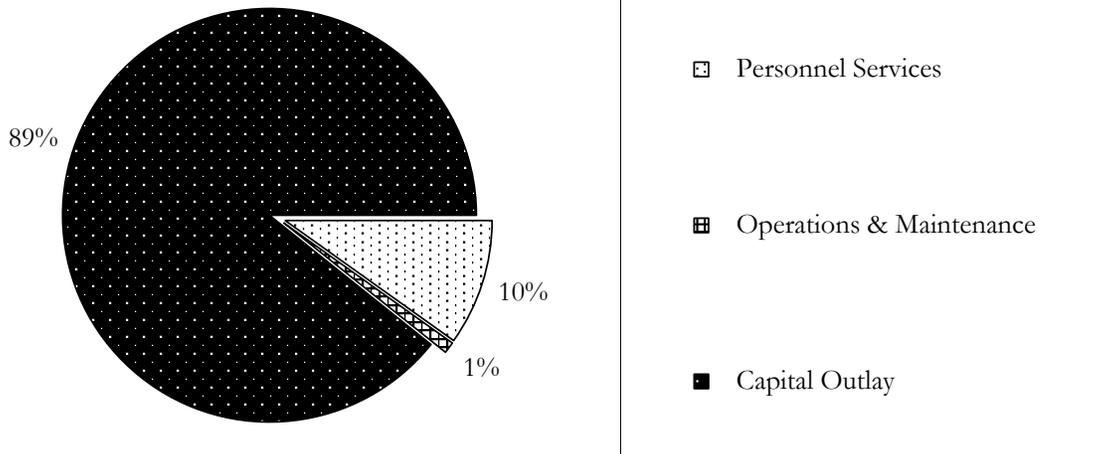
Fleet Replacement Fund  
Fleet Management Fund  
Risk Management Fund  
Information Technology Fund

**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**  
**Department of Public Works**  
**Internal Service Fund**  
**Fleet Replacement Fund**  
**177101**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$32,690	\$42,933	\$42,933	\$45,181	\$46,516
Salaries - Part Time	\$187	\$0	\$0	\$0	\$0
Salaries - Overtime	\$1,511	\$1,000	\$1,000	\$1,500	\$1,500
Benefits	\$12,502	\$16,717	\$16,717	\$17,963	\$17,726
Allowances	\$157	\$376	\$376	\$376	\$446
<b>Total for Personnel Services</b>	<b>\$47,047</b>	<b>\$61,026</b>	<b>\$61,026</b>	<b>\$65,020</b>	<b>\$66,188</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0
Training & Meetings	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0
Special Departmental	\$3,252	\$5,316	\$5,316	\$5,940	\$5,940
<b>Total for Operations &amp; Maintenance</b>	<b>\$3,252</b>	<b>\$5,316</b>	<b>\$5,316</b>	<b>\$5,940</b>	<b>\$5,940</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$5,750	\$0	\$0	\$0	\$0
Equipment	\$171,318	\$1,053,000	\$1,053,000	\$585,000	\$585,000
Improvements	\$0	\$54,000	\$54,000	\$14,000	\$14,000
<b>Total for Capital Outlay</b>	<b>\$177,068</b>	<b>\$1,107,000</b>	<b>\$1,107,000</b>	<b>\$599,000</b>	<b>\$599,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$227,367</b>	<b>\$1,173,342</b>	<b>\$1,173,342</b>	<b>\$669,960</b>	<b>\$671,128</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	0.55	0.55	0.55	0.55	0.55
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>



**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Replacement Fund Fund Type: Internal Svc  
Org Key #: 177101 Fund Name: Replacement

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6111 Salaries Full Time	<b>Current Staffing</b> Operations Manager 20% / 80% - 176101 Fleet Coordinator 20% / 80% - 176101 Equipment Mechanic 5% / 95% - 176101 Equipment Mechanic 5% / 95% - 176101 Equipment Mechanic 5% / 95% - 176101 Proposed reclassification (M-20A/1 to M-80) Proposed reclassification (M-80 to M-85 with new title to Equipment Mechanic II) - Internal Promotion  Note: The remaining salary % in Fleet Maintenance Fund 176101	\$32,690	\$42,485	\$42,485	\$45,181	\$46,516
Sub-Total		\$32,690	\$42,933	\$42,933	\$45,181	\$46,516
6121 Salaries Overtime		\$1,511	\$1,000	\$1,000	\$1,500	\$1,500
Sub-Total		\$1,511	\$1,000	\$1,000	\$1,500	\$1,500
6131 Salaries Part Time		\$187				
Sub-Total		\$187	\$0	\$0	\$0	\$0
613@ Buybacks	6134 Buyback Vacation Leave 6135 Buyback Comp Time 6142 1-Time Salary Adjustment	\$973	\$1,215	\$1,215	\$973	\$973
Sub-Total		\$1,264	\$1,215	\$1,215	\$973	\$973
613@ Final Payoffs	6137 Final Vacation Payoff 6138 Final Sick Leave Payoff 6139 Final Comp Time Payoff					
Sub-Total		\$0	\$0	\$0	\$0	\$0
6212 Medicare	Full Time Overtime Proposed reclassifications	\$508	\$616	\$616	\$655	\$674
Sub-Total		\$508	\$637	\$637	\$677	\$696
6511 Employer PERS	Full Time Proposed reclassifications	\$5,248	\$6,974	\$6,974	\$8,165	\$8,273
Sub-Total		\$5,248	\$7,047	\$7,047	\$8,165	\$8,273
6512 Employee Paid PERS	Full Time	\$5				
Sub-Total		\$5	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Replacement Fund Fund Type: Internal Svc  
Org Key #: 177101 Fund Name: Replacement

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6517 Cost Sharing PERS	Full Time					(\$465)
Sub-Total		\$0	\$0	\$0	\$0	(\$465)
6522 Medical Insurance	Full Time	\$2,836	\$3,874	\$3,874	\$3,896	\$3,896
6565 OPEB	Other Post-Employment Benefits (OPEB)	\$581	\$867	\$867	\$867	\$867
Sub-Total		\$3,417	\$4,741	\$4,741	\$4,763	\$4,763
6531 Worker's Compensation	Full Time	\$1,990	\$2,830	\$2,830	\$3,127	\$3,225
	Overtime		\$110	\$110	\$165	\$165
	Proposed reclassifications		\$49	\$49	\$0	\$0
Sub-Total		\$1,990	\$2,989	\$2,989	\$3,292	\$3,390
6541 Unemployment Insurance	Full Time	\$70	\$85	\$85	\$90	\$93
	Overtime		\$2	\$2	\$3	\$3
	Proposed reclassifications		\$1	\$1	\$0	\$0
Sub-Total		\$70	\$88	\$88	\$93	\$96
6561 Allowances	Clothing Allowance	\$157	\$280	\$280	\$280	\$350
	Cell Allowance		\$96	\$96	\$96	\$96
Sub-Total		\$157	\$376	\$376	\$376	\$446
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$47,047</b>	<b>\$61,026</b>	<b>\$61,026</b>	<b>\$65,020</b>	<b>\$66,188</b>
7111 Office Supplies		USE 7199	USE 7199	USE 7199	USE 7199	USE 7199
Sub-Total		\$0	\$0	\$0	\$0	\$0
7112 Facility Maint Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7123 Safety Equip & Uniforms						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7163 Reproduction						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7165 Postage						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7199 Other Materials & Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
 Division: Internal Service Fund  
 Cost Center: Fleet Replacement Fund Fund Type: Internal Svc  
 Org Key #: 177101 Fund Name: Replacement

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7739 Professional Services						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROFESSIONAL SERVICES</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
7631 Utilities Telephone						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7632 Utilities Electricity						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7634 Utilities Natural Gas						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7741 Outside Printing						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7809 Risk Mgmt Charge	Assessed costs	\$3,252	\$5,316	\$5,316	\$5,940	\$5,940
Sub-Total		\$3,252	\$5,316	\$5,316	\$5,940	\$5,940
7810 Information Services Charge						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7811 Administrative Costs						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7813 Advertising						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7817 Awards & Recognition						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7819 Special Events						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Replacement Fund Fund Type: Internal Svc  
Org Key #: 177101 Fund Name: Replacement

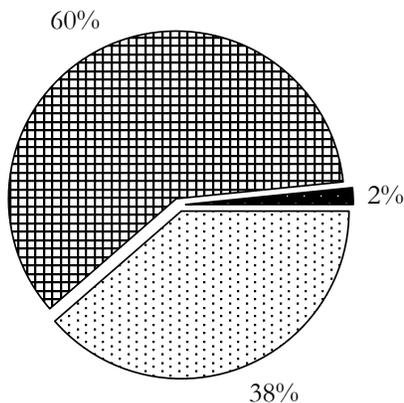
OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<b>\$3,252</b>	<b>\$5,316</b>	<b>\$5,316</b>	<b>\$5,940</b>	<b>\$5,940</b>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7714 Furniture & Fixtures (under \$5,000)						
8914 (over \$5,000)		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7716 Vehicles (under \$5,000)		\$5,750				
<b>TOTAL CAPITAL OUTLAY - FURNITURE &amp; FIXTURES</b>		<b>\$5,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7716 8916 Vehicles (over \$5,000)	Vehicles #1 - Wtr Dept Flat bed/Knuckle Boom road plate Trk #1 Graffiti Removal Vehicle \$90K #1 New Animal Control (AC) body & #2 Retrofit (AC)Truck bodies and #1 New Commercial Enforcement Truck #1 Mid-Size Truck w/utility body for Building Maint. (replacement of fire damaged truck) #3 Mid-Size Dump truck for Street Dept. \$60k each #5 1/2 to 3/4 Ton Trucks for Water, Streets, & Com. Services (\$35K each) #1 All in one Asphalt Paving/Repair Truck \$100K (Water 50k/ FLT 50k) - Deferred #5 Police Patrol Vehicles \$35K each - Deferred #1 Fleet Maint Truck w/utility body & welding equipment-Deferred #2 CSO and/or Parking Enforcement Vehicles (Small SUV / Utility /Trk) #4 - Police "Investigation Units" #2 SIU Vehicles & #2 General #1 Heavy Duty Construction Truck (\$120k fund from water) #1 Utility Truck Body (\$40k fund from water)	\$166,746	\$115,000	\$115,000	\$75,000	\$75,000
Sub-Total		\$166,746	\$1,030,000	\$1,030,000	\$575,000	\$575,000
8917 Equipment (over \$5,000)	#1 Water tender trailer \$13k - Deferred #1 Synthetic Turf Sweeper / groomer #1 Tree Trimming Chipper \$60K (funds are in Refuse budget)		\$13,000	\$13,000	\$0	\$0
Sub-Total		\$0	\$23,000	\$23,000	\$10,000	\$10,000
7719 Computer Equip	Computer Equipment (under \$5,000)					
8919 7721 Improvements	Computer Equipment (over \$5,000) Improvements (under \$5,000)	\$4,572				
Sub-Total		\$4,572	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - EQUIPMENT</b>		<b>\$171,318</b>	<b>\$1,053,000</b>	<b>\$1,053,000</b>	<b>\$585,000</b>	<b>\$585,000</b>
8921 Improvements (over \$5,000)	City Yard Security Gate \$150K(\$60K Water/\$50K Sewer/Flt.\$40K) -Deferred Secondary back up CNG compressor with electrical upgrade. Estimated Project Cost: \$350K pending grant funding. (\$250K-F, \$60K-W, \$40K-S) City Yard back up generator installation, electrical and permitting upgrade \$20k (FLT \$14k/ Water \$3k/ Sewer \$3k)		\$40,000	\$40,000	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - IMPROVEMENTS</b>		<b>\$0</b>	<b>\$54,000</b>	<b>\$54,000</b>	<b>\$14,000</b>	<b>\$14,000</b>

**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**  
**Department of Public Works**  
**Internal Service Fund**  
**Fleet Maintenance Fund**  
**176101**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$218,602	\$269,426	\$269,426	\$282,162	\$290,605
Salaries - Part Time	\$3,550	\$0	\$0	\$0	\$0
Salaries - Overtime	\$20,061	\$13,475	\$13,475	\$13,879	\$13,879
Benefits	\$101,973	\$122,468	\$122,468	\$138,173	\$136,832
Allowances	\$2,765	\$3,454	\$3,454	\$3,454	\$4,184
<b>Total for Personnel Services</b>	<b>\$346,951</b>	<b>\$408,823</b>	<b>\$408,823</b>	<b>\$437,668</b>	<b>\$445,500</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$210,184	\$175,423	\$175,423	\$175,423	\$175,423
Dues & Subscriptions	\$285	\$750	\$750	\$750	\$750
Training & Meetings	\$7,876	\$7,500	\$7,500	\$7,500	\$7,500
Repair & Maintenance	\$14,372	\$14,020	\$14,020	\$16,276	\$16,276
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$105,546	\$132,626	\$132,626	\$132,626	\$132,626
Special Departmental	\$336,656	\$347,436	\$347,436	\$357,640	\$357,640
<b>Total for Operations &amp; Maintenance</b>	<b>\$674,919</b>	<b>\$677,755</b>	<b>\$677,755</b>	<b>\$690,215</b>	<b>\$690,215</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Equipment	\$25,726	\$17,500	\$17,500	\$17,500	\$17,500
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$25,726</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$1,047,596</b>	<b>\$1,105,078</b>	<b>\$1,105,078</b>	<b>\$1,146,383</b>	<b>\$1,154,215</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	4.45	4.45	4.45	4.45	4.45
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.45</b>	<b>4.45</b>	<b>4.45</b>	<b>4.45</b>	<b>4.45</b>



- Personnel Services
- Operations & Maintenance
- Capital Outlay

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Maintenance Fund Fund Type: Internal Svc  
Org Key #: 176101 Fund Name: Fleet Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6111 Salaries Full Time	<b>Current Staffing</b> Operations Manager 80% / 20% - 177101 Fleet Coordinator 80% / 20% - 177101 Equipment Mechanic 95% / 5% - 177101 Equipment Mechanic 95% / 5% - 177101 Mechanic Trainee 95% / 5% - 177101 Proposed reclassification (M-20A/1 to M-80) Proposed reclassification (M-80 to M-85 with new title to Equipment Mechanic II) - Internal Promotion  Note: The remaining salary % in Fleet Replacement Fund 177101	\$218,602	\$260,917	\$260,917	\$282,157	\$290,600
Sub-Total		\$218,602	\$269,426	\$269,426	\$282,162	\$290,605
6121 Salaries Overtime	Amount allotted for Call Outs and Other O/T situations 520 Hours Minimum for Stand-by 36 Hours Minimum for Holidays 18 Hours average, for annual call-outs and misc. overtime events / emergencies	\$20,061	\$13,475	\$13,475	\$13,879	\$13,879
Sub-Total		\$20,061	\$13,475	\$13,475	\$13,879	\$13,879
6131 Salaries Part Time		\$3,550				
Sub-Total		\$3,550	\$0	\$0	\$0	\$0
613@ Buybacks	6134 Buyback Vacation Leave 6135 Buyback Comp Time 6142 1-Time Salary Adjustment	\$3,893	\$4,860	\$4,860	\$3,892	\$3,892
Sub-Total		\$6,226	\$4,860	\$4,860	\$3,892	\$3,892
613@ Final Payoffs	6137 Final Vacation Payoff 6138 Final Sick Leave Payoff 6139 Final Comp Time Payoff					
Sub-Total		\$0	\$0	\$0	\$0	\$0
6212 Medicare	Full Time Overtime Proposed reclassifications	\$3,619	\$3,783	\$3,783	\$4,091	\$4,214
Sub-Total		\$3,619	\$4,102	\$4,102	\$4,292	\$4,415
6511 Employer PERS	Full Time Proposed reclassifications	\$35,074	\$42,828	\$42,828	\$59,251	\$59,939
Sub-Total		\$35,074	\$44,225	\$44,225	\$59,251	\$59,939
6512 Employee Paid PERS	Full Time	\$19				
Sub-Total		\$19	\$0	\$0	\$0	\$0

THE CITY OF LA HABRA LINE ITEM DETAIL EXPLANATIONS Budget for Fiscal Year 2018 - 2019		Department: Department of Public Works Division: Internal Service Fund Cost Center: Fleet Maintenance Fund Fund Type: Internal Svc Org Key #: 176101 Fund Name: Fleet Mgmt				
OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6517 Cost Sharing PERS	Full Time					(\$2,906)
Sub-Total		\$0	\$0	\$0	\$0	(\$2,906)
6522 Medical Insurance	Full Time	\$31,181	\$37,987	\$37,987	\$37,978	\$37,978
6565 OPEB	Other Post-Employment Benefits (OPEB)	\$5,869	\$7,008	\$7,008	\$7,008	\$7,008
Sub-Total		\$37,050	\$44,995	\$44,995	\$44,986	\$44,986
6531 Worker's Compensation	Full Time	\$19,490	\$21,307	\$21,307	\$23,636	\$24,372
	Overtime		\$1,479	\$1,479	\$1,523	\$1,523
	Proposed reclassifications		\$934	\$934	\$1	\$1
Sub-Total		\$19,490	\$23,720	\$23,720	\$25,160	\$25,896
6541 Unemployment Insurance	Full Time	\$495	\$522	\$522	\$564	\$582
	Overtime		\$27	\$27	\$28	\$28
	Proposed reclassifications		\$17	\$17	\$0	\$0
Sub-Total		\$495	\$566	\$566	\$592	\$610
6561 Allowances	Underground Storage Tank (UST) - Cert. Pay (Fuel Station)	\$2,765	\$600	\$600	\$600	\$600
	Clothing Allowance		\$2,470	\$2,470	\$2,470	\$3,200
	Cell Allowance		\$384	\$384	\$384	\$384
Sub-Total		\$2,765	\$3,454	\$3,454	\$3,454	\$4,184
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$346,951</b>	<b>\$408,823</b>	<b>\$408,823</b>	<b>\$437,668</b>	<b>\$445,500</b>
7111 Office Supplies		USE 7199	USE 7199	USE 7199	USE 7199	USE 7199
Sub-Total		\$0	\$0	\$0	\$0	\$0
7112 Facility Maint Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7123 Safety Equip & Uniforms	Weekly Uniform Service, Shop rags, floor rugs, etc.	\$3,246	\$2,423	\$2,423	\$2,423	\$2,423
	PPE - Safety Glasses, Gloves, Rain Gear, Ear Protection, Respirators		\$1,000	\$1,000	\$1,000	\$1,000
Sub-Total		\$3,246	\$3,423	\$3,423	\$3,423	\$3,423
7163 Reproduction						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7165 Postage		\$2				
Sub-Total		\$2	\$0	\$0	\$0	\$0
7199 Other Materials & Supplies	All parts, equipment, small tool equipment, and supplies to maintain the fleet. Band saw blades, drill bits, welding supplies, grinding wheels, brake lath bits, hand tools, tap & dies, etc	\$206,936	\$172,000	\$172,000	\$172,000	\$172,000
	Paper & office supplies					
Sub-Total		\$206,936	\$172,000	\$172,000	\$172,000	\$172,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>\$210,184</b>	<b>\$175,423</b>	<b>\$175,423</b>	<b>\$175,423</b>	<b>\$175,423</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Maintenance Fund  
Org Key #: 176101  
Fund Type: Internal Svc  
Fund Name: Fleet Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7215 Dues & Memberships	California Mechanics Association Supervisor and Mechanics National Association of the Fleet Administrators National Association Emergency Vehicle Technicians Dues to attend various meetings as a non-member Supervisor and Mechanic	\$285	\$400	\$400	\$400	\$400
Sub-Total		\$285	\$400	\$400	\$400	\$400
7216 Publications & Subscriptions	Barclays CCR Title 13 Updates		\$350	\$350	\$350	\$350
Sub-Total		\$0	\$350	\$350	\$350	\$350
<b>TOTAL DUES &amp; SUBSCRIPTIONS</b>		<b>\$285</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>
7331 Training & Conferences	Mechanics Academy (Sacramento) Fleet Department Employees Management Conferences (Supervisor and Lead) Local Vendor Seminars & Training Classes ASE Testing Welding School & Diagnostic Repair & Motorcycle repair	\$7,876	\$7,500	\$7,500	\$7,500	\$7,500
Sub-Total		\$7,876	\$7,500	\$7,500	\$7,500	\$7,500
7332 Mileage & Parking						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7334 Meetings						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAINING &amp; MEETINGS</b>		<b>\$7,876</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$7,500</b>
7431 Repair & Maint Equipment	800 MHz Backbone Fee (3 radios+ base station), Batteries and Repairs #2 Replacement Upgraded 800Mhz radios	\$788	\$2,500	\$2,500	\$2,500	\$2,500
Sub-Total		\$788	\$2,500	\$2,500	\$2,500	\$2,500
7432 Repair & Maint Vehicles	Fleet Division Vehicles	\$13,584	\$11,520	\$11,520	\$13,776	\$13,776
Sub-Total		\$13,584	\$11,520	\$11,520	\$13,776	\$13,776
7433 Repair & Maint Facility						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>\$14,372</b>	<b>\$14,020</b>	<b>\$14,020</b>	<b>\$16,276</b>	<b>\$16,276</b>
7531 Rent & Leases Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7532 Rent & Leases Bldg/Facilities						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7533 Rent & Leases Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL RENT &amp; LEASES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Maintenance Fund  
Org Key #: 176101  
Fund Type: Internal Svc  
Fund Name: Fleet Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7739 Professional Services	All Outside services used to maintain the fleet Accident Repairs, vehicle washes, unit smogs, dealer repairs, radio repairs, upholstery repairs, muffler repairs car details,  #1 Particulate Diesel Filter (Vactor Truck)	\$105,546	\$132,626	\$132,626	\$132,626	\$132,626
Sub-Total		\$105,546	\$132,626	\$132,626	\$132,626	\$132,626
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$105,546</b>	<b>\$132,626</b>	<b>\$132,626</b>	<b>\$132,626</b>	<b>\$132,626</b>
7631 Utilities Telephone						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7632 Utilities	7632 Utilities-Electricity					
7633 Utilities	7633 Utilities-Water	\$1,027				
Sub-Total		\$1,027	\$0	\$0	\$0	\$0
7634 Utilities Natural Gas						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7741 Outside Printing	Work orders, sheets, defect cards, City logos and decals and supplies		\$1,000	\$1,000	\$1,000	\$1,000
Sub-Total		\$0	\$1,000	\$1,000	\$1,000	\$1,000
7809 Risk Mgmt Charge	Assessed costs	\$9,780	\$9,336	\$9,336	\$10,200	\$10,200
Sub-Total		\$9,780	\$9,336	\$9,336	\$10,200	\$10,200
7810 Information Services Charge	Assessed costs IT Overhead IT Direct Charge	\$4,932	\$4,886 \$1,222	\$4,886 \$1,222	\$5,041 \$1,307	\$5,041 \$1,307
Sub-Total		\$4,932	\$6,108	\$6,108	\$6,348	\$6,348
7811 Administrative Costs						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7813 Advertising						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7817 Awards & Recognition		\$158			\$300	\$300
Sub-Total		\$158	\$0	\$0	\$300	\$300
7819 Special Events						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
Division: Internal Service Fund  
Cost Center: Fleet Maintenance Fund Fund Type: Internal Svc  
Org Key #: 176101 Fund Name: Fleet Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7831 Purchase for Resale (water/fuel)	Annual Fuel Purchases for City Fleet & outside contracts = City Fleet - 108,000 gallons LA County Fire Dept. - 11,000 gallons Lowell Joint School District - 6,000 gallons	\$307,657	\$315,000	\$315,000	\$325,000	\$325,000
Sub-Total		\$307,657	\$315,000	\$315,000	\$325,000	\$325,000
7861 Damage Claims (Risk Mgmt)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7862 Medical Claims (Risk Mgmt)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7867 Insurance Liability						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7771 Vehicle Rplc	Assessed cost for replacement of city vehicles.	\$2,580	\$4,476	\$4,476	\$4,236	\$4,236
7772 IT Equip Rplc	Assessed cost for replacement of IT equipment	\$1,116	\$1,116	\$1,116	\$156	\$156
Sub-Total		\$3,696	\$5,592	\$5,592	\$4,392	\$4,392
7875 Interest Expense						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7881 Principal Payments						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7884 Property Taxes						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7885 OPA Payments (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7887 Pass Thru Payment (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7899 Miscellaneous	AQMD- permits, OC Health permits, Underground tank fee, DMV fees,	\$9,406	\$10,400	\$10,400	\$10,400	\$10,400
Sub-Total		\$9,406	\$10,400	\$10,400	\$10,400	\$10,400
7911 Program Contingency						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Public Works  
 Division: Internal Service Fund  
 Cost Center: Fleet Maintenance Fund Fund Type: Internal Svc  
 Org Key #: 176101 Fund Name: Fleet Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<b>\$336,656</b>	<b>\$347,436</b>	<b>\$347,436</b>	<b>\$357,640</b>	<b>\$357,640</b>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7712 Buildings (under \$5,000)						
8912 Buildings (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7714 Furniture & Fixtures (under \$5,000)	Office Equipment		\$1,000	\$1,000	\$1,000	\$1,000
8914 Furniture & Fixtures (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - FURNITURE &amp; FIXTURES</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
7716 Vehicles (under \$5,000)						
8916 Vehicles (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7717 Equipment (under \$5,000)	Small specialty tools & equipment	\$3,812	\$2,500	\$2,500	\$2,500	\$2,500
8917 Equipment (over \$5,000)						
Sub-Total		\$3,812	\$2,500	\$2,500	\$2,500	\$2,500
7719 Computer Equip (under \$5,000)	Diagnostic scanner (laptop) & annual updates / Vehicle tra	\$21,914	\$15,000	\$15,000	\$15,000	\$15,000
8919 Computer Equip (over \$5,000)	Quest Maintenance software annual updates Gas Boy Fuel Management software & annual updates Snap on / Pro-Demand Repair & Estimate Annual Software updates					
Sub-Total		\$21,914	\$15,000	\$15,000	\$15,000	\$15,000
<b>TOTAL CAPITAL OUTLAY - EQUIPMENT</b>		<b>\$25,726</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>
7721 Improvements (under \$5,000)						
8921 Improvements (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - IMPROVEMENTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

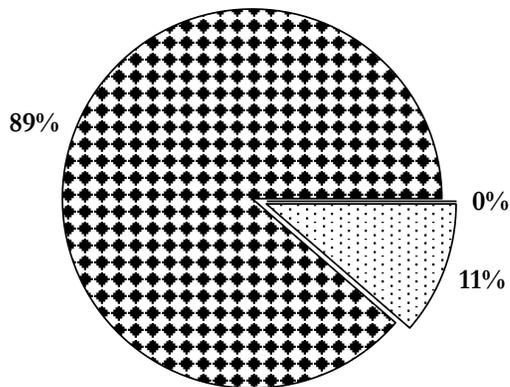
**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**

**Human Resources Department**  
**Internal Service Fund**  
**Risk Management Fund**  
**Summary**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$190,097	\$212,757	\$212,757	\$215,940	\$224,558
Salaries - Part Time	\$0	\$0	\$0	\$0	\$0
Salaries - Overtime	\$651	\$0	\$0	\$3,000	\$3,000
Benefits	\$119,820	\$79,977	\$79,977	\$79,821	\$72,553
Allowances	\$51	\$0	\$0	\$0	\$0
<b>Total for Personnel Services</b>	<b>\$310,619</b>	<b>\$292,734</b>	<b>\$292,734</b>	<b>\$298,761</b>	<b>\$300,111</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$1,653	\$2,350	\$2,350	\$2,350	\$2,350
Dues & Subscriptions	\$150	\$1,300	\$1,300	\$1,300	\$1,300
Training & Meetings	\$76	\$2,100	\$2,100	\$2,850	\$2,850
Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$251,909	\$302,138	\$402,138	\$298,138	\$298,138
Special Departmental	\$1,769,511	\$1,915,458	\$1,915,458	\$2,037,370	\$2,037,370
<b>Total for Operations &amp; Maintenance</b>	<b>\$2,023,299</b>	<b>\$2,223,346</b>	<b>\$2,323,346</b>	<b>\$2,342,008</b>	<b>\$2,342,008</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$2,333,918</b>	<b>\$2,516,080</b>	<b>\$2,616,080</b>	<b>\$2,640,769</b>	<b>\$2,642,119</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	2.45	2.45	2.45	2.45	2.45
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>



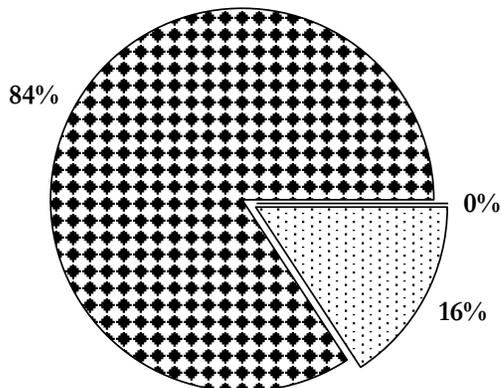
- Personnel Services
- Operations & Maintenance
- Capital Outlay

**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**  
**Human Resources Department**  
**Risk Management**  
**Industrial Injury (Workers Compensation)**  
**164151**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$104,108	\$116,267	\$116,267	\$117,924	\$122,584
Salaries - Part Time	\$0	\$0	\$0	\$0	\$0
Salaries - Overtime	\$395	\$0	\$0	\$1,500	\$1,500
Benefits	\$66,326	\$44,143	\$44,143	\$44,725	\$40,062
Allowances	\$26	\$0	\$0	\$0	\$0
<b>Total for Personnel Services</b>	<b>\$170,855</b>	<b>\$160,410</b>	<b>\$160,410</b>	<b>\$164,149</b>	<b>\$164,146</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$0	\$450	\$450	\$450	\$450
Dues & Subscriptions	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Training & Meetings	\$15	\$1,000	\$1,000	\$1,250	\$1,250
Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$73,202	\$79,938	\$79,938	\$77,938	\$77,938
Special Departmental	\$779,258	\$771,258	\$771,258	\$795,616	\$795,616
<b>Total for Operations &amp; Maintenance</b>	<b>\$852,475</b>	<b>\$853,646</b>	<b>\$853,646</b>	<b>\$876,254</b>	<b>\$876,254</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$1,023,330</b>	<b>\$1,014,056</b>	<b>\$1,014,056</b>	<b>\$1,040,403</b>	<b>\$1,040,400</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	1.35	1.35	1.35	1.35	1.35
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>



- Personnel Services
- Operations & Maintenance
- Capital Outlay

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
 Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6111 Salaries Full Time	Current Staffing Human Resources Director (351 A) Human Resources Manager (288 A) Secretary (C-80) HR Tech (T-60A)	\$104,108	\$116,267	\$116,267	\$117,924	\$122,584
<b>Sub-Total</b>		<b>\$104,108</b>	<b>\$116,267</b>	<b>\$116,267</b>	<b>\$117,924</b>	<b>\$122,584</b>
6121 Salaries Overtime		\$395			\$1,500	\$1,500
<b>Sub-Total</b>		<b>\$395</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>
6131 Salaries Part Time						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
613@ Buybacks	6134 Buyback Vacation Leave 6135 Buyback Comp Time 6142 1-Time Salary Adjustment	\$383  \$702	\$777	\$777	\$458	\$458
<b>Sub-Total</b>		<b>\$1,085</b>	<b>\$777</b>	<b>\$777</b>	<b>\$458</b>	<b>\$458</b>
613@ Final Payoffs	6137 Final Vacation Payoff 6138 Final Sick Leave Payoff 6139 Final Comp Time Payoff	\$15,234 \$13,151 				
<b>Sub-Total</b>		<b>\$28,385</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6212 Medicare	Full Time Part Time	\$1,021	\$1,727	\$1,727	\$1,710	\$1,777
<b>Sub-Total</b>		<b>\$1,021</b>	<b>\$1,727</b>	<b>\$1,727</b>	<b>\$1,710</b>	<b>\$1,777</b>
6511 Employer PERS	Full Time	\$17,116	\$19,547	\$19,547	\$20,844	\$20,994
<b>Sub-Total</b>		<b>\$17,116</b>	<b>\$19,547</b>	<b>\$19,547</b>	<b>\$20,844</b>	<b>\$20,994</b>
6512 Employee Paid PERS	Full Time	\$169	\$198	\$198	\$198	\$206
<b>Sub-Total</b>		<b>\$169</b>	<b>\$198</b>	<b>\$198</b>	<b>\$198</b>	<b>\$206</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
 Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6517 Cost Sharing PERS	Full Time					(\$1,226)
Sub-Total		\$0	\$0	\$0	\$0	(\$1,226)
6522 Medical Insurance	Full Time	\$15,717	\$18,927	\$18,927	\$17,803	\$14,078
6565 OPEB	Other Post-Employment Benefits (OPEB)	\$2,074	\$2,127	\$2,127	\$2,127	\$2,127
Sub-Total		\$17,791	\$21,054	\$21,054	\$19,930	\$16,205
6531 Worker's Compensation	Full Time Part Time	\$549	\$607	\$607	\$1,350	\$1,403
Sub-Total		\$549	\$607	\$607	\$1,350	\$1,403
6541 Unemployment Insurance	Full Time Part Time	\$210	\$233	\$233	\$235	\$245
Sub-Total		\$210	\$233	\$233	\$235	\$245
6561 Allowances	Auto Allowance	\$26				
Sub-Total		\$26	\$0	\$0	\$0	\$0
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$170,855</u>	<u>\$160,410</u>	<u>\$160,410</u>	<u>\$164,149</u>	<u>\$164,146</u>
7111 Office Supplies		USE 7199	USE 7199	USE 7199	USE 7199	USE 7199
Sub-Total		\$0	\$0	\$0	\$0	\$0
7112 Facility Maint Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7123 Safety Equip & Uniforms						
Sub-Total			\$0	\$0	\$0	\$0
7163 Reproduction			\$250	\$250	\$0	\$0
Sub-Total		\$0	\$250	\$250	\$0	\$0
7165 Postage			\$100	\$100	\$100	\$100
Sub-Total		\$0	\$100	\$100	\$100	\$100
7199 Other Materials & Supplies	General Office Supplies		\$100	\$100	\$350	\$350
Sub-Total		\$0	\$100	\$100	\$350	\$350
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<u>\$0</u>	<u>\$450</u>	<u>\$450</u>	<u>\$450</u>	<u>\$450</u>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
 Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7215 Dues & Memberships	Workers' Compensation Fees CALPELRA Membership (\$270) COSIPA Membership (\$100) RIMS (\$600)		\$1,000	\$1,000	\$1,000	\$1,000
Sub-Total		\$0	\$1,000	\$1,000	\$1,000	\$1,000
7216 Publications & Subscriptions						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL DUES &amp; SUBSCRIPTIONS</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
7331 Training & Conferences	PARMA, COSIPA &/or League of California Cities Conference RIMS	\$15	\$1,000	\$1,000	\$1,250	\$1,250
Sub-Total		\$15	\$1,000	\$1,000	\$1,250	\$1,250
7332 Mileage & Parking						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7334 Meetings						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAINING &amp; MEETINGS</b>		<b>\$15</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,250</b>	<b>\$1,250</b>
7431 Repair & Maint Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7432 Repair & Maint Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7433 Repair & Maint Facility						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7531 Rent & Leases Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7532 Rent & Leases Bldg/Facilities						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7533 Rent & Leases Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL RENT &amp; LEASES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
Division: Risk Management  
Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7739 Professional Services	AdminSure - Workers' Comp Third Party Admin Injury Illness Prevention Program/Safety Bi-Annual Actuarial Report-Workers' Compensation	\$73,202	\$73,202 \$4,736 \$2,000	\$73,202 \$4,736 \$2,000	\$73,202 \$4,736 \$0	\$73,202 \$4,736 \$0
Sub-Total		\$73,202	\$79,938	\$79,938	\$77,938	\$77,938
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$73,202</b>	<b>\$79,938</b>	<b>\$79,938</b>	<b>\$77,938</b>	<b>\$77,938</b>
7631 Utilities Telephone						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7632 Utilities Electricity						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7634 Utilities Natural Gas						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7741 Outside Printing						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7809 Risk Mgmt Charge						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7810 Information Services Charge	Assessed costs IT Overhead IT Direct Charge	\$2,508	\$1,135 \$1,205	\$1,135 \$1,205	\$1,018 \$1,526	\$1,018 \$1,526
Sub-Total		\$2,508	\$2,340	\$2,340	\$2,544	\$2,544
7811 Administrative Costs						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7813 Advertising						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7817 Awards & Recognition						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7819 Special Events						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
Division: Risk Management  
Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7858 Industrial Injury W/C Reserve		\$83,156				
Sub-Total		\$83,156	\$0	\$0	\$0	\$0
7859 Legal Industrial Injury	Legal Fees	\$45,058	\$75,000	\$75,000	\$75,000	\$75,000
Sub-Total		\$45,058	\$75,000	\$75,000	\$75,000	\$75,000
7861 Damage Claims (Risk Mgmt)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7862 Medical Claims (Risk Mgmt)	Medical Expenses	\$308,357	\$375,000	\$375,000	\$375,000	\$375,000
Sub-Total		\$308,357	\$375,000	\$375,000	\$375,000	\$375,000
7863 Temporary Disability (Risk Mgmt)	Temporary Disability (not inc. 4850)	\$96,925	\$30,000	\$30,000	\$30,000	\$30,000
Sub-Total		\$96,925	\$30,000	\$30,000	\$30,000	\$30,000
7864 Permanent Disability (Risk Mgmt)		\$102,127	\$100,000	\$100,000	\$100,000	\$100,000
Sub-Total		\$102,127	\$100,000	\$100,000	\$100,000	\$100,000
7865 Rehabilitation	Ergonomic Assessments/ Equipments	\$21,320	\$15,000	\$15,000	\$15,000	\$15,000
7866 Other Claims			\$30,000	\$30,000	\$30,000	\$30,000
Sub-Total		\$21,320	\$45,000	\$45,000	\$55,000	\$55,000
7867 Insurance Liability	Excess Workers' Compensation Insurance	\$119,591	\$143,702	\$143,702	\$158,072	\$158,072
Sub-Total		\$119,591	\$143,702	\$143,702	\$158,072	\$158,072
7771 Vehicle Rplc						
7772 IT Equip Rplc	Assessed cost for replacement of IT equipment	\$216	\$216	\$216	\$0	\$0
Sub-Total		\$216	\$216	\$216	\$0	\$0
7875 Interest Expense						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7881 Principal Payments						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7884 Property Taxes						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Industrial Injury (Workers Cc Fund Type: Internal Svc  
 Org Key #: 164151 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7885 OPA Payments (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7887 Pass Thru Payment (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7899 Miscellaneous						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7911 Program Contingency						
Sub-Total		\$0	\$0	\$0	\$0	\$0
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<b>\$779,258</b>	<b>\$771,258</b>	<b>\$771,258</b>	<b>\$795,616</b>	<b>\$795,616</b>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7712 Buildings (under \$5,000)						
8912 Buildings (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

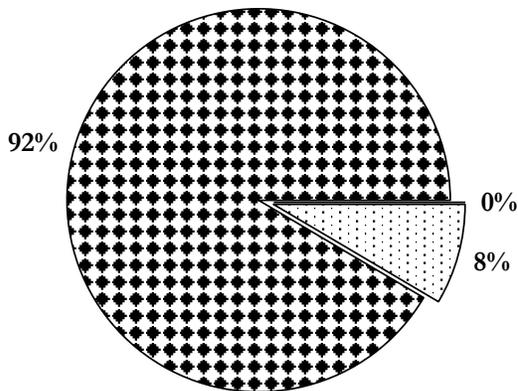
**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**

**Human Resources Department**  
**Risk Management**  
**Liability Insurance**  
**164211**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$85,989	\$96,490	\$96,490	\$98,016	\$101,974
Salaries - Part Time	\$0	\$0	\$0	\$0	\$0
Salaries - Overtime	\$256	\$0	\$0	\$1,500	\$1,500
Benefits	\$53,494	\$35,834	\$35,834	\$35,096	\$32,491
Allowances	\$25	\$0	\$0	\$0	\$0
<b>Total for Personnel Services</b>	<b>\$139,764</b>	<b>\$132,324</b>	<b>\$132,324</b>	<b>\$134,612</b>	<b>\$135,965</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$1,653	\$1,900	\$1,900	\$1,900	\$1,900
Dues & Subscriptions	\$150	\$300	\$300	\$300	\$300
Training & Meetings	\$61	\$1,100	\$1,100	\$1,600	\$1,600
Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$178,707	\$222,200	\$322,200	\$220,200	\$220,200
Special Departmental	\$990,253	\$1,144,200	\$1,144,200	\$1,241,754	\$1,241,754
<b>Total for Operations &amp; Maintenance</b>	<b>\$1,170,824</b>	<b>\$1,369,700</b>	<b>\$1,469,700</b>	<b>\$1,465,754</b>	<b>\$1,465,754</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$1,310,588</b>	<b>\$1,502,024</b>	<b>\$1,602,024</b>	<b>\$1,600,366</b>	<b>\$1,601,719</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	1.10	1.10	1.10	1.10	1.10
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>



- Personnel Services
- Operations & Maintenance
- Capital Outlay

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Liability Insurance  
 Org Key #: 164211  
 Fund Type: Internal Svc  
 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6111 Salaries Full Time	Current Staffing Human Resources Director (351 A) Human Resources Manager (288 A): Secretary (C-80) HR Tech (T-60A)	\$85,989	\$96,490	\$96,490	\$98,016	\$101,974
Sub-Total		\$85,989	\$96,490	\$96,490	\$98,016	\$101,974
6121 Salaries Overtime		\$256			\$1,500	\$1,500
Sub-Total		\$256	\$0	\$0	\$1,500	\$1,500
6131 Salaries Part Time						
Sub-Total		\$0	\$0	\$0	\$0	\$0
613@ Buybacks	6134 Buyback Vacation Leave 6135 Buyback Comp Time 6142 1-Time Salary Adjustment	\$383  \$475	\$621	\$621	\$458	\$458
Sub-Total		\$858	\$621	\$621	\$458	\$458
613@ Final Payoffs	6137 Final Vacation Payoff 6138 Final Sick Leave Payoff 6139 Final Comp Time Payoff	\$12,188 \$10,521 				
Sub-Total		\$22,709	\$0	\$0	\$0	\$0
6212 Medicare	Full Time Part Time	\$844	\$1,432	\$1,432	\$1,422	\$1,479
Sub-Total		\$844	\$1,432	\$1,432	\$1,422	\$1,479
6511 Employer PERS	Full Time	\$14,127	\$16,208	\$16,208	\$17,139	\$17,277
Sub-Total		\$14,127	\$16,208	\$16,208	\$17,139	\$17,277
6512 Employee Paid PERS	Full Time	\$136	\$158	\$158	\$158	\$165
Sub-Total		\$136	\$158	\$158	\$158	\$165

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
Division: Risk Management  
Cost Center: Liability Insurance  
Org Key #: 164211  
Fund Type: Internal Svc  
Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6517 Cost Sharing PERS	Full Time					(\$1,020)
Sub-Total		\$0	\$0	\$0	\$0	(\$1,020)
6522 Medical Insurance	Full Time	\$12,504	\$14,983	\$14,983	\$12,741	\$10,898
6565 OPEB	Other Post-Employment Benefits (OPEB)	\$1,691	\$1,734	\$1,734	\$1,734	\$1,734
Sub-Total		\$14,195	\$16,717	\$16,717	\$14,475	\$12,632
6531 Worker's Compensation	Full Time Part Time	\$452	\$504	\$504	\$1,247	\$1,296
Sub-Total		\$452	\$504	\$504	\$1,247	\$1,296
6541 Unemployment Insurance	Full Time Part Time	\$173	\$194	\$194	\$197	\$204
Sub-Total		\$173	\$194	\$194	\$197	\$204
6561 Allowances	Auto Allowance	\$25				
Sub-Total		\$25	\$0	\$0	\$0	\$0
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$139,764</u>	<u>\$132,324</u>	<u>\$132,324</u>	<u>\$134,612</u>	<u>\$135,955</u>
7111 Office Supplies		USE 7199	USE 7199	USE 7199	USE 7199	USE 7199
Sub-Total		\$0	\$0	\$0	\$0	\$0
7112 Facility Maint Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7123 Safety Equip & Uniforms						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7163 Reproduction	Color Copies/Photos		\$1,500	\$1,500	\$0	\$0
Sub-Total		\$0	\$1,500	\$1,500	\$0	\$0
7165 Postage		\$96	\$300	\$300	\$300	\$300
Sub-Total		\$96	\$300	\$300	\$300	\$300
7199 Other Materials & Supplies	General Office Supplies	\$1,557	\$100	\$100	\$1,600	\$1,600
Sub-Total		\$1,557	\$100	\$100	\$1,600	\$1,600
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<u>\$1,653</u>	<u>\$1,900</u>	<u>\$1,900</u>	<u>\$1,900</u>	<u>\$1,900</u>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Liability Insurance  
 Org Key #: 164211  
 Fund Type: Internal Svc  
 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7215 Dues & Memberships	PARMA	\$150	\$300	\$300	\$300	\$300
Sub-Total		\$150	\$300	\$300	\$300	\$300
7216 Publications & Subscriptions						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL DUES &amp; SUBSCRIPTIONS</b>		<b>\$150</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
7331 Training & Conferences	PARMA &/or League of California Cities Conference RIMS	\$0	\$1,000	\$1,000	\$1,500	\$1,500
Sub-Total		\$0	\$1,000	\$1,000	\$1,500	\$1,500
7332 Mileage & Parking		\$61	\$100	\$100	\$100	\$100
Sub-Total		\$61	\$100	\$100	\$100	\$100
7334 Meetings						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAINING &amp; MEETINGS</b>		<b>\$61</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$1,600</b>	<b>\$1,600</b>
7431 Repair & Maint Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7432 Repair & Maint Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7433 Repair & Maint Facility						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7531 Rent & Leases Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7532 Rent & Leases Bldg/Facilities						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7533 Rent & Leases Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL RENT &amp; LEASES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
 Division: Risk Management  
 Cost Center: Liability Insurance  
 Org Key #: 164211  
 Fund Type: Internal Svc  
 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7739 Professional Services	Carl Warren & Co - Third Party Liability Adjusting Legal Fees Bi-Annual Actuarial Report-Liability	\$178,707	\$50,200 \$170,000 \$2,000	\$50,200 \$270,000 \$2,000	\$50,200 \$170,000 \$0	\$50,200 \$170,000 \$0
Sub-Total		\$178,707	\$222,200	\$322,200	\$220,200	\$220,200
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$178,707</b>	<b>\$222,200</b>	<b>\$322,200</b>	<b>\$220,200</b>	<b>\$220,200</b>
7631 Utilities Telephone						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7632 Utilities Electricity						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7634 Utilities Natural Gas						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7741 Outside Printing						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7809 Risk Mgmt Charge						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7810 Information Services Charge	Assessed costs IT Overhead IT Direct Charge	\$2,508	\$1,135 \$1,205	\$1,135 \$1,205	\$1,018 \$1,526	\$1,018 \$1,526
Sub-Total		\$2,508	\$2,340	\$2,340	\$2,544	\$2,544
7811 Administrative Costs						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7813 Advertising						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7817 Awards & Recognition						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7819 Special Events						
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
Division: Risk Management  
Cost Center: Liability Insurance  
Org Key #: 164211  
Fund Type: Internal Svc  
Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7857	Liability Insurance Reserve	\$57,909				
7858	Industrial Injury W/C Reserve					
Sub-Total		\$57,909	\$0	\$0	\$0	\$0
7859	Legal Industrial Injury					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7861	Losses	\$60,694	\$125,000	\$125,000	\$125,000	\$125,000
Damage Claims (Risk Mgmt)						
Sub-Total		\$60,694	\$125,000	\$125,000	\$125,000	\$125,000
7862	Medical Claims (Risk Mgmt)					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7863	Temporary Disability (Risk Mgmt)					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7864	Permanent Disability (Risk Mgmt)					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7865	Rehabilitation (Risk Mgmt)					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7867	General Liability	\$868,926	\$544,279	\$544,279	\$547,373	\$547,373
Insurance Liability	Flood & Earthquake = \$317,779; Property = \$101,458		\$419,237	\$419,237	\$503,084	\$503,084
	Mobile Equip/Employee Bond/Pollution = \$53,128		\$53,128	\$53,128	\$63,753	\$63,753
Sub-Total		\$868,926	\$1,016,644	\$1,016,644	\$1,114,210	\$1,114,210
7771	Vehicle Rplc					
7772	IT Equip Rplc	\$216	\$216	\$216	\$0	\$0
Sub-Total		\$216	\$216	\$216	\$0	\$0
7875	Interest Expense					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7881	Principal Payments					
Sub-Total		\$0	\$0	\$0	\$0	\$0
7884	Property Taxes					
Sub-Total		\$0	\$0	\$0	\$0	\$0

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Human Resources Department  
Division: Risk Management  
Cost Center: Liability Insurance Fund Type: Internal Svc  
Org Key #: 164211 Fund Name: Risk Mgmt

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7885 OPA Payments (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7887 Pass Thru Payment (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7899 Miscellaneous						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7911 Program Contingency						
Sub-Total		\$0	\$0	\$0	\$0	\$0
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<b>\$990,253</b>	<b>\$1,144,200</b>	<b>\$1,144,200</b>	<b>\$1,241,754</b>	<b>\$1,241,754</b>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7712 Buildings (under \$5,000)						
8912 Buildings (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

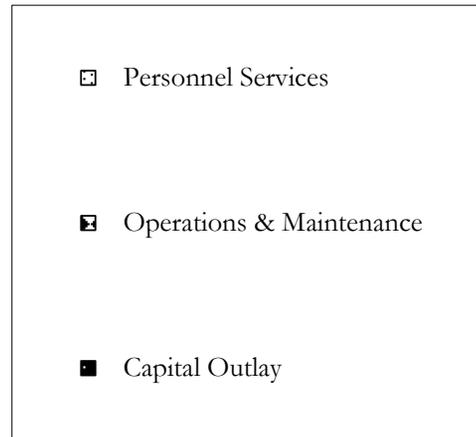
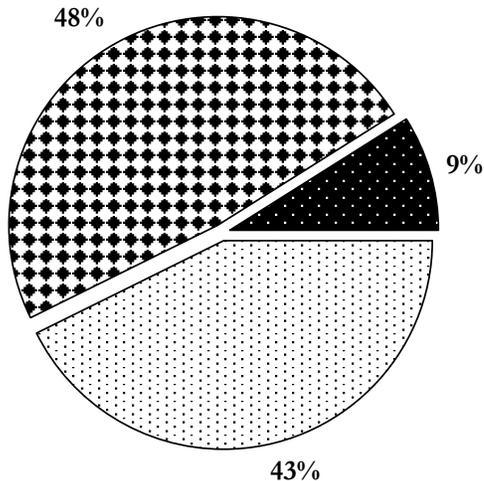
**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**

**Department of Finance/ Administrative Services**  
**Internal Service Fund**  
**Information Technology Fund**  
**165151**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$524,949	\$532,259	\$532,259	\$536,592	\$591,960
Salaries - Part Time	\$0	\$0	\$0	\$0	\$0
Salaries - Overtime	\$1,405	\$2,500	\$2,500	\$2,000	\$2,000
Benefits	\$186,416	\$196,857	\$196,857	\$192,846	\$188,790
Allowances	\$4,100	\$4,020	\$4,020	\$4,020	\$4,020
<b>Total for Personnel Services</b>	<b>\$716,870</b>	<b>\$735,636</b>	<b>\$735,636</b>	<b>\$735,458</b>	<b>\$786,770</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$5,897	\$8,275	\$8,275	\$8,200	\$8,200
Dues & Subscriptions	\$1,946	\$2,300	\$2,300	\$2,460	\$2,460
Training & Meetings	\$1,138	\$6,100	\$6,100	\$10,100	\$10,100
Repair & Maintenance	\$351,216	\$396,480	\$396,480	\$394,660	\$394,660
Rent & Leases	\$100,945	\$72,500	\$72,500	\$84,000	\$84,000
Professional Services	\$61,487	\$68,750	\$68,750	\$69,750	\$69,750
Special Departmental	\$238,899	\$292,624	\$292,624	\$322,028	\$322,028
<b>Total for Operations &amp; Maintenance</b>	<b>\$761,528</b>	<b>\$847,029</b>	<b>\$847,029</b>	<b>\$891,198</b>	<b>\$891,198</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$0	\$0	\$0	\$0
Equipment	\$24,996	\$165,000	\$165,000	\$165,000	\$165,000
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$24,996</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$1,503,394</b>	<b>\$1,747,665</b>	<b>\$1,747,665</b>	<b>\$1,791,656</b>	<b>\$1,842,968</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	5.25	5.25	5.25	5.25	5.25
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>



**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
 Division: Internal Service Fund  
 Cost Center: Information Technology Fun Fund Type: Internal Svc  
 Org Key #: 165151 Fund Name: IT

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6111 Salaries Full Time	Current Staffing Finance Director (.25) Deputy Director of Information Technology (1) Network Administrator (1) Information Technology Systems Analyst (3)	\$524,949	\$532,259	\$532,259	\$536,592	\$591,960
Sub-Total		\$524,949	\$532,259	\$532,259	\$536,592	\$591,960
6121 Salaries Overtime		\$1,405	\$2,500	\$2,500	\$2,000	\$2,000
Sub-Total		\$1,405	\$2,500	\$2,500	\$2,000	\$2,000
6131 Salaries Part Time						
Sub-Total		\$0	\$0	\$0	\$0	\$0
613@ Buybacks	6134 Buyback Vacation Leave 6135 Buyback Comp Time 6142 1-Time Salary Adjustment	\$1,669  \$4,732	\$3,500	\$3,500	\$4,500	\$4,500
Sub-Total		\$6,401	\$3,500	\$3,500	\$4,500	\$4,500
613@ Final Payoffs	6137 Final Vacation Payoff 6138 Final Sick Leave Payoff 6139 Final Comp Time Payoff		\$0	\$0		
Sub-Total		\$0	\$0	\$0	\$0	\$0
6212 Medicare	Full Time Part Time	\$6,811	\$7,089	\$7,089	\$7,152	\$7,474
Sub-Total		\$6,811	\$7,089	\$7,089	\$7,152	\$7,474
6511 Employer PERS	Full Time Part Time	\$86,288	\$89,478	\$89,478	\$87,585	\$88,603
Sub-Total		\$86,288	\$89,478	\$89,478	\$87,585	\$88,603
6512 Employee Paid PERS	Full Time	\$931	\$904	\$904	\$904	\$947
Sub-Total		\$931	\$904	\$904	\$904	\$947

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
Division: Internal Service Fund  
Cost Center: Information Technology Fun Fund Type: Internal Svc  
Org Key #: 165151 Fund Name: IT

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
6517 Cost Sharing PERS	Full Time					(\$5,620)
Sub-Total		\$0	\$0	\$0	\$0	(\$5,620)
6522 Medical Insurance	Full Time	\$73,662	\$83,773	\$83,773	\$80,561	\$80,561
6565 OPEB	Other Post-Employment Benefits (OPEB)	\$8,466	\$8,269	\$8,269	\$8,269	\$8,269
Sub-Total		\$82,128	\$92,042	\$92,042	\$88,830	\$88,830
6531 Worker's Compensation	Full Time Part Time	\$2,788	\$2,780	\$2,780	\$2,802	\$2,932
Sub-Total		\$2,788	\$2,780	\$2,780	\$2,802	\$2,932
6541 Unemployment Insurance	Full Time Part Time	\$1,069	\$1,064	\$1,064	\$1,073	\$1,124
Sub-Total		\$1,069	\$1,064	\$1,064	\$1,073	\$1,124
6561 Allowances	Auto Allowance Cell Phone Stipend	\$4,100	\$3,300 \$720	\$3,300 \$720	\$3,300 \$720	\$3,300 \$720
Sub-Total		\$4,100	\$4,020	\$4,020	\$4,020	\$4,020
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$716,870</b>	<b>\$735,636</b>	<b>\$735,636</b>	<b>\$735,458</b>	<b>\$786,770</b>
7111 Office Supplies		USE 7199	USE 7199	USE 7199	USE 7199	USE 7199
Sub-Total		\$0	\$0	\$0	\$0	\$0
7112 Facility Maint Supplies						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7123 Safety Equip & Uniforms						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7163 Reproduction	Business Cards for Staffs (5 sets)	\$0	\$175	\$175	\$100	\$100
Sub-Total		\$0	\$175	\$175	\$100	\$100
7165 Postage		\$87	\$100	\$100	\$100	\$100
Sub-Total		\$87	\$100	\$100	\$100	\$100
7199 Other Materials & Supplies	Regular consumable items (i.e. Office supply, roller kits, etc.)	\$5,810	\$8,000	\$8,000	\$8,000	\$8,000
Sub-Total		\$5,810	\$8,000	\$8,000	\$8,000	\$8,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>\$5,897</b>	<b>\$8,275</b>	<b>\$8,275</b>	<b>\$8,200</b>	<b>\$8,200</b>

THE CITY OF LA HABRA LINE ITEM DETAIL EXPLANATIONS Budget for Fiscal Year 2018 - 2019		Department: Department of Finance/ Administrative Services Division: Internal Service Fund Cost Center: Information Technology Fun Fund Type: Internal Svc Org Key #: 165151 Fund Name: IT				
OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7215 Dues & Memberships	MISAC annual membership MISAC Award Application Credit Card Membership WCSG Users Group Membership	\$185	\$165	\$165	\$165	\$165
			\$75	\$75	\$70	\$70
			\$25	\$25	\$25	\$25
			\$35	\$35	\$0	\$0
Sub-Total		\$185	\$300	\$300	\$260	\$260
7216 Publications & Subscriptions	SSL certicate for Business Lic Online Subscription to professional journals City's Domain names registration fee Dot Gov registrations	\$1,761	\$100	\$100	\$0	\$0
			\$150	\$150	\$0	\$0
			\$950	\$950	\$1,400	\$1,400
			\$800	\$800	\$800	\$800
Sub-Total		\$1,761	\$2,000	\$2,000	\$2,200	\$2,200
<b>TOTAL DUES &amp; SUBSCRIPTIONS</b>		<b>\$1,946</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$2,460</b>	<b>\$2,460</b>
7331 Training & Conferences	Palo Alto Annual User Conference Citywide End-Users Computer Trainings MISAC Annual Conference Technical Trainings for IT Staff	\$1,120	\$5,000	\$5,000	\$5,000	\$5,000
			\$0	\$0	\$0	\$0
			\$1,000	\$1,000	\$1,000	\$1,000
			\$0	\$0		
7333 POST Training	Spillman Annual User Conference				\$4,000	\$4,000
Sub-Total		\$1,120	\$6,000	\$6,000	\$10,000	\$10,000
7332 Mileage & Parking		\$18	\$100	\$100	\$100	\$100
Sub-Total		\$18	\$100	\$100	\$100	\$100
7334 Meetings						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAINING &amp; MEETINGS</b>		<b>\$1,138</b>	<b>\$6,100</b>	<b>\$6,100</b>	<b>\$10,100</b>	<b>\$10,100</b>
7431 Repair & Maint Equipment	Microsoft Enterprise Agrm't; BiTech Financial Sys; Permit Sys Maint; Granicus Video Sys; Comcate CRM; Accela (SpkBrk) Utility Billing System; Western Audio AV Equip Maint IBM Informix DB & Compiler; HDL BL & Online Maint; VMWare Lic; Laserfiche Maint; GIS & AutoCad Maint; HP 9000 Maint; Fax Srvr Maint; Firewall & Web Filter Equip Maint+; Anti-Virus Filter Subscription; Network Auditing Sys Maint; LiveScan Maint; Network Security Scan Sys; Payroll Sys Maint; Backup Software; Other Contracts;  (PD) West Covina Srvc Grp (CAD/RMS) System; Auto-Citation Sys; CLETS Access Chge; Dispatch Recording Sys; Laserfiche Maint; Lexis/Nexis DORS and LEAP Systems; BAIR Sys; GIS Sys; Backup Software; Anti-Virus Filter Sys; Firewalls & WebFilter Sys Maint; IA Pro Software Maint; MDC Security Token; AutoCite Handheld Equip Maint;	\$349,716	\$236,650	\$236,650	\$254,400	\$254,400
			\$153,050	\$153,050	\$139,600	\$139,600
Sub-Total		\$349,716	\$389,700	\$389,700	\$394,000	\$394,000
7432 Repair & Maint Vehicles	Assessed cost for maintenance of city vehicles. Figure provided by Fleet management	\$1,500	\$6,780	\$6,780	\$660	\$660
Sub-Total		\$1,500	\$6,780	\$6,780	\$660	\$660
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>\$351,216</b>	<b>\$396,480</b>	<b>\$396,480</b>	<b>\$394,660</b>	<b>\$394,660</b>
7531 Rent & Leases Equipment	Konica Minolta (KM) 15 copiers lease and usage fee	\$100,945	\$72,500	\$72,500	\$84,000	\$84,000
Sub-Total		\$100,945	\$72,500	\$72,500	\$84,000	\$84,000
7532 Rent & Leases	Rent & Leases - Bldg/ Facilities					
7533 Rent & Leases	Rent & Leases - Vehicles					
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL RENT &amp; LEASES</b>		<b>\$100,945</b>	<b>\$72,500</b>	<b>\$72,500</b>	<b>\$84,000</b>	<b>\$84,000</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
Division: Internal Service Fund  
Cost Center: Information Technology Fun Fund Type: Internal Svc  
Org Key #: 165151 Fund Name: IT

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7739 Professional Services	PD-ILJAOC JPA Fee; Payroll Programming; Council Mtgs Recording; Email Filter Sys; Network Cabling; Offsite Data Storage; Misc. Contracts; OpenGov Web Application (moved from CM Non-Dept budget)	\$61,487	\$65,000	\$65,000	\$66,000	\$66,000
			\$3,750	\$3,750	\$3,750	\$3,750
<b>Sub-Total</b>		<b>\$61,487</b>	<b>\$68,750</b>	<b>\$68,750</b>	<b>\$69,750</b>	<b>\$69,750</b>
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$61,487</b>	<b>\$68,750</b>	<b>\$68,750</b>	<b>\$69,750</b>	<b>\$69,750</b>
7631 Utilities Telephone	City local, long distance phone, cellular, circuits pagers service charges, Fiber ISP srvs, PD-video srvs, data circuits, MDT data lines, etc.	\$210,526	\$252,000	\$252,000	\$280,000	\$280,000
<b>Sub-Total</b>		<b>\$210,526</b>	<b>\$252,000</b>	<b>\$252,000</b>	<b>\$280,000</b>	<b>\$280,000</b>
7632 Utilities Electricity						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7634 Utilities Natural Gas						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7741 Outside Printing						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7809 Risk Mgmt Charge	Assessed costs	\$17,796	\$19,716	\$19,716	\$21,252	\$21,252
<b>Sub-Total</b>		<b>\$17,796</b>	<b>\$19,716</b>	<b>\$19,716</b>	<b>\$21,252</b>	<b>\$21,252</b>
7810 Information Services Charge	Assessed costs IT Overhead IT Direct Charge	\$6,360	\$2,618	\$2,618	\$2,349	\$2,349
			\$4,618	\$4,618	\$4,791	\$4,791
<b>Sub-Total</b>		<b>\$6,360</b>	<b>\$7,236</b>	<b>\$7,236</b>	<b>\$7,140</b>	<b>\$7,140</b>
7811 Administrative Costs						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7813 Advertising						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7817 Awards & Recognition						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7819 Special Events						
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
Division: Internal Service Fund  
Cost Center: Information Technology Fun Fund Type: Internal Svc  
Org Key #: 165151 Fund Name: IT

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7831 Purchase for Resale (water/fuel)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7861 Damage Claims (Risk Mgmt)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7862 Medical Claims (Risk Mgmt)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7867 Insurance Liability						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7771 Vehicle Rplc	Assessed cost for replacement of city vehicles.	\$2,832	\$2,832	\$2,832	\$2,832	\$2,832
7772 IT Equip Rplc	Assessed cost for replacement of IT equipment	\$696	\$840	\$840	\$804	\$804
Sub-Total		\$3,528	\$3,672	\$3,672	\$3,636	\$3,636
7875 Interest Expense						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7881 Principal Payments						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7884 Property Taxes						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7885 OPA Payments (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7887 Pass Thru Payment (Finance)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7899 Miscellaneous						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7911 Program Contingency		\$689	\$10,000	\$10,000	\$10,000	\$10,000
Sub-Total		\$689	\$10,000	\$10,000	\$10,000	\$10,000

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
Division: Internal Service Fund  
Cost Center: Information Technology Fun Fund Type: Internal Svc  
Org Key #: 165151 Fund Name: IT

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<b>\$238,899</b>	<b>\$292,624</b>	<b>\$292,624</b>	<b>\$322,028</b>	<b>\$322,028</b>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7712 Buildings (under \$5,000)						
8912 Buildings (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7714 Furniture & Fixtures (under \$5,000)						
8914 Furniture & Fixtures (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - FURNITURE &amp; FIXTURES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7716 Vehicles (under \$5,000)						
8916 Vehicles (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7717 Equipment (under \$5,000)						
8917 Equipment (over \$5,000)	Community Center AV System Upgrade		\$100,000	\$100,000	\$100,000	\$100,000
Sub-Total		\$0	\$100,000	\$100,000	\$100,000	\$100,000
7719 Computer Equip (under \$5,000)	Engineering Computer Software (AutoCAD, GIS, Adobe) PD Cisco Equipment for OCSD Connection	\$4,586	\$0	\$0	\$5,000	\$5,000
8919 Computer Equip (over \$5,000)	Comm Ctr New Registration and Facility Reservation Software (Estimate \$60k over 2 years)	\$20,410	\$60,000	\$60,000	\$60,000	\$60,000
Sub-Total		\$24,996	\$65,000	\$65,000	\$65,000	\$65,000
<b>TOTAL CAPITAL OUTLAY - EQUIPMENT</b>		<b>\$24,996</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>
7721 Improvements (under \$5,000)						
8921 Improvements (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - IMPROVEMENTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

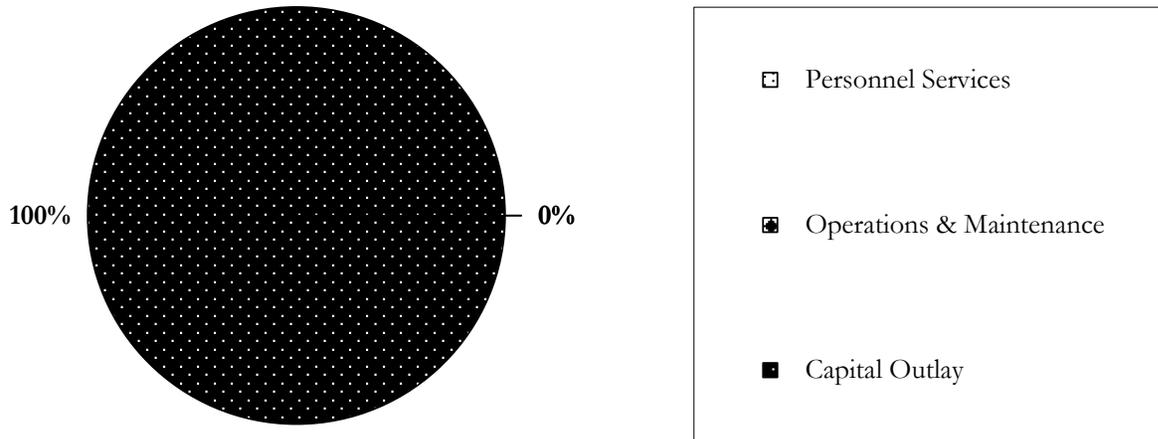
**The City of La Habra**  
**Budget for Fiscal Year 2018 - 2019**

**Department of Finance/ Administrative Services**  
**Internal Service Fund**  
**Information Technology Replacement Fund**  
**165152**

	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
<b>Personnel Services</b>					
Salaries - Full Time	\$0	\$0	\$0	\$0	\$0
Salaries - Part Time	\$0	\$0	\$0	\$0	\$0
Salaries - Overtime	\$0	\$0	\$0	\$0	\$0
Benefits	\$0	\$0	\$0	\$0	\$0
Allowances	\$0	\$0	\$0	\$0	\$0
<b>Total for Personnel Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operations &amp; Maintenance</b>					
Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0
Training & Meetings	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance	\$345	\$0	\$0	\$0	\$0
Rent & Leases	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0
Special Departmental	\$0	\$0	\$0	\$0	\$0
<b>Total for Operations &amp; Maintenance</b>	<b>\$345</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Outlay</b>					
Land & Buildings	\$0	\$0	\$0	\$0	\$0
Furnishings & Fixtures	\$0	\$0	\$0	\$0	\$0
Equipment	\$276,778	\$168,600	\$168,600	\$422,000	\$422,000
Improvements	\$0	\$0	\$0	\$0	\$0
<b>Total for Capital Outlay</b>	<b>\$276,778</b>	<b>\$168,600</b>	<b>\$168,600</b>	<b>\$422,000</b>	<b>\$422,000</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$277,123</b>	<b>\$168,600</b>	<b>\$168,600</b>	<b>\$422,000</b>	<b>\$422,000</b>

**Personnel Summary - Full Time Equivalent (FTE's)**

Regular	0.00	0.00	0.00	0.00	0.00
Part Time / Temporary	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
 Division: Internal Service Fund  
 Cost Center: Information Technology Rep Fund Type: Internal Svc  
 Org Key #: 165152 Fund Name: IT Replc

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
7215 Dues & Memberships						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7216 Publications & Subscriptions						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL DUES &amp; SUBSCRIPTIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7331 Training & Conferences						
7333 POST Training						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7332 Mileage & Parking						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7334 Meetings						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL TRAINING &amp; MEETINGS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7431 Repair & Maint Equipment		\$345				
Sub-Total		\$345	\$0	\$0	\$0	\$0
7432 Repair & Maint Vehicles						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>\$345</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7531 Rent & Leases Equipment						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7532 Rent & Leases	Rent & Leases - Bldg/ Facilities					
7533 Rent & Leases	Rent & Leases - Vehicles					
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL RENT &amp; LEASES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CITY OF LA HABRA**  
**LINE ITEM DETAIL EXPLANATIONS**  
**Budget for Fiscal Year 2018 - 2019**

Department: Department of Finance/ Administrative Services  
Division: Internal Service Fund  
Cost Center: Information Technology Rep Fund Type: Internal Svc  
Org Key #: 165152 Fund Name: IT Replc

OBJECT NUMBER & NAME	DESCRIPTION (PROVIDE SIGNIFICANT DETAIL TO JUSTIFY EXPENDITURE)	2016-2017 Actuals Expended	2017-2018 Adopted Budget	2017-2018 Amended Budget	2018-2019 Adopted Budget	2018-2019 Amended Budget
8812 Transfers						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL DEPARTMENTAL</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
8911 Land						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7712 Buildings (under \$5,000)						
8912 Buildings (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAY - LAND &amp; BUILDINGS</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
7714 Furniture & Fixtures (under \$5,000)						
8914 Furniture & Fixtures (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - FURNITURE &amp; FIXTURES</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
7716 Vehicles (under \$5,000)						
8916 (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7717 Equipment (under \$5,000)						
8917 Equipment (over \$5,000)						
Sub-Total		\$0	\$0	\$0	\$0	\$0
7719 Computer Equip (under \$5,000)	Backup Hardware and Backup hard drive refresh	\$27,767	\$32,000	\$32,000	\$4,000	\$4,000
8919 Computer Equip (over \$5,000)	PD/CS Kiosks; Firewall replacement; annual PC refresh Network Core Switch Upgrade	\$249,011	\$136,600	\$136,600	\$218,000	\$218,000
	PD/Mobile Data Computer Replacement				\$200,000	\$200,000
Sub-Total		\$276,778	\$168,600	\$168,600	\$422,000	\$422,000
<b>TOTAL CAPITAL OUTLAY - EQUIPMENT</b>		<u>\$276,778</u>	<u>\$168,600</u>	<u>\$168,600</u>	<u>\$422,000</u>	<u>\$422,000</u>
7721 Improvements (under \$5,000)						
8921 Improvements (over \$5,000)						
<b>TOTAL CAPITAL OUTLAY - IMPROVEMENTS</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>