

**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

<b>Function</b>	<b>Fund Distribution</b>	<b>Activity</b>
<b>LEGISLATIVE</b>	<b>GENERAL FUND</b>	<b>756,573</b>

<b>Expense Classification</b>	<b>2012-13 Actual</b>	<b>2013-14 Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted</b>
City Council	139,068	143,115	140,075	143,299
Commission and Committees	4,545	7,000	7,865	7,000
Elections	123,366	-	-	94,600
City Clerk	163,656	196,617	194,464	204,809
Legal Support Services	176,727	306,853	236,906	306,865
<b>Total</b>	<b>607,362</b>	<b>653,585</b>	<b>579,310</b>	<b>756,573</b>

**OVERVIEW COMMENTARY**

The Legislative function is responsible for all activities related to the City Council's legislative and policy responsibilities that establish the quality of City services. This involves special citizen advisory commissions and other bodies including the Community Services Commission, Planning Commission, and Public Safety Commission. The Legislative function includes the City Council, Commissions and Committees, City Clerk, Elections, and Legal Support activities.

**CITY OF LA MIRADA  
MUNICIPAL ACTIVITY DETAIL**

<b>FUNCTION</b> <b>LEGISLATIVE</b>	<b>ACTIVITY TITLE</b> <b>CITY COUNCIL</b>	<b>ACTIVITY</b> <b>001101</b>
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**ACTIVITY COMMENTARY**

The City Council is the legislative and policy-making body for the City of La Mirada. Five Councilmembers are elected at large for four-year, overlapping terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As La Mirada's elected representatives, the City Council represents the values of the electorate, determines viable community needs, and establishes municipal services. The Council determines service levels and revenue obligations through the adoption of an annual budget, authorizes City contracts and expenditures, establishes City service and operating policies, and adopts such regulatory measures as may be necessary for the protection of the community.

Councilmembers represent the City on various intergovernmental organizations to achieve governmental cooperation, legislation, and programs that are consistent with the community's needs.

**GOALS FOR FISCAL YEAR 2014-15**

The City Council's goals are to continue providing open, honest, and responsive City government that aims to achieve a better quality of life for all La Mirada citizens. The City Council develops policies and programs which are cost effective and productive and maintain La Mirada's fiscal integrity (balanced budget) while providing a high level of service to the community. The City Council will continue to meet the needs of citizens and local businesses while keeping public safety its priority. Additionally, the City Council will oversee the prudent expenditure of Measure I funds to improve La Mirada's infrastructure.



**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
LEGISLATIVE	COMMISSION & COMMITTEES	001102

**ACTIVITY COMMENTARY**

The Council-appointed citizen advisory commissions include the Community Service Commission, Public Safety Commission and Planning Commission. They are responsible for developing community goals, performing studies on municipal issues, making recommendations and keeping the City Council informed of issues related to their commission. In addition, City Council has appointed a Youth Council, a Senior Council, and a Historical Preservation Advisory Council. A representative from the Community Foundation and Athletic Council serve on the Community Services Commission.

**GOALS FOR FISCAL YEAR 2014-15**

The goals of La Mirada's Commissions and Councils are to provide the City Council with community perspectives in many areas of City policy making, forge a vital link between elected officials and citizens, and provide opportunities for participation in government. The advisory bodies are committed to identifying and fulfilling the community's needs in the areas of planning, community services, public safety, youth and senior programs, and historical preservation. In their advisory capacity, these Council-appointed entities provide community views on issues facing the City.



**CITY OF LA MIRADA  
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
<b>LEGISLATIVE</b>	<b>ELECTIONS</b>	<b>001103</b>

**ACTIVITY COMMENTARY**

The City Clerk is responsible for administering elections in accordance with State law, ensuring that every registered voter be afforded the opportunity to vote, facilitating voter registration, and educating the community on the importance of voting.

**GOALS FOR FISCAL YEAR 2014-15**

The goal of the City Clerk's office is to facilitate a General Municipal Election in March 2015.

**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

<b>Function</b>	<b>Activity Title</b>	<b>Activity</b>
<b>LEGISLATIVE</b>	<b>ELECTIONS</b>	<b>001103</b>

<b>Expense Classification</b>	<b>2012-13 Actual</b>	<b>2013-14 Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted</b>
<b>Personnel:</b>				
5002 Wages-Hourly	463	-	-	-
5004 Overtime	-	-	-	-
5100.2 Benefits-Hourly	77	-	-	-
<b>Total Personnel</b>	<b>540</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operations:</b>				
5220 Contract Services	99,383	-	-	75,000
5330 Rentals	-	-	-	-
5340 Equipment Replacement Charges	4,435	-	-	-
5400 Other Services	9,643	-	-	11,100
5430 Advertising and Promos	5,989	-	-	6,000
5500 Supplies	3,376	-	-	2,500
<b>Total Operations</b>	<b>122,826</b>	<b>-</b>	<b>-</b>	<b>94,600</b>
<b>Total</b>	<b>123,366</b>	<b>-</b>	<b>-</b>	<b>94,600</b>

**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
<b>LEGISLATIVE</b>	<b>CITY CLERK</b>	<b>001112</b>

**ACTIVITY COMMENTARY**

The City Clerk's office is responsible for preparing, compiling and distributing City Council agenda packets for City Council meetings; preparing the official minutes of the City Council; certifying official records including minutes, ordinances and resolutions; administering oaths; responding to Public Records Requests; publishing and posting legal notices; maintaining the City's central filing system and the legislative history; ensuring the timely codification of the La Mirada Municipal Code; distributing plans and specifications and conducting bid openings for City projects; receiving liability claims against the City; and administering the filing of the Statements of Economic Interests for public officials and designated employees pursuant to the provisions of the Political Reform Act of 1974 as regulated by the Fair Political Practices Commission. The City Clerk is also responsible for the operations of the front counter at City Hall.

**GOALS FOR FISCAL YEAR 2014-15**

The goal of the City Clerk's office is to assist the City in meeting the State law requirements related to the compilation and preservation of official records, conduct of public meetings and bids, records requests, notification of interested parties of Council determinations, and the preparation of City Council agendas and minutes.

**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

<b>Function</b>	<b>Activity Title</b>	<b>Activity</b>
<b>LEGISLATIVE</b>	<b>CITY CLERK</b>	<b>001112</b>

<b>Expense Classification</b>	<b>2012-13 Actual</b>	<b>2013-14 Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted</b>
<b>Personnel:</b>				
5001 Deputy City Manager (.50)	57,732	62,950	62,535	67,145
5001 Deputy City Clerk (.50)	28,290	28,901	29,315	30,972
5002 Wages-Hourly	1,871	20,595	12,000	16,959
5004 Overtime	-	160	-	160
5100.1 Benefits-Permanent	55,615	59,424	59,424	63,776
5100.2 Benefits-Hourly	310	3,447	1,600	2,208
<b>Total Personnel</b>	<b>143,818</b>	<b>175,477</b>	<b>164,874</b>	<b>181,219</b>
<b>Operations:</b>				
5220 Contract Services	8,399	10,000	15,000	10,000
5320 Repair and Maintenance	-	-	-	-
5340 Equipment Replacement Charges	1,802	-	-	-
5400 Other Services	146	300	300	300
5410 Communications	240	240	240	240
5430 Advertising and Promos	5,211	6,000	11,000	10,000
5440 Dues and Memberships	557	750	750	750
5441 Travel, Conference and Training	1,722	1,500	1,500	1,500
5450 Auto Allowance, Mileage	1,720	1,650	100	100
5500 Supplies	41	700	700	700
<b>Total Operations</b>	<b>19,838</b>	<b>21,140</b>	<b>29,590</b>	<b>23,590</b>
<b>Total</b>	<b>163,656</b>	<b>196,617</b>	<b>194,464</b>	<b>204,809</b>

**CITY OF LA MIRADA  
MUNICIPAL ACTIVITY DETAIL**

FUNCTION	ACTIVITY TITLE	ACTIVITY
LEGISLATIVE	LEGAL SUPPORT SERVICES	001104

**ACTIVITY COMMENTARY**

The City Attorney acts as the City's legal counsel and prepares resolutions, ordinances, agreements and advises City Council and staff on all legal matters relating to the operation of the municipal government. This service is provided through a contract with the law offices of Richards, Watson and Gershon and other special counsel as needed based on an hourly rate schedule.

**GOALS FOR FISCAL YEAR 2014-15**

The goal of the City Attorney's Office is to provide the City Council, its commissions and staff with expert legal advice and training. Additional goals are to maintain high standards of legal representation for City officials in any action arising from the performance of City business and to ensure the legality of all City resolutions, ordinances, and contracts.

**CITY OF LA MIRADA  
MUNICIPAL BUDGET DETAIL**

<b>Function</b>	<b>Activity Title</b>	<b>Activity</b>
<b>LEGISLATIVE</b>	<b>LEGAL SUPPORT SERVICES</b>	<b>001104</b>

<b>Expense Classification</b>	<b>2012-13 Actual</b>	<b>2013-14 Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted</b>
Personnel:				
5001 City Attorney	4,161	4,161	4,161	4,161
5100.1 Benefits-Permanent	2,692	2,692	2,745	2,704
Total Personnel	<u>6,853</u>	<u>6,853</u>	6,906	6,865
Operations:				
5210 Professional Services	169,874	300,000	230,000	300,000
Total Operations	<u>169,874</u>	<u>300,000</u>	230,000	300,000
<b>Total</b>	<b>176,727</b>	<b>306,853</b>	<b>236,906</b>	<b>306,865</b>

