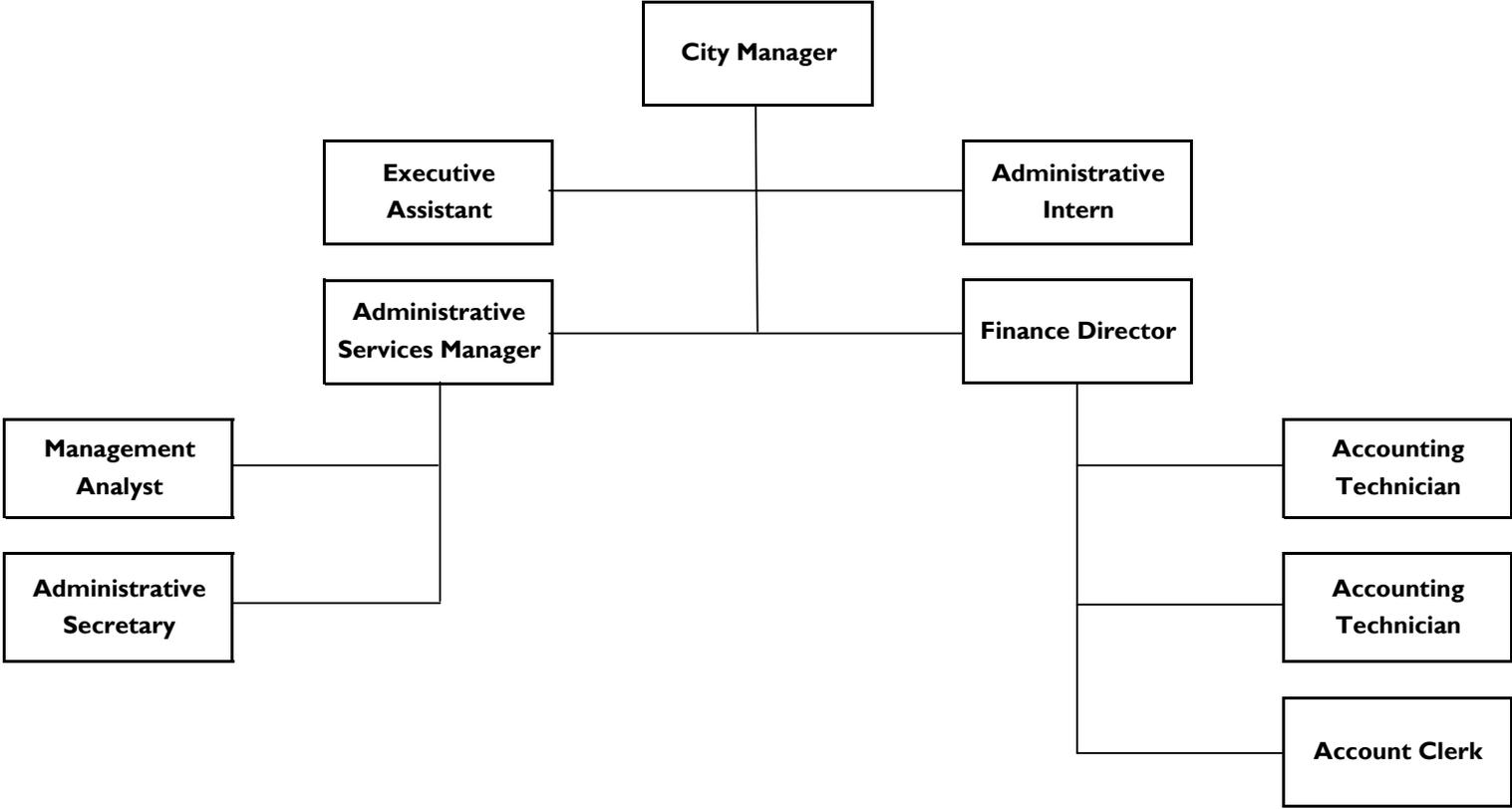


Administration





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Administration

Summary of Departmental Expenditures by Program:

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
City Council	\$ 69,290	\$ 72,100	\$ 72,100	\$ 76,050	5.5	\$ 77,250	1.6
Legal Services	97,804	108,700	108,700	112,100	3.1	113,100	0.9
City Manager	422,718	489,800	489,800	513,400	4.8	537,000	4.6
City Clerk	123,068	132,700	132,700	150,380	13.3	152,880	1.7
Finance	348,878	411,800	411,800	435,605	5.8	439,405	0.9
Community Promotions/Intergovernmental	108,099	125,700	125,700	144,050	14.6	149,720	3.9
Total Departmental Expenditures	<u>\$ 1,169,857</u>	<u>\$ 1,340,800</u>	<u>\$ 1,340,800</u>	<u>\$ 1,431,585</u>	6.8	<u>\$ 1,469,355</u>	2.6

Summary of Departmental Expenditures by Category:

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 721,235	\$ 850,900	\$ 850,900	\$ 895,700	5.3	\$ 945,900	5.6
Maintenance and Operations	448,622	489,900	489,900	535,885	9.4	523,455	(2.3)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total Departmental Expenditures	<u>\$ 1,169,857</u>	<u>\$ 1,340,800</u>	<u>\$ 1,340,800</u>	<u>\$ 1,431,585</u>	6.8	<u>\$ 1,469,355</u>	2.6

City of La Palma

DEPARTMENT: Administration
PROGRAM: City Council

Account Code: 001-100

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 35,295	\$ 35,900	\$ 35,900	\$ 36,400	1.4	\$ 38,000	4.4
Maintenance and Operations	33,995	36,200	36,200	39,650	9.5	39,250	(1.0)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 69,290</u>	<u>\$ 72,100</u>	<u>\$ 72,100</u>	<u>\$ 76,050</u>	5.5	<u>\$ 77,250</u>	1.6

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:

\$3,250 per Councilmember	\$ 16,250
Americana Awards Program funding	1,600
City Council Goal Setting Retreat	8,500
General City Council meeting supplies, including meals.	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	\$	1,100
Nameplates, nametags, tiles, and plaques		500
Miscellaneous office supplies		250

Note: Fiscal Year 2008-09 costs include \$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	Fiscal Year	% Change from
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 11,195	\$ 11,800	\$ 11,800	\$ 12,100	2.5	\$ 13,100	8.3
505.000	Salary Savings Credit	-	(500)	(500)	(600)	20.0	(600)	-
510.000	Salaries - Part-time	18,300	18,000	18,000	18,000	-	18,000	-
550.000	Employee Benefits	5,800	6,600	6,600	6,900	4.5	7,500	8.7
	TOTAL PERSONNEL SERVICES	<u>35,295</u>	<u>35,900</u>	<u>35,900</u>	<u>36,400</u>	1.4	<u>38,000</u>	4.4
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	23,624	25,200	25,200	26,950	6.9	26,950	-
622.000	Publications & Dues	17	100	100	100	-	100	-
650.000	Office Supplies	1,654	700	700	1,850	164.3	850	(54.1)
654.000	Printing & Reproduction	-	500	500	750	50.0	750	-
977.000	Liability Insurance & Claims	2,400	2,100	2,100	1,900	(9.5)	2,500	31.6
978.000	Building Maintenance/Replacmnt	4,600	4,600	4,600	4,600	-	4,600	-
981.000	Computer Maintenance	1,700	3,000	3,000	3,500	16.7	3,500	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>33,995</u>	<u>36,200</u>	<u>36,200</u>	<u>39,650</u>	9.5	<u>39,250</u>	(1.0)
	TOTAL EXPENDITURES	<u>\$ 69,290</u>	<u>\$ 72,100</u>	<u>\$ 72,100</u>	<u>\$ 76,050</u>	5.5	<u>\$ 77,250</u>	1.6

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 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	97,804	108,700	108,700	112,100	3.1	113,100	0.9
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 97,804</u>	<u>\$ 108,700</u>	<u>\$ 108,700</u>	<u>\$ 112,100</u>	3.1	<u>\$ 113,100</u>	0.9

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	\$ 4,800
Labor negotiations	4,800
Miscellaneous services, including cable TV, capital projects, and other needs - 220 hours	49,600

Note: \$4,800 for legal services related to closing out labor negotiations are included

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 39,600	\$ 42,000	\$ 42,000	\$ 44,100	5.0	\$ 44,100	-
601.000	Legal Services	50,104	57,700	57,700	59,200	2.6	59,200	-
977.000	Liability Insurance & Claims	5,000	3,700	3,700	3,100	(16.2)	4,100	32.3
981.000	Computer Maintenance	3,100	5,300	5,300	5,700	7.5	5,700	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>97,804</u>	<u>108,700</u>	<u>108,700</u>	<u>112,100</u>	3.1	<u>113,100</u>	0.9
	TOTAL EXPENDITURES	<u>\$ 97,804</u>	<u>\$ 108,700</u>	<u>\$ 108,700</u>	<u>\$ 112,100</u>	3.1	<u>\$ 113,100</u>	0.9

DEPARTMENT: Administration
PROGRAM: Legal Services

Account Code: 001-101



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DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 348,179	\$ 406,200	\$ 406,200	\$ 432,000	6.4	\$ 454,800	5.3
Maintenance and Operations	74,539	83,600	83,600	81,400	(2.6)	82,200	1.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 422,718	\$ 489,800	\$ 489,800	\$ 513,400	4.8	\$ 537,000	4.6

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 Managers Office processes 255 agenda items, 400 applications for 11 full time recruitments, all Workers’ Compensation and first aid cases, and benefit enrollments for 187 lives annually; and attends 24 to 30 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: Administrative Intern position. 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 (ICMA) conferences	\$	2,100
	LOCC City Manager's Department annual conference		1,650
	Orange County City Managers Association meetings		1,050
	California Public Employers Labor Relations Association (CALPELRA) annual conference		1,500
	LOCC Executive Forum		1,500
	Leadership Symposium		500
	Municipal Management Assistants of Southern California (MMASC) annual conference		800
	Meetings with other agencies/officials as required and other miscellaneous training for staff		1,000
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	\$	1,200
	MMASC dues		100
	National Notary dues		100
	California City Managers Foundation dues (CCMF)		400
	Miscellaneous publications		100
Code 650:	Funds budgeted in this code include copying supplies for all departments in City Hall and departmental office supplies as follows:		
	Copier paper	\$	2,000
	Miscellaneous office supplies		2,800

DEPARTMENT: Administration

Account Code: 001-102

PROGRAM: City Manager

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

Letterhead and other stationery supplies	\$	1,400
Miscellaneous printing needs		500

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 232,979	\$ 281,500	\$ 281,500	\$ 297,100	5.5	\$ 311,400	4.8
505.000	Salary Savings Credit	-	(12,700)	(12,700)	(13,500)	6.3	(14,200)	5.2
530.000	Overtime	-	200	200	200	-	200	-
550.000	Employee Benefits	115,200	137,200	137,200	148,200	8.0	157,400	6.2
	TOTAL PERSONNEL SERVICES	<u>348,179</u>	<u>406,200</u>	<u>406,200</u>	<u>432,000</u>	6.4	<u>454,800</u>	5.3
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	3,000	3,000	3,000	-	3,000	-
620.000	Meetings & Training	6,413	8,500	8,500	10,100	18.8	8,250	(18.3)
621.000	Mileage Reimbmnt/Auto Allow	2,080	6,100	6,100	4,100	(32.8)	4,100	-
622.000	Publications & Dues	1,497	1,500	1,500	1,900	26.7	1,950	2.6
650.000	Office Supplies	4,984	4,800	4,800	4,800	-	4,800	-
654.000	Printing & Reproduction	2,396	3,300	3,300	1,900	(42.4)	1,900	-
691.000	Communications	488	800	800	800	-	800	-
733.000	Special Departmental Supplies	1,081	1,300	1,300	1,300	-	1,300	-
977.000	Liability Insurance & Claims	15,500	10,500	10,500	8,800	(16.2)	11,400	29.5
978.000	Building Maintenance/Replacmnt	28,800	28,800	28,800	28,800	-	28,800	-
981.000	Computer Maintenance	11,300	15,000	15,000	15,900	6.0	15,900	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>74,539</u>	<u>83,600</u>	<u>83,600</u>	<u>81,400</u>	(2.6)	<u>82,200</u>	1.0
	TOTAL EXPENDITURES	<u>\$ 422,718</u>	<u>\$ 489,800</u>	<u>\$ 489,800</u>	<u>\$ 513,400</u>	4.8	<u>\$ 537,000</u>	4.6

DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102



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DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 85,141	\$ 88,300	\$ 88,300	\$ 93,600	6.0	\$ 101,300	8.2
Maintenance and Operations	37,927	44,400	44,400	56,780	27.9	51,580	(9.2)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 123,068</u>	<u>\$ 132,700</u>	<u>\$ 132,700</u>	<u>\$ 150,380</u>	13.3	<u>\$ 152,880</u>	1.7

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, and 30 proclamations; processes approximately 7 ordinances, 90 resolutions, and 580 business licenses annually; scans 5,000 pages of new records; assists 7 candidates during election years; and spends 300 hours per year preparing minutes, 150 hours per electior 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	\$ 3,840
Newspaper clipping service	1,320
Municipal Code Web Storage	500
Translation services	2,000
Laserfiche scanning services	15,000

Note: Includes a carryover supplemental request of \$15,000 in Fiscal Years 2008-09 and a supplemental request for \$15,000 in Fiscal Year 2009-10 for Laserfiche scanning services of City Clerk records. Includes a supplemental request in the amount of \$6,000 in Fiscal Year 2009-10 and 2010-11 for a Municipal Code Update.

Code 604: Funds budgeted in this code include computer software support.

Code 619: Biennial election activities. FY 2008-09 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	\$ 1,850
Quarterly Orange County City Clerks (OCCC) meetings	200
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	\$ 2,700
Annual Notary expenses	135
Membership dues for International Institute of Municipal Clerks (IIMC)	120
Membership dues for (CCAC)	165

- 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	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 55,589	\$ 59,800	\$ 59,800	\$ 62,300	4.2	\$ 67,400	8.2
505.000	Salary Savings Credit	-	(2,700)	(2,700)	(2,800)	3.7	(3,100)	10.7
530.000	Overtime	2,252	2,000	2,000	3,000	50.0	3,000	-
550.000	Employee Benefits	27,300	29,200	29,200	31,100	6.5	34,000	9.3
	TOTAL PERSONNEL SERVICES	<u>85,141</u>	<u>88,300</u>	<u>88,300</u>	<u>93,600</u>	6.0	<u>101,300</u>	8.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	2,515	17,500	17,500	22,660	29.5	28,660	26.5
604.000	Computer Software Support	11,001	11,000	11,000	2,500	(77.3)	2,500	-
619.000	Other Contract Services	10,981	-	-	12,100	N/A	-	(100.0)
620.000	Meetings & Training	1,223	3,300	3,300	3,300	-	3,300	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	1,915	3,300	3,300	3,120	(5.5)	3,120	-
650.000	Office Supplies	719	300	300	600	100.0	600	-
653.000	Advertising	2,530	2,500	2,500	3,300	32.0	3,300	-
654.000	Printing & Reproduction	43	400	400	400	-	400	-
977.000	Liability Insurance & Claims	3,700	2,500	2,500	3,100	24.0	4,000	29.0
981.000	Computer Maintenance	3,300	3,500	3,500	5,600	60.0	5,600	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>37,927</u>	<u>44,400</u>	<u>44,400</u>	<u>56,780</u>	27.9	<u>51,580</u>	(9.2)
	TOTAL EXPENDITURES	<u>\$ 123,068</u>	<u>\$ 132,700</u>	<u>\$ 132,700</u>	<u>\$ 150,380</u>	13.3	<u>\$ 152,880</u>	1.7

DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103



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DEPARTMENT: Administration

Account Code: 001-104

PROGRAM: Finance

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 229,245	\$ 281,700	\$ 281,700	\$ 285,500	1.3	\$ 301,900	5.7
Maintenance and Operations	119,633	130,100	130,100	150,105	15.4	137,505	(8.4)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 348,878	\$ 411,800	\$ 411,800	\$ 435,605	5.8	\$ 439,405	0.9

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 and 2006-07 Finance processed and reported on the following transactions:

	<u>FY 2005-06</u>	<u>FY 2006-07</u>
Invoices for goods and services	6,556	6531
Disbursements for goods and services	3,107	3327
Payroll disbursements	2,807	2796
Cash receipts	6,569	6446

PROGRAM EXPLANATION:

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

DEPARTMENT: Administration

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
Government Accounting Standards Board (GASB 45) reporting		10,000
Other financial reporting services		6,000
Payroll processing and reporting services		15,500
User Fee Study		15,000
Other miscellaneous professional services		2,000

Note: Includes supplemental request of \$15,000 in Fiscal Year 2008-09 for a user fee study.

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
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DEPARTMENT: Administration
PROGRAM: Finance

Account Code: 001-104

Code 620:	Funds budgeted in this code include the following meetings and training:		
	Government Finance Officers Association (GFOA) annual conference (Seattle)	\$	1,700
	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)		550
	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)	\$	335
	CSMFO dues (2)		220
	California Municipal Treasurers Association (CMTA) dues (1)		100
	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
	Annual budget document (transferred \$1,400 from City Managers budget).		2,800
	Checks		600
	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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 156,461	\$ 193,900	\$ 193,900	\$ 195,100	0.6	\$ 205,500	5.3
505.000	Salary Savings Credit	-	(8,700)	(8,700)	(8,900)	2.3	(9,400)	5.6
510.000	Salaries - Part-time	2,628	-	-	-	N/A	-	N/A
530.000	Overtime	56	2,000	2,000	2,000	-	2,000	-
550.000	Employee Benefits	70,100	94,500	94,500	97,300	3.0	103,800	6.7
	TOTAL PERSONNEL SERVICES	229,245	281,700	281,700	285,500	1.3	301,900	5.7
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	54,416	50,300	50,300	73,500	46.1	58,500	(20.4)
602.000	Sales Tax Audit Services	8,360	7,000	7,000	7,000	-	7,000	-
604.000	Computer Software Support	7,848	4,700	4,700	5,000	6.4	5,000	-
619.440	Bank Service Charges	429	9,900	9,900	5,100	(48.5)	5,100	-
620.000	Meetings & Training	3,834	4,400	4,400	4,450	1.1	4,450	-
621.000	Mileage Reimbmnt/Auto Allow	131	300	300	300	-	300	-
622.000	Publications & Dues	944	1,700	1,700	1,155	(32.1)	1,155	-
650.000	Office Supplies	746	2,000	2,000	2,000	-	2,000	-
654.000	Printing & Reproduction	1,020	2,000	2,000	5,000	150.0	5,000	-
704.000	Office Equipment Maintenance	405	500	500	500	-	500	-
977.000	Liability Insurance & Claims	10,400	10,100	10,100	8,300	(17.8)	10,700	28.9
978.000	Building Maintenance/Replacmnt	22,800	22,800	22,800	22,800	-	22,800	-
981.000	Computer Maintenance	8,300	14,400	14,400	15,000	4.2	15,000	-
	TOTAL MAINTENANCE AND OPERATIONS	119,633	130,100	130,100	150,105	15.4	137,505	(8.4)

City of La Palma

DEPARTMENT: Administration
PROGRAM: Finance

Account Code: 001-104

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2006-07 Actual</u>	<u>Fiscal Year 2007-08 Adopted</u>	<u>Fiscal Year 2007-08 Amended</u>	<u>Fiscal Year 2008-09 Adopted</u>	<u>% Change from Fiscal Year 2007-08 Amended</u>	<u>Fiscal Year 2009-10 Estimated</u>	<u>% Change from Fiscal Year 2008-09 Adopted</u>
	TOTAL EXPENDITURES	\$ 348,878	\$ 411,800	\$ 411,800	\$ 435,605	5.8	\$ 439,405	0.9

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotion/Intergovernmental

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 23,375	\$ 38,800	\$ 38,800	\$ 48,200	24.2	\$ 49,900	3.5
Maintenance and Operations	84,724	86,900	86,900	95,850	10.3	99,820	4.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 108,099	\$ 125,700	\$ 125,700	\$ 144,050	14.6	\$ 149,720	3.9

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 County of Orange, and management of the cable television franchise. In 2006-07, Animal Care Services impounded 289 live and 157 dead animals in the City of La Palma of those, 40 were returned to their original owner, and 47 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	\$ 41,400
	Cable television support services	900
	Graphic design	900
	Holiday decorations and removal services	3,200
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	\$ 1,500
	League of California Cities (LOCC) dues	6,700
	Orange County Division of the League of California Cities (OCLOCC) dues	7,900
	Local Agency Formation Commission (LAFCO) dues	1,700
	Orange County Human Relations Commission dues	2,300
	Miscellaneous memberships and newspaper and other subscriptions	1,000
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	1,500
	Civic tour supplies	300
Code 740:	Funds budgeted in this code include other awards costs for the following:	
	Framed proclamations	\$ 500

DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotion/Intergovernmental

Plaques to commend citizen achievements and services	500
Student of the Year scholarships (4)	2,000

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 13,775	\$ 26,900	\$ 26,900	\$ 33,200	23.4	\$ 34,200	3.0
505.000	Salary Savings Credit	-	(1,200)	(1,200)	(1,500)	25.0	(1,600)	6.7
550.000	Employee Benefits	9,600	13,100	13,100	16,500	26.0	17,300	4.8
	TOTAL PERSONNEL SERVICES	<u>23,375</u>	<u>38,800</u>	<u>38,800</u>	<u>48,200</u>	24.2	<u>49,900</u>	3.5
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	38,676	32,800	32,800	46,400	41.5	48,470	4.5
620.000	Meetings & Training	90	500	500	500	-	500	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	18,926	20,300	20,300	21,150	4.2	21,950	3.8
650.000	Office Supplies	318	400	400	400	-	400	-
654.000	Printing & Reproduction	680	700	700	1,000	42.9	1,000	-
733.000	Special Departmental Supplies	960	5,600	5,600	6,300	12.5	5,600	(11.1)
738.000	Community Events	1,709	2,500	2,500	-	(100.0)	-	N/A
740.000	Other Awards	3,165	3,500	3,500	2,500	(28.6)	3,500	40.0

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
977.000	Liability Insurance & Claims	6,700	4,400	4,400	2,700	(38.6)	3,500	29.6
978.000	Building Maintenance/Replacmnt	9,800	9,800	9,800	9,800	-	9,800	-
981.000	Computer Maintenance	3,700	6,300	6,300	5,000	(20.6)	5,000	-
	TOTAL MAINTENANCE AND OPERATIONS	84,724	86,900	86,900	95,850	10.3	99,820	4.1
	TOTAL EXPENDITURES	\$ 108,099	\$ 125,700	\$ 125,700	\$ 144,050	14.6	\$ 149,720	3.9



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