

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Fund Distribution	Activity
LEGISLATIVE	GENERAL FUND	740,454

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
City Council	142,306	142,073	141,573	142,073
Commission and Committees	5,258	19,150	7,750	7,000
Elections	94,159	4,450	4,450	99,450
City Clerk	185,068	181,210	163,411	185,026
Legal Support Services	191,986	306,905	206,980	306,905
Total	618,777	653,788	524,164	740,454

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**

FUNCTION	ACTIVITY TITLE	ACTIVITY
LEGISLATIVE	CITY COUNCIL	001101

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 2012-2013

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 also continue to meet the needs of citizens and local businesses while keeping public safety a priority.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
LEGISLATIVE	CITY COUNCIL	001101

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Mayor and City Council	60,575	60,575	60,575	60,575
5100.1 Employee Benefits- Full Time	40,532	39,946	39,946	39,946
Total Personnel	101,107	100,521	100,521	100,521
Operations:				
5400 Dues and Membership	26,829	25,702	25,702	25,702
5441 Travel, Conference, Training	7,308	7,000	7,000	7,000
5450 Auto Allowance/Mileage	-	500	-	500
5500 Supplies	7,062	8,350	8,350	8,350
Total Operations	41,199	41,552	41,052	41,552
Total	142,306	142,073	141,573	142,073

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY 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 2012-2013

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
LEGISLATIVE	CITY CLERK	001112

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; 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 requests for copies of public records; 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, ensuring excellent customer service at all times to all our customers.

GOALS FOR FISCAL YEAR 2012-2013

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, notification of interested parties of Council determinations, and the preparation of City Council agendas and minutes. The City Clerk ensures compliance with State and local regulations pertaining to conflicts of interest. The City Clerk also remains current on new laws, works to streamline office procedures, maintains, protects and preserves official records.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
LEGISLATIVE	CITY CLERK	001112

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Deputy City Manager (.50)	-	-	-	57,637
5001 City Clerk (.50)	53,700	54,296	53,077	-
5001 Department Secretary (.50)	17,316	26,261	25,042	-
5001 Deputy City Clerk (.50)	29,559	-	-	28,196
5002 Wages-Hourly	-	18,318	6,000	20,010
5004 Overtime	75	160	-	160
5100.1 Benefits-Permanent	67,782	53,124	53,124	53,125
5100.2 Benefits-Hourly	-	3,053	1,020	3,400
Total Personnel	168,432	155,212	138,263	162,528
Operations:				
5210 Professional Services	4,103	-	-	-
5220 Contract Services	3,936	10,000	12,000	10,000
5320 Repair and Maintenance	-	2,500	-	-
5340 Equipment Replacement Charges	1,783	1,808	1,808	1,808
5400 Other Services	36	100	350	100
5410 Communications	241	240	240	240
5430 Advertising and Promos	4,045	6,000	6,000	6,000
5440 Dues and Memberships	215	1,500	500	500
5441 Travel, Conference and Training	528	1,500	1,900	1,500
5450 Auto Allowance, Mileage	1,655	1,650	1,650	1,650
5500 Supplies	94	700	700	700
Total Operations	16,636	25,998	25,148	22,498
Total	185,068	181,210	163,411	185,026

**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 2012-2013

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**

Function	Activity Title	Activity
LEGISLATIVE	LEGAL SUPPORT SERVICES	001104

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 City Attorney	4,161	4,161	4,161	4,161
5100.1 Benefits-Permanent	2,803	2,744	2,744	2,744
Total Personnel	6,964	6,905	6,905	6,905
Operations:				
5210 Professional Services	185,022	300,000	200,075	300,000
Total Operations	185,022	300,000	200,075	300,000
Total	191,986	306,905	206,980	306,905

