

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Fund Distribution	
ADMINISTRATIVE	GENERAL FUND	3,272,243
	AIR QUALITY MGMT DISTRICT	55,600
	EMPLOYEE BENEFITS FUND	3,877,187
	EQUIPMENT REPLACEMENT	441,750

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
City Administration	919,331	1,094,473	715,451	767,371
Support Services	187,767	325,054	263,262	338,541
Human Resources	403,102	444,636	403,206	390,513
Risk Management	571,103	132,412	136,259	794,654
Finance	714,275	713,804	700,071	734,357
Information Technology	308,443	264,555	268,068	302,407
Employee Benefits	4,400,469	4,254,592	3,984,090	3,877,187
Equipment Replacement	372,691	763,500	520,938	441,750
Total	7,877,181	7,993,026	6,991,345	7,646,780

OVERVIEW COMMENTARY

The Administration and Support function exists to carry out the policies established by the City Council and administer the daily operations of the City. This function includes City Administration and Economic Development, Support Services, Finance Administration, Information Technology, Personnel, and Risk Management. This function also manages the City's two internal service funds, the Equipment Replacement Fund and the Employee Benefits Fund.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	CITY ADMINISTRATION/ECONOMIC DEVELOPMENT	001111

ACTIVITY COMMENTARY

City Administration is responsible for planning, organizing, and directing all municipal activities and operations. This office submits the annual budget to the City Council and advises the Council of the financial condition and needs of the City. The City Manager makes recommendations to the City Council on the affairs of the City and ensures that all applicable ordinances and laws are enforced. The City Manager attends all Council meetings and advises the Council on legislative and public matters.

City Administration also manages the Economic Development activity. The City continues to develop new strategies to attract higher and better commercial uses along the Imperial Highway Corridor and Interstate 5 as part of the freeway widening and interchange improvements at Valley View Avenue.

GOALS FOR FISCAL YEAR 2014-15

Administration will provide an effective, responsive, and efficient City organization; implement the programs and policies established by the City Council; and oversee day to day City operations. Administration will actively support legislation that provides for the repayment of the City's loan to the former Redevelopment Agency; protects local control of funds and former Redevelopment Agency properties, and offers new economic development opportunities. Administration will monitor the 2015 Strategic Plan ensuring actions are taken in support of core strategies developed by the City Council to guide La Mirada. Administration will continue efforts to improve its business opportunities by developing partnerships with key property owners and tenants to encourage business development and retention. Administration will monitor the progress on "The Orchards" neighborhood development. Administration will continue to provide staff support to the Measure I Citizen's Oversight Board.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	CITY ADMINISTRATION ECONOMIC DEVELOPMENT	001111

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 City Manager	100,635	209,920	148,280	191,712
5001 Community Dev Manager (.92)	98,092	93,782	94,718	92,797
5001 Administrative Analyst I (.50)	27,693	29,080	30,790	32,877
5001 Executive Secretary	68,607	69,731	70,450	70,498
5001 Deputy City Clerk (.50)	17,494	17,341	19,337	30,972
5001 Deputy City Manager	115,852	125,900	26,041	-
5002 Wages-Hourly	88,614	105,575	41,994	-
5004 Overtime	82	-	-	-
5100.1 Benefits-Permanent	276,907	353,083	231,932	272,256
5100.2 Benefits-Hourly	14,716	17,501	5,459	-
Total Personnel	808,692	1,021,913	669,001	691,111
Operations:				
5220 Contract Services	88,006	50,000	25,000	50,000
5410 Communications	720	960	480	960
5440 Dues and Memberships	2,318	2,000	3,000	3,000
5441 Travel, Conference and Training	5,089	5,000	2,000	5,000
5450 Auto Allowance, Mileage	6,600	6,600	8,300	9,300
5500 Supplies	7,906	8,000	7,670	8,000
Total Operations	110,639	72,560	46,450	76,260
Total	919,331	1,094,473	715,451	767,371

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	SUPPORT SERVICES	001113,231421

ACTIVITY COMMENTARY

The Support Services activity is responsible for general City administrative support, general City office supplies and support of various community organizations.

GOALS FOR FISCAL YEAR 2014-15

The goal of Support Services is to continue providing primary staffing for the City Hall reception desk and general support to operating departments.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	SUPPORT SERVICES	001113 231421

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5002 Wages-Hourly	35,795	46,564	32,662	46,392
5100.2 Benefits-Hourly	5,934	7,690	4,500	6,049
Total Personnel	41,729	54,254	37,162	52,441
Operations:				
5210 Professional Services	30,180	15,300	30,600	30,600
5320 Repair and Maintenance	4,690	5,000	3,000	5,000
5330 Rentals	12,265	11,200	11,200	11,200
5340 Equipment Replacement Charge	3,259	-	-	-
5400 Other Services	127	-	-	-
5430 Advertising and Promos	6,000	142,400	100,000	142,400
5440 Dues and Memberships	61,049	70,900	55,300	70,900
5450 Auto Allowance, Mileage	-	-	-	-
5500 Supplies	28,468	26,000	26,000	26,000
Total Operations	146,038	270,800	226,100	286,100
Total	187,767	325,054	263,262	338,541

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	HUMAN RESOURCES	001114

ACTIVITY COMMENTARY

Human Resources is responsible for providing comprehensive human resources services to assist all City Departments in achieving their goals. Human Resources staff works with departments to recruit, select and hire the most qualified employees. Human Resources administers employee benefits, coordinates employee recognition programs; processes job performance reviews and pay status changes, conducts new and existing employee processing, and conducts wage and compensation analysis. Human Resources administers Workers' Compensation claims, promotes safety awareness and employee safety training, and strives to reduce the frequency and severity of claims through proactive risk management efforts. Human Resources also coordinates training and development activities by assessing employee training needs in cooperation with departments to improve employee knowledge and skill levels. Human Resources administers the City's personnel policies in a fair and consistent manner.

GOALS FOR FISCAL YEAR 2014-15

The goals of Human Resources are to update the City's Benefit and Salary Resolution to reflect revisions to the City's benefit and pay structure; implement provisions of the Patient Protection and Affordable Care Act; update personnel and safety policies and procedures; and coordinate safety training.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	HUMAN RESOURCES	001114

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 Human Resources Manager	105,400	108,035	107,502	109,223
5001 Administrative Analyst I (.50)	27,693	29,080	30,472	32,877
5001 Human Resources Technician	57,996	59,467	60,119	48,303
5001 Assistant City Manager (.10)	1,884	-	-	-
5002 Wages-Hourly	28,721	35,445	24,601	19,136
5004 Overtime	232	1,000	500	1,000
5100.1 Benefits-Permanent	124,751	127,181	125,910	123,762
5100.2 Benefits-Hourly	4,790	6,048	1,954	2,620
Total Personnel	351,467	366,256	351,058	336,920
Operations:				
5210 Professional Services	6,365	5,000	4,800	3,000
5400 Other Services	18,837	15,000	16,013	18,013
5410 Communications	503	480	480	480
5430 Advertising and Promos	7,599	15,000	5,000	5,000
5440 Dues and Memberships	1,367	2,100	1,700	2,100
5441 Travel, Conference and Training	2,603	10,000	5,343	7,000
5442 Employee Recognition	8,656	25,000	11,900	12,000
5450 Auto Allowance, Mileage	3,337	3,300	3,500	3,500
5500 Supplies	2,368	2,500	3,412	2,500
Total Operations	51,635	78,380	52,148	53,593
Total	403,102	444,636	403,206	390,513

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	RISK MANAGEMENT	001115

ACTIVITY COMMENTARY

The City is a member of the California Joint Powers Insurance Authority (CJPIA), which is a joint venture of over 120 cities and agencies. CJPIA provides risk coverage for its members through the pooling of risks and purchased insurance.

GOALS FOR FISCAL YEAR 2014-15

The goals of the Risk Management activity are to identify loss exposures and to eliminate, reduce or prevent losses to the greatest extent possible to preserve the City's resources; coordinate thorough investigation and expedite resolution of liability claims; review monthly claims reports; and develop and implement loss prevention recommendations in conjunction with the City's Risk Management Committee.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	RISK MANAGEMENT	001115

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 Administrative Analyst I (.10)	19,036	6,504	6,504	6,576
5100.1 Benefits-Permanent	12,307	4,208	4,208	4,274
Total Personnel	31,343	10,712	10,712	10,850
Operations:				
5400 Other Services	460	1,000	1,000	1,000
5410 Communications	138	200	200	200
5421 General Liability Insurance	421,918	-	-	662,104
5421.1 Special Event Insurance	16,818	23,000	23,000	23,000
5422 Property/Vehicle Insurance	97,286	87,000	90,847	87,000
5423 Other Insurance	-	10,000	10,000	10,000
5423.1 Employee Bonding Insurance	3,021	-	-	-
5441 Travel, Conference and Training	119	500	500	500
Total Operations	539,760	121,700	125,547	783,804
Total	571,103	132,412	136,259	794,654

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	FINANCE	001116

ACTIVITY COMMENTARY

The Finance activity administers the budget process for both the City and Agency and the Capital Improvement Program. Responsibilities include all treasury functions including investing idle cash, providing for completion of the annual independent audit, preparing the Comprehensive Annual Financial Report (CAFR), and filing required reports with other governmental agencies. Finance is an activity of the Administrative Services Department, which also oversees the accounting of all revenues and expenditures, business licensing, and grant programs, and provides fiscal administration support to the La Mirada Public Financing Authority and Successor Agency.

GOALS FOR FISCAL YEAR 2014-15

The goals of Finance are to perform to the highest professional standards all aspects of fiscal administration for the City and the Successor Agency; prepare and submit accurate and timely financial reports and complete the annual financial audit on schedule including the production of the Comprehensive Annual Financial Report (CAFR); invest City and Agency funds to achieve the highest yield consistent with a high degree of safety while maintaining adequate liquidity; and provide for safekeeping of all investments.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	FINANCE	001116

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 Senior Accountant (2) (1.60)	124,974	128,246	128,004	129,657
5001 Account Technician III (2)	115,888	118,934	118,918	120,244
5001 Account Technician I	47,475	48,737	48,989	49,273
5001 Assistant City Manager (.35)	4,423	-	-	-
5002 Wages-Hourly	56,135	65,639	55,830	68,054
5004 Overtime	805	500	-	500
5100.1 Benefits-Permanent	189,383	191,450	191,450	194,463
5100.2 Benefits-Hourly	9,305	10,886	7,280	8,913
Total Personnel	548,388	564,392	550,471	571,105
Operations:				
5210 Professional Services	77,846	73,500	73,500	87,652
5220 Contract Services	3,392	-	-	-
5320 Repair and Maintenance	722	1,000	1,000	1,000
5340 Equipment Replacement Charge	4,524	-	-	-
5400 Other Services	70,264	65,900	65,900	65,900
5410 Communications	14	312	-	-
5440 Dues and Memberships	1,129	800	800	800
5441 Travel, Conference and Training	275	500	1,000	500
5450 Auto Allowance, Mileage	2,432	2,400	2,400	2,400
5500 Supplies	5,289	5,000	5,000	5,000
Total Operations	165,887	149,412	149,600	163,252
Total	714,275	713,804	700,071	734,357

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	INFORMATION TECHNOLOGY	001117

ACTIVITY COMMENTARY

The Information Systems activity provides administration for the City's wide area network through a contract with Brea IT. This activity maintains desktop support for all City computers, the phone system and the financial system.

GOALS FOR FISCAL YEAR 2014-15

The goals of Information Technology are to effectively administer the City's wide area network; maintain the City's electronic infrastructure and reduce down time; and monitor the City's financial system and phone system.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	INFORMATION TECHNOLOGY	001117

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 Graphics Specialist (.10)	-	-	-	6,382
5001 Assistant City Manager (.20)	2,513	-	-	-
5002 Wages-Hourly	3,644	3,918	3,600	4,232
5100.1 Benefits-Permanent	1,610	-	-	4,148
5100.2 Benefits-Hourly	604	650	468	550
Total Personnel	8,371	4,568	4,068	15,312
Operations:				
5210 Professional Services	153,052	171,832	171,000	179,000
5220 Contract Services	64,525	62,000	62,000	87,000
5340 Equipment Replacement Charge	45,661	-	-	-
5410 Communications	1,148	1,095	1,000	1,095
5500 Supplies	35,686	25,060	30,000	20,000
Total Operations	300,072	259,987	264,000	287,095
Total	308,443	264,555	268,068	302,407

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	EMPLOYEE BENEFITS	801198,801199

ACTIVITY COMMENTARY

The Employee Benefits activity provides for the City's costs of employee benefit programs including retirement, medical, dental, vision, life and disability, workers compensation, unemployment, Medicare and deferred compensation. In addition, meritorious performances, incentive and buy-back program provide opportunities to help promote a healthy, positive and productive atmosphere among employees.

GOALS FOR FISCAL YEAR 2014-15

The primary goal of the Employee Benefits activity is to develop and implement a cost effective employee benefits package for permanent full-time and hourly part-time personnel.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	EMPLOYEE BENEFITS	FUND 801

Expense Classification	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Adopted
Personnel:				
5001 STD Disability	5,678	-	468	-
5011/5012 Vacation/Sick Leave Buy Back	288,276	170,000	145,795	165,000
5013 Employee Incentive Program	39,061	40,000	52,587	50,000
5014 Health Insurance Rebate	16,438	13,800	14,100	14,400
5101 PERS	844,860	844,952	838,978	885,053
5102 PARS	791,111	867,097	779,064	995,864
5103 Defined Benefit	57,189	77,664	67,241	72,163
5104 Medicare	109,669	112,101	104,207	109,356
5105 Workers' Comp	473,751	262,255	262,255	203,503
5106 Unemployment Insurance	32,654	30,000	25,000	30,000
5107.1 Medical	1,539,181	1,616,103	1,478,856	1,112,769
5107.2 Dental	70,201	73,009	78,851	93,602
5107.3 Vision	14,591	17,000	12,000	17,000
5108 Life and Disability	54,945	56,211	62,719	58,208
5109 Deferred Compensation	49,628	51,000	52,892	54,269
Total Personnel	4,387,233	4,231,192	3,975,013	3,861,187
Operations:				
5400 Other Services	4,992	6,000	5,077	6,000
5442 Employee Recognition	5,542	5,000	3,000	5,000
5443 Tuition Reimbursement	2,702	12,400	1,000	5,000
Total Operations	13,236	23,400	9,077	16,000
Total	4,400,469	4,254,592	3,984,090	3,877,187

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
ADMINISTRATIVE	EQUIPMENT REPLACEMENT	802499

ACTIVITY COMMENTARY

The Equipment Replacement activity was created in Fiscal Year 2000-01 to charge departments for the replacement cost of City equipment. The initial operating transfer and subsequent replacement charges establish a funding source for future replacement costs. While the Finance activity administers the accounting of the replacement charges, the physical responsibility of the equipment remains with the City Departments.

GOALS FOR FISCAL YEAR 2014-15

The goal of the Equipment Replacement activity is to identify and fund the replacement of fully depreciated City equipment. This process takes the volatility of capital acquisition costs out of the department budgets and centralizes these expenditures into one activity.

