

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY COUNCIL

ACCOUNT NO: 01-910-41

DESCRIPTION

The City Council is the legislative and policy-determining body of the City. Council members are elected by the people for (4) four-year overlapping terms of office. The five Council members reorganize annually in March, and elect one of their members to serve as Mayor. The Mayor presides over all City Council meetings, and acts as City representative at official functions.

The City Council establishes policy and determines the level of municipal services in response to the values, needs and interests of Temple City citizens. The City Council also serves as the governing body of the Temple City Community Redevelopment Agency, Temple City Financing Authority, and the Community Development and Housing Authority.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY COUNCIL

ACCOUNT NO: 01-910-41

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	66,705	69,660	70,760	78,500
OPERATING EXPENSES	37,182	70,315	46,855	62,540
TOTAL	103,887	139,975	117,615	141,040

FUNDING SOURCE

General Fund 141,040

(Temple City Redevelopment Agency will reimburse the City \$3,600 for City Council attending CRA meetings)

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY COUNCIL

PERSONNEL SUMMARY

FULL TIME POSITIONS

None

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4150 (Overtime) was reduced by \$1,500 due to the elimination of the overtime budget.

Account 4190 (Allocated Benefits) was increased by \$10,340 due to the increase of participants and cost of various benefits provided to the City Council.

Account 4231 (Prv/Spc Contract Services) \$14,400 was transferred from the Council Support Program for the cost to videotape City Council meetings and \$2,400 was added for additional filming costs.

Account 4410 (Meeting Expense) was reduced by \$1,540, which includes a reduction of \$50 for the County Supervisor Breakfast; \$80 for League, CCCA, SGVAC, JPIA meetings; \$1,000 for the Employee Recognition Dinner; and \$410 for miscellaneous meeting expenses.

Account 4420 (Fares & Subsistence) was increased by \$3,425 to allow an allocation of \$5,000 to each Councilmember to attend various conferences during FY 2010-11.

Account 4440 (Telephone) was decreased by \$2,500 due to a one time equipment cost during FY 2009-10.

Account 4465 (Special Dept. Supplies) was decreased by \$1,160 to reflect anticipated expenditures for FY 2010-11.

Account 4640 (Special Events) was reduced by \$700 due to the elimination of the City Picnic budget and a \$100 reduction of the Council/Commissioner BBQ budget.

Account 4670 (Community Promotions) was decreased by \$22,100 due to a one time expenditure of \$18,800 in FY 2009-10 for the City's contribution of the 'Temple City Lifestyle' magazine and a \$3,300 expenditure reduction for FY 2010-11.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY MANAGER

ACCOUNT NO: 01-910-42

DESCRIPTION

The City Manager is appointed by the City Council and is the Chief Administrative Officer of the City. The City Manager is responsible for the administration of city operations. Activities include advising the City Council of financial conditions and future needs of the City through the preparation of the annual budget; compiling reports and preparing recommendations for the City Council; and responsibility for all personnel activities.

In addition, the City Manager is responsible for the implementation and administration of Council decisions and policies for the overall coordination of department activities and for the proper enforcement of all ordinances and laws. The City Manager is also the Executive Director of the Temple City Community Redevelopment Agency, Executive Director of the Temple City Financing Authority, Executive Director of the Temple City Community Development and Housing Authority, Personnel Officer, Affirmative Action Officer, and Emergency Services Director.

FUNCTIONS

1. Implement Council policy in an expeditious manner and within the time and resources available.
2. Submit an Annual Budget to the City Council reflecting their priorities, goals, and objectives while meeting a balance of community needs.
3. Develop and implement programs for Council's consideration reflecting the Council's mission, goals and priorities.
4. Coordinate City Council meeting activities and municipal functions.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY MANAGER

ACCOUNT NO: 01-910-42

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10 -11 BUDGET
PERSONNEL	48,348	239,760	215,400	434,200
OPERATING EXPENSES	4,571	22,415	16,115	9,550
TOTAL	52,919	262,175	231,515	443,750

FUNDING SOURCE

General Fund 443,750

(Temple City Redevelopment Agency will reimburse the City \$65,190 of City Manager's salary and benefits and \$64,600 of Economic Development Manager's salary and benefits for CRA administrative costs.)

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES
PROGRAM: CITY MANAGER

DIVISION: MANAGEMENT SERVICES
ACCOUNT NO: 01-910-42

PERSONNEL SUMMARY

FULL TIME POSITIONS

City Manager	1.000
Economic Development Manager / Assistant to CM	1.000
TOTAL	2.000

PART TIME POSITIONS

Executive Assistant to the City Manager	1.000
TOTAL	1.000

PROGRAM CHANGES

Account 4106 (City Manager) was increased by \$48,100 to account for a full fiscal year salary of the City Manager.
Account 4109 (Economic Development Manager/Assistant to the City Manager) was added to FY 2010-11.
Account 4161 (Part-time) was increased by \$16,440 to account for a full fiscal year of a part time Executive Assistant to the City Manager.

Account 4190 (Allocated Benefits) was increased by \$35,900 to account for increase cost of benefits and additional benefits provided to the Economic Development Manager/Assistant to the City Manager and the part time Executive Assistant to the City Manager.

Account 4231 (Prv/Spc Contract Services) was reduced by \$4,100 due to a one-time expenditure in FY 2009-10 for the revitalization presentation conducted by Freedman Tung & Sasaki Urban Design.

Account 4405 (Mileage Reimbursement) was reduced by \$800 due to the elimination of the mileage reimbursement budget for the City Manager.

Account 4410 (Meeting Expense) was reduced by \$1,400, which includes a reduction of \$120 for SGVCMA meetings; \$60 in CCCA meetings; \$420 in Liaison meetings; \$400 in department meetings & seminars; and \$400 in workshops.
Account 4415 (Vehicle Operation) was decreased by \$2,200, due to a City vehicle will not be provided to the City Manager, therefore the maintenance and/or operating costs have been transferred to the Community Development Department as a pool car.

Account 4420 (Fares & Subsistence) was increased by \$955 to allow an allocation of \$5,000 to the City Manager to attend various conferences during FY 2010-11.

Account 4440 (Telephone) was decreased by \$720 due to a one time equipment cost during FY 2009-10.

Account 4490 (Training) was decreased by \$600 due to no expected training for the City Manager during FY 2010-11.

Account 4670 (Community Promotions) was decreased by \$4,000 due to additional budget cuts approved on June 29, 2010.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY ATTORNEY

ACCOUNT NO: 01-910-43

DESCRIPTION

The City Attorney, appointed by the City Council, acts as legal counsel for the City and advises the City Council and City Staff on legal matters, such as contracts, ordinances, resolutions and other legislative items relating to City business. The City Attorney acts as General Counsel to the Temple City Redevelopment Agency, the Temple City Community Development and Housing Authority, and the Temple City Financing Authority.

FUNCTIONS

1. Provide legal services as described in the agreement between the City/Agency and Burke, Williams & Sorensen, LLP.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY ATTORNEY

ACCOUNT NO: 01-910-43

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	-	-	-	-
OPERATING EXPENSES	83,376	229,700	182,070	212,210
TOTAL	83,376	229,700	182,070	212,210

FUNDING SOURCE

General Fund 212,210

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: CITY ATTORNEY

ACCOUNT NO: 01-910-43

PERSONNEL SUMMARY

FULL TIME POSITIONS

None

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4215 (LA Co. - General Services) was reduced by \$2,500 due to the budget transferred to the Code Enforcement Program.

Account 4243 (Special Counsel) was decreased by \$15,000, due to the termination of a monthly retainer with a law firm that specilizes in personnel matters.

Account 4410 (Meeting Expense) was reduced by \$300 due to the elimination of the meeting expense budget.

Account 4425 (Memberships/Subscriptions) was increased by \$310, due to an automatic five percent escalator clause to the monthly subscription for Internet accessed Westlaw legal library.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: ELECTIONS

ACCOUNT NO: 01-910-44

DESCRIPTION

The Elections Program is responsible for conducting all Municipal Elections. General Municipal Elections are held the first Tuesday after the first Monday in March of odd numbered years. Councilmembers' terms are alternating with three terms of office expiring at one election and the remaining two terms on the following election. Councilmembers are limited to serving two consecutive four-year terms and are not eligible to be a candidate for election until two years after expiration of the second consecutive term. The City Clerk is the Elections Official for the City's stand-alone election. The next Municipal Election will be held in March 2011.

FUNCTIONS

1. Plan, supervise and conduct Municipal Election;
2. Prepare and certify adoption of resolutions calling election;
3. Prepare legal notices and coordinate advertisement of election;
4. Prepare and coordinate candidate packets;
5. Conduct the nomination process and verification of eligibility;
6. Consolidate precincts;
7. Recruit, staff, and coordinate polling locations;
8. Process absentee ballot applications and verification of signatures;
9. Coordinate and staff central counting place;
10. Canvass and certify election results; and
11. Receive all candidate campaign statement required filings.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: ELECTIONS

ACCOUNT NO: 01-910-44

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	780	-	-	990
OPERATING EXPENSES	54,149	-	60	52,510
TOTAL	54,929	-	60	53,500

FUNDING SOURCE

General Fund 53,500

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: ELECTIONS

ACCOUNT NO: 01-910-44

PERSONNEL SUMMARY

FULL TIME POSITIONS

None

PART TIME POSITIONS

None

PROGRAM CHANGES

All accounts in the Elections Program have increased due to elections occurring in FY 2010-11.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: COUNCIL SUPPORT

ACCOUNT NO: 01-910-45

DESCRIPTION

The Council Support Program is responsible for recording the official action of the City Council and providing Council support for Regular, Special and Adjourned meetings as well as the Redevelopment Agency, Housing Authority and Financing Authority. The City Clerk oversees the execution and maintenance of official City documents and the legislative history. In addition, the City Clerk's Department processes Special Permits, certifies official documents, provides voter registration assistance and serves as the Filing Officer for Fair Political Practices Commission filings.

FUNCTIONS

1. Serve as Clerk to the City Council, attend City Council meetings and record all official proceedings;
2. Coordinate, notice and distribute all agendas in accordance with legal requirements;
3. Prepare follow up to Council, Agency and Authority actions including recordation and/or execution of documents and preparation of minutes;
4. Prepare and publish, as required, public hearing and meeting notices;
5. Maintain and index all official actions via the Legislative History database;
6. Certify and notarize official documents and maintain the official City Seal and archives;
7. Receive and coordinate public appeals, petitions, public record requests and maintenance of non-solicitation list;
8. Coordinate Municipal and Zoning Code codification and distribution of supplements;
9. Serve as Filing Officer for Conflicts of Interest Code and Fair Political Practices Commission filings;
10. Coordinate City-wide Records Management Program;
11. Verify contract compliance with regard to insurance and bond requirements;
12. Process Special Use Permits;
13. Administer and file Oaths of Office;
14. Serve as Parking Administration and Administrative Citation Hearing Officer;
15. Coordinate public bidding process, receive bids, conduct bid opening; and
16. Maintain and reconcile Petty Cash Fund.

SPECIAL PROJECTS

1. Streamline records destruction process and coordinate citywide destruction of obsolete records in accordance with the City's retention schedule;
2. Reorganize and update department files and filing index;
3. Revise and expand citywide records retention schedule using state approved guidelines; and
4. Continue preparation of department desk manual.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: COUNCIL SUPPORT

ACCOUNT NO: 01-910-45

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	225,735	234,690	234,690	235,510
OPERATING EXPENSES	15,673	31,930	36,440	21,520
TOTAL	241,408	266,620	271,130	257,030

FUNDING SOURCE

General Fund 257,030

(Temple City Redevelopment Agency will reimburse the City \$15,270 of City Clerk's salary and benefits for CRA administrative costs.)

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: COUNCIL SUPPORT

ACCOUNT NO: 01-910-45

PERSONNEL SUMMARY

FULL TIME POSITIONS

City Clerk	1.000
Deputy City Clerk	1.000
TOTAL	2.000

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4231 (Private/Special Contract Services) was reduced by \$19,400. Cost for taping City Council Meetings was transferred to the City Council Program budget.

Account 4405 (Mileage Reimbursement) was reduced by \$50 based on estimated expenditures for FY 2010-11.

Account 4410 (Meeting Expense) was reduced by \$130 due to the cost of water for City Council meetings was transferred to the City Council budget and elimination of audio tapes for recording City Council meetings.

Account 4425 (Membership/Subscription) was reduced by \$80 due to the elimination of the Pasadena Star News subscription.

Account 4440 (Telephone) increased by \$60 to cover the cost of blackberry cell phone services for the City Clerk.

Account 4445 (Printing) \$3,600 was added this fiscal year to account for copy usage made by the Council Support Program.

Account 4465 (Special Department Supplies) was decreased by \$980 due to the decrease cost of West Codes.

Account 4470 (Legal Advertising) increased by \$6,220 due to anticipated projects within the City that require legal notices.

Account 4490 (Training) was increased by \$350 based on anticipated notary training for the City Clerk.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: SUPPORT SERVICES

ACCOUNT NO: 01-910-46

DESCRIPTION

The Support Services Program includes all personnel and employee relations functions, such as recruitment and selection, employee training and evaluation, affirmative action and administration of the classification and pay plan systems. The Support Services Program staff is responsible for the management, maintenance, and operation of the City's computer network systems, telephone system, cellular telephones, and cable television administration.

FUNCTIONS

1. Recruit effectively and quickly for all open positions;
2. Monitor and process all salary/class changes in accordance with the City's pay and classification plans;
3. Monitor and respond to changes in personnel law;
4. Manage the City's computers and telephones; and
5. Administrate the City's cable television programming.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: SUPPORT SERVICES

ACCOUNT NO: 01-910-46

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	125,482	132,010	130,210	68,520
OPERATING EXPENSES	48,348	71,390	50,150	43,030
TOTAL	173,830	203,400	180,360	111,550

FUNDING SOURCE

General Fund align="right">111,550

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: SUPPORT SERVICES

ACCOUNT NO: 01-910-46

FULL TIME POSITIONS

Personnel Analyst	0.500
TOTAL	0.500

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4109 (Assistant to the City Manager) will be eliminated effective 08/01/2010.

Account 4150 (Overtime) was increased by \$700 due to the transfer of overtime from the City Council Program to the Support Services Program.

Account 4161 (Part-time) was eliminated \$1,500 because there are no expected expenditures in FY 2010-11.

Account 4190 (Allocated Benefits) decreased by \$17,440 due to the elimination of the Assistant to the City Manager position.

Account 4231 (Private/Special Services) was eliminated \$20,000 due to a one-time expenditure for an executive search firm in FY 2009-10.

Account 4405 (Mileage Reimbursement) was decreased by \$200 based on anticipated expenditures in FY 2010-11.

Account 4410 (Meeting Expense) was reduced by \$600 due to the elimination of miscellaneous meeting expenses.

Account 4430 (Publications) was decreased by \$20,000 due to the elimination of publishing in the Temple City Tribune.

Account 4440 (Telephone) \$780 was added to account for City provided cell phone to the Asst to the City Manager.

Account 4465 (Special Department Supplies) decreased by \$1,250 due to a one-time purchase of a replacement TV for City Hall lunch room in FY 2009-10 and reduction in other department supplies.

Account 4475 (Classified Advertising) was reduced by \$4,000 due to advertising in FY 2009-10 for the City Manager position.

Account 4490 (Training) increased by \$18,500 for approved customer service training on June 29, 2010.

Account 4495 (Recruitment/Testing) was decreased by \$1,590 based on anticipated expenditures in FY 2010-11.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: INSURANCE/BENEFITS

ACCOUNT NO: 01-910-47

DESCRIPTION

The Insurance/Benefits Program includes the risk management functions such as general city liability and workers' compensation insurance as well as all-risk property insurance through the California Joint Powers Insurance Authority (CJPIA). This program also includes all employee benefits and insurance plans. The City Manager oversees and administers all aspects of the Insurance/Benefits program.

FUNCTIONS

1. Identify and analyze liability issues within the City;
2. Review all claims against the City, including liability and workers' compensation, and monitor the processing of each claim with claims administrators and the CJPIA; and
3. Monitor the employee benefit and insurance plans.

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CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: INSURANCE /BENEFITS

ACCOUNT NO: 01-910-47

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	125,786	130,210	130,210	68,010
OPERATING EXPENSES	220,303	437,140	363,350	454,830
TOTAL	346,089	567,350	493,560	522,840

FUNDING SOURCE

General Fund	207,790
Self Insurance Fund	315,050

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: MANAGEMENT SERVICES

PROGRAM: INSURANCE/BENEFITS

ACCOUNT NO: 01-910-47

PERSONNEL SUMMARY

FULL TIME POSITIONS

Personnel Analyst	0.500
TOTAL	0.500

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4109 (Assistant to the City Manager) position will be eliminated effective August 1, 2010 .

Account 4190 (Allocated Benefits) decreased by \$16,950 due to the elimination of the Assistant to the City Manager position.

Account 4305 (Bonus Pay) decreased by \$4,450 to reflect the elimination of bilingual pay in FY 2010-11.

Account 4310 (Optional Benefits) decreased by \$29,655 due to approved reduction of employee benefits on June 29, 2010.

Account 4320 (Health Insurance) increased by \$47,140 to reflect approved new positions on June 29, 2010.

Account 4330 (Unemployment Compensation) decreased by \$10,000 based on low unemployment compensation cost.

Account 4340 (PERS Retirement) decreased by \$17,720 due to approved employee paid 1% of salaries on June 29, 2010.

Account 4350 (Medicare Tax) increased by \$1,690 based on creation of approved new positions on June 29, 2010.

Account 4360 (Other Insurance) increased by \$18,025 due to the increase cost of General Liability Insurance and additional vision and dental insurance for approved new positions.

Account 4425 (Membership/Subscription) decreased by \$110; and Account 4490 (Training) decreased by \$1,500 based on anticipated expenditures for FY 2010-11.

Account 4496 (Audit Penalty Fees) decreased by \$3,000 based on a one-time penalty by the IRS in FY 2009-10.

Account 4695 (Education Expense) decreased by \$5,000 due to the suspension of education expense approved on June 29, 2010.