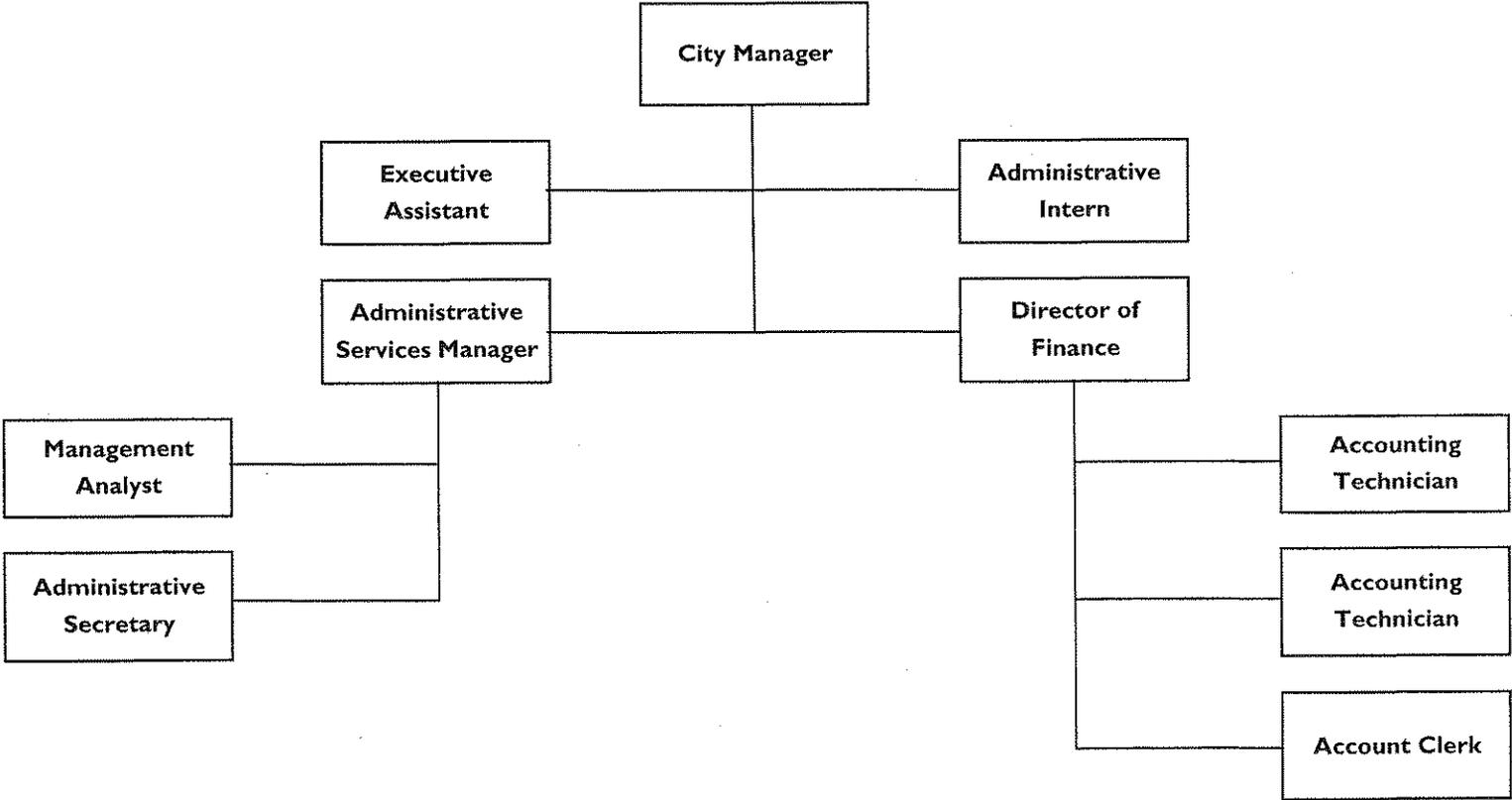


# Administration





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## Administration

**Summary of Departmental Expenditures by Program:**

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
City Council	\$ 63,892	\$ 70,000	\$ 70,000	\$ 72,100	3.0	\$ 74,900	3.9
Legal Services	93,279	103,500	103,500	108,700	5.0	100,300	(7.7)
City Manager	412,611	465,600	465,600	489,800	5.2	509,300	4.0
City Clerk	90,608	122,400	122,400	132,700	8.4	150,500	13.4
Finance	327,207	373,800	373,800	411,800	10.2	425,900	3.4
Community Promotions/Intergovernmental	132,289	128,300	128,300	125,700	(2.0)	128,600	2.3
<b>Total Departmental Expenditures</b>	<b>\$ 1,119,886</b>	<b>\$ 1,263,600</b>	<b>\$ 1,263,600</b>	<b>\$ 1,340,800</b>	<b>6.1</b>	<b>\$ 1,389,500</b>	<b>3.6</b>

**Summary of Departmental Expenditures by Category:**

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 634,447	\$ 777,100	\$ 777,100	\$ 850,900	9.5	\$ 894,600	5.1
Maintenance and Operations	482,636	486,500	486,500	489,900	0.7	494,900	1.0
Capital Outlay/Improvements	2,803	-	-	-	N/A	-	N/A
<b>Total Departmental Expenditures</b>	<b>\$ 1,119,886</b>	<b>\$ 1,263,600</b>	<b>\$ 1,263,600</b>	<b>\$ 1,340,800</b>	<b>6.1</b>	<b>\$ 1,389,500</b>	<b>3.6</b>

**DEPARTMENT:** Administration  
**PROGRAM:** City Council

Account Code: 001-100

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 34,170	\$ 35,000	\$ 35,000	\$ 35,900	2.6	\$ 37,100	3.3
Maintenance and Operations	29,722	35,000	35,000	36,200	3.4	37,800	4.4
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 63,892</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 72,100</b>	<b>3.0</b>	<b>\$ 74,900</b>	<b>3.9</b>

PROGRAM DESCRIPTION:

The City Council serves as the legislative and policy-making body of the City of La Palma, enacting all laws and directing actions necessary to provide for the general welfare of the community through appropriate programs, services, and activities. Regular Council meetings are held on the first and third Tuesdays of the month at 7:00 p.m. in the Council Chambers located at City Hall. There are 24 regular meetings per year.

PROGRAM EXPLANATION:

Code 501: Executive Assistant - 0.25

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%)

Code 510: City Council remuneration (\$300 per month per Councilmember).

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 620: Funds budgeted in this code include meetings and training for the following:

\$3,000 per Councilmember	\$ 15,000
Americana Awards Program funding	1,100
City Council Goal Setting Retreat	8,500
General meetings of the City Council	600

**DEPARTMENT:** Administration  
**PROGRAM:** City Council

Account Code: 001-100

Code 622: Miscellaneous subscriptions to publications provided to the City Council.

Code 650: Funds budgeted in this code include the following office supplies:

City Council photography	\$	100
Nameplates, nametags, tiles, and plaques		300
Miscellaneous office supplies		300

*Note: Fiscal Year 2008-09 costs are estimated to increase \$1,000 for new Council Member(s) photograph(s) due to elections.*

Code 654: Miscellaneous printing needs.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Administration  
PROGRAM: City Council

Account Code: 001-100

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	% Change from	
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 9,997	\$ 11,200	\$ 11,200	\$ 11,800	5.4	\$ 12,700	7.6
505.000	Salary Savings Credit	-	-	-	(500)	N/A	(600)	20.0
510.000	Salaries - Part-time	18,373	18,000	18,000	18,000	-	18,000	-
550.000	Employee Benefits	5,800	5,800	5,800	6,600	13.8	7,000	6.1
	<b>TOTAL PERSONNEL SERVICES</b>	<u>34,170</u>	<u>35,000</u>	<u>35,000</u>	<u>35,900</u>	2.6	<u>37,100</u>	3.3
<b>MAINTENANCE AND OPERATIONS</b>								
620.000	Meetings & Training	20,626	25,000	25,000	25,200	0.8	25,700	2.0
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	-	(100.0)	-	N/A
622.000	Publications & Dues	-	100	100	100	-	100	-
650.000	Office Supplies	1,096	1,000	1,000	700	(30.0)	1,700	142.9
654.000	Printing & Reproduction	-	100	100	500	400.0	500	-
977.000	Liability Insurance & Claims	2,400	2,400	2,400	2,100	(12.5)	2,200	4.8
978.000	Building Maintenance/Replacmnt	4,600	4,600	4,600	4,600	-	4,600	-
981.000	Computer Maintenance	1,000	1,700	1,700	3,000	76.5	3,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>29,722</u>	<u>35,000</u>	<u>35,000</u>	<u>36,200</u>	3.4	<u>37,800</u>	4.4
	<b>TOTAL EXPENDITURES</b>	<u>\$ 63,892</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 72,100</u>	3.0	<u>\$ 74,900</u>	3.9

**DEPARTMENT:** Administration  
**PROGRAM:** City Council

Account Code: 001-100



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**DEPARTMENT:** Administration  
**PROGRAM:** Legal Services

Account Code: 001-101

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	93,279	103,500	103,500	108,700	5.0	100,300	(7.7)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<u>\$ 93,279</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 108,700</u>	5.0	<u>\$ 100,300</u>	(7.7)

PROGRAM DESCRIPTION:

This program funds the City’s legal advisory services, providing legal representation for the City Council, City Manager, and City departments. It includes the preparation and review of ordinances, resolutions, contracts, and other documents. The City Attorney attends 24 regular City Council meetings per year.

PROGRAM EXPLANATION:

Code 600: Monthly retainer fee.

Code 601: Funds budgeted in this code include legal services beyond that covered by the retainer for the following:

Personnel attorney services	\$ 4,200
Labor negotiations	8,500
Miscellaneous services, including cable TV, capital projects, and other needs - 220 hours	45,000

*Note: Includes supplemental request of \$8,500 for legal services related to labor negotiations*

Code 977: Funds budgeted in this code include this program’s pro rata share of Liability Insurance and Claims costs.

Code 981: Funds budgeted in this code include this program’s pro rata share of Computer Maintenance costs.

DEPARTMENT: Administration  
PROGRAM: Legal Services

Account Code: 001-101



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City of La Palma

DEPARTMENT: Administration  
 PROGRAM: Legal Services

Account Code: 001-101

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	\$ 39,600	\$ 52,200	\$ 52,200	\$ 42,000	(19.5)	\$ 42,000	-
601.000	Legal Services	46,879	43,200	43,200	57,700	33.6	49,200	(14.7)
977.000	Liability Insurance & Claims	5,000	5,000	5,000	3,700	(26.0)	3,800	2.7
981.000	Computer Maintenance	1,800	3,100	3,100	5,300	71.0	5,300	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>93,279</u>	<u>103,500</u>	<u>103,500</u>	<u>108,700</u>	5.0	<u>100,300</u>	(7.7)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 93,279</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 108,700</u>	5.0	<u>\$ 100,300</u>	(7.7)

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DEPARTMENT: Administration  
PROGRAM: Legal Services

Account Code: 001-101



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**DEPARTMENT: Administration**  
**PROGRAM: City Manager**

Account Code: 001-102

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 333,644	\$ 382,300	\$ 382,300	\$ 406,200	6.3	\$ 425,300	4.7
Maintenance and Operations	78,967	83,300	83,300	83,600	0.4	84,000	0.5
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 412,611</b>	<b>\$ 465,600</b>	<b>\$ 465,600</b>	<b>\$ 489,800</b>	<b>5.2</b>	<b>\$ 509,300</b>	<b>4.0</b>

PROGRAM DESCRIPTION:

The City Manager Program is a consolidation of the City Manager and Human Resources programs. The City Manager provides overall management and direction for all City programs with the assistance of City Department Heads; functions as head of finance, human resources, and all other administrative services; continually evaluates the City's organizational structure as it pertains to effective, efficient and economical delivery of services to the public; develops and implements methods of improving services and public infrastructure improvements; assures conformance with City Council policies and directives and all applicable laws; and is responsible for employee relations including benefits administration, and management of Worker's Compensation and Citywide organizational training.

Administrative services provided include: (1) preparation, presentation, and oversight of City operating and capital budgets; (2) dissemination of information to the public; (3) preparation of agendas for the City Council and related hearing bodies; (4) development and implementation of City Administrative procedures; (5) implementation of City Council policies and priorities; (6) implementation of programs mandated by other agencies; (7) administration of human resources services including employee labor relations, medical services/insurance, risk-management, Citywide training and tuition reimbursement programs.

Administration processes 266 agenda items, 300 applicants for 12 full time recruitments, all Workers' Compensation and first aid cases, and benefit enrollments for 187 lives annually; and attends 24 City Council meetings/workshops, 350 meetings with department heads, and 150 meetings with outside agencies annually.

**DEPARTMENT:** Administration  
**PROGRAM:** City Manager

Account Code: 001-102

PROGRAM EXPLANATION:

Code 501: City Manager - 1.00  
Administrative Services Manager - 0.75  
Management Analyst - 0.50  
Executive Assistant - 0.75

A portion of the Administrative Services Manager and Management Analyst's salary is paid for from the solid waste contractor's AB 939 set-aside monies.

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 510: New Administrative Intern position for Fiscal Year 2007-08. Due to financial constraints, it is currently an unpaid position.

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

Human resources studies	\$	1,000
Solid waste activities		2,000

**DEPARTMENT:** Administration  
**PROGRAM:** City Manager

Account Code: 001-102

Code 620:	Funds budgeted in this code include the following meetings and training:		
	Annual League of California Cities (LOCC) or International City Managers' Association	\$	2,100
	LOCC City Manager's Department annual conference		1,500
	Orange County City Managers meetings		800
	California Public Employers Labor Relations Association (CALPELRA) annual conference		2,200
	Leadership Symposium		500
	Municipal Management Assistants of Southern California (MMASC) annual conference		500
	Meetings with other agencies/officials as required and other miscellaneous training for staff		900
Code 621:	Funds budgeted in this code include mileage reimbursement and auto allowance for the following:		
	Monthly car allowance for the City Manager	\$	6,000
	Mileage reimbursement for other Administration staff		100
Code 622:	Funds budgeted in this code include publications and dues for the following:		
	ICMA dues	\$	1,200
	MMASC dues		100
	National Notary dues		100
	Miscellaneous publications		100
Code 650:	Funds budgeted in this code include copying supplies for all departments in City Hall and departmental office supplies for the following:		
	Copier paper	\$	2,000
	Miscellaneous office supplies		2,800
Code 654:	Funds budgeted in this code include printing and reproduction for the following:		
	Letterhead and other stationery supplies	\$	1,400
	Annual budget document		1,500
	Miscellaneous printing needs		400

**DEPARTMENT:** Administration  
**PROGRAM:** City Manager

Account Code: 001-102

- Code 691: City Manager monthly cell phone charges.
- Code 733: Messenger service (varies with the amount of material sent to attorneys, etc.) and all City Hall kitchen/beverage expenses.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

# City of La Palma

**DEPARTMENT:** Administration  
**PROGRAM:** City Manager

Account Code: 001-102

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 217,661	\$ 266,900	\$ 266,900	\$ 281,500	5.5	\$ 296,400	5.3
505.000	Salary Savings Credit	-	-	-	(12,700)	N/A	(13,300)	4.7
530.000	Overtime	783	200	200	200	-	200	-
550.000	Employee Benefits	115,200	115,200	115,200	137,200	19.1	142,000	3.5
	<b>TOTAL PERSONNEL SERVICES</b>	<b>333,644</b>	<b>382,300</b>	<b>382,300</b>	<b>406,200</b>	<b>6.3</b>	<b>425,300</b>	<b>4.7</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	1,950	3,000	3,000	3,000	-	3,000	-
620.000	Meetings & Training	7,295	6,500	6,500	8,500	30.8	8,700	2.4
621.000	Mileage Reimbmnt/Auto Allow	6,000	6,100	6,100	6,100	-	6,100	-
622.000	Publications & Dues	1,541	1,500	1,500	1,500	-	1,500	-
650.000	Office Supplies	6,122	5,000	5,000	4,800	(4.0)	4,800	-
654.000	Printing & Reproduction	3,058	2,800	2,800	3,300	17.9	3,300	-
691.000	Communications	1,127	1,400	1,400	800	(42.9)	800	-
733.000	Special Departmental Supplies	1,074	1,400	1,400	1,300	(7.1)	1,300	-
977.000	Liability Insurance & Claims	15,500	15,500	15,500	10,500	(32.3)	10,700	1.9
978.000	Building Maintenance/Replacmnt	28,800	28,800	28,800	28,800	-	28,800	-
981.000	Computer Maintenance	6,500	11,300	11,300	15,000	32.7	15,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>78,967</b>	<b>83,300</b>	<b>83,300</b>	<b>83,600</b>	<b>0.4</b>	<b>84,000</b>	<b>0.5</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 412,611</b>	<b>\$ 465,600</b>	<b>\$ 465,600</b>	<b>\$ 489,800</b>	<b>5.2</b>	<b>\$ 509,300</b>	<b>4.0</b>

**DEPARTMENT:** Administration  
**PROGRAM:** City Manager

Account Code: 001-102



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**DEPARTMENT:** Administration  
**PROGRAM:** City Clerk

Account Code: 001-103

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 74,167	\$ 86,300	\$ 86,300	\$ 88,300	2.3	\$ 94,800	7.4
Maintenance and Operations	16,441	36,100	36,100	44,400	23.0	55,700	25.5
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 90,608</b>	<b>\$ 122,400</b>	<b>\$ 122,400</b>	<b>\$ 132,700</b>	<b>8.4</b>	<b>\$ 150,500</b>	<b>13.4</b>

PROGRAM DESCRIPTION:

The City Clerk Program is a consolidation of the services provided by the City Clerk's Office to the City Council and public. The City Clerk is responsible for the preparation of the agenda, minutes, proclamations, resolutions, ordinances and other official documents; and the business license function. Documents related to the City Council's bi-monthly meetings are now posted to the City of La Palma's official website for immediate access by the public.

The City Clerk is also responsible for the Citywide Document Imaging and Records Management Program that continues to consolidate 52 years of public records. The City Clerk's office prepares 24 agendas, 24 regular sets of minutes, 30 proclamations; processes approximately 7 ordinances, 90 resolutions, and 870 business licenses annually; scans 5,000 pages of new records; assists 7 candidates during election years; and spends 400 hours per year preparing minutes, 150 hours per election year assisting candidates, and 50 hours per year assisting Fair Political Practices Commission (FPPC) filers.

PROGRAM EXPLANATION:

Code 501: Administrative Services Manager/City Clerk - 0.25  
 Administrative Secretary - 1.00

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%)

Code 530: Overtime for Minutes Clerk to attend City Council meetings.

**DEPARTMENT:** Administration  
**PROGRAM:** City Clerk

Account Code: 001-103

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

Off-site storage and retrieval of official records	\$ 1,500
Translation services	1,000
Laserfiche scanning services	15,000

*Note: Includes supplemental request of \$15,000 in Fiscal Years 2007-08 and 2008-09 for Laserfiche scanning services of City Clerk records.*

Code 604: Funds budgeted in this code include computer software support for the following:

Annual maintenance service for document imaging program and annual software upgrades	\$ 8,500
Annual maintenance service for business license software	2,500

Code 619: Biennial election activities.

Code 620: Funds budgeted in this code include the following meetings and training:

Annual League of California Cities (LOCC) New Law and Elections conference	\$ 1,900
Quarterly City Clerks Association of California (CCAC)/Orange County City Clerks (OCCC) meetings	200
Granicus annual training	800
Miscellaneous training for Deputy City Clerk	400

Code 621: Mileage expenses associated with local seminars, meetings and training for administrative staff.

**DEPARTMENT:** Administration  
**PROGRAM:** City Clerk

Account Code: 001-103

- Code 622: Funds budgeted in this code include publications and dues for the following:
- |  |          |
|--|----------|
| Municipal Code supplements and updates to Government Code books        | \$ 2,700 |
| Annual Notary expenses   | 100      |
| Notary renewal 2007  | 200      |
| Membership dues for International Institute of Municipal Clerks (IIMC) | 100      |
| Membership dues for City Clerks Association of California (CCAC)       | 200      |
- Code 650: Office supplies related to the City Clerk and business license functions.
- Code 653: Advertising for all required legal notices (e.g., public hearing notices, committee appointments, etc.), excluding public works contracts, which are billed to the specific project.
- Code 654: Printing expenses for business license forms and Deputy City Clerk business cards
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Administration  
PROGRAM: City Clerk

Account Code: 001-103



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City of La Palma

DEPARTMENT: Administration  
 PROGRAM: City Clerk

Account Code: 001-103

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	% Change from	
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 45,009	\$ 57,000	\$ 57,000	\$ 59,800	4.9	\$ 64,700	8.2
505.000	Salary Savings Credit	-	-	-	(2,700)	N/A	(2,900)	7.4
530.000	Overtime	1,858	2,000	2,000	2,000	-	2,000	-
550.000	Employee Benefits	27,300	27,300	27,300	29,200	7.0	31,000	6.2
	<b>TOTAL PERSONNEL SERVICES</b>	<b>74,167</b>	<b>86,300</b>	<b>86,300</b>	<b>88,300</b>	<b>2.3</b>	<b>94,800</b>	<b>7.4</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	1,918	1,200	1,200	17,500	1,358.3	17,500	-
604.000	Computer Software Support	2,510	9,000	9,000	11,000	22.2	11,000	-
619.000	Other Contract Services	-	11,500	11,500	-	(100.0)	11,000	N/A
620.000	Meetings & Training	426	1,000	1,000	3,300	230.0	3,300	-
621.000	Mileage Reimbmnt/Auto Allow	134	100	100	100	-	100	-
622.000	Publications & Dues	3,066	3,500	3,500	3,300	(5.7)	3,600	9.1
650.000	Office Supplies	141	300	300	300	-	300	-
653.000	Advertising	2,646	2,500	2,500	2,500	-	2,500	-
654.000	Printing & Reproduction	-	-	-	400	N/A	400	-
977.000	Liability Insurance & Claims	3,700	3,700	3,700	2,500	(32.4)	2,500	-
981.000	Computer Maintenance	1,900	3,300	3,300	3,500	6.1	3,500	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>16,441</b>	<b>36,100</b>	<b>36,100</b>	<b>44,400</b>	<b>23.0</b>	<b>55,700</b>	<b>25.5</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 90,608</b>	<b>\$ 122,400</b>	<b>\$ 122,400</b>	<b>\$ 132,700</b>	<b>8.4</b>	<b>\$ 150,500</b>	<b>13.4</b>

**DEPARTMENT:** Administration  
**PROGRAM:** City Clerk

Account Code: 001-103



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**DEPARTMENT:** Administration  
**PROGRAM:** Finance

Account Code: 001-104

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 166,866	\$ 237,000	\$ 237,000	\$ 281,700	18.9	\$ 295,700	5.0
Maintenance and Operations	157,538	136,800	136,800	130,100	(4.9)	130,200	0.1
Capital Outlay/Improvements	2,803	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 327,207</b>	<b>\$ 373,800</b>	<b>\$ 373,800</b>	<b>\$ 411,800</b>	<b>10.2</b>	<b>\$ 425,900</b>	<b>3.4</b>

PROGRAM DESCRIPTION:

Finance assists departments in meeting their service objectives by allocating and monitoring the City's financial resources through coordination of the budget development process and periodic reporting of operational results. Finance also has the responsibility of processing payroll for City personnel, processing disbursements for goods and services, collecting and monitoring City revenues, overseeing treasury activity and administration of the City's debt. The City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and other reporting functions are also handled by Finance.

During Fiscal Year 2005-06 Finance processed and reported on the following transactions:

Invoices for goods and services	6,556
Disbursements for goods and services	3,107
Payroll disbursements	2,807
Cash receipts	6,569

PROGRAM EXPLANATION:

Code 501: Director of Finance - 0.70  
 Accounting Technicians - 1.90  
 Account Clerk - 0.35

**DEPARTMENT: Administration**  
**PROGRAM: Finance**

Account Code: 001-104

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

Annual audit services	\$ 24,400
Other financial reporting services	2,200
Payroll processing and reporting services	15,500
Laserfiche scanning services	5,400
Other miscellaneous professional services	2,800

*Note: Includes supplemental request of \$5,400 in Fiscal Year 2007-08 and \$3,700 in Fiscal Year 2008-09 for Laserfiche scanning services of invoices payable.*

Code 602: Funds budgeted in this code include sales tax audit services for the following:

Quarterly sales tax information services	\$ 3,900
As needed sales tax recovery assistance	3,100

Code 604: Annual maintenance fee for Fund Balance financial services software.

Code 619: Funds budgeted in this code include bank service fees for the following:

Monthly account maintenance fees	\$ 5,100
Armored car services	4,800

**DEPARTMENT: Administration**

Account Code: 001-104

**PROGRAM: Finance**

Code 620:	Funds budgeted in this code include the following meetings and training:		
	Government Finance Officers Association (GFOA) annual conference	\$	900
	GFOA teleconferences - 3		300
	California Society of Municipal Finance Officers (CSMFO) annual conference		900
	League of California Cities (LOCC) Annual Financial Management Seminar		900
	Annual tax seminar (2 attendees)		400
	Miscellaneous training for staff through CSMFO, GFOA and Brea IT		1,000
Code 621:	Mileage expenses associated with local seminars, meetings and training for Finance staff.		
Code 622:	Funds budgeted in this code include publications and dues for the following:		
	GFOA dues	\$	200
	CSMFO dues		100
	California Municipal Treasurers Association (CMTA) dues		100
	American Institute of Certified Public Accountants (AICPA) dues		300
	California Society of Certified Public Accountants (Cal CPA) dues		300
	California State Board of Accountancy license renewal		200
	Governmental Accounting Standards Board (GASB) annual standards update		200
	Other professional subscriptions and publications		300
Code 650:	Office supplies specifically related to Finance.		
Code 654:	Funds budgeted in this code include printing and reproduction for the following:		
	Comprehensive Annual Financial Report (CAFR) printing supplies	\$	1,100
	Checks		400
	Miscellaneous forms, envelopes, and stationery		500
Code 704:	Annual maintenance costs of departmental cash registers, calculators, printers, and check signer.		

**DEPARTMENT:** Administration

Account Code: 001-104

**PROGRAM:** Finance

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

# City of La Palma

**DEPARTMENT:** Administration  
**PROGRAM:** Finance

Account Code: 001-104

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 116,096	\$ 164,900	\$ 164,900	\$ 193,900	17.6	\$ 204,800	5.6
505.000	Salary Savings Credit	-	-	-	(8,700)	N/A	(9,200)	5.7
530.000	Overtime	670	2,000	2,000	2,000	-	2,000	-
550.000	Employee Benefits	50,100	70,100	70,100	94,500	34.8	98,100	3.8
	<b>TOTAL PERSONNEL SERVICES</b>	<u>166,866</u>	<u>237,000</u>	<u>237,000</u>	<u>281,700</u>	18.9	<u>295,700</u>	5.0
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	101,524	59,200	59,200	50,300	(15.0)	50,000	(0.6)
602.000	Sales Tax Audit Services	3,931	7,000	7,000	7,000	-	7,000	-
604.000	Computer Software Support	4,615	4,700	4,700	4,700	-	4,700	-
619.440	Bank Service Charges	3,634	14,000	14,000	9,900	(29.3)	10,100	2.0
620.000	Meetings & Training	1,341	4,000	4,000	4,400	10.0	4,400	-
621.000	Mileage Reimbmnt/Auto Allow	69	300	300	300	-	300	-
622.000	Publications & Dues	1,570	1,500	1,500	1,700	13.3	1,700	-
650.000	Office Supplies	824	2,000	2,000	2,000	-	2,000	-
653.000	Advertising	-	100	100	-	(100.0)	-	N/A
654.000	Printing & Reproduction	1,625	2,000	2,000	2,000	-	2,000	-
704.000	Office Equipment Maintenance	405	500	500	500	-	500	-
977.000	Liability Insurance & Claims	10,400	10,400	10,400	10,100	(2.9)	10,300	2.0
978.000	Building Maintenance/Replacmnt	22,800	22,800	22,800	22,800	-	22,800	-
981.000	Computer Maintenance	4,800	8,300	8,300	14,400	73.5	14,400	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>157,538</u>	<u>136,800</u>	<u>136,800</u>	<u>130,100</u>	(4.9)	<u>130,200</u>	0.1

City of La Palma

DEPARTMENT: Administration  
 PROGRAM: Finance

Account Code: 001-104

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>CAPITAL OUTLAY/IMPROVEMENTS</b>								
802.000	Furniture & Fixtures	2,803	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	2,803	-	-	-	N/A	-	N/A
	<b>TOTAL EXPENDITURES</b>	<u>\$ 327,207</u>	<u>\$ 373,800</u>	<u>\$ 373,800</u>	<u>\$ 411,800</u>	10.2	<u>\$ 425,900</u>	3.4

**DEPARTMENT: Administration**

Account Code: 001-105

**PROGRAM: Community Promotion/Intergovernmental**

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	\$ 25,600	\$ 36,500	\$ 36,500	\$ 38,800	6.3	\$ 41,700	7.5
Maintenance and Operations	106,689	91,800	91,800	86,900	(5.3)	86,900	-
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 132,289</b>	<b>\$ 128,300</b>	<b>\$ 128,300</b>	<b>\$ 125,700</b>	<b>(2.0)</b>	<b>\$ 128,600</b>	<b>2.3</b>

PROGRAM DESCRIPTION:

This program covers various Community Promotion activities and Intergovernmental relations. Community promotions include awards and commendations, highlighting worthy achievements and occasions within the City demonstrating positive community attributes.

This program also provides for the animal control contract with the County of Orange, and management of the cable television franchise. In 2005-06, Animal Care Services impounded 198 live and 95 dead animals in the City of La Palma. 45 were returned to their original owner and 68 were adopted into new homes.

Intergovernmental Relations involves enhancing working relationships and advocating the City's needs with other governmental agencies. Dues for the League of California Cities and other governmental organizations are included here.

PROGRAM EXPLANATION:

Code 501: Management Analyst - 0.50

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%)

Code 550: Funds budgeted in this code includes this program's pro rata share of Employee Benefits costs.

**DEPARTMENT: Administration**

Account Code: 001-105

**PROGRAM: Community Promotion/Intergovernmental**

Code 600:	Funds budgeted in this code include contract services for the following:		
	Animal Control Care Services under contract with the County of Orange	\$	29,500
	Cable support services		900
	Graphic design and holiday installation services		2,400
Code 620:	Dreamweaver (web management) training.		
Code 621:	Mileage reimbursements for administrative staff for events/activities covered in this program.		
Code 622:	Funds budgeted in this code include City publications and dues for the following:		
	Southern California Association of Governments (SCAG) dues	\$	1,500
	League of California Cities (LOCC) dues		6,500
	Orange County Division of the League of California Cities (OCLOCC) dues		7,600
	Local Agency Formation Commission (LAFCO) dues		1,800
	Orange County Human Relations Commission dues		2,100
	Miscellaneous memberships and newspaper and other subscriptions		800
Code 650:	Office supplies specifically related to Community Promotions.		
Code 654:	Miscellaneous printing needs (e.g. holiday greeting cards).		
Code 733:	Funds budgeted in this code include special departmental supplies for the following:		
	Miscellaneous promotional items	\$	4,500
	Holiday lighting supplies		800
	Civic tour supplies		300
Code 738:	Red Ribbon Week expenses.		

**DEPARTMENT: Administration**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

Code 740: Funds budgeted in this code include other awards costs for the following:

Framed proclamations	\$	1,500
Plaques to commend citizen achievements and services		500
Student of the Year scholarships		1,500

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

**DEPARTMENT:** Administration  
**PROGRAM:** Community Promotion/Intergovernmental

Account Code: 001-105



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City of La Palma

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotions/Intergovernmental

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 15,917	\$ 26,900	\$ 26,900	\$ 26,900	-	\$ 29,100	8.2
505.000	Salary Savings Credit	-	-	-	(1,200)	N/A	(1,300)	8.3
530.000	Overtime	83	-	-	-	N/A	-	N/A
550.000	Employee Benefits	9,600	9,600	9,600	13,100	36.5	13,900	6.1
	<b>TOTAL PERSONNEL SERVICES</b>	<b>25,600</b>	<b>36,500</b>	<b>36,500</b>	<b>38,800</b>	<b>6.3</b>	<b>41,700</b>	<b>7.5</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	36,848	32,800	32,800	32,800	-	32,800	-
620.000	Meetings & Training	421	200	200	500	150.0	500	-
621.000	Mileage Reimbmnt/Auto Allow	9	100	100	100	-	100	-
622.000	Publications & Dues	17,906	21,000	21,000	20,300	(3.3)	21,200	4.4
650.000	Office Supplies	691	400	400	400	-	400	-
654.000	Printing & Reproduction	86	500	500	700	40.0	700	-
733.000	Special Departmental Supplies	27,200	10,600	10,600	5,600	(47.2)	5,600	-
738.000	Community Events	2,779	2,500	2,500	2,500	-	2,500	-
740.000	Other Awards	2,149	3,500	3,500	3,500	-	2,500	(28.6)

City of La Palma

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotions/Intergovernmental

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2005-06 Actual	2006-07 Adopted	2006-07 Amended	2007-08 Adopted	2006-07 Amended	2008-09 Estimated	2007-08 Adopted
977.000	Liability Insurance & Claims	6,700	6,700	6,700	4,400	(34.3)	4,500	2.3
978.000	Building Maintenance/Replacmnt	9,800	9,800	9,800	9,800	-	9,800	-
981.000	Computer Maintenance	2,100	3,700	3,700	6,300	70.3	6,300	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	106,689	91,800	91,800	86,900	(5.3)	86,900	-
	<b>TOTAL EXPENDITURES</b>	\$ 132,289	\$ 128,300	\$ 128,300	\$ 125,700	(2.0)	\$ 128,600	2.3



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