

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Fund Distribution	
ADMINISTRATIVE	GENERAL FUND	3,373,857
	AIR QUALITY MGMT DISTRICT	55,600
	EMPLOYEE BENEFITS FUND	4,207,559
	EQUIPMENT REPLACEMENT	955,000

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
City Administration	815,988	895,467	901,495	939,537
Support Services	247,487	224,008	181,510	190,355
Personnel	498,205	496,817	422,525	460,734
Risk Management	1,544,789	614,854	657,780	601,569
Finance	907,139	866,848	821,596	881,462
Information Technology	435,868	375,237	363,707	355,800
Employee Benefits	4,531,235	4,209,082	3,942,877	4,207,559
Equipment Replacement	392,093	680,000	500,000	955,000
Total	9,372,804	8,362,313	7,791,490	8,592,016

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 ACTIVITY 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 future freeway widening and interchange improvements at Valley View Avenue.

GOALS FOR FISCAL YEAR 2012-2013

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 seeks to unfreeze redevelopment bond proceeds for infrastructure and affordable housing projects; provides for the repayment of the City's loan to the former Redevelopment Agency; protects local control of local funds and former Redevelopment Agency properties, and offers new economic development opportunities. Administration will complete a Strategic Plan developing goals, objectives, and actions to guide La Mirada into the future. Administration will continue efforts to improve its retail opportunities by implementing the actions identified in the Retail Study and developing partnerships with key property owners and tenants to encourage business development. The City will complete the sale of the Alondra properties to Brandywine Homes and construction will begin on "The Orchards" neighborhood development. The City will explore the potential benefits of becoming a charter city. The City Clerk's Office will conduct the 2013 election.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	CITY ADMINISTRATION ECONOMIC DEVELOPMENT	001111

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 City Manager	194,842	197,500	196,416	204,800
5001 Deputy City Manager	-	-	-	115,275
5001 Assistant to City Manager	100,113	103,322	100,285	-
5001 Community Dev Manager	86,359	88,574	87,887	97,335
5001 Executive Secretary	67,604	68,029	64,962	68,030
5001 Administrative Analyst I (.50)	-	-	-	28,370
5001 Administrative Aide (.50)	-	25,420	25,100	-
5001 Deputy City Clerk (.30)	-	-	-	16,917
5001 Department Secretary (.30)	23,609	15,757	12,760	-
5002 Wages-Hourly	2,217	-	-	-
5004 Overtime	45	-	-	-
5100.1 Benefits-Permanent	318,367	328,805	328,805	340,750
5100.2 Benefits-Hourly	378	-	-	-
Total Personnel	793,534	827,407	816,215	871,477
Operations:				
5220 Contract Services	-	50,000	58,920	50,000
5410 Communications	963	960	960	960
5440 Dues and Memberships	660	500	1,000	500
5441 Travel, Conference and Training	3,268	5,000	5,000	5,000
5450 Auto Allowance, Mileage	10,005	6,600	6,600	6,600
5500 Supplies	7,558	5,000	12,800	5,000
Total Operations	22,454	68,060	85,280	68,060
Total	815,988	895,467	901,495	939,537

**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 2012-2013

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	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5002 Wages-Hourly	33,274	44,620	32,500	47,060
5100.2 Benefits-Hourly	5,696	7,437	5,600	7,844
Total Personnel	38,970	52,057	38,100	54,904
Operations:				
5210 Professional Services	29,872	15,300	15,300	15,300
5320 Repair and Maintenance	4,510	12,500	5,000	5,000
5330 Rentals	12,139	4,000	12,140	4,000
5340 Equipment Replacement Charge	3,226	3,270	3,270	3,270
5400 Other Services	180	-	100	-
5430 Advertising and Promos	72,161	10,981	-	10,981
5440 Dues and Memberships	61,034	70,900	72,600	70,900
5450 Auto Allowance, Mileage	108	-	-	-
5500 Supplies	25,287	55,000	35,000	26,000
Total Operations	208,517	171,951	143,410	135,451
Total	247,487	224,008	181,510	190,355

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION ADMINISTRATIVE	ACTIVITY TITLE PERSONNEL	ACTIVITY 001114
------------------------------------------	-------------------------------------------	----------------------------------

ACTIVITY COMMENTARY

Personnel is responsible for providing comprehensive human resources services to assist all City Departments in achieving their goals. Personnel staff works with Departments to recruit and select the most qualified employees; administers employee benefits, coordinates employee recognition programs; and conducts wage and compensation analysis. Personnel also coordinates training and development activities by assessing employee training needs in cooperation with Departments to improve employee knowledge and skill levels. Personnel 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. Personnel processes job performance reviews and pay status changes, conducts new and exiting employee processing, and administers the City's personnel policies in a fair and consistent manner.

GOALS FOR FISCAL YEAR 2012-2013

The goals of Personnel are to update the City's Benefit and Salary Resolution to reflect revisions to the City's benefit structure; update personnel policies and procedures; adopt new safety policies; and coordinate safety training.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	PERSONNEL	001114

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Assistant City Manager (.10)	15,550	15,406	13,947	16,330
5001 Personnel Manager	101,795	103,323	100,960	105,400
5001 Administrative Analyst I (.50)	-	-	-	28,370
5001 Administrative Aide (.50)	-	25,420	25,100	-
5001 Personnel Technician	-	-	-	58,017
5001 Personnel Coordinator	55,093	55,753	53,400	-
5002 Wages-Hourly	59,742	33,742	33,742	33,670
5004 Overtime	1,187	1,000	1,000	1,000
5100.1 Benefits-Permanent	116,290	131,826	131,047	133,788
5100.2 Benefits-Hourly	10,304	5,792	5,625	5,779
5102 PARS	68,052	-	-	-
Total Personnel	428,013	372,262	364,821	382,354
Operations:				
5210 Professional Services	2,347	18,500	4,000	5,000
5400 Other Services	17,934	29,500	12,950	15,000
5410 Communications	598	480	528	480
5430 Advertising and Promos	5,482	15,000	5,000	15,000
5440 Dues and Memberships	2,055	3,375	4,500	2,100
5441 Travel, Conference and Training	14,345	10,000	5,000	10,000
5442 Employee Recognition	16,728	25,000	15,191	25,000
5443 Tuition Reimbursement	5,096	12,400	5,500	-
5450 Auto Allowance, Mileage	3,206	3,300	3,535	3,300
5500 Supplies	2,401	7,000	1,500	2,500
Total Operations	70,192	124,555	57,704	78,380
Total	498,205	496,817	422,525	460,734

**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. This activity also provides support for safety training, educational materials and other accident prevention activities.

GOALS FOR FISCAL YEAR 2012-2013

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	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Administrative Analyst I (.30)	-	-	-	19,036
5001 Administrative Aide (.30)	25,256	17,430	17,920	-
5100.1 Benefits-Permanent	17,026	11,494	11,500	12,184
Total Personnel	42,282	28,924	29,420	31,220
Operations:				
5400 Other Services	613	4,350	2,000	4,350
5410 Communications	5	-	-	-
5421 General Liability Insurance	1,390,425	504,810	504,810	441,709
5421.1 Special Event Insurance	17,372	23,000	23,000	23,000
5422 Property/Vehicle Insurance	78,618	39,480	86,260	87,000
5423 Other Insurance	11,936	11,690	11,690	11,690
5423.1 Employee Bonding Insurance	2,933	2,100	-	2,100
5441 Travel, Conference and Training	605	500	600	500
Total Operations	1,502,507	585,930	628,360	570,349
Total	1,544,789	614,854	657,780	601,569

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY 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, administers risk management, business licensing, and grant programs, and provides fiscal administration support to the La Mirada Public Financing Authority and Successor Agency.

GOALS FOR FISCAL YEAR 2012-2013

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.

For Fiscal Year 2012-2013, Finance will place emphasis on identifying financial resources to meet ongoing operational and infrastructure needs.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	FINANCE	001116

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Assistant City Manager (.35)	97,020	53,919	55,385	57,155
5001 Senior Accountant (2) (1.60)	-	-	-	125,120
5001 Accountant II (2) (1.60)	118,477	120,237	115,199	-
5001 Account Technician III (2)	110,312	116,035	110,505	116,034
5001 Department Secretary	43,955	47,270	32,724	-
5001 Account Technician I	45,390	47,548	45,883	47,548
5001 Administrative Aide	22,000	-	-	-
5002 Wages-Hourly	25,773	28,922	25,000	62,439
5100.1 Benefits-Permanent	294,515	253,895	243,750	224,857
5100.2 Benefits-Hourly	4,415	4,821	4,250	10,408
Total Personnel	761,857	672,647	632,696	643,561
Operations:				
5210 Professional Services	67,271	110,000	110,000	160,000
5220 Contract Services	1,561	600	700	600
5320 Repair and Maintenance	669	-	-	-
5340 Equipment Replacement Charge	4,478	4,539	4,500	4,539
5400 Other Services	65,463	65,900	65,000	65,900
5410 Communications	165	312	300	312
5440 Dues and Memberships	785	1,800	1,800	800
5441 Travel, Conference and Training	235	500	1,600	500
5450 Auto Allowance, Mileage	7	250	-	250
5500 Supplies	4,648	10,300	5,000	5,000
Total Operations	145,282	194,201	188,900	237,901
Total	907,139	866,848	821,596	881,462

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY DETAIL**

FUNCTION ADMINISTRATIVE	ACTIVITY TITLE INFORMATION TECHNOLOGY	ACTIVITY 001117
------------------------------------------	--------------------------------------------------------	----------------------------------

ACTIVITY COMMENTARY

The Information Systems activity provides administration for the City's wide area network through a contract with Brea IT. This activity also maintains desktop support for all City computers. In addition, the activity maintains support for the Financial and Human Resources Information Systems.

GOALS FOR FISCAL YEAR 2012-2013

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 help to maintain and expand the City and Theatre websites to make information available to residents and businesses.

**CITY OF LA MIRADA
MUNICIPAL BUDGET DETAIL**

Function	Activity Title	Activity
ADMINISTRATIVE	INFORMATION TECHNOLOGY	001117

Expense Classification	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5001 Assistant City Manager (.20)	30,355	30,811	31,707	32,660
5001 Department Secretary	5,279	5,253	3,640	-
5002 Wages-Hourly	-	-	-	3,731
5100.1 Benefits-Permanent	24,007	23,783	23,760	21,538
5100.2 Benefits-Hourly	-	-	-	622
Total Personnel	59,641	59,847	59,107	58,551
Operations:				
5210 Professional Services	168,938	171,832	170,000	171,832
5220 Contract Services	61,397	62,000	62,100	62,000
5320 Repair and Maintenance	2,063	3,000	1,500	2,100
5340 Equipment Replacement Charge	45,191	45,812	45,000	45,812
5400 Other Services	-	500	-	500
5410 Communications	1,201	1,096	1,000	1,095
5440 Dues and Memberships	1,245	-	-	-
5500 Supplies	96,192	31,150	25,000	13,910
Total Operations	376,227	315,390	304,600	297,249
Total	435,868	375,237	363,707	355,800

**CITY OF LA MIRADA
MUNICIPAL ACTIVITY 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 opportunities help promote a healthy, positive and productive atmosphere among employees.

GOALS FOR FISCAL YEAR 2012-2013

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	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Adopted
Personnel:				
5011 Vacation/Sick Leave Buy Back	136,255	120,000	164,745	120,000
5012 Retiree Vacation/Sick Leave Buy	106,724	50,000	500	50,000
5013 Employee Incentive Program	40,544	40,000	37,850	40,000
5014 Health Insurance Rebate	21,389	25,000	22,223	20,200
5101 PERS	920,446	926,966	932,586	893,200
5102 PARS	542,672	640,212	694,383	765,132
5103 Defined Benefit	122,975	72,564	68,033	72,781
5104 Medicare	78,085	115,061	111,492	115,269
5105 Workers' Comp	522,342	281,605	281,605	288,900
5106 Unemployment Insurance	39,238	30,000	35,000	30,000
5107.1 Medical	1,774,687	1,665,020	1,370,000	1,557,311
5107.2 Dental	79,583	83,116	81,998	85,143
5107.3 Vision	13,933	17,000	14,000	17,000
5108 Life and Disability	66,835	67,538	62,862	59,223
5109 Deferred Compensation	61,018	65,000	60,000	58,000
Total Personnel	4,526,726	4,199,082	3,937,277	4,172,159
Operations:				
5400 Other Services	4,509	10,000	5,600	6,000
5442 Employee Recognition	-	-	-	17,000
5443 Tuition Reimbursement	-	-	-	12,400
Total Operations	4,509	10,000	5,600	35,400
Total	4,531,235	4,209,082	3,942,877	4,207,559

**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 2000-2001 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 2012-2013

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.

For Fiscal Year 2012-2013, this fund will support the replacement of City vehicles and purchase security cameras.

