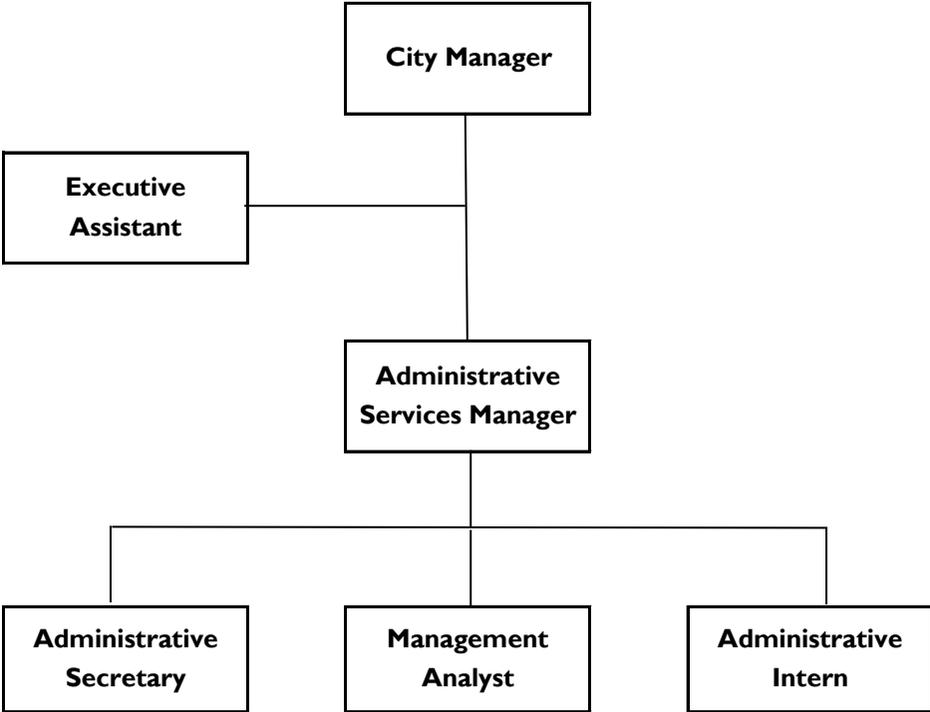


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# Administration





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# Administration

## Summary of Departmental Expenditures by Program:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
City Council	\$ 65,830	\$ 70,000	\$ 70,000	\$ 68,900	(1.6)	\$ 67,900	(1.5)
Legal Services	147,020	117,500	149,000	134,140	(10.0)	143,940	7.3
City Manager	592,223	560,100	560,100	546,750	(2.4)	575,550	5.3
City Clerk	165,151	160,700	160,700	176,980	10.1	155,780	(12.0)
Community Promotions/Intergovernmental	210,205	184,800	184,800	207,400	12.2	199,400	(3.9)
Finance	482,641	437,400	496,200	432,930	(12.8)	442,830	2.3
Total Departmental Expenditures	<u>\$ 1,663,069</u>	<u>\$ 1,530,500</u>	<u>\$ 1,620,800</u>	<u>\$ 1,567,100</u>	(3.3)	<u>\$ 1,585,400</u>	1.2

## Summary of Departmental Expenditures by Category:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 1,108,340	\$ 1,029,200	\$ 1,057,500	\$ 1,020,200	(3.5)	\$ 1,070,500	4.9
Maintenance and Operations	\$ 554,728	\$ 501,300	\$ 563,300	\$ 543,400	(3.5)	\$ 514,900	(5.2)
Capital Outlay/Improvements	\$ -	\$ -	\$ -	\$ 3,500	N/A	\$ -	(100.0)
Total Departmental Expenditures	<u>\$ 1,663,069</u>	<u>\$ 1,530,500</u>	<u>\$ 1,620,800</u>	<u>\$ 1,567,100</u>	(3.3)	<u>\$ 1,585,400</u>	1.2

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

Account Code: 001-100

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 43,102	\$ 41,300	\$ 41,300	\$ 41,700	1.0	\$ 42,300	1.4
Maintenance and Operations	22,727	28,700	28,700	27,200	(5.2)	25,600	(5.9)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 65,830</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 68,900</b>	<b>(1.6)</b>	<b>\$ 67,900</b>	<b>(1.5)</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.

**DEPARTMENT: Administration**

**Account Code: 001-100**

**PROGRAM: City Council**

Code 620:	Funds budgeted in this code include meetings and training for the following:		
	Miscellaneous meetings and training (\$3,500 per Councilmember)	\$ 15,000	
	Americana Awards Program funding	2,500	
	City Council Goal Setting Retreat	500	
	General City Council meeting supplies, including meals	900	
Code 622:	Miscellaneous subscriptions to publications provided to the City Council.		
		<u>FY 2012-13</u>	<u>FY 2013-14</u>
Code 650:	Funds budgeted in this code include the following office supplies:		
	City Council photography	\$ 1,600	\$ 100
	Nameplates, nametags, tiles, and plaques	500	500
	Miscellaneous office supplies	300	300

*Note: Fiscal Year 2012-13 costs include additional \$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 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 15,806	\$ 15,700	\$ 15,700	\$ 15,700	-	\$ 16,200	3.2
505.000	Salary Savings Credit	-	(700)	(700)	(700)	-	(700)	-
510.000	Salaries - Part-time	18,600	18,000	18,000	18,000	-	18,000	-
550.000	Employee Benefits	8,696	8,300	8,300	8,700	4.8	8,800	1.1
	<b>TOTAL PERSONNEL SERVICES</b>	<u>43,102</u>	<u>41,300</u>	<u>41,300</u>	<u>41,700</u>	1.0	<u>42,300</u>	1.4
<b>MAINTENANCE AND OPERATIONS</b>								
620.000	Meetings & Training	10,561	18,900	18,900	18,900	-	18,900	-
621.000	Mileage Reimbmnt/Auto Allow	-	500	500	500	-	500	-
622.000	Publications & Dues	58	-	-	-	N/A	-	N/A
650.000	Office Supplies	1,210	900	900	2,400	166.7	900	(62.5)
654.000	Printing & Reproduction	798	800	800	800	-	800	-
977.000	Liability Insurance & Claims	1,300	1,300	1,300	900	(30.8)	900	-
978.000	Building Maintenance/Replacmnt	4,600	4,600	4,600	2,500	(45.7)	2,500	-
981.000	Computer Maintenance	4,200	1,700	1,700	1,200	(29.4)	1,100	(8.3)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>22,727</u>	<u>28,700</u>	<u>28,700</u>	<u>27,200</u>	(5.2)	<u>25,600</u>	(5.9)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 65,830</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 68,900</u>	(1.6)	<u>\$ 67,900</u>	(1.5)

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

Account Code: 001-100



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# City of La Palma

**DEPARTMENT: Administration**

**Account Code: 001-101**

**PROGRAM: Legal Services**

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	147,020	117,500	149,000	134,140	(10.0)	143,940	7.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<u>\$ 147,020</u>	<u>\$ 117,500</u>	<u>\$ 149,000</u>	<u>\$ 134,140</u>	(10.0)	<u>\$ 143,940</u>	7.3

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

	FY 2012-13	FY 2013-14
Personnel attorney services	\$ 5,000	\$ 5,000
Labor negotiations*		15,000
Miscellaneous services, including cable TV, capital projects, and other needs	75,000	70,000

*\*Note: Fiscal Year 2012-13 cost includes \$5,000 for the Municipal Code Recodification and the 2013-14 cost includes \$15,000 for legal services related to labor negotiations.*

**DEPARTMENT: Administration**

**Account Code: 001-101**

**PROGRAM: Legal Services**

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.

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
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	\$ 45,600	\$ 48,000	\$ 79,500	\$ 48,000	(39.6)	\$ 48,000	-
601.000	Legal Services	89,438	67,600	67,600	80,000	18.3	90,000	12.5
601.100	Legal/Litigation	3,982	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	1,900	1,900	1,900	2,640	38.9	2,640	-
981.000	Computer Maintenance	6,100	-	-	3,500	N/A	3,300	(5.7)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>147,020</u>	<u>117,500</u>	<u>149,000</u>	<u>134,140</u>	(10.0)	<u>143,940</u>	7.3
	<b>TOTAL EXPENDITURES</b>	<u>\$ 147,020</u>	<u>\$ 117,500</u>	<u>\$ 149,000</u>	<u>\$ 134,140</u>	(10.0)	<u>\$ 143,940</u>	7.3

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

Account Code: 001-101



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# City of La Palma

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

**Account Code: 001-102**

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 517,761	\$ 491,600	\$ 491,600	\$ 486,200	(1.1)	\$ 517,200	6.4
Maintenance and Operations	74,461	68,500	68,500	60,550	(11.6)	58,350	(3.6)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<u>\$ 592,223</u>	<u>\$ 560,100</u>	<u>\$ 560,100</u>	<u>\$ 546,750</u>	(2.4)	<u>\$ 575,550</u>	5.3

**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, 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.

The City Manager's Office processes 250 to 300 agenda items annually, 3,000 applications for approximately 13 full time and 12 part time recruitments, all Workers' Compensation and first aid cases, and benefit enrollments for 187 lives annually; and attends 25 to 32 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
		<hr/>
		<b>3.00</b>

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: Administrative Intern positions.
- Code 530: Provides for personnel overtime.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

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

**Account Code: 001-102**

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

	<u>FY 2012-13</u>	<u>FY 2013-14</u>
Management Team Building Retreat	\$ 500	\$ 500
LOCC/ICMA Conference (City Manager attends either LOCC or ICMA, Administrative Services Manager attends LOCC)	3,800	3,800
LOCC City Manager's Department annual conference	1,700	1,700
Orange County City Managers Association meetings	800	800
Human Resources annual workshop	300	300
LOCC Executive Forum	1,500	-
Meetings with other agencies/officials as required and other miscellaneous training for staff	900	900

Code 621: Funds budgeted in this code include mileage reimbursement and auto allowance for the following:

Monthly car allowance for the City Manager	\$ 3,900	
Mileage reimbursement for other Administration staff	200	

Code 622: Funds budgeted in this code include publications and dues for the following:

ICMA dues	\$ 1,400	
National Notary dues	100	
Public Employers Labor Relations Association of California (PELRAC)/National Public Employers Association (NPELRA) dues	400	
Miscellaneous publications	100	

**DEPARTMENT: Administration** **Account Code: 001-102**  
**PROGRAM: City Manager**

Code 650: Funds budgeted in this code include copying supplies for all departments in City Hall and departmental office supplies as follows:

Copier paper	\$	1,500
Miscellaneous office supplies		2,000

Code 654: Funds budgeted in this code include printing and reproduction as follows:

Letterhead and other stationery supplies	\$	1,400
Miscellaneous printing needs		600

Code 691: City Manager and Administrative Services Manager cell phone allowances.

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
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 346,515	\$ 346,100	\$ 346,100	\$ 326,100	(5.8)	\$ 356,500	9.3
505.000	Salary Savings Credit	-	(15,500)	(15,500)	(15,400)	(0.6)	(15,700)	1.9
510.000	Salaries - Part-time	-	-	-	13,200	N/A	13,200	-
530.000	Overtime	1,912	1,200	1,200	1,200	-	1,200	-
550.000	Employee Benefits	169,335	159,800	159,800	161,100	0.8	162,000	0.6
	<b>TOTAL PERSONNEL SERVICES</b>	<u>517,761</u>	<u>491,600</u>	<u>491,600</u>	<u>486,200</u>	(1.1)	<u>517,200</u>	6.4
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	25	-	-	-	N/A	-	N/A
620.000	Meetings & Training	3,572	6,400	6,400	9,530	48.9	8,030	(15.7)
621.000	Mileage Reimbmnt/Auto Allow	4,012	4,100	4,100	4,100	-	4,100	-
622.000	Publications & Dues	2,322	2,000	2,000	2,000	-	2,000	-
650.000	Office Supplies	3,741	3,500	3,500	3,500	-	3,500	-
654.000	Printing & Reproduction	2,850	2,000	2,000	2,000	-	2,000	-
691.000	Communications	1,920	1,900	1,900	1,900	-	1,900	-
733.000	Special Departmental Supplies	1,320	1,800	1,800	1,800	-	1,800	-
977.000	Liability Insurance & Claims	6,100	6,100	6,100	7,020	15.1	7,020	-
978.000	Building Maintenance/Replacmnt	28,800	28,800	28,800	19,300	(33.0)	19,300	-
981.000	Computer Maintenance	19,800	11,900	11,900	9,400	(21.0)	8,700	(7.4)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>74,461</u>	<u>68,500</u>	<u>68,500</u>	<u>60,550</u>	(11.6)	<u>58,350</u>	(3.6)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 592,223</u>	<u>\$ 560,100</u>	<u>\$ 560,100</u>	<u>\$ 546,750</u>	(2.4)	<u>\$ 575,550</u>	5.3

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

Account Code: 001-102



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

Account Code: 001-103

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 120,414	\$ 118,800	\$ 118,800	\$ 122,900	3.5	\$ 127,000	3.3
Maintenance and Operations	44,736	41,900	41,900	54,080	29.1	28,780	(46.8)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 165,151</b>	<b>\$ 160,700</b>	<b>\$ 160,700</b>	<b>\$ 176,980</b>	<b>10.1</b>	<b>\$ 155,780</b>	<b>(12.0)</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 acts as the City's election official and filing officer for election-related and annual conflict of interest statements; 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 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 55 years of public records. The City Clerk’s office prepares 24 to 32 agendas, 24 to 32 sets of minutes, and 30 proclamations; processes approximately 5 to 10 ordinances, 90 resolutions, and 718 business licenses annually; scans 5,000 pages of new records; assists 5 to 10 candidates and potential candidates during election years; and spends 300 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
		1.25

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.

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

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

**Account Code: 001-103**

Code 600:	Funds budgeted in this code include contract services for the following:		
	Off-site storage and retrieval of official records	4,800	
	Municipal Code update	10,000	
	Municipal Code Web Storage	500	
	Translation services	2,500	
	Laserfiche scanning services	3,000	
Code 604:	Funds budgeted in this code include computer software support.		
Code 619:	Biennial election activities. FY 2012-13 is an election year.		
Code 620:	Funds budgeted in this code include the following meetings and training:		
	Annual City Clerks Association of California (CCAC) conference/LOCC New Law Conference	\$ 1,050	
	Quarterly Orange County City Clerks (OCCC) meetings	120	
	Orange County City Clerks (OCCC) meetings	80	
	Granicus annual training	750	
	Miscellaneous training for Administrative Secretary	500	
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	\$	1,850
Membership dues for International Institute of Municipal Clerks (IIMC)		150
Membership dues for (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 Administrative Secretary 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 2009-10 Actual	Fiscal Year 2010-11 Adopted	Fiscal Year 2010-11 Amended	Fiscal Year 2011-12 Adopted	% Change from Fiscal Year 2010-11 Amended	Fiscal Year 2012-13 Estimated	% Change from Fiscal Year 2011-12 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 79,291	\$ 81,800	\$ 81,800	\$ 84,400	3.2	\$ 88,000	4.3
505.000	Salary Savings Credit	-	(3,700)	(3,700)	(3,700)	-	(3,900)	5.4
530.000	Overtime	2,376	2,900	2,900	2,900	-	2,900	-
550.000	Employee Benefits	38,748	37,800	37,800	39,300	4.0	40,000	1.8
	<b>TOTAL PERSONNEL SERVICES</b>	<u>120,414</u>	<u>118,800</u>	<u>118,800</u>	<u>122,900</u>	3.5	<u>127,000</u>	3.3
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	10,800	20,800	20,800	20,800	-	10,800	(48.1)
604.000	Computer Software Support	3,202	2,800	2,800	-	(100.0)	-	N/A
619.000	Other Contract Services	12,483	-	-	15,000	N/A	-	(100.0)
620.000	Meetings & Training	1,222	2,500	2,500	2,500	-	2,500	-
621.000	Mileage Reimbmnt/Auto Allow	77	100	100	100	-	100	-
622.000	Publications & Dues	1,042	2,200	2,200	2,200	-	2,200	-
650.000	Office Supplies	564	500	500	500	-	500	-
653.000	Advertising	8,945	7,500	7,500	7,500	-	7,500	-
654.000	Printing & Reproduction	-	400	400	100	(75.0)	100	-
977.000	Liability Insurance & Claims	1,500	1,500	1,500	2,280	52.0	2,280	-
981.000	Computer Maintenance	4,900	3,600	3,600	3,100	(13.9)	2,800	(9.7)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>44,736</u>	<u>41,900</u>	<u>41,900</u>	<u>54,080</u>	29.1	<u>28,780</u>	(46.8)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 165,151</u>	<u>\$ 160,700</u>	<u>\$ 160,700</u>	<u>\$ 176,980</u>	10.1	<u>\$ 155,780</u>	(12.0)

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

Account Code: 001-103



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**DEPARTMENT: Administration**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 58,262	\$ 55,400	\$ 55,400	\$ 55,600	0.4	\$ 56,800	2.2
Maintenance and Operations	151,943	129,400	129,400	148,300	14.6	142,600	(3.8)
Capital Outlay/Improvements	-	-	-	3,500	N/A	-	(100.0)
<b>Total</b>	<b>\$ 210,205</b>	<b>\$ 184,800</b>	<b>\$ 184,800</b>	<b>\$ 207,400</b>	<b>12.2</b>	<b>\$ 199,400</b>	<b>(3.9)</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 care services contract with the Southeast Area Animal Care Agency (SEAACA), and management of the cable television franchises.

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 SEAACA	\$ 68,700
Graphic design	500
Civic Center and Central Park WiFi service	11,500 *
Holiday decorations and removal services	4,800

*\*Note: \$6,500 of this amount is a one-time cost; the estimated, ongoing cost for providing free WiFi is \$5,000/year.*

Code 620: Miscellaneous meetings and 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	\$ 1,600
League of California Cities (LOCC) dues	6,800
Orange County Division of the League of California Cities (OCLOCC) dues	7,800
Local Agency Formation Commission (LAFCO) dues	1,500
Orange County Council of Governments (OCCOG)	2,900
Orange County Human Relations Commission dues	2,400
Miscellaneous memberships and newspaper and other subscriptions	900

Code 650: Office supplies specifically related to Community Promotions.

Code 654: Miscellaneous printing needs.

**DEPARTMENT: Administration**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

Code 733: Funds budgeted in this code include special departmental supplies for the following:

Street Banners / Community Events	\$	1,500	
Holiday lighting supplies		300	

Code 738: Funds budgeted in this code include:

Community event that provides education on public services.		5,500	
Annual State of the City Program		4,000	
Neighborhood Grant Program		1,500	

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

		<u>FY 2012-13</u>	<u>FY 2013-14</u>
City Tiles (multi-year supply for cost efficiencies)	\$	4,000	\$ -
Framed proclamations		700	700
Plaques to commend citizen achievements and services		500	500
Student of the Year scholarships (5)		2,500	2,500

Code 804: Funds budgeted in this code are related to one-time equipment costs for the installation of WiFi equipment at City Hall and Central Park per City Council direction.

**DEPARTMENT: Administration**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

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**

**Account Code: 001-105**

**PROGRAM: Community Promotions/Intergovernmental**

Code	Description	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Adopted	Fiscal Year 2010-11 Amended	Fiscal Year 2011-12 Adopted	% Change from Fiscal Year 2010-11 Amended	Fiscal Year 2012-13 Estimated	% Change from Fiscal Year 2011-12 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 38,358	\$ 38,200	\$ 38,200	\$ 38,200	-	\$ 39,300	2.9
505.000	Salary Savings Credit	-	(1,700)	(1,700)	(1,700)	-	(1,700)	-
530.000	Overtime	1,157	1,300	1,300	1,300	-	1,300	-
550.000	Employee Benefits	18,748	17,600	17,600	17,800	1.1	17,900	0.6
	<b>TOTAL PERSONNEL SERVICES</b>	<u>58,262</u>	<u>55,400</u>	<u>55,400</u>	<u>55,600</u>	0.4	<u>56,800</u>	2.2
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	103,015	75,300	75,300	85,500	13.5	82,400	(3.6)
620.000	Meetings & Training	-	500	500	500	-	500	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	21,875	22,100	22,100	23,900	8.1	25,600	7.1
654.000	Printing & Reproduction	1,321	1,800	1,800	1,000	(44.4)	1,000	-
733.000	Special Departmental Supplies	383	1,600	1,600	1,800	12.5	1,800	-
738.000	Community Events	3,698	7,000	7,000	11,000	57.1	11,000	-
740.000	Other Awards	4,252	3,700	3,700	7,700	108.1	3,700	(51.9)
977.000	Liability Insurance & Claims	1,800	1,800	1,800	3,300	83.3	3,300	-
978.000	Building Maintenance/Replacmnt	9,800	9,800	9,800	9,100	(7.1)	9,100	-
981.000	Computer Maintenance	5,800	5,700	5,700	4,400	(22.8)	4,100	(6.8)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>151,943</u>	<u>129,400</u>	<u>129,400</u>	<u>148,300</u>	14.6	<u>142,600</u>	(3.8)

# City of La Palma

**DEPARTMENT: Administration**

**Account Code: 001-105**

**PROGRAM: Community Promotions/Intergovernmental**

Code	Description	Fiscal Year 2009-10 Actual	Fiscal Year 2010-11 Adopted	Fiscal Year 2010-11 Amended	Fiscal Year 2011-12 Adopted	% Change from Fiscal Year 2010-11 Amended	Fiscal Year 2012-13 Estimated	% Change from Fiscal Year 2011-12 Adopted
<b>CAPITAL OUTLAY/IMPROVEMENTS</b>								
804.000	Machinery & Equipment	-	-	-	3,500	N/A	-	(100.0)
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	-	-	-	3,500	N/A	-	(100.0)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 210,205</u>	<u>\$ 184,800</u>	<u>\$ 184,800</u>	<u>\$ 207,400</u>	12.2	<u>\$ 199,400</u>	(3.9)

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

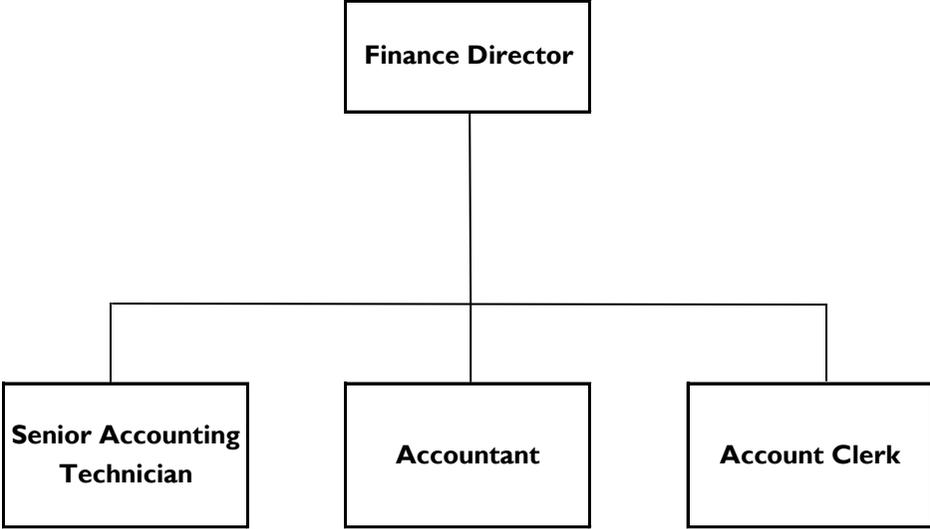
Account Code: 001-105



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# Finance



# City of La Palma

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

**Account Code:** 001-104

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 368,800	\$ 322,100	\$ 350,400	\$ 313,800	(10.4)	\$ 327,200	4.3
Maintenance and Operations	113,842	115,300	145,800	119,130	(18.3)	115,630	(2.9)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 482,641</b>	<b>\$ 437,400</b>	<b>\$ 496,200</b>	<b>\$ 432,930</b>	<b>(12.8)</b>	<b>\$ 442,830</b>	<b>2.3</b>

**PROGRAM DESCRIPTION:**

The Finance Department assists other 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 revenues, expenditures and investments. The Finance Department 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 handled by the Finance Department.

During Fiscal Year 2009-10 and 2010-11 Finance processed and reported on the following transactions:

	FY 2009-10	FY 2010-11
Invoices for goods and services	7,389	7,202
Disbursements for goods and services	3,411	3,444
Payroll disbursements	3,037	3,110
Cash receipts	5,113	4,878

**PROGRAM EXPLANATION:**

Code 501: Finance Director	0.60
Accountant	1.00
Senior Accounting Technician	0.80
Account Clerk	0.25
	<b>2.65</b>

**DEPARTMENT:** Finance

**Account Code:** 001-104

**PROGRAM:** Finance

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	\$ 25,000
Annual property tax information services	6,800
Other financial reporting services	7,500
Payroll processing and reporting services	15,000
Scanning Payroll and Accounts Payable	6,000
Other miscellaneous professional services	2,500

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

Quarterly sales tax information services	\$ 3,800
As needed sales tax recovery assistance	2,500

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 bank account maintenance fees	\$ 3,500
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**DEPARTMENT: Finance**  
**PROGRAM: Finance**

**Account Code: 001-104**

Code 620:	Funds budgeted in this code include the following meetings and training:		
	GFOA teleconferences		300
	California Society of Municipal Finance Officers (CSMFO) annual conference		2,000
	Annual tax seminar (2 attendees)		600
	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 (2)	\$	350
	CSMFO dues (3)		350
	California Municipal Treasurers Association (CMTA) dues (1)		100
	GASB annual standards update		200
Code 650:	Office supplies specifically related to Finance.		

**DEPARTMENT: Finance**

**Account Code: 001-104**

**PROGRAM: Finance**

Code 654: Funds budgeted in this code include printing and reproduction for the following:

Comprehensive Annual Financial Report (CAFR) printing supplies	\$	900
Annual budget document		1,000
Checks		600
Miscellaneous forms, envelopes, and stationery		500

Code 691: Finance Director cell phone allowance.

Code 704: Annual maintenance costs of departmental cash registers, calculators, printers, and check signer.

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:** Finance  
**PROGRAM:** Finance

**Account Code:** 001-104

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 245,948	\$ 225,500	\$ 245,200	\$ 224,500	(8.4)	\$ 235,400	4.9
505.000	Salary Savings Credit	-	(10,100)	(10,100)	(9,700)	(4.0)	(10,100)	4.1
530.000	Overtime	2,660	2,500	2,500	2,500	-	2,500	-
550.000	Employee Benefits	120,192	104,200	112,800	96,500	(14.5)	99,400	3.0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>368,800</b>	<b>322,100</b>	<b>350,400</b>	<b>313,800</b>	<b>(10.4)</b>	<b>327,200</b>	<b>4.3</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	50,940	56,000	56,000	62,800	12.1	62,800	-
602.000	Sales Tax Audit Services	5,615	5,000	5,000	6,300	26.0	4,300	(31.7)
603.000	Property Tax Administration	-	-	30,500	-	(100.0)	-	N/A
604.000	Computer Software Support	4,454	5,000	5,000	5,000	-	5,000	-
619.440	Bank Service Charges	2,842	3,500	3,500	3,500	-	3,500	-
620.000	Meetings & Training	1,687	3,000	3,000	3,900	30.0	3,000	(23.1)
621.000	Mileage Reimbmnt/Auto Allow	6	200	200	50	(75.0)	50	-
622.000	Publications & Dues	930	1,000	1,000	1,000	-	1,000	-
623.000	Uniforms	475	-	-	-	N/A	-	N/A

# City of La Palma

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

**Account Code: 001-104**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
650.000	Office Supplies	587	1,000	1,000	1,000	-	1,000	-
654.000	Printing and Reproduction	3,600	2,500	2,500	3,000	20.0	3,000	-
691.000	Communication	-	-	-	960	N/A	960	-
704.000	Office Equipment Maintenance	405	500	500	500	-	500	-
977.000	Liability Insurance & Claims	4,600	4,600	4,600	6,120	33.0	6,120	-
978.000	Building Maintenance/Replacmnt	22,800	22,800	22,800	16,800	(26.3)	16,800	-
981.000	Computer Maintenance	14,900	10,200	10,200	8,200	(19.6)	7,600	(7.3)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>113,842</u>	<u>115,300</u>	<u>145,800</u>	<u>119,130</u>	(18.3)	<u>115,630</u>	(2.9)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 482,641</u>	<u>\$ 437,400</u>	<u>\$ 496,200</u>	<u>\$ 432,930</u>	(12.8)	<u>\$ 442,830</u>	2.3



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