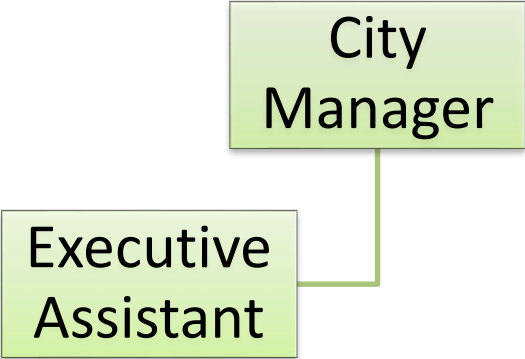


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**Administration**



**Administration**

**General Fund Positions**

	<u>FY 2013-14 ADOPTED</u>	<u>FY 2013-14 AMENDED</u>	<u>FY 2014-15 ADOPTED</u>	<u>FY 2015-16 ESTIMATED</u>
City Manager	1.00	1.00	1.00	1.00
Administrative Services Manager*	1.00	0.00	0.00	0.00
Management Analyst*	1.00	0.00	0.00	0.00
Executive Assistant	1.00	0.50	0.50	0.50
Administrative Secretary*	0.90	0.00	0.00	0.00
	<b>4.90</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>Other Funds Positions</b>				
Administrative Secretary	0.10	0.00	0.00	0.00
	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FTE:</b>	<b>5.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

\* These positions were transferred to the Administrative Services Department along with Finance Personnel as part of the April 2014 Administration/Finance Departments reorganization

## **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

## Administration and Administrative Services

### Summary of Departmental Expenditures:

	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
	2012-13	2013-14	2013-14	2013-14	2014-15	2013-14	2015-16	2014-15
	Actual	Adopted	Amended	Projected	Adopted	Projected	Estimated	Adopted
<b>Administration</b>								
City Council	\$ 55,981	\$ 64,380	\$ 64,380	\$ 64,380	\$ 67,950	5.5%	\$ 70,250	3.4%
Legal Services	143,546	134,180	139,180	139,180	141,250	1.5%	132,950	-5.9%
City Manager	509,897	495,970	506,270	506,270	300,108	-40.7%	308,785	2.9%
Administrative Services-Administration	N/A	N/A	N/A	N/A	340,134	N/A	356,885	4.9%
City Clerk	154,062	145,900	145,900	145,900	166,725	14.3%	153,825	-7.7%
Community Promotions/Intergovernmental	175,159	172,390	172,390	172,390	40,550	-76.5%	50,756	25.2%
Accounting	\$ 434,819	\$ 423,610	\$ 349,502	\$ 349,502	\$ 365,400	4.5%	373,900	2.3%
Department Totals	\$ 1,473,464	\$ 1,436,430	\$ 1,377,622	\$ 1,377,622	\$ 1,422,117	3.2%	\$ 1,447,351	1.8%

### Summary of Departmental Expenditures by Category:

	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
	2012-13	2013-14	2013-14	2013-14	2014-15	2013-14	2015-16	2014-15
	Actual	Adopted	Amended	Projected	Proposed	Projected	Estimated	Proposed
Personnel Services	\$ 1,002,523	\$ 967,300	\$ 835,972	\$ 835,972	\$ 883,272	5.7%	\$ 899,050	1.8%
Maintenance and Operations	\$ 470,941	469,130	541,650	541,650	538,845	-0.5%	548,301	1.8%
Capital Outlay/Improvements	\$ -	-	-	-	-	N/A	-	N/A
Total Departmental Expenditures	1,473,464	1,436,430	1,377,622	1,377,622	1,422,117	3.2%	1,447,351	1.8%



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

**Account Code: 001-100**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 40,763	\$ 41,200	\$ 41,200	\$ 42,800	3.9	\$ 43,000	0.5
Maintenance and Operations	15,218	23,180	23,180	25,150	8.5	27,250	8.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 55,981</b>	<b>\$ 64,380</b>	<b>\$ 64,380</b>	<b>\$ 67,950</b>	<b>5.5</b>	<b>\$ 70,250</b>	<b>3.4</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 regularly scheduled meetings per year.

PROGRAM EXPLANATION:

- Code 501: Executive Assistant 0.25
- 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:
  - Miscellaneous meetings and training \$ 10,500
  - Americana Awards Program funding 2,500
  - City Council Meeting Supplies 250

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

**Account Code: 001-100**

	<u>FY 2014-15</u>	<u>FY 2015-16</u>
Code 650: Funds budgeted in this code include the following office supplies:		
City Council photography	\$ 1,100	\$ 100
Nameplates, nametags, tiles, and plaques	500	500
Miscellaneous office supplies	300	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 733: Special Departmental Supplies (Council Shirts).
- 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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 15,769	\$ 16,100	\$ 16,100	\$ 16,200	0.6	\$ 16,200	-
505.000	Salary Savings Credit		\$ (700)	\$ (700)	\$ -		\$ -	
510.000	Salaries - Part-time	\$ 16,500	\$ 18,000	\$ 18,000	18,000	-	18,000	-
550.000	Employee Benefits	\$ 8,494	\$ 7,800	\$ 7,800	8,600	10.3	8,800	2.3
	<b>TOTAL PERSONNEL SERVICES</b>	40,763	41,200	41,200	42,800	3.9	43,000	0.5
<b>MAINTENANCE AND OPERATIONS</b>								
620.000	Meetings & Training	8,953	15,500	15,500	13,250	(14.5)	15,250	15.1
621.000	Mileage Reimbmnt/Auto Allow	-	500	500	-	(100.0)	-	N/A
650.000	Office Supplies	1,199	1,400	1,400	1,900	35.7	900	(52.6)
654.000	Printing & Reproduction	407	800	800	600	(25.0)	600	-
733.000	Special Departmental Supplies	59	-	-	500	N/A	500	-
977.000	Liability Insurance & Claims	900	1,360	1,360	3,400	150.0	3,500	2.9
978.000	Building Maintenance/Replacmnt	2,500	2,520	2,520	3,400	34.9	4,300	26.5
981.000	Computer Maintenance	1,200	1,100	1,100	2,100	90.9	2,200	4.8
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	15,218	23,180	23,180	25,150	8.5	27,250	8.3
	<b>TOTAL EXPENDITURES</b>	\$ 55,981	\$ 64,380	\$ 64,380	\$ 67,950	5.5	\$ 70,250	3.4



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

Account Code: 001-100



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**DEPARTMENT: Administration**

**Account Code: 001-101**

**PROGRAM: Legal Services**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	143,546	134,180	139,180	141,250	1.5	132,950	(5.9)
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 143,546</b>	<b>\$ 134,180</b>	<b>\$ 139,180</b>	<b>\$ 141,250</b>	<b>1.5</b>	<b>\$ 132,950</b>	<b>(5.9)</b>

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

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**

**Account Code: 001-101**

**PROGRAM: Legal Services**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	\$ 48,000	\$ 37,500	\$ 96,000	\$ 96,000	-	\$ 100,400	4.6
601.000	Legal Services	82,403	90,000	31,500	33,750	7.1	20,750	(38.5)
601.400	Legal Services - SA Admin	-	-	5,000	-	(100.0)	-	N/A
601.100	Legal/Litigation	7,003	-	-	-	N/A	-	N/A
977.000	Liability Insurance & Claims	2,640	3,680	3,680	7,200	95.7	7,300	1.4
981.000	Computer Maintenance	3,500	3,000	3,000	4,300	43.3	4,500	4.7
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		143,546	134,180	139,180	141,250	1.5	132,950	(5.9)
<b>TOTAL EXPENDITURES</b>		\$ 143,546	\$ 134,180	\$ 139,180	\$ 141,250	1.5	\$ 132,950	(5.9)

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

**Account Code: 001-102**

	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
	2012-13	2013-14	2013-14	2014-15	2013-14	2015-16	2014-15
	Actual	Adopted	Amended	Adopted	Amended	Estimated	Adopted
Personnel Services	\$ 450,330	\$ 438,100	\$ 448,100	\$ 251,373	(43.9)	\$ 253,850	1.0
Maintenance and Operations	59,567	57,870	58,170	48,735	(16.2)	54,935	12.7
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 509,897</b>	<b>\$ 495,970</b>	<b>\$ 506,270</b>	<b>\$ 300,108</b>	<b>(40.7)</b>	<b>\$ 308,785</b>	<b>2.9</b>

**PROGRAM DESCRIPTION:**

The City Manager provides overall management and direction for all City programs with the assistance of City Department Heads; continually evaluates the City's organizational structure as it pertains to effective, efficient, and economical delivery of services to the public; and develops and implements methods of improving services and public infrastructure improvements; assures conformance with City Council policies and directives and all applicable laws.

The City Manager is responsible for the implementation of City Council policies and priorities and implementation of programs mandated by other agencies. As part of these duties, the City Manager attends 25 to 32 City Council meetings/workshops, 350 meetings with department heads, and 150 meetings with outside agencies annually.

**PROGRAM EXPLANATION:**

Code 501:	City Manager	1.00
	Executive Assistant	0.25
		<b>1.25</b>

Code 505: Represents 3 days of unpaid Management Furlough

**DEPARTMENT: Administration**

**Account Code: 001-102**

**PROGRAM: City Manager**

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 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)

- LOCC City Manager's Department annual conference

- Orange County City Managers Association meetings

- 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

- Miscellaneous publications

Code 650: Funds budgeted in this code include miscellaneous office supplies

**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

    Miscellaneous printing needs

Code 691: City Manager cell phone allowance

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

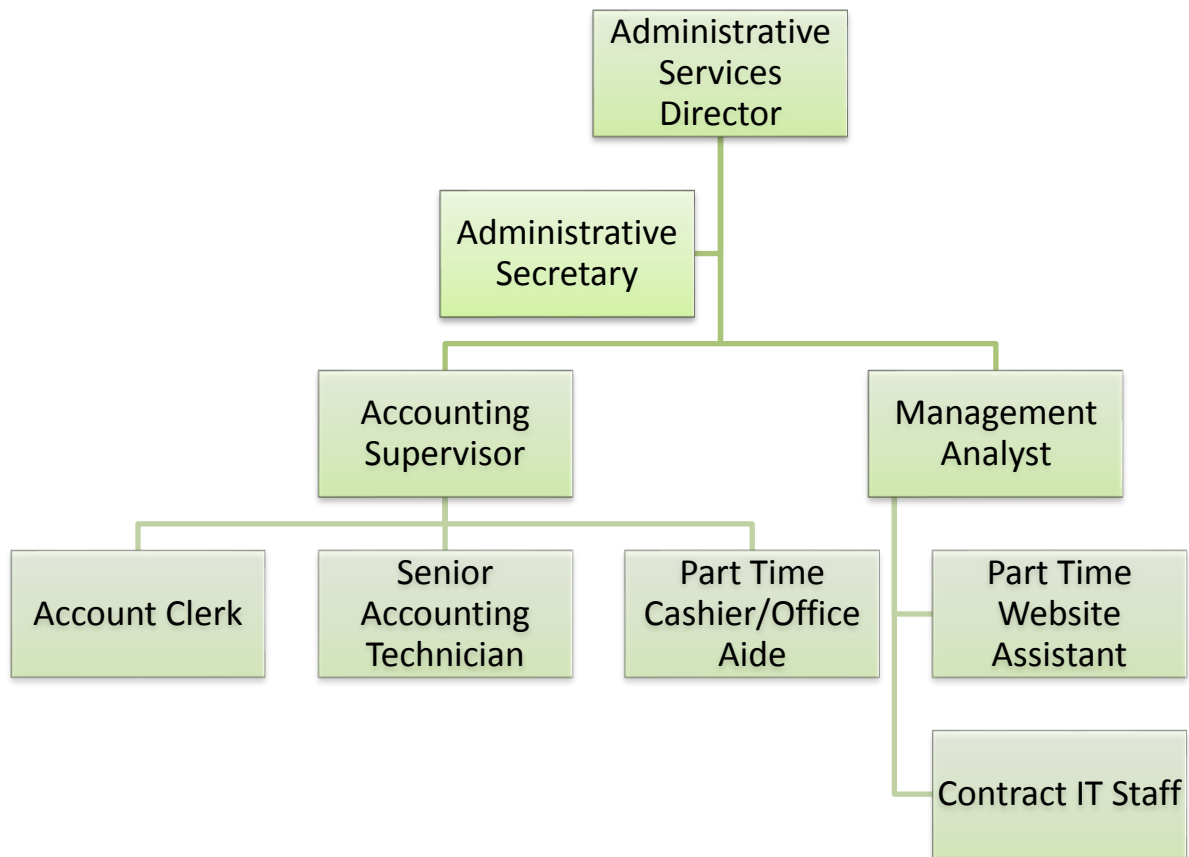
**DEPARTMENT: Administration**

**Account Code: 001-102**

**PROGRAM: City Manager**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2015-16 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 305,596	\$ 337,500	\$ 337,500	\$ 176,200	(47.8)	\$ 176,200	-
505.000	Management Furlough	\$ -	\$ (13,700)	\$ (13,700)	\$ (2,077)	(84.8)	\$ -	(100.0)
510.000	Salaries - Part-time	14,120	-	-	-	N/A	-	N/A
530.000	Overtime	182	1,200	1,200	150	(87.5)	150	-
550.000	Employee Benefits	130,432	113,100	123,100	77,100	(37.4)	77,500	0.5
	<b>TOTAL PERSONNEL SERVICES</b>	<b>450,330</b>	<b>438,100</b>	<b>448,100</b>	<b>251,373</b>	<b>(43.9)</b>	<b>253,850</b>	<b>1.0</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	9,250	-	-	-	N/A	-	N/A
620.000	Meetings & Training	4,333	6,500	6,500	2,100	(67.7)	3,700	76.2
621.000	Mileage Reimbmnt/Auto Allow	3,551	4,100	4,100	3,925	(4.3)	3,925	-
622.000	Publications & Dues	372	2,000	2,300	1,450	(37.0)	1,450	-
650.000	Office Supplies	2,756	3,000	3,000	500	(83.3)	500	-
654.000	Printing & Reproduction	1,089	2,000	2,000	1,000	(50.0)	1,000	-
691.000	Communications	1,760	1,900	1,900	960	(49.5)	960	-
733.000	Special Departmental Supplies	796	1,800	1,800	-	(100.0)	-	N/A
977.000	Liability Insurance & Claims	6,960	9,840	9,840	15,000	52.4	15,300	2.0
978.000	Building Maintenance/Replacmnt	19,300	18,630	18,630	14,700	(21.1)	18,600	26.5
981.000	Computer Maintenance	9,400	8,100	8,100	9,100	12.3	9,500	4.4
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>59,567</b>	<b>57,870</b>	<b>58,170</b>	<b>48,735</b>	<b>(16.2)</b>	<b>54,935</b>	<b>12.7</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 509,897</b>	<b>\$ 495,970</b>	<b>\$ 506,270</b>	<b>\$ 300,108</b>	<b>(40.7)</b>	<b>\$ 308,785</b>	

## Administrative Services





**Administrative Services**

**General Fund Positions**

	<u>FY 2013-14 ADOPTED</u>	<u>FY 2013-14 AMENDED</u>	<u>FY 2014-15 ADOPTED</u>	<u>FY 2015-16 ESTIMATED</u>
Administrative Services Director	0.00	0.90	0.90	0.90
Accounting Supervisor	0.00	0.65	0.65	0.65
Management Analyst	0.00	0.95	0.95	0.95
Senior Accounting Technician	0.00	0.80	0.80	0.80
Executive Assistant	0.00	0.50	0.50	0.50
Administrative Secretary	0.00	0.95	0.95	0.95
Account Clerk	0.00	0.25	0.25	0.25
	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**Other Funds Positions**

Administrative Services Director	0.00	0.10	0.10	0.10
Accounting Supervisor	0.00	0.35	0.35	0.35
Management Analyst	0.00	0.05	0.05	0.05
Senior Accounting Technician	0.00	0.20	0.20	0.20
Administrative Secretary	0.00	0.05	0.05	0.05
Account Clerk	0.00	0.75	0.75	0.75
Part Time Office Aide	0.00	0.40	0.40	0.40
	<b>0.00</b>	<b>1.90</b>	<b>1.90</b>	<b>1.90</b>
<b>TOTAL FTE:</b>	<b>0.00</b>	<b>6.90</b>	<b>6.90</b>	<b>6.90</b>

\*The Administrative Services Department was created April 2014 combining the Administrative Services and Finance Divisions and eliminating .6 FTE

**Department Description and Functions**

**Administrative Services**

**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

**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**

**Administrative Services**

**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

Pursue intergovernmental relations and partnerships

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

**Department Description and Functions**

**Administrative Services**

**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

**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

**Department Description and Functions**

**Administrative Services**

**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  
Administrative Services**

Performance Measure	FY 2013-14 Baseline*	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives
City FTE per 1,000 population	4.56	<5	Vision	Balance Budget/Reduce Personnel Costs - Provide efficient and effective customer service
Number of Press Releases Issued	20	>24	Pride and Ownership	Communication/Engagement - Maximize citizen satisfaction with City communications and outreach
Number of Agendas/Staff Reports posted to the Web	65/303	24/240		
Number of workers' compensation claims per 100 FTE	14.09	<9	Security	Balance Budget/Reduce Personnel Costs - Reduce average workers' compensation claims per employee through promotion of a safe workplace
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	not available at this time	Maintain current liabilities net of operating revenues below 24%	Vision	Reduce General Fund expenditures
Project General Fund revenue and expenditures within acceptable tolerance levels of actuals received (i.e., year-end totals)	Revenues +7.2% Expenditures +2.2%	Project within 2% of projections	Vision	

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 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.

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.

\*Estimated 2013-14 Results



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**DEPARTMENT: Administrative Services**  
**PROGRAM: Administration**

**Account Code: 001-108**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ 287,749	N/A	\$ 296,650	3.1
Maintenance and Operations	-	-	-	52,385	N/A	60,235	15.0
Capital Outlay/Improvements					N/A		N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,134</b>	<b>N/A</b>	<b>\$ 356,885</b>	<b>4.9</b>

PROGRAM DESCRIPTION:

Administrative Services oversees the business functions of the City - Accounting and Financial Services, Human Resources, Risk Management, Information Technologies, and City Clerk; 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) administration of human resources services including employee labor relations, medical services/insurance, risk-management, Citywide training, and tuition reimbursement programs; and (5) coordination of Financial services, including assisting 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, overseeing treasury activity, and administration of the City’s debt.

Administrative Services processes 250 to 300 agenda items annually, 1500 applications for approximately 3 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, 150 meetings with department heads, and 25 meetings with outside agencies annually.

PROGRAM EXPLANATION:

Code 501: Administrative Services Director	0.70
Management Analyst	0.95
Executive Assistant	0.50
	<u>2.15</u>



**DEPARTMENT:**        **Administrative Services**

**Account Code: 001-108**

**PROGRAM:**            **Administration**

- Code 505: Represents 3 days of unpaid Management Furlough
- 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 620: Funds budgeted in this code include the following meetings and training:
  - LOCC Conference
  - 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 for Administrative Services staff
- Code 622: Funds budgeted in this code include publications and dues for the following:
  - Public Employers Labor Relations Association of California (PELRAC)/National Public
  - Miscellaneous publications
- 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: Administrative Services Director and Management Analyst cell phone allowances.
- Code 733: City Hall kitchen/beverage expenses.

**DEPARTMENT:       Administrative Services**  
**PROGRAM:           Administration**

**Account Code: 001-108**

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.

**DEPARTMENT: Administration**

**Account Code: 001-108**

**PROGRAM: Administrative Services-Administration**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time				\$ 200,000	N/A	\$ 204,700	2.4
505.000	3 Day Management Furlough				\$ (1,701)			
530.000	Overtime				\$ 1,850	N/A	\$ 1,850	-
550.000	Employee Benefits				\$ 87,600	N/A	\$ 90,100	2.9
	<b>TOTAL PERSONNEL</b>				287,749	N/A	296,650	3.1
<b>MAINTENANCE AND OPERATIONS</b>								
620.000	Meetings & Training				550	N/A	3,100	463.6
621.000	Mileage Reimbmnt/Auto Allow				125	N/A	125	-
622.000	Publications & Dues				650	N/A	650	-
650.000	Office Supplies				2,250	N/A	2,250	-
654.000	Printing & Reproduction				1,000	N/A	1,000	-
691.000	Communications				1,560	N/A	1,560	-
733.000	Special Departmental Supplies				1,650	N/A	1,650	-
977.000	Liability Insurance & Claims				17,300	N/A	17,600	1.7
978.000	Building Maintenance/Replacmnt				16,900	N/A	21,400	26.6
981.000	Computer Maintenance				10,400	N/A	10,900	4.8
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>				52,385	N/A	60,235	15.0
	<b>TOTAL EXPENDITURES</b>				\$ 340,134	N/A	\$ 356,885	4.9

**DEPARTMENT: Administrative Services**

**Account Code: 001-103**

**PROGRAM: City Clerk**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 124,478	\$ 112,600	\$ 112,600	\$ 120,800	7.3	\$ 123,000	1.8
Maintenance and Operations	29,584	33,300	33,300	45,925	37.9	30,825	(32.9)
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 154,062</b>	<b>\$ 145,900</b>	<b>\$ 145,900</b>	<b>\$ 166,725</b>	<b>14.3</b>	<b>\$ 153,825</b>	<b>(7.7)</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 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 Director/City Clerk	0.20
	Administrative Secretary	0.95
		<b>1.15</b>

Code 505: Represents 3 days of unpaid Management Furlough

Code 530: Overtime required for Agenda preparation and for Minutes Clerk to attend City Council meetings.

**DEPARTMENT: Administrative Services**

**Account Code: 001-103**

**PROGRAM: City Clerk**

- 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  
Municipal Code update (Carryover)  
Municipal Code Web Storage  
Translation services
- 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/CCAC Technical Training  
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.
- 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.

**DEPARTMENT: Administrative Services**

**Account Code: 001-103**

**PROGRAM: City Clerk**

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.

# City of La Palma

**DEPARTMENT: Administrative Services**  
**PROGRAM: City Clerk**

**Account Code: 001-103**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 81,801	\$ 81,400	\$ 81,400	\$ 81,400	-	\$ 82,800	1.7
505.000	Salary Savings Credit	-	(3,500)	(3,500)	-	(100.0)	-	N/A
530.000	Overtime	3,291	1,400	1,400	3,800	171.4	3,800	-
550.000	Employee Benefits	39,386	33,300	33,300	35,600	6.9	36,400	2.2
	<b>TOTAL PERSONNEL SERVICES</b>	<b>124,478</b>	<b>112,600</b>	<b>112,600</b>	<b>120,800</b>	<b>7.3</b>	<b>123,000</b>	<b>1.8</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	2,822	16,300	18,700	6,450	(65.5)	5,950	(7.8)
604.000	Computer Software Support	2,932	-	-	-	N/A	-	N/A
619.000	Other Contract Services	11,246	-	-	15,000	N/A	-	(100.0)
619.440	Bank Service Charges	651	-	-	-	N/A	-	N/A
620.000	Meetings & Training	600	1,500	2,300	2,125	(7.6)	2,225	4.7
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	100	-	100	-
622.000	Publications & Dues	389	2,200	2,200	2,550	15.9	2,550	-
650.000	Office Supplies	285	500	500	500	-	500	-
653.000	Advertising	5,241	7,500	4,300	5,000	16.3	5,000	-
654.000	Printing & Reproduction	38	100	100	100	-	100	-
977.000	Liability Insurance & Claims	2,280	2,800	2,800	8,800	214.3	8,900	1.1
981.000	Computer Maintenance	3,100	2,300	2,300	5,300	130.4	5,500	3.8
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>29,584</b>	<b>33,300</b>	<b>33,300</b>	<b>45,925</b>	<b>37.9</b>	<b>30,825</b>	<b>(32.9)</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 154,062</b>	<b>\$ 145,900</b>	<b>\$ 145,900</b>	<b>\$ 166,725</b>	<b>14.3</b>	<b>\$ 153,825</b>	<b>(7.7)</b>

**DEPARTMENT: Administrative Services**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Adopted	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 56,357	\$ 54,500	\$ 54,500	\$ -	(100.0)	\$ -	N/A
Maintenance and Operations	118,802	117,890	117,890	40,550	(65.6)	50,756	25.2
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 175,159</b>	<b>\$ 172,390</b>	<b>\$ 172,390</b>	<b>\$ 40,550</b>	<b>(76.5)</b>	<b>\$ 50,756</b>	<b>25.2</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.

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

Graphic design



**DEPARTMENT: Administrative Services**

**Account Code: 001-105**

**PROGRAM: Community Promotion/Intergovernmental**

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

	2014-15	2015-16
Southern California Association of Governments (SCAG) dues	\$ 1,650	\$ 1,700
League of California Cities (LOCC) dues	7,150	7,340
Association of California Cities - Orange County (ACC-OC) dues		8,000
Local Agency Formation Commission (LAFCO) dues	1,500	1,550
Orange County Council of Governments (OCCOG)	2,800	2,870
Orange County Human Relations Commission dues	2,450	2,500
Miscellaneous memberships and newspaper and other subscriptions	900	900

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 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: Administrative Services**

**Account Code: 001-105**

**PROGRAM: Community Promotions/Intergovernmental**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Adopted	Fiscal Year 2014-15 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 38,266	\$ 39,000	\$ 39,000	\$ -	(100.0)	\$ -	N/A
505.000	Salary Savings Credit	-	(1,700)	(1,700)	-	(100.0)	-	N/A
530.000	Overtime	275	1,300	1,300	-	(100.0)	-	N/A
550.000	Employee Benefits	17,816	15,900	15,900	-	(100.0)	-	N/A
	<b>TOTAL PERSONNEL SERVICES</b>	56,357	54,500	54,500	-	(100.0)	-	N/A
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	65,503	71,500	72,500	1,100	(98.5)	1,100	-
620.000	Meetings & Training	-	-	200	-	(100.0)	-	N/A
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	-	(100.0)	-	N/A
622.000	Publications & Dues	22,649	23,900	23,900	16,450	(31.2)	24,856	51.1
654.000	Printing & Reproduction	-	-	-	-	N/A	-	N/A
733.000	Special Departmental Supplies	769	300	300	300	-	300	-
738.000	Community Events	8,690	6,700	5,500	6,500	18.2	6,500	-
740.000	Other Awards	4,391	700	700	700	-	700	-
977.000	Liability Insurance & Claims	3,300	3,920	3,920	6,000	53.1	6,100	1.7
978.000	Building Maintenance/Replacmnt	9,100	7,470	7,470	5,900	(21.0)	7,400	25.4
981.000	Computer Maintenance	4,400	3,300	3,300	3,600	9.1	3,800	5.6
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	118,802	117,890	117,890	40,550	(65.6)	50,756	25.2

**DEPARTMENT:** Administrative Services  
**PROGRAM:** Community Promotions/Intergovernmental

Account Code: 001-105

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Adopted	Fiscal Year 2014-15 Proposed
<b>CAPITAL OUTLAY/IMPROVEMENTS</b>								
804.000	Machinery & Equipment	-	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	-	-	-	-	N/A	-	N/A
	<b>TOTAL EXPENDITURES</b>	\$ 175,159	\$ 172,390	\$ 172,390	\$ 40,550	(76.5)	\$ 50,756	25.2

**DEPARTMENT: Administrative Services**

**Account Code: 001-104**

**PROGRAM: Accounting**

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Adopted	% Change from Fiscal Year 2014-15 Proposed
Personnel Services	\$ 330,595	\$ 320,900	\$ 179,572	\$ 180,550	0.5	\$ 182,550	1.1
Maintenance and Operations	104,224	102,710	169,930	184,850	8.8	191,350	3.5
Capital Outlay/Improvements		-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 434,819</b>	<b>\$ 423,610</b>	<b>\$ 349,502</b>	<b>\$ 365,400</b>	<b>4.5</b>	<b>\$ 373,900</b>	<b>2.3</b>

**PROGRAM DESCRIPTION:**

The Accounting Division 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:	Accounting Supervisor	0.65
	Senior Accounting Technician	0.80
	Account Clerk	0.25
		<u>1.70</u>
Code 510:	*PT Office Aide Funded in Water Billing	0.40
		<u>0.40</u>
Code 530:	Provides for personnel overtime.	

**DEPARTMENT: Administrative Services**

**Account Code: 001-104**

**PROGRAM: Accounting**

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:  
Professional Accounting Services  
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 Tyler financial services software.

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

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.

**DEPARTMENT: Administrative Services**

**Account Code: 001-104**

**PROGRAM: Accounting**

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.

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 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.

**DEPARTMENT:** Administrative Services  
**PROGRAM:** Accounting

Account Code: 001-104



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**DEPARTMENT: Administrative Services**  
**PROGRAM: Accounting**

**Account Code: 001-104**

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2012-13 Actual</u>	<u>Fiscal Year 2013-14 Adopted</u>	<u>Fiscal Year 2013-14 Amended</u>	<u>Fiscal Year 2014-15 Adopted</u>	<u>% Change from Fiscal Year 2013-14 Amended</u>	<u>Fiscal Year 2015-16 Adopted</u>	<u>% Change from Fiscal Year 2014-15 Proposed</u>
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 225,041	\$ 233,100	\$ 136,684	\$ 123,000	(10.0)	\$ 125,000	1.6
505.000	Salary Savings Credit	-	(10,000)	(10,000)	-	(100.0)	-	N/A
510.000	Salaries - Part-time				-		-	
530.000	Overtime	2,453	2,500	2,500	3,750	50.0	3,750	-
550.000	Employee Benefits	103,101	95,300	50,388	53,800	6.8	53,800	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>330,595</b>	<b>320,900</b>	<b>179,572</b>	<b>180,550</b>	<b>0.5</b>	<b>182,550</b>	<b>1.1</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	52,198	50,800	117,520	97,500	(17.0)	97,500	-
602.000	Sales Tax Audit Services	5,940	6,300	6,300	6,300	-	6,300	-
603.000	Property Tax Administration	-	-	-	-	N/A	-	N/A
604.000	Computer Software Support	5,805	5,000	5,000	17,100	242.0	17,100	-
619.440	Bank Service Charges	2,729	3,500	3,500	3,000	(14.3)	3,000	-
620.000	Meetings & Training	1,521	1,900	1,900	3,350	76.3	3,350	-
621.000	Mileage Reimbmnt/Auto Allow	49	50	50	100	100.0	100	-
622.000	Publications & Dues	790	1,000	1,000	950	(5.0)	950	-
623.000	Uniforms	-	-	-	-	N/A	-	N/A



**DEPARTMENT: Administrative Services**  
**PROGRAM: Accounting**

**Account Code: 001-104**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Adopted	Fiscal Year 2014-15 Proposed
650.000	Office Supplies	553	1,000	1,000	750	(25.0)	750	-
654.000	Printing and Reproduction	2,214	1,000	1,500	1,400	(6.7)	1,400	-
691.000	Communication	960	960	960	-	(100.0)	-	N/A
704.000	Office Equipment Maintenance	405	500	500	500	-	500	-
977.000	Liability Insurance & Claims	6,060	8,240	8,240	20,900	153.6	21,300	1.9
978.000	Building Maintenance/Replacmnt	16,800	15,660	15,660	20,400	30.3	25,900	27.0
981.000	Computer Maintenance	8,200	6,800	6,800	12,600	85.3	13,200	4.8
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	104,224	102,710	169,930	184,850	8.8	191,350	3.5
	<b>TOTAL EXPENDITURES</b>	\$ 434,819	\$ 423,610	\$ 349,502	\$ 365,400	4.5	\$ 373,900	2.3



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