

INTERNAL SERVICES



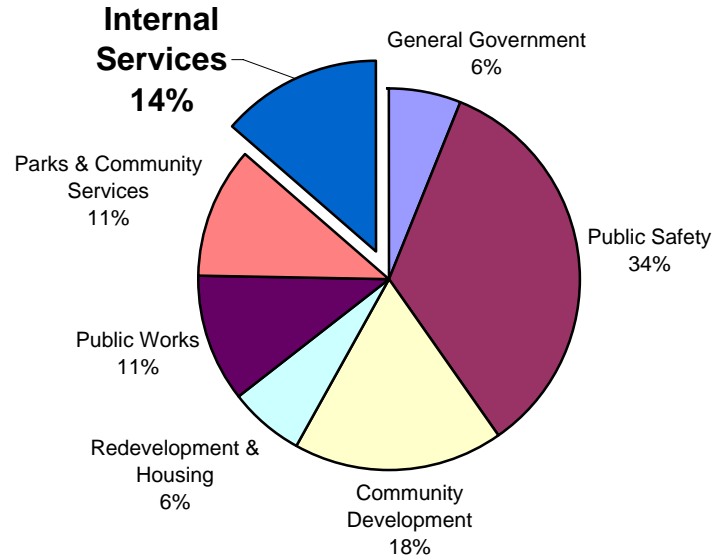
INTERNAL SERVICES BUDGET SUMMARY

Internal Services are self contained units that exist for the purpose of providing services to all other citywide budget units. These services include risk management, maintenance of City buildings and facilities, vehicle maintenance and technology services. These budget units are supported through charges to other citywide budget units.

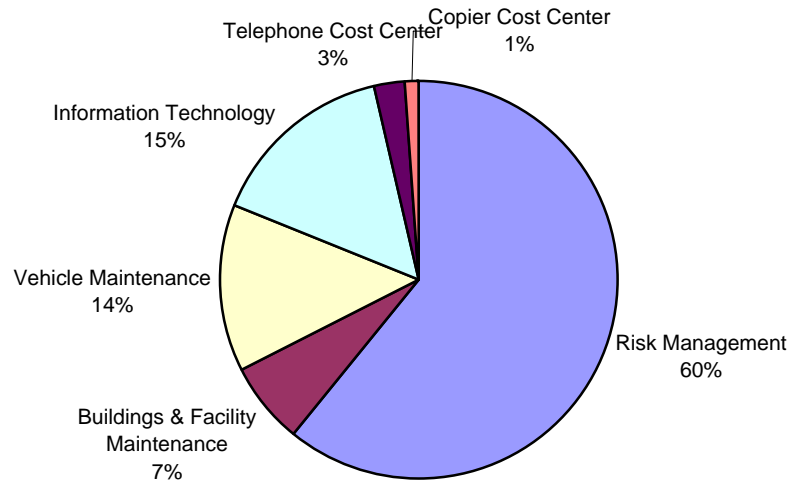
<i>FUND</i>	<i>BUDGET UNIT</i>	<i>ORIGINAL 2007-08</i>	<i>REVISED 2008-09</i>	<i>PAGE</i>
601	Risk Management	6,493,682	8,479,447	315
602	Buildings & Facility Maintenance	990,835	935,778	319
603	Fleet Maintenance	1,532,310	1,919,685	323
604	Information Technology	2,150,660	2,095,946	327
604	Telephone Cost Center	387,609	369,635	330
604	Copier Cost Center	156,237	151,268	332
TOTAL		\$11,711,333	\$13,951,759	

CITY-WIDE EXPENSE REVISED FY2008-09

EXPENSES	REVISED FY2008-09
General Government	6,355,654
Public Safety	34,992,349
Community Development	18,193,045
Redevelopment & Housing	6,616,762
Public Works	10,888,806
Parks & Community Services	11,506,254
Internal Services	13,951,759
	<u>\$102,504,629</u>



INTERNAL SERVICES - PER BUDGET UNIT REVISED FY2008-09





RISK MANAGEMENT ADMINISTRATION

PROGRAM STATEMENT

Fund Type: Internal Service • Category: Internal Service • Fund: 601 Risk Management Fund • Org: 6010150
Contact: Risk Manager, Dolores Gascon • Phone: 760-726-1340, ext. 1407 • E-Mail: dgascon@cityofvista.com

PROGRAM STATEMENT

Risk Management is a division of the Administrative Services Department. The administration and loss control segment of this division includes employee safety and wellness matters, coordination with the San Diego Pooled Insurance Program Authority (SANDPIPA) and insurance agencies and overall management of the fund. Other program areas include: 1) insurance program; 2) tort liability claims matters; 3) employee group health and life insurance programs; 4) property insurance program; 5) employee faithful performance bonding; 6) job candidate physical examinations; 7) employee special health programs (immunizations, special health testing); and 8) unemployment insurance program administration. Employee-related benefits, such as health insurance, workers' compensation and disability, as well as insurance and claim matters, are administered by the Administrative Services Director.

GOALS AND OBJECTIVES

- Continue to monitor progress toward City Council identified goals and provide update to City Council.
- Continue to review and revise indemnification provisions of City's contract templates to transfer maximum risk to contractors allowable under the law.
- Provide training covering contract insurance requirements, indemnification provisions and insurance certificates to local vendors by December 2008.
- Create an intranet webpage that will provide staff with information on safety, wellness, and group insurance by April 2009.

MAJOR CHANGES

- Position of Risk Manager/Grant Writer added to this budget unit reflecting personnel reclassification that occurred to a position previously budgeted in the Administrative Services Department.
- Health Reimbursement Account (HRA) benefit cost of \$466,239 in the FY2008-09 budget is a new retirement benefit which is part of the current MOU.
- Liability claims of \$401,000 is being budgeted in FY2008-09. This was not included in the FY07-08 budget.
- Group insurance costs are increased approximately \$740,000 in FY2008-09.

RISK MANAGEMENT ADMINISTRATION
BUDGET UNIT SUMMARY

FUND 601: RISK MANAGEMENT FUND

ORG: 6010150

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES FOR SERVICE				6,493,682	8,479,447
TOTAL				\$6,493,682	\$8,479,447
<i>POSITION SUMMARY</i>					
HUMAN RESOURCES TECH II	1.00	1.00	1.00	1.00	1.00
OFFICE SPECIALIST I/II - CONF	0.00	0.39	0.39	0.38	0.50
RISK MANAGER	0.00	0.00	0.00	0.00	1.00
TOTAL	1.00	1.39	1.39	1.38	2.50

RISK MANAGEMENT ADMINISTRATION
BUDGET UNIT EXPENSE SUMMARY

FUND: RISK MANAGEMENT FUND

ORG: 6010150

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	46,416	45,871	65,988	63,914	158,313
SALARIES-TEMPORARY	4,390	0	0	0	0
SALARIES-OVERTIME	0	0	0	749	779
SALARIES-LEAVE PAYOUT	0	0	0	0	2,618
RETIREMENT	7,777	7,893	8,071	10,745	24,595
GROUP INSURANCE	10,689	10,644	14,556	13,439	35,605
DISABILITY INSURANCE	802	765	798	460	1,461
WORKERS' COMP INSURANCE	950	761	1,208	3,471	1,104
OTHER BENEFITS	1,241	24,867	1,180	1,595	23,732
	\$72,264	\$90,801	\$91,801	\$94,373	\$248,207
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING SRV	92,436	102,137	109,098	146,425	166,498
SPECIAL STUDIES	0	0	0	5,000	0
	\$92,436	\$102,137	\$109,098	\$151,425	\$166,498
OPERATING EXPENSES					
GROUP INSURANCE	0	0	0	4,632,713	5,371,208
OFFICE SUPPLIES	1,333	1,724	3,704	2,550	2,601
TRAINING/MILEAGE/CONFERENCES	212	299	536	3,652	3,705
SPECIAL DEPARTMENT EXPENSE	48,032	24,875	26,997	48,879	46,663
UNIFORMS & ACCESSORIES	0	0	0	400	600
CONTINGENCIES	11,565	9,720	91,740	150,000	0
WORKERS COMP CLAIMS	1,383,753	590,455	1,187,484	2,000	405,271
INSURANCE & SURETY BOND	2,737,679	3,000,614	3,590,767	798,813	907,628
HRA BENEFIT	0	0	0	0	466,239
PROPERTY INSURANCE	0	0	0	120,393	98,020
UNEMPLOYMENT BENEFITS	0	0	0	40,000	40,000
LIABILITY CLAIMS	1,014,495	632,767	38,446	0	401,000
	\$5,197,069	\$4,260,454	\$4,939,673	\$5,799,400	\$7,742,935
ALLOCATED COSTS	\$292,975	\$334,624	\$348,134	\$443,084	\$317,507
CAPITAL OUTLAY	(\$21,935)	\$0	\$0	\$0	\$0
DEPRECIATION	\$1,480	\$5,501	\$5,501	\$5,400	\$4,300
TOTAL - RISK MANAGEMENT ADMINISTRATION	\$5,634,289	\$4,793,518	\$5,494,207	\$6,493,682	\$8,479,447

RISK MANAGEMENT FUND SUMMARY

	<i>RISK MANAGEMENT ADMINISTRATION FUND 601</i>	
	<i>ORIGINAL FY07-08</i>	<i>REVISED FY08-09</i>
Revenues		
Taxes		
Property		
VLF Property Tax Compensation		
Sales and Use		
Transient Lodging		
Franchise		
Other		
Total Taxes	0	0
Licenses and Permits		
Intergovernmental		
Charges for Services	5,718,762	7,582,204
Fines and Forfeitures		
Use of Money and Property		
Assessments		
Other Revenue		
Total Revenues	5,718,762	7,582,204
Other Sources		
Repayment of Loans		
Proceeds from Debt/Loan Repayments		
Transfers In		
Use of Reserves		
Total Revenues and Sources	\$5,718,762	\$7,582,204
Expenditures		
Operations		
Staffing	94,373	248,207
Professional Services/Contract	151,425	166,498
Other Operating Expenses	5,804,800	7,747,235
Utilities		
Allocated Costs	443,084	317,507
Capital Outlay		
Debt Service		
Total Expenditures	6,493,682	8,479,447
Other Uses		
Transfer Out to Prop. L Reserve		
Transfers Out - Other		595,000
Transfers Out to CIP		
Total Expenditures and Uses	\$6,493,682	\$9,074,447
Excess of Revenue and Sources Over (Under) Expenditures and Uses	(\$774,920)	(\$1,492,243)
Beginning Fund Balance	\$2,715,926	\$1,941,006
Projected Ending Fund Balance	\$1,941,006	\$448,763

**RISK MANAGEMENT ADMINISTRATION FUND (601)
FUND TYPE: INTERNAL SERVICE**

The Risk Management Fund is used to account for the costs to operate a Citywide risk management program covering all major liability areas. Funding is provided through service charges to the various City departments. These charges are based on rates designed to cover the approximate costs of the services and insurance coverages provided. Coverages include group insurance, disability, workers' compensation, unemployment, and general liability.

BUILDING & FACILITY MAINTENANCE

PROGRAM STATEMENT

Fund Type: Internal Service • Category: Internal Servicest • Fund: 602 Buildings & Facility Maintenance Fund • Org: 6020155
Contact: Building Maintenance Supervisor, Ken Shaw • Phone: 760-726-1340, ext. 1153 • E-Mail: kshaw@cityofvista.com

PROGRAM STATEMENT

The Building and Facilities Maintenance unit is under the Parks and Community Services Department. This unit provides essential custodial and maintenance repair services including all electrical, HVAC, plumbing, carpentry, parking lot lighting, interior lighting, security, and safety issues for buildings at the City Hall complex and other City buildings. These buildings include three Sheriff's substations, Vista Library, Thibodo Community Center, Brenge Terrace Recreation Center, Gloria McClellan Senior Center, Avo Playhouse, and the Moonlight Amphitheater. The Building and Facilities Maintenance Unit also maintains all sports lighting and electrical systems at City owned athletic facilities and courts.

GOALS AND OBJECTIVES

- Respond to and provide remediation for more than 900 service requests annually.
- Implement new software program to track service order requests, inventory, site costs, maintenance schedules, purchasing and project scheduling by January 2009.
- Strengthen the knowledge, skills and abilities of each staff member through participation in planned training functions, division training meetings and department safety classes in 2009.
- Oversee custodial, HVAC and service contracts for proper compliance and work with contractors for improved service and cost effectiveness through June 2009.
- Initiate and coordinate a variety of special projects to upgrade the working and physical condition of City owned facilities through June 2009.
- Continue pursuit of enhanced daily facility operations and overall appearance improvements at all City sites through June 2009.
- Improve the security at all City locations utilizing the Sheriff's recommendations of improved lighting and security cameras by June 2009.
- Provide assistance for each of the citywide priority projects for maintenance related planning through June 2009.

MAJOR CHANGES

- Capital purchases are not being made in FY2008-09.

BUILDING & FACILITY MAINTENANCE
BUDGET UNIT SUMMARY

FUND 602: BUILDINGS & FACILITIES MAINTENANCE FUND

ORG: 6020155

	ACTUAL	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET
<i>FINANCING SOURCES</i>					
DEPARTMENT REVENUES				952,094	935,778
GENERAL FUND				38,741	0
TOTAL				\$990,835	\$935,778
 <i>POSITION SUMMARY</i>					
C/S SUPERINTENDENT	0.00	0.50	0.50	0.00	0.00
CUSTODIAN	3.00	3.00	3.00	3.00	3.00
FACILITIES MAINT WORKER II	2.00	2.00	2.00	2.00	2.00
FACILITIES MAINT WORKER III	0.00	0.00	0.00	1.00	1.00
FACILITIES MAINT SUPERVISOR	1.00	1.00	1.00	1.00	1.00
OFFICE SPECIALIST-PROV	0.00	0.00	0.00	1.00	0.75
TOTAL	6.00	6.50	6.50	8.00	7.75

BUILDING & FACILITY MAINTENANCE
BUDGET UNIT EXPENSE SUMMARY

FUND 602: BUILDINGS & FACILITIES MAINTENANCE FUND

ORG: 6020155

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	256,012	316,605	352,559	358,287	365,687
SALARIES-TEMPORARY	7,102	31,289	13,688	5,384	0
SALARIES-OVERTIME	1,033	2,550	830	2,161	2,148
SALARIES-LEAVE PAYOUT	0	2,631	1,684	1,959	1,408
RETIREMENT	40,102	55,910	52,430	60,358	59,588
GROUP INSURANCE	64,133	72,972	97,140	78,190	110,377
DISABILITY INSURANCE	3,604	4,178	4,178	2,525	4,599
WORKERS' COMP INSURANCE	12,084	16,189	15,731	19,747	10,593
OTHER BENEFITS	6,062	6,594	6,908	9,093	8,997
	\$390,131	\$508,918	\$545,148	\$537,704	\$563,397
PROFESSIONAL SERVICES	\$59,629	\$74,602	\$71,613	\$1,500	\$1,020
OPERATING EXPENSES					
OFFICE SUPPLIES	457	775	1,043	600	612
TRAINING/MILEAGE/CONFERENCES	0	865	2,076	3,230	3,525
AUTO ALLOWANCE	0	270	728	1,650	1,650
SPECIAL DEPARTMENT EXPENSE	23,504	22,905	28,517	22,745	23,075
UNIFORMS & ACCESSORIES	0	0	0	0	1,050
EQUIPMENT MAINTENANCE/SERVICES	0	0	0	850	870
BLDG/LAND/EQUIPMENT MAINTENANCE	0	0	36,929	122,665	125,176
RENTS & LEASES	4,433	918	2,138	2,040	2,082
CONTINGENCIES	19,465	18,816	6,305	29,400	20,808
TOOLS/FURNITURE/EQUIPMENT	0	86	0	255	256
	\$69,794	\$75,884	\$77,737	\$183,435	\$179,104
UTILITIES	\$64,815	\$94,913	\$110,137	\$98,194	\$101,320
ALLOCATED COSTS	\$29,843	\$58,597	\$56,160	\$87,352	\$83,837
CAPITAL OUTLAY	\$16,646	\$0	\$2,950	\$73,250	\$0
DEPRECIATION	\$11,631	\$11,631	\$10,796	\$9,400	\$7,100
TOTAL - BUILDING & FACILITY MAINT	\$642,488	\$824,545	\$874,540	\$990,835	\$935,778

BUILDING AND FACILITIES MAINTENANCE FUND SUMMARY

	BUILDING & FACILITY MAINTENANCE FUND 602	
	ORIGINAL FY07-08	REVISED FY08-09
Revenues		
Taxes		
Property		
VLF Property Tax Compensation		
Sales and Use		
Transient Lodging		
Franchise		
Other		
Total Taxes	0	0
Licenses and Permits		
Intergovernmental		
Charges for Services	990,835	935,778
Fines and Forfeitures		
Use of Money and Property		
Assessments		
Other Revenue		
Total Revenues	990,835	935,778
Other Sources		
Repayment of Loans		
Proceeds from Debt/Loan Repayments		
Transfers In		
Use of Reserves		
Total Revenues and Sources	\$990,835	\$935,778
Expenditures		
Operations		
Staffing	537,704	563,397
Professional Services/Contract	1,500	1,020
Other Operating Expenses	192,835	186,204
Utilities	98,194	101,320
Allocated Costs	87,352	83,837
Capital Outlay	73,250	
Debt Service		
Total Expenditures	990,835	935,778
Other Uses		
Transfer Out to Prop. L Reserve		
Transfers Out - Other		
Transfers Out to CIP		
Total Expenditures and Uses	\$990,835	\$935,778
Excess of Revenue and Sources Over (Under) Expenditures and Uses	\$0	\$0
Beginning Fund Balance	\$0	\$0
Projected Ending Fund Balance	\$0	\$0

**BUILDING AND FACILITY MAINTENANCE FUND (602)
FUND TYPE: INTERNAL SERVICE**

The Building and Facilities Maintenance Internal Service Fund is used to account for the costs of operating and maintaining the Vista City Hall complex. Funding is provided through charges to the operating departments. These charges are designed to recover the costs of general City Hall maintenance.

FLEET MAINTENANCE

PROGRAM STATEMENT

Fund Type: Internal Service • Category: Internal Service • Fund: 603 Vehicle Maintenance Fund • Org: 6030160
Contact: Fleet Maintenance Supervisor, David B. Young • Phone: 760-726-1340, ext. 1641 • E-Mail: dyoung@cityofvista.com

PROGRAM STATEMENT

This Public Works Division manages the maintenance and repair of City vehicles and equipment. In addition, it facilitates, in cooperation with the City Vehicle Task Force, the purchase of new vehicles and equipment. Vehicle Maintenance assists in the development of required specifications when purchasing new vehicles and equipment, and maintains a preventative maintenance program for the entire fleet. Unscheduled repairs to vehicles and equipment are performed as needed. The joint fuel facility operation with the Vista Unified School District is managed by this Division. Vehicle Maintenance Division also assists the Fire Department in managing the fuel facility at Fire Station 1.

GOALS AND OBJECTIVES

- Perform approximately 248 scheduled annual preventative maintenance services on the City fleet annually.
- Perform approximately 124 scheduled six month preventative maintenance services on the City fleet.
- Perform approximately 150 scheduled 90 day preventative maintenance services on the City fleet.
- Coordinate approximately 100 smog inspections on City vehicles in conformance with State of California regulations annually.
- Perform approximately 40 opacity (exhaust density) tests on City vehicles in conformance with State of California regulations annually.
- Perform 156 required California Highway Patrol (CHP) regulated 90 day Biennial Inspection of Terminals (BIT) inspections annually.
- Perform approximately 36 required CHP regulated 65 day vehicle safety inspections annually.
- Perform ongoing safety inspections and/or services on stationary and small mobile power units located within the City.
- Perform approximately 1,000 unscheduled repairs to City vehicles and equipment annually.
- Develop and coordinate changes to Vehicle Task Force.
- Oversee fueling station retrofit.

MAJOR CHANGES

- Increase in fuel appropriation due to rising fuel prices for both diesel and unleaded.
- Increase in equipment/maintenance services to allow for diesel engine retrofits in order to comply with air quality standards.

FLEET MAINTENANCE
BUDGET UNIT SUMMARY

FUND 603: VEHICLE MAINTENANCE FUND

ORG: 6030160

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
FINANCING SOURCES					
CHARGES TO DEPARTMENTS - VEHICLE MAINTENANCE				1,028,100	925,316
CHARGES TO DEPARTMENTS - VEHICLE REPLACEMENT				1,381,980	1,969,731
TRANSFER FROM VEHICLE REPLACEMENT RESERVE				108,190	37,000
DEFERRED VEHICLE MAINTENANCE CHARGES				376,716	693,986
TRANSFER OUT TO VEHICLE REPLACEMENT RESERVE				(1,362,676)	(1,706,348)
CHARGES TO OTHER FUNDS				1,532,310	1,919,685
TOTAL				\$1,532,310	\$1,919,685
POSITION SUMMARY					
EQUIPMENT MECHANIC	3.00	3.00	3.00	4.00	4.00
EQUIPMENT SERVICE WORKER	1.00	1.00	1.00	0.00	0.00
FLEET MAINT SUPERVISOR	1.00	1.00	1.00	1.00	1.00
SR EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00	1.00
SR OFFICE SPECIALIST	1.00	1.00	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00	7.00	7.00

FLEET MAINTENANCE
BUDGET UNIT EXPENSE SUMMARY

FUND 603: VEHICLE MAINTENANCE FUND

ORG: 6030160

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	351,840	273,757	359,143	381,821	409,576
SALARIES-TEMPORARY	0	0	0	0	21,648
SALARIES-OVERTIME	1,076	4,770	9,915	9,991	10,839
SALARIES-LEAVE PAYOUT	0	55,814	0	0	0
RETIREMENT	57,726	56,389	51,766	64,071	68,553
GROUP INSURANCE	74,822	68,776	85,460	68,416	99,695
DISABILITY INSURANCE	5,367	5,168	4,475	2,693	5,922
WORKERS' COMP INSURANCE	11,069	10,937	11,743	20,733	21,397
OTHER BENEFITS	7,640	5,926	6,991	9,590	10,646
	\$509,540	\$481,536	\$529,493	\$557,315	\$648,276
PROFESSIONAL SERVICES	\$4,949	\$3,830	\$3,939	\$0	\$0
OPERATING EXPENSES					
OFFICE SUPPLIES	3,993	4,987	4,710	585	670
OPERATING SUPPLIES	154,221	212,660	233,201	3,315	3,335
FUEL	0	0	0	231,887	337,000
TOOLS/FURNITURE/EQUIPMENT	0	0	0	7,000	8,745
TRAINING/MILEAGE/CONFERENCES	3,361	4,861	5,220	5,195	4,674
SPECIAL DEPARTMENT EXPENSE	18,960	19,412	18,882	21,143	38,136
PROFESSIONAL MEMBERSHIPS	0	0	0	180	180
UNIFORMS & ACCESSORIES	0	0	0	3,141	6,096
EQUIPMENT MAINTENANCE/SERVICES	2,226	2,226	2,226	7,826	174,726
BLDG/LAND/EQUIP MAINT SERVICES	154,523	167,337	197,343	196,275	197,405
	\$337,284	\$411,483	\$461,582	\$476,547	\$770,967
UTILITIES	\$8,651	\$8,645	\$7,922	\$9,574	\$9,772
ALLOCATED COSTS	\$125,781	\$93,220	\$92,416	\$182,854	\$181,150
CAPITAL OUTLAY					
CAPITAL OUTLAY	26,326	20,831	18,596	153,500	157,000
FIXED ASSET CAPITALIZATION	0	0	0	0	0
	\$26,326	\$20,831	\$18,596	\$153,500	\$157,000
DEBT SERVICE	\$2,569	\$2,625	\$2,625	\$2,520	\$2,520
DEPRECIATION	\$151,232	\$150,595	\$162,046	\$150,000	\$150,000
TOTAL - VEHICLE MAINTENANCE	\$1,166,331	\$1,172,766	\$1,278,619	\$1,532,310	\$1,919,685

VEHICLE MAINTENANCE/REPLACEMENT FUND SUMMARY

	VEHICLE MAINTENANCE FUND 603	
	ORIGINAL FY07-08	REVISED FY08-09
Revenues		
Taxes		
Property		
VLF Property Tax Compensation		
Sales and Use		
Transient Lodging		
Franchise		
Other		
Total Taxes	0	0
Licenses and Permits		
Intergovernmental		
Charges for Services	2,786,796	3,774,416
Fines and Forfeitures		
Use of Money and Property		
Assessments		
Other Revenue		
Total Revenues	2,786,796	3,774,416
Other Sources		
Repayment of Loans		
Proceeds from Debt/Loan Repayments		
Transfers In		
Use of Reserves	108,190	37,000
Total Revenues and Sources	\$2,894,986	\$3,811,416
Expenditures		
Operations		
Staffing	557,315	648,276
Professional Services/Contract		
Other Operating Expenses	626,547	920,967
Utilities	9,574	9,772
Allocated Costs	182,854	181,150
Capital Outlay	153,500	157,000
Debt Service	2,520	2,520
Total Expenditures	1,532,310	1,919,685
Other Uses		
Transfer Out to Prop. L Reserve		
Transfers Out - Other	1,362,676	1,891,731
Transfers Out to CIP		
Total Expenditures and Uses	\$2,894,986	\$3,811,416
Excess of Revenue and Sources Over (Under) Expenditures and Uses	\$0	\$0
Beginning Fund Balance	\$1,970,000	\$1,970,000
Projected Ending Fund Balance	\$1,970,000	\$1,970,000

**VEHICLE MAINTENANCE FUND (603)
FUND TYPE: INTERNAL SERVICE**

This internal service fund is used to account for the costs of operating centralized maintenance for automotive and motorized equipment used by other City departments. Additionally, the City jointly (in conjunction with the Vista Unified School District) operates a refueling facility. Funding is provided from charges made to other City departments for the use and maintenance of the vehicles assigned to them.

INFORMATION TECHNOLOGY

PROGRAM STATEMENT

Fund Type: Internal Service • Category: Internal Service • Fund: 604 Information Technology Fund • Org: 6040135, 6040136 and 6040137
Contact: Redevelopment & Housing Director, William A. Rawlings • Phone: 760-726-1340, ext. 1121 • E-Mail: wrawlings@cityofvista.com

PROGRAM STATEMENT

Information Technology is a division of the Redevelopment and Housing Department and the technology support group to the City. It is the goal of the Information Technology (IT) division to facilitate efficiency and effectiveness throughout the organization. IT provides all computing, network, infrastructure and telecommunication services to City employees. These services include network design and administration, software and hardware purchase and implementation, and continuing maintenance and upgrade of existing software and hardware. IT also supports all departments in their technology goals. In addition, IT provides a training program to City employees on Microsoft Office applications and various City applications.

GOALS AND OBJECTIVES

- Provide ongoing innovative and cost effective solutions to the City through the efficient use of technology.
- Implement POS at the WAVE waterpark to facilitate the purchase of tickets online with the ability for customers to print tickets at home, scan at the entrance gate by December 2008.
- Continue Implementing mobile computing platform for City inspectors, replacing their desktop computers with laptops and accessing the city network through wireless technology by December 2008.
- Implement Public Works work-order system by December 2008.
- Implement iStreetView support video from both public and private streets.
- Integrate iStreetView data with GIS.
- Continue to build and maintain GIS (Geographic Information Systems).
- Move backup call manager to Fire Station 1.
- Implement Facilities work-order system by December 2008.
- Implement data management system to manage sewer data, images, video, audio and archive material by December 2008.
- Implement City Attorney Laserfiche System including workflow. Implement workflow in City Laserfiche system to automate Council Agenda Process, payment authorizations, PO requests, and Small Business Agreements.
- Work with city departments to identify GIS data that may be made available to the public via the internet.
- Implement wireless network at AVO, Moonlight, Townsite, and Brengle.
- Implement security to facilitate laptop connectivity to city network while both onsite and offsite.
- Replace city clerk copier with a multifunction device to facilitate scanning, faxing, printing and copying.
- Configure multifunction devices in City Attorney, Economic Development, Engineering and City Manager to provide scan to network features, faxing, along with printing and copying services.

MAJOR CHANGES

- Staffing costs increase in FY2008-09 as a result of the addition of a Senior IT Analyst.

**INFORMATION TECHNOLOGY
BUDGET UNIT SUMMARY**

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040135

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES FOR SERVICE				2,668,695	2,467,332
RETAINED EARNINGS				(518,035)	(371,386)
TOTAL				\$2,150,660	\$2,095,946
<i>POSITION SUMMARY</i>					
INFO TECHNOLOGY ANALYST	3.00	3.00	3.00	4.00	4.00
INFO TECHNOLOGY MANAGER	1.00	1.00	1.00	1.00	1.00
INFO TECHNOLOGY TECHNICIAN	0.00	1.00	1.00	1.00	1.00
SR INFO. TECHNOLOGY ANALYST	0.00	0.00	0.00	0.00	1.00
TOTAL	4.00	5.00	5.00	6.00	7.00

INFORMATION TECHNOLOGY
BUDGET UNIT EXPENSE SUMMARY

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040135

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING					
SALARIES	273,883	319,124	395,791	408,888	522,866
SALARIES-TEMPORARY	24,121	0	2,473	0	4,000
SALARIES-OVERTIME	0	15	327	4,641	4,563
SALARIES-LEAVE PAYOUT	10,471	309	0	0	0
RETIREMENT	41,162	54,802	56,704	68,577	86,582
GROUP INSURANCE	44,148	54,816	72,580	58,643	99,695
DISABILITY INSURANCE	4,045	4,389	4,753	2,868	6,698
WORKERS' COMP INSURANCE	4,849	5,801	6,660	22,203	3,019
OTHER BENEFITS	6,762	6,459	7,655	10,163	13,050
	\$409,442	\$445,714	\$546,943	\$575,983	\$740,473
PROFESSIONAL SERVICES					
PROFESSIONAL/CONSULTING SRV	195,447	59,266	85,244	54,100	65,700
SERVICE CONTRACT	0	0	0	75,000	64,100
	\$195,447	\$59,266	\$85,244	\$129,100	\$129,800
OPERATING EXPENSES					
OFFICE SUPPLIES	2,469	2,862	4,093	2,000	2,000
OPERATING SUPPLIES	0	0	0	240	264
TRAINING/MILEAGE/CONFERENCES	8,446	8,305	30,379	22,400	12,400
TRAIN MATERIALS & PUBLICATIONS	0	0	0	200	200
SPECIAL DEPARTMENT EXPENSE	130,706	443,661	341,558	331,500	293,650
PROFESSIONAL MEMBERSHIPS	0	0	0	220	200
TECHNOLOGY PURCH & SERVICES	0	0	80	322,012	314,293
BLDG/LAND/EQUIP MAINT SERVICES	21,416	18,888	15,213	25,000	20,000
	\$163,038	\$473,716	\$391,322	\$703,572	\$643,007
UTILITIES	\$1,170	\$1,200	\$2,651	\$3,000	\$3,360
ALLOCATED COSTS	\$147,799	\$85,028	\$85,684	\$109,073	\$121,223
CAPITAL OUTLAY					
CAPITAL OUTLAY	66,595	283,980	649,035	578,932	407,083
FIXED ASSET CAPITALIZATION	0	0	(339,345)	0	0
	\$66,595	\$283,980	\$309,689	\$578,932	\$407,083
DEPRECIATION	\$26,113	\$42,229	\$87,688	\$51,000	\$51,000
TOTAL - INFORMATION TECHNOLOGY	\$1,009,604	\$1,391,134	\$1,509,221	\$2,150,660	\$2,095,946

TELEPHONE COST CENTER
BUDGET UNIT SUMMARY

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040136

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES FOR SERVICE				387,609	369,635
TOTAL				\$387,609	\$369,635

POSITION SUMMARY

NO POSITIONS ASSOCIATED WITH THIS BUDGET UNIT.

TELEPHONE COST CENTER
BUDGET UNIT EXPENSE SUMMARY

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040136

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING	\$0	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES	\$2,833	\$6,706	\$29	\$5,000	\$5,175
OPERATING EXPENSES					
RENTS & LEASES	25,766	26,926	18,649	124,107	124,142
	\$25,766	\$26,926	\$18,649	\$124,107	\$124,142
UTILITIES	\$252,108	\$136,819	\$147,980	\$176,707	\$158,523
DEBT SERVICE	\$16,459	\$15,134	\$12,080	\$0	\$0
DEPRECIATION	\$83,499	\$83,499	\$83,499	\$81,795	\$81,795
TOTAL - TELEPHONE COST CENTER	\$380,665	\$269,084	\$262,237	\$387,609	\$369,635

COPIER COST CENTER
BUDGET UNIT SUMMARY

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040137

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
<i>FINANCING SOURCES</i>					
CHARGES FOR SERVICE				156,237	151,268
TOTAL				\$156,237	\$151,268

POSITION SUMMARY

NO POSITIONS ASSOCIATED WITH THIS BUDGET UNIT.

COPIER COST CENTER
BUDGET UNIT EXPENSE SUMMARY

FUND 604: INFORMATION TECHNOLOGY FUND

ORG: 6040137

	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ORIGINAL BUDGET 2007-08	REVISED BUDGET 2008-09
STAFFING	\$0	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES					
SERVICE CONTRACT	0	0	0	69,332	72,408
	\$0	\$0	\$0	\$69,332	\$72,408
OPERATING EXPENSES					
OFFICE SUPPLIES	48	0	0	0	0
OPERATING SUPPLIES	16,206	22,163	19,640	41,000	42,955
EQUIPMENT MAINTENANCE/SERVICES	35,446	26,675	42,098	0	0
	\$51,701	\$48,838	\$61,738	\$41,000	\$42,955
CAPITAL OUTLAY	\$0	\$0	\$13,801	\$38,000	\$28,000
DEPRECIATION	\$3,475	\$7,359	\$3,475	\$7,905	\$7,905
TOTAL - COPIER COST CENTER	\$55,175	\$56,197	\$79,013	\$156,237	\$151,268

INFORMATION TECHNOLOGY FUND SUMMARY

	INFORMATION TECHNOLOGY FUND 604	
	ORIGINAL FY07-08	REVISED FY08-09
Revenues		
Taxes		
Property		
VLF Property Tax Compensation		
Sales and Use		
Transient Lodging		
Franchise		
Other		
Total Taxes	0	0
Licenses and Permits		
Intergovernmental		
Charges for Services	2,668,695	2,467,332
Fines and Forfeitures		
Use of Money and Property		
Assessments		
Other Revenue		
Total Revenues	2,668,695	2,467,332
Other Sources		
Repayment of Loans		
Proceeds from Debt/Loan Repayments		
Transfers In		
Use of Reserves		
Total Revenues and Sources	\$2,668,695	\$2,467,332
Expenditures		
Operations		
Staffing	575,983	740,473
Professional Services/Contract	203,432	207,383
Other Operating Expenses	1,009,379	950,804
Utilities	179,707	161,883
Allocated Costs	109,073	121,223
Capital Outlay	616,932	435,083
Debt Service		
Total Expenditures	2,694,506	2,616,849
Other Uses		
Transfer Out to Prop. L Reserve		
Transfers Out - Other		
Transfers Out to CIP		
Total Expenditures and Uses	\$2,694,506	\$2,616,849
Excess of Revenue and Sources Over (Under) Expenditures and Uses	(\$25,811)	(\$149,517)
Beginning Fund Balance	\$34,000	\$149,517
Projected Ending Fund Balance	\$8,189	\$0

**INFORMATION TECHNOLOGY FUND (604)
FUND TYPE: INTERNAL SERVICE**

The Information Technology Internal Service Fund is used to account for the costs of providing computer and information services, operation of the citywide telephone systems, and centralized copier services. User charges are recovered from other City departments that utilized the services provided.