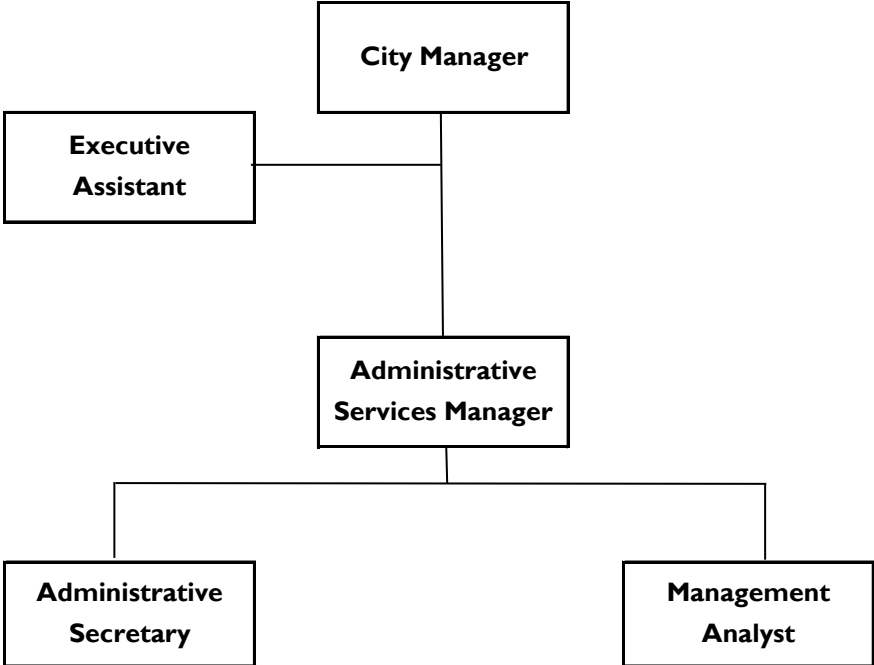

Administration



Administration

General Fund Positions

	<u>FY 2012-13 ADOPTED</u>	<u>FY 2012-13 AMENDED</u>	<u>FY 2013-14 ADOPTED</u>	<u>FY 2014-15 ESTIMATED</u>
City Manager	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Administrative Secretary	0.90	0.90	0.90	0.90
	4.90	4.90	4.90	4.90

Other Funds Positions

City Manager	0.00	0.00	0.00	0.00
Administrative Services Manager	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00
Executive Assistant	0.00	0.00	0.00	0.00
Administrative Secretary	0.10	0.10	0.10	0.10
	0.10	0.10	0.10	0.10

TOTAL FTE:	5.00	5.00	5.00	5.00
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Department Description and Functions

Administration

City Manager

Provide organization-wide management, evaluation, planning and direction

Implement City Council policies and directives

Develop and implement methods of improving services and public infrastructure improvements

Oversee the City operating and capital budgets

Participate in ongoing County and Regional committees and organizations to promote the City's interests

Prepare and Manage City Council, Legal Services, and City Manager department budgets

Monitor legislative activities

City Council Support

Support City Council activities and effectiveness

Legal Services

Oversee contract City Attorney services, including Labor Attorney services

City Clerk

Manage legislative process for the City Council, Planning Commission, the Successor Agency to the Redevelopment Commission

Maintain City Municipal Code

Coordinate citywide records management system

Manage business license processes

Promote and sustain excellent community relations and communications; facilitate public outreach and communications

Conduct municipal elections and Citizen Committee recruitments

Ensure timely responses to public information requests

Filing officer for election-related and annual conflict of interest statements

Oversee compliance with Brown Act and Public Records Act

Prepare and manage City Clerk budget

Department Description and Functions

Administration

Human Resources

Promote positive labor-management relations

Oversee recruitment, classification, and talent/performance management for employees citywide

Develop and implement effective and efficient employee benefits as part of total compensation

Develop and implement systems to ensure internal and external equity in job classifications and compensation practices

Prepare and manage the Employee Benefits internal service fund budget

Ensure all mandates are met re: employee training

Represent the City in intergovernmental county and statewide committees regarding human resources matters

Risk Management

Prepare and manage the Insurance internal service fund

Protect the assets of the City through proactive risk management activities and policies

Manage claims against the City including workers compensation claims

Identify risk hazards and promote risk management and safety throughout the organization

Coordinate office related ergonomic requests

Intergovernmental/Community Promotions

Prepare and Manage Intergovernmental/Community Promotions budget

Manage animal services contract with Southeast Area Animal Care Agency (SEAACA)

Pursue intergovernmental relations and partnerships

Coordinate annual Civic Expo

Enhance transparency and outreach efforts through a robust and up to date City website

Oversee City's agreement with the Orange County Fire Authority

Information Technologies (IT)

Develop and implement effective Citywide technology infrastructure

Promote utilization of technology to provide efficiencies in service throughout the organization

Manage citywide office equipment purchases and maintenance

Performance Indicators

Administration

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives
City FTE per 1,000 population	<5	Vision	Balance Budget/Reduce Personnel Costs - Provide efficient and effective customer service
Number of Press Releases Issued	>24	Pride and Ownership	Communication/Engagement - Maximize citizen satisfaction with City communications and outreach
Number of E Blasts Issued	>48		
Number of Agendas/Staff Reports posted to the Web	24/240		
Number of sick leave hours used per 1,000 worked	<28.0	Opportunity	Balance Budget/Reduce Personnel Costs - Maximize workplace productivity
Number of workers' compensation claims per 100 FTE	<9	Security	Balance Budget/Reduce Personnel Costs - Reduce average workers' compensation claims per employee through promotion of a safe workplace
Percent of business licenses processed online	>50%	Vision	Create Proactive Economic Strategies/Attract and Retain Businesses to increase revenue and employment - Increase number of business utilizing the online business licensing software to increase productivity and to increase participation in online business directory
Number of internal technology service requests/time to close	<2 days	Vision	Balance Budget/Reduce costs - Provide responsive service for internal Information Technology needs

Performance Indicators

Administration

City FTE per 1,000 population: Measuring the number of employees per 1,000 population gives a comparable measure to other municipal agencies, helps us gauge how well the City Council goal of reducing personnel costs is being met, and helps us assess the efficiency and effectiveness of customer service.

Number of Press Releases and E-Blasts/Number of Agendas and Staff Reports posted to Web: Measuring the number of communications disseminated to the public through press releases and e-blasts assists in assessing how the City Council goal of expanding communications and outreach efforts is being met. Likewise, measuring the number of agendas and staff reports being posted to the web helps to provide transparency and engage the community in the legislative process.

Number of sick leave hours used/Number of workers compensation cases: Measuring the number of sick leave hours used and the number of workers compensation cases helps to measure productivity and promotion of safety in the workforce efforts. This also helps to assess how well the City Council goal of balancing the budget and reducing personnel costs is being met.

Percent of business licenses processed online: Measuring the percent of business licensed processed online helps ascertain the success of the new business licensing software, which in turn increases productivity and participation in online business directory. This also helps to achieve the City Council goal of Creating Proactive Economic Strategies and Attracting and Retaining Businesses to increase revenue and employment.

Administration and Finance

Summary of Departmental Expenditures:

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2012-13 Projected	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Projected	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Administration								
City Council	\$ 63,528	\$ 68,900	\$ 65,400	\$ 58,700	\$ 64,380	9.7%	\$ 65,480	1.7%
Legal Services	131,279	134,140	133,140	154,100	134,180	-12.9%	124,260	-7.4%
City Manager	533,183	546,750	517,990	492,500	495,970	0.7%	509,710	2.8%
City Clerk	143,030	176,980	162,920	154,800	145,900	-5.7%	165,480	13.4%
Community Promotions/Intergovernmental	174,760	207,400	194,670	187,100	172,390	-7.9%	181,150	5.1%
	\$ 1,045,780	\$ 1,134,170	\$ 1,074,120	\$ 1,047,200	\$ 1,012,820	-3.3%	\$ 1,046,080	3.3%
Finance Department								
Finance	\$ 417,993	\$ 432,930	\$ 424,570	\$ 422,200	\$ 423,610	0.3%	438,850	3.6%
Total Departmental Expenditures	\$ 1,463,773	\$ 1,567,100	\$ 1,498,690	\$ 1,469,400	\$ 1,436,430	-2.2%	\$ 1,484,930	3.4%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2012-13 Projected	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Projected	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 977,361	\$ 1,020,200	\$ 986,210	\$ 983,600	\$ 967,300	-1.7%	\$ 1,000,900	3.5%
Maintenance and Operations	\$ 486,412	\$ 543,400	\$ 508,980	\$ 485,900	\$ 469,130	-3.5%	\$ 484,030	3.2%
Capital Outlay/Improvements	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	N/A	\$ -	#DIV/0!
Total Departmental Expenditures	\$ 1,463,773	\$ 1,567,100	\$ 1,498,690	\$ 1,469,500	\$ 1,436,430	-2.3%	\$ 1,484,930	3.4%

DEPARTMENT: Administration
PROGRAM: City Council

Account Code: 001-100

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 41,987	\$ 41,700	\$ 41,600	\$ 41,200	(1.0)	\$ 41,800	1.5
Maintenance and Operations	21,541	27,200	23,800	23,180	(2.6)	23,680	2.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 63,528	\$ 68,900	\$ 65,400	\$ 64,380	(1.6)	\$ 65,480	1.7

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 regularly scheduled 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 (\$2,500 per Councilmember)	\$ 12,500
Americana Awards Program funding	2,500
City Council Goal Setting Retreat	500

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

	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Code 650: Funds budgeted in this code include the following office supplies:		
City Council photography	\$ 100	\$ 1,100
Nameplates, nametags, tiles, and plaques	500	500
Miscellaneous office supplies	800	300

Note: Fiscal Year 2014-15 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	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 15,769	\$ 15,700	\$ 15,700	\$ 16,100	2.5	\$ 16,100	-
505.000	Salary Savings Credit	\$ -	\$ (700)	\$ (700)	(700)	-	(700)	-
510.000	Salaries - Part-time	\$ 18,000	\$ 18,000	\$ 18,000	18,000	-	18,000	-
550.000	Employee Benefits	\$ 8,218	\$ 8,700	\$ 8,600	7,800	(9.3)	8,400	7.7
	TOTAL PERSONNEL SERVICES	<u>41,987</u>	<u>41,700</u>	<u>41,600</u>	<u>41,200</u>	(1.0)	<u>41,800</u>	1.5
MAINTENANCE AND OPERATIONS								
620.000	Meetings & Training	13,065	18,900	15,500	15,500	-	15,500	-
621.000	Mileage Reimbmnt/Auto Allow	-	500	500	500	-	500	-
622.000	Publications & Dues	-	-	-	-	N/A	-	N/A
650.000	Office Supplies	312	2,400	2,400	1,400	(41.7)	1,900	35.7
654.000	Printing & Reproduction	514	800	800	800	-	800	-
977.000	Liability Insurance & Claims	1,300	900	900	1,360	51.1	1,360	-
978.000	Building Maintenance/Replacmnt	4,600	2,500	2,500	2,520	0.8	2,520	-
981.000	Computer Maintenance	1,700	1,200	1,200	1,100	(8.3)	1,100	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>21,541</u>	<u>27,200</u>	<u>23,800</u>	<u>23,180</u>	(2.6)	<u>23,680</u>	2.2
	TOTAL EXPENDITURES	<u>\$ 63,528</u>	<u>\$ 68,900</u>	<u>\$ 65,400</u>	<u>\$ 64,380</u>	(1.6)	<u>\$ 65,480</u>	1.7

DEPARTMENT: Administration
PROGRAM: City Council

Account Code: 001-100



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DEPARTMENT: Administration

Account Code: 001-101

PROGRAM: Legal Services

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	131,279	134,140	133,140	134,180	0.8	124,260	(7.4)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	<u>\$ 131,279</u>	<u>\$ 134,140</u>	<u>\$ 133,140</u>	<u>\$ 134,180</u>	0.8	<u>\$ 124,260</u>	(7.4)

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
 - Labor negotiations
 - Miscellaneous services, including cable TV, capital projects, and other needs

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	\$ 47,800	\$ 48,000	\$ 48,000	\$ 37,500	(21.9)	\$ 37,500	-
601.000	Legal Services	81,579	80,000	79,000	90,000	13.9	80,000	(11.1)
601.100	Legal/Litigation	-	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	1,900	2,640	2,640	3,680	39.4	3,760	2.2
981.000	Computer Maintenance	-	3,500	3,500	3,000	(14.3)	3,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>131,279</u>	<u>134,140</u>	<u>133,140</u>	<u>134,180</u>	0.8	<u>124,260</u>	(7.4)
	TOTAL EXPENDITURES	<u>\$ 131,279</u>	<u>\$ 134,140</u>	<u>\$ 133,140</u>	<u>\$ 134,180</u>	0.8	<u>\$ 124,260</u>	(7.4)

DEPARTMENT: Administration
PROGRAM: Legal Services

Account Code: 001-101



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DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 472,531	\$ 486,200	\$ 462,000	\$ 438,100	(5.2)	\$ 451,600	3.1
Maintenance and Operations	60,652	60,550	55,990	57,870	3.4	58,110	0.4
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 533,183	\$ 546,750	\$ 517,990	\$ 495,970	(4.3)	\$ 509,710	2.8

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
PROGRAM EXPLANATION:

Account Code: 001-102

Code 501:	City Manager	1.00
	Administrative Services Manager	0.75
	Management Analyst	0.50
	Executive Assistant	0.75
		<hr/>
		3.00

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

Account Code: 001-102

PROGRAM: City Manager

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

- Management Team Building Retreat
- LOCC/ICMA Conference (City Manager attends either LOCC or ICMA, Administrative Services Manager attends LOCC)
- LOCC City Manager's Department annual conference
- Orange County City Managers Association meetings
- Human Resources annual workshop
- Meetings with other agencies/officials as required and other miscellaneous training for staff

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

- Monthly car allowance for the City Manager
- Mileage reimbursement for other Administration staff

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

- ICMA dues
- National Notary dues
- Public Employers Labor Relations Association of California (PELRAC)/National Public Employers Association (NPELRA) dues
- Miscellaneous publications

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

Miscellaneous office supplies

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

Letterhead and other stationery supplies

Miscellaneous printing needs

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 296,924	\$ 326,100	\$ 316,100	\$ 337,500	6.8	\$ 340,000	0.7
505.000	Salary Savings Credit	-	(15,400)	(15,400)	(13,700)	(11.0)	(14,100)	2.9
510.000	Salaries - Part-time	36,440	13,200	-	-	N/A	-	N/A
530.000	Overtime	136	1,200	600	1,200	100.0	1,200	-
550.000	Employee Benefits	139,031	161,100	160,700	113,100	(29.6)	124,500	10.1
	TOTAL PERSONNEL SERVICES	<u>472,531</u>	<u>486,200</u>	<u>462,000</u>	<u>438,100</u>	(5.2)	<u>451,600</u>	3.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	-	-	-	N/A	-	N/A
620.000	Meetings & Training	2,290	9,530	5,530	6,500	17.5	6,500	-
621.000	Mileage Reimbmnt/Auto Allow	3,056	4,100	4,100	4,100	-	4,100	-
622.000	Publications & Dues	1,750	2,000	2,000	2,000	-	2,000	-
650.000	Office Supplies	2,850	3,500	3,000	3,000	-	3,000	-
654.000	Printing & Reproduction	657	2,000	2,000	2,000	-	2,000	-
691.000	Communications	1,680	1,900	1,900	1,900	-	1,900	-
733.000	Special Departmental Supplies	1,569	1,800	1,800	1,800	-	1,800	-
977.000	Liability Insurance & Claims	6,100	7,020	6,960	9,840	41.4	10,080	2.4
978.000	Building Maintenance/Replacmnt	28,800	19,300	19,300	18,630	(3.5)	18,630	-
981.000	Computer Maintenance	11,900	9,400	9,400	8,100	(13.8)	8,100	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>60,652</u>	<u>60,550</u>	<u>55,990</u>	<u>57,870</u>	3.4	<u>58,110</u>	0.4
	TOTAL EXPENDITURES	<u>\$ 533,183</u>	<u>\$ 546,750</u>	<u>\$ 517,990</u>	<u>\$ 495,970</u>	(4.3)	<u>\$ 509,710</u>	2.8

DEPARTMENT: Administration
PROGRAM: City Manager

Account Code: 001-102



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DEPARTMENT: Administration
PROGRAM: City Clerk

Account Code: 001-103

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 123,486	\$ 122,900	\$ 114,040	\$ 112,600	(1.3)	\$ 115,600	2.7
Maintenance and Operations	19,544	54,080	48,880	33,300	(31.9)	49,880	49.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 143,030	\$ 176,980	\$ 162,920	\$ 145,900	(10.4)	\$ 165,480	13.4

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 58 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
 - Municipal Code update (Carryover)
 - Municipal Code Web Storage
 - Translation services

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

- Code 619: Biennial election activities. FY 2014-15 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
 - Quarterly Orange County City Clerks (OCCC) meetings
 - Orange County City Clerks (OCCC) meetings
 - Miscellaneous training for Administrative Secretary

- 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
Membership dues for International Institute of Municipal Clerks (IIMC)
Membership dues for (CCAC)

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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 81,971	\$ 84,400	\$ 76,300	\$ 81,400	6.7	\$ 81,400	-
505.000	Salary Savings Credit	-	(3,700)	(3,700)	(3,500)	(5.4)	(3,600)	2.9
530.000	Overtime	3,656	2,900	2,240	1,400	(37.5)	1,400	-
550.000	Employee Benefits	37,859	39,300	39,200	33,300	(15.1)	36,400	9.3
	TOTAL PERSONNEL SERVICES	<u>123,486</u>	<u>122,900</u>	<u>114,040</u>	<u>112,600</u>	(1.3)	<u>115,600</u>	2.7
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	7,700	20,800	17,800	16,300	(8.4)	17,800	9.2
604.000	Computer Software Support	2,856	-	-	-	N/A	-	N/A
619.000	Other Contract Services	157	15,000	15,000	-	(100.0)	15,000	N/A
620.000	Meetings & Training	614	2,500	300	1,500	400.0	1,500	-
621.000	Mileage Reimbmnt/Auto Allow	17	100	100	100	-	100	-
622.000	Publications & Dues	393	2,200	2,200	2,200	-	2,200	-
650.000	Office Supplies	275	500	500	500	-	500	-
653.000	Advertising	2,432	7,500	7,500	7,500	-	7,500	-
654.000	Printing & Reproduction	-	100	100	100	-	100	-
977.000	Liability Insurance & Claims	1,500	2,280	2,280	2,800	22.8	2,880	2.9
981.000	Computer Maintenance	3,600	3,100	3,100	2,300	(25.8)	2,300	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>19,544</u>	<u>54,080</u>	<u>48,880</u>	<u>33,300</u>	(31.9)	<u>49,880</u>	49.8
	TOTAL EXPENDITURES	<u>\$ 143,030</u>	<u>\$ 176,980</u>	<u>\$ 162,920</u>	<u>\$ 145,900</u>	(10.4)	<u>\$ 165,480</u>	13.4

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 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 56,876	\$ 55,600	\$ 55,070	\$ 54,500	(1.0)	\$ 56,000	2.8
Maintenance and Operations	117,884	148,300	136,100	117,890	(13.4)	125,150	6.2
Capital Outlay/Improvements	-	3,500	3,500	-	(100.0)	-	N/A
Total	\$ 174,760	\$ 207,400	\$ 194,670	\$ 172,390	(11.4)	\$ 181,150	5.1

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).

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
Graphic design

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
Association of California Cities - Orange County (ACC-OC) 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

Code 738: Funds budgeted in this code include:
Community event that provides education on public services.
Annual State of the City Program
Neighborhood Grant Program

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

Framed proclamations

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 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 38,266	\$ 38,200	\$ 38,200	\$ 39,000	2.1	\$ 39,000	-
505.000	Salary Savings Credit	-	(1,700)	\$ (1,700)	(1,700)	-	(1,700)	-
530.000	Overtime	936	1,300	\$ 870	1,300	49.4	1,300	-
550.000	Employee Benefits	17,674	17,800	\$ 17,700	15,900	(10.2)	17,400	9.4
	TOTAL PERSONNEL SERVICES	<u>56,876</u>	<u>55,600</u>	<u>55,070</u>	<u>54,500</u>	(1.0)	<u>56,000</u>	2.8
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	67,359	85,500	80,300	71,500	(11.0)	74,300	3.9
620.000	Meetings & Training	-	500	-	-	N/A	-	N/A
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	21,906	23,900	23,900	23,900	-	23,900	-
654.000	Printing & Reproduction	2,123	1,000	-	-	N/A	-	N/A
733.000	Special Departmental Supplies	302	1,800	300	300	-	300	-
738.000	Community Events	6,430	11,000	10,000	6,700	(33.0)	6,700	-
740.000	Other Awards	2,464	7,700	4,700	700	(85.1)	4,700	571.4
977.000	Liability Insurance & Claims	1,800	3,300	3,300	3,920	18.8	4,080	4.1
978.000	Building Maintenance/Replacmnt	9,800	9,100	9,100	7,470	(17.9)	7,470	-
981.000	Computer Maintenance	5,700	4,400	4,400	3,300	(25.0)	3,600	9.1
	TOTAL MAINTENANCE AND OPERATIONS	<u>117,884</u>	<u>148,300</u>	<u>136,100</u>	<u>117,890</u>	(13.4)	<u>125,150</u>	6.2

City of La Palma

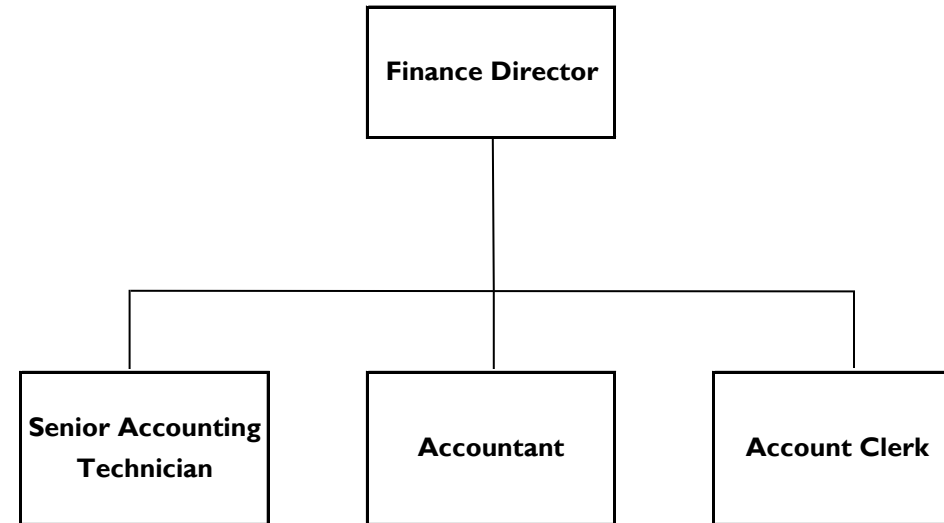
DEPARTMENT: Administration

Account Code: 001-105

PROGRAM: Community Promotions/Intergovernmental

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2011-12 Actual</u>	<u>Fiscal Year 2012-13 Adopted</u>	<u>Fiscal Year 2012-13 Amended</u>	<u>Fiscal Year 2013-14 Adopted</u>	<u>% Change from Fiscal Year 2012-13 Amended</u>	<u>Fiscal Year 2014-15 Estimated</u>	<u>% Change from Fiscal Year 2013-14 Proposed</u>
CAPITAL OUTLAY/IMPROVEMENTS								
804.000	Machinery & Equipment	-	3,500	3,500	-	(100.0)	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	-	3,500	3,500	-	(100.0)	-	N/A
	TOTAL EXPENDITURES	<u>\$ 174,760</u>	<u>\$ 207,400</u>	<u>\$ 194,670</u>	<u>\$ 172,390</u>	(11.4)	<u>\$ 181,150</u>	5.1

Finance



Finance

General Fund Positions

	FY 2012-13 ADOPTED	FY 2012-13 AMENDED	FY 2013-14 ADOPTED	FY 2014-15 ESTIMATED
Finance Director	0.60	0.60	0.60	0.60
Accountant	1.00	1.00	1.00	1.00
Sr. Accounting Technician	0.80	0.80	0.80	0.80
Account Clerk	0.25	0.25	0.25	0.25
	2.65	2.65	2.65	2.65

Other Funds Positions

Finance Director	0.4	0.4	0.4	0.4
Accountant	0	0	0	0
Sr. Accounting Technician	0.2	0.2	0.2	0.2
Account Clerk	0.75	0.75	0.75	0.75
	1.35	1.35	1.35	1.35

TOTAL FTE:	4.00	4.00	4.00	4.00
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Department Description and Functions

Finance

Budget/Financial Management

- Prepare annual operating and capital budget for City Council adoption which incorporates City Council goals and policies
- Ensure fiscal stability through sound long-term financial planning
- Evaluate fiscal impact of proposals that may impact City operations
- Prepare annual audit and financial statements to ensure compliance with generally accepted accounting principles

Accounting

- Maintain accuracy of general ledger through regular input and updating of journal entries
- Verify and approve disbursement requests on a bi-monthly basis to ensure timely payment of invoices
- Serve as liaison with Tyler Technologies/Fund Balance to maintain City's enterprise/accounting system
- Ensure all goods/services received are within scope of purchase agreement
- Review, analyze and ensure accuracy of all financial statements
- Communicate with utility companies to maintain compliance with City's utility tax code

Payroll

- Accurately process bi-weekly payroll
- Maintain leave balances and update as necessary (vacation, sick, compensatory, etc.)
- Maintain accuracy of CalPERS reporting
- Fulfill all State Controller and Grand Jury requests for payroll data

Accounts Payable / Receivable

- Analyze projected expenses to ensure accurate cash flow
- Assist with revenue projections by accurately coding revenue
- Reconcile daily and monthly deposits to assist with cash reconciliation

Utility Billing

- Provide full spectrum of water billing customer service: new account set-up, answer billing inquiries, prepare bi-monthly billing
- Maintain accurate utility billing
- Provide exceptional customer service as City Hall receptionist
- Process utility user tax remittances to update general ledger revenue

Performance Indicators

Finance

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives
Utilizing Orange County Local Agency Formation Commission (LAFCO) fiscal trends data, maintain current liabilities net of operating revenues below rolling five year average of County of Orange	Maintain current liabilities net of operating revenues below 24%	Vision	Reduce General Fund expenditures
Promote use of auto pay/credit card payment options for all utility customers	Increase by 10%	Pride and Ownership	Reduce General Fund expenditures
Implement an "ePayables" invoice payment process	Increase by 50%	Vision	
Project General Fund revenue and expenditures within acceptable tolerance levels of actuals received (i.e., year-end totals)	Project within 2% of projections	Vision	

Performance Indicators

Finance

Having a goal of maintaining liabilities below the Orange County average shows the commitment to reasonably paying for operations from existing, ongoing revenue sources. Other than long-term debt obligations -- the City currently has two tax allocation bond issuances related to the former Community Development Commission -- it is prudent and fiscally conservative to minimize liabilities. This performance measure should allow an ongoing measure of how La Palma is doing in relation to other agencies in Orange County.

Promoting the use of auto pay/credit card payments for utility customers will help increase efficiency of the utility billing function. The more customers who utilize the service, the fewer "walk-in" and check payments will be received and processed. Decreasing manual payments (i.e., payments made via check or cash) will improve overall efficiency of this function.

Performance Indicators

Finance



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DEPARTMENT: Finance
PROGRAM: Finance

Account Code: 001-104

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 282,481	\$ 313,800	\$ 313,500	\$ 320,900	2.4	\$ 335,900	4.7
Maintenance and Operations	135,512	119,130	111,070	102,710	(7.5)	102,950	0.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 417,993	\$ 432,930	\$ 424,570	\$ 423,610	(0.2)	\$ 438,850	3.6

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 quarterly 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.

PROGRAM EXPLANATION:

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

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
- Other financial reporting services
- Payroll processing and reporting services
- Other miscellaneous professional services

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

- Quarterly sales tax information services
- As needed sales tax recovery assistance

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

DEPARTMENT: Finance

Account Code: 001-104

PROGRAM: Finance

- Code 620: Funds budgeted in this code include the following meetings and training:
 - GFOA teleconferences
 - California Society of Municipal Finance Officers (CSMFO) annual conference
 - Annual tax seminar (2 attendees)

- 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)
 - CSMFO dues (3)
 - California Municipal Treasurers Association (CMTA) dues (1)
 - GASB annual standards update

- 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
 - Annual budget document
 - Checks

- 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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 191,347	\$ 224,500	\$ 224,500	\$ 233,100	3.8	\$ 237,500	1.9
505.000	Salary Savings Credit	-	(9,700)	(9,700)	(10,000)	3.1	(10,400)	4.0
530.000	Overtime	2,760	2,500	2,500	2,500	-	2,500	-
550.000	Employee Benefits	88,374	96,500	96,200	95,300	(0.9)	106,300	11.5
	TOTAL PERSONNEL SERVICES	<u>282,481</u>	<u>313,800</u>	<u>313,500</u>	<u>320,900</u>	2.4	<u>335,900</u>	4.7
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	78,452	62,800	56,800	50,800	(10.6)	50,800	-
602.000	Sales Tax Audit Services	5,836	6,300	6,300	6,300	-	6,300	-
603.000	Property Tax Administration	-	-	-	-	N/A	-	N/A
604.000	Computer Software Support	4,049	5,000	5,000	5,000	-	5,000	-
619.440	Bank Service Charges	2,687	3,500	3,500	3,500	-	3,500	-
620.000	Meetings & Training	1,512	3,900	2,900	1,900	(34.5)	1,900	-
621.000	Mileage Reimbmnt/Auto Allow	100	50	50	50	-	50	-
622.000	Publications & Dues	1,071	1,000	1,000	1,000	-	1,000	-
623.000	Uniforms	-	-	-	-	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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	Fiscal Year 2012-13 Amended	2014-15 Estimated	Fiscal Year 2013-14 Proposed
650.000	Office Supplies	701	1,000	1,000	1,000	-	1,000	-
654.000	Printing and Reproduction	2,432	3,000	2,000	1,000	(50.0)	1,000	-
691.000	Communication	320	960	960	960	-	960	-
704.000	Office Equipment Maintenance	752	500	500	500	-	500	-
977.000	Liability Insurance & Claims	4,600	6,120	6,060	8,240	36.0	8,480	2.9
978.000	Building Maintenance/Replacmnt	22,800	16,800	16,800	15,660	(6.8)	15,660	-
981.000	Computer Maintenance	10,200	8,200	8,200	6,800	(17.1)	6,800	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>135,512</u>	<u>119,130</u>	<u>111,070</u>	<u>102,710</u>	(7.5)	<u>102,950</u>	0.2
	TOTAL EXPENDITURES	<u>\$ 417,993</u>	<u>\$ 432,930</u>	<u>\$ 424,570</u>	<u>\$ 423,610</u>	(0.2)	<u>\$ 438,850</u>	3.6



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