

Baru Sanchez, Mayor
Christian Hernandez, Vice Mayor
Chris Garcia, Council Member
Jack Guerrero, Council Member
Cristian Markovich, Council Member



CLARA STREET PARK
TURNER HALL
4835 Clara Street
Cudahy, CA 90201
Phone: (323) 773-5143
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SPECIAL MEETING AGENDA

A SPECIAL MEETING
OF THE CUDAHY CITY COUNCIL
Thursday, June 30, 2016 – 4:30 P.M.

Rules of Decorum

*"Members of the Public are advised that all **PAGERS, CELLULAR TELEPHONES** and any **OTHER COMMUNICATION DEVICES** are to be **turned off** upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.*

Under the Government Code, the City Council may regulate disruptive behavior that impedes the City Council Meeting.

Disruptive conduct may include, but is not limited to:

- Screaming or yelling during another audience member's public comments period; and
- Profane language directed at individuals in the meeting room; and
- Throwing objects at other individuals in the meeting room; and
- Physical or verbal altercations with other individuals in the meeting room; and
- Going beyond the allotted two-minute public comment period granted.

When a person's or group's conduct disrupts the meeting, the Mayor or presiding officer will request that the person or group stop the disruptive behavior, and WARN the person or group that they will be asked to leave the meeting room if the behavior continues.

If the person or group refuses to stop the disruptive behavior, the Mayor or presiding officer may order the person or group to leave the meeting room, and may request that those persons be escorted from the meeting room.

It should also be noted that any person who WILLFULLY disturbs or breaks up the City Council meeting may be arrested for a misdemeanor offense. (*Penal Code § 403.*)

1. CALL TO ORDER

2. ROLL CALL

Council Member Guerrero
Council Member Garcia
Council Member Markovich
Vice Mayor Hernandez
Mayor Sanchez

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

(Mayor: Each member of the public may submit one comment card if he or she wishes to address the City Council. Only speakers that submit a comment card within the first 20 minutes of the meeting will be permitted to speak for two (2) minutes. As provided under Government Code Section 54954.3(a), public comments for this special meeting shall be limited to matters listed on this special meeting agenda only.)

5. CONSENT CALENDAR

(Items under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council / Agency Member so requests, in which event the item will be removed from the Consent Calendar and considered separately.)

- A. Adoption of a Proposed Resolution for Continuing Appropriation Under the Approved Fiscal Year (FY) 2015-16 City Budget for FY 2016-17 (*page 5*)

Presented by Finance Director

Recommendation: The City Council is requested to adopt a proposed resolution for Continuing Appropriations for Fiscal Year (FY) 2016-17 pending adoption of the FY 2016-17 City Budget.

- B. Approval of a Third Amendment to the Professional Services Agreement (PSA) with HR Dynamics & Performance Management for Human Resources Consulting Services (*page 9*)

Presented by Acting Human Resources Specialist

Recommendation: The City Council is requested to approve a Third Amendment to the Professional Services Agreement (PSA) with HR Dynamics & Performance Management for human resources consulting services to extend PSA expiration date from June 30, 2016 to October 31, 2016.

- C. Approval of a Professional Services Agreement (PSA) with Joe A. Gonsalves & Son for Advocacy Services Regarding Redevelopment Dissolution, Fulfillment of the Successor Agency's Long-Range Property Management Plan, and Compliance with the State Controller's Report and Order *(page 83)*

Presented by City Attorney

Recommendation: The City Council / Successor Agency is requested to approve a Professional Services Agreement (PSA) with Joe A. Gonsalves & Son, for an approximate six-month term ending on December 31, 2016, for advocacy services for items that need to be approved by the California Department of Finance (DOF) pursuant to Parts 1.8 and 1.85 of the Health and Safety Code (HSC), as amended by AB 1484 and other subsequent legislation (together, the "Dissolution Law").

- D. Adoption of a Proposed Resolution, Allowing the Continuation of a City-wide Pilot Program to Allow Permitted Overnight On-Street Parking in Designated Parking Areas between July 1, 2016 to June 30, 2017 *(page 93)*

Presented by Community Development Manager

Recommendation: The City Council is requested to review and approve proposed resolution, adopting the continuation of a City-wide Parking Pilot Program that allows permitted overnight on-street parking in designated parking areas between July 1, 2016 to June 30, 2017.

6. BUSINESS SESSION

- A. Appoint an Alternate to the Los Angeles County Sanitation District Committee *(page 105)*

Presented by Interim Deputy City Clerk

Recommendation: The City Council is requested to appoint an alternate to the Los Angeles County Sanitation District Committee.

- B. Creation of an Economic Development Ad Hoc Committee *(page 107)*

Presented by City Interim Deputy City Clerk

Recommendation: The City Council is requested to form an Economic Development Ad Hoc Committee.

- C. Review General Fund Balance Options and Provide Staff with Direction on Which General Fund Balance to Utilize on Finalizing the Fiscal Year (FY) 2016-17 City Budget *(page 109)*

Presented by Finance Director

Recommendation: The City Council is requested to review General Fund Balance options and provide staff with direction on which General Fund Balance to

utilize in finalizing the Fiscal Year (FY) 2016-17 City Budget which would be presented to the City Council at their July 25, 2016 meeting.

RECESS TO CLOSED SESSION

7. CLOSED SESSION

- A. Closed Session – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) – One potential case

8. CLOSED SESSION ANNOUNCEMENT

9. ADJOURNMENT

Cudahy City Council / Agency will adjourn to a Regular and Joint Meeting as Successor Agency to the Cudahy Development Commission on Monday, July 11, 2016 at 6:30 p.m.

I Richard Iglesias, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at Cudahy City Hall, Bedwell Hall, Clara Park, Lugo Park, and the City's Website not less than 24 hours prior to the meeting. A copy of said Agenda is on file in the City Clerk's Office.

Dated this 29th day of June 2016



Richard Iglesias
Interim Deputy City Clerk



Item Number 5A

STAFF REPORT

Date: June 30, 2016
To: Honorable Mayor/Chair and City Council/Agency Members
From: Jose E. Pulido, City Manager/Executive Director
By: Steven Dobrenen, Finance Director
Subject: **Adoption of a Proposed Resolution for Continuing Appropriation Under the Approved Fiscal Year (FY) 2015-16 City Budget for FY 2016-17**

RECOMMENDATION

The City Council is requested to adopt a proposed resolution for Continuing Appropriations for Fiscal Year (FY) 2016-17 pending adoption of the FY 2016-17 City Budget.

BACKGROUND

1. On June 29, 2015, the City Council passed Resolution No. 15-30 that adopted the FY 2015-16 City Budget.
2. On May 2, 2016, the City Council received and filed the FY 2015-16 Mid-Year City Budget Review.
3. On May 2, 2016, the City Council passed a resolution amending the FY 2015-16 City Budget.
4. On May 16, 2016, the City Manager met with the City Council to review the Strategic Plan Outline that the City Council had adopted into actionable items to carry out the direction / vision of the City Council.

On June 6, 2016, a Special Study Session was held to preview the City Budget for FY 2016-17 and to request direction from the City Council as to the amount of fund balance reserve expected at June 30, 2017.

ANALYSIS

The annual budget is usually presented for approval by June 30th, however, due to the change in priorities of the strategic plan, as well as increased costs beyond the control of the City, the approval of the final budget will not take place until after June 30, 2016. The document is near completion, however, time needs to be reserved for presentation to the City Council and for the Council to review the various components, consider options, and give direction to staff before the final City Budget for FY 2016-17 is completed and submitted to the City Council for approval on July 25, 2016.

Cudahy Municipal Code Subsection 2.5.7 and 2.5.9 indicate that a budget is needed in order for warrants to be drawn and paid by the City. The absence of a budget requires the auditing of payroll and vendor disbursements by the City Council prior to their issuance.

The proposed resolution would allow the City to operate in a normal way, but does not allow for any new spending programs including new capital improvement expenditures until the FY 2016-17 City Budget is adopted.

CONCLUSION

Staff recommends adoption of the proposed resolution to have proper authorization to continue processing payroll and making payments of certain invoices on a timely basis and to avoid service and interest charges allowing the City to operate with the previous year's budget until the FY 2016-17 City Budget is adopted.

FINANCIAL IMPACT

There is no cost associated with the adoption of the resolution.

ATTACHMENT

Proposed Resolution authorizing continued expenditures under the Fiscal Year 2015-2016 operating budget.

RESOLUTION NO. 16-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUDAHY, CALIFORNIA AUTHORIZING CONTINUED EXPENDITURES UNDER THE FISCAL YEAR 2015-2016 OPERATING BUDGET PENDING THE FINAL APPROVAL OF THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2016-2017

WHEREAS, the City of Cudahy ("City") needs an operating budget to function financially and the City Manager is required to submit a proposed annual budget to the City Council under the Cudahy Municipal Code; and

WHEREAS, the 2016-2017 budget will not be approved by the City Council prior to the start of the 2016-2017 fiscal year; and

WHEREAS, the Cudahy Municipal Code structures the City's processing of warrants and payment of demands based upon the adoption of an annual budget, and the City relies upon a budget to continue making payments to vendors and processing other City expenditures in a timely basis with proper authorization; and

WHEREAS, the City Council has a properly approved budget for fiscal year 2015-2016; and

WHEREAS, the City wishes to authorize continued expenditures under the approved fiscal year 2015-2016 budget pending adoption of the fiscal year 2016-2017 budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CUDAHY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and incorporated into the body of this Resolution by this reference.

SECTION 2. The City hereby continues the fiscal year 2015-2016 budget pending adoption of the fiscal year 2016-2017 budget by the City Council. This authority extends to normal and usual operations and resultant expenditures and does not authorize any expenditure for new programs or projects except as a continuation of those authorized in the fiscal year 2015-2016 budget.

SECTION 3. City Manager, acting in consultation with the Finance Director, is hereby directed and authorized to make normal and necessary expenditures as may be necessary to keep the City in continuous operation between July 1, 2016 and the adoption of the fiscal year 2016-2017 budget by or before the first regularly scheduled City Council meeting in September 2016.

SECTION 4. This Resolution shall take effect immediately upon its adoption by the City Council and the Interim Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Cudahy at its regular meeting on this 30th day of June 2016.

Baru Sanchez
Mayor

ATTEST:

Richard Iglesias,
Interim Deputy City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF CUDAHY) SS:

I, Richard Iglesias, Interim Deputy City Clerk of the City of Cudahy, hereby certify that the foregoing Resolution No. 16-XX was passed and adopted by the City Council of the City of Cudahy, signed by the Mayor and attested by the Deputy City Clerk at a regular meeting of said Council held on the 30th day of June, 2016, and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



Item Number 5B

STAFF REPORT

Date: June 30, 2016

To: Honorable Mayor/Chair and City Council/Agency Members

From: Jose E. Pulido, City Manager/Executive Director
By: Jennifer Hernandez, Acting Human Resources Specialist

Subject: **Approval of a Third Amendment to the Professional Services Agreement (PSA) with HR Dynamics & Performance Management for Human Resources Consulting Services**

RECOMMENDATION

The City Council is requested to approve a Third Amendment to the Professional Services Agreement (PSA) with HR Dynamics & Performance Management for human resources consulting services to extend PSA expiration date from June 30, 2016 to October 31, 2016.

BACKGROUND

1. On February 2, 2015, the Council approved the PSA with HR Dynamics & Performance Management to provide human resources consulting services.
2. On June 8, 2015, the First Amendment to this PSA, modifying and clarifying the scope of work, was approved by the City Council.
3. On March 14, 2016, the Second Amendment to this PSA was approved, modifying the contract amount and expanding the scope of services to include the first phase of a Classification and Compensation study.

ANALYSIS

Over the past year, City staff has been working diligently alongside a seasoned human resources consultant who continues to successfully provide guidance, as well as independent

work related to various projects and high level, regulatory human resources issues / matters (e.g., Audit Compliance, Human Resources Assessment; Classification and Compensation Projects; Recruitments for Key Positions and Labor Relations Matters). It is very important to the City that it have an experienced human resources consultant available to the City Manager and staff for these critical functions until the City is able to close out existing high level projects needed to improve the sustainability and efficiency of the City's Personnel Department.

Due to an unforeseen two month delay in the approval process of the Second Amendment to this PSA, the completion of the Compensation Study will likely go beyond the contract's original expiration date of June 30, 2016. It is now anticipated that the study will be completed on, or before October 31, 2016.

CONCLUSION

City Council approval of the Third Amendment to the HR Dynamics & Performance Management PSA for human resources consulting services to extend the contract term from June 30, 2016 to October 31, 2016.

FINANCIAL IMPACT

The financial impact will remain the same as agreed to on the PSA's Second Amendment approved for by Council on March 14, 2016. It is requested that the unexpended contract balance as of June 30, 2016, be carried over into the FY 2016-17 City Budget.

ATTACHMENTS

- A. Third Amendment to Professional Service Agreement with HR Dynamics & Performance Management – 2016
- B. Second Amendment to Professional Service Agreement with HR Dynamics & Performance Management – 2016
- C. First Amendment to Professional Service Agreement with HR Dynamics & Performance Management – 2015
- D. Professional Service Agreement with HR Dynamics & Performance Management - 2015



2016
THIRD AMENDMENT
TO AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES
(Engagement: Temporary Human Resources Services)
(Parties: HR Dynamics and the City of Cudahy)

THIS 2016 THIRD AMENDMENT TO TEMPORARY PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) to that certain document entitled “Temporary Professional Services” (the “Master Agreement”) executed as of February 2, 2015, by and between the City of Cudahy, a municipal corporation (hereinafter, “City”) and HR Dynamics & Performance Management (hereinafter, “CONSULTANT”) is made and entered into this 11th day of January 2016. For the purposes of this Agreement, City and CONSULTANT may be referred to collectively by the capitalized term “Parties.” The capitalized term “Party” may refer to City or CONSULTANT interchangeably.

RECITALS

This Third Amendment is made and entered into with respect to the following facts:

WHEREAS, on or about February 2, 2015, the Parties executed and entered into that agreement entitled, “Temporary Professional Services” which is attached hereto as Exhibit “A”; and

WHEREAS, on or about June 8, 2015, the City amended the Master Agreement in its entirety and replaced its language with the First Amendment; and

WHEREAS, on or about March 14, 2015, the City amended the Master Agreement in its entirety and replaced its language with the First Amendment; and

WHEREAS, the City desires to amend the Master Agreement, as amended by the First Amendment and Second Amendment Exhibit “B”, in its entirety and replace its language with this Third Amendment; and

WHEREAS, CONSULTANT has the necessary training, experience and competence to perform specialized consulting services requested by City; and

WHEREAS, selection of the CONSULTANT is expected to achieve the desired results in an expedited fashion; and

WHEREAS, CONSULTANT has submitted a proposal to City and has affirmed its willingness and ability to perform such work; and

WHEREAS, City has the authority to retain the services of CONSULTANT; and

WHEREAS, the execution of this Third Amendment was approved by the Cudahy City Council at its Regular Meeting of June 27, 2016.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

AGREEMENT

1. Retention of Consultant. City retains CONSULTANT to perform, and CONSULTANT agrees to render, those services and tasks set forth in Exhibit "A" (hereinafter "the Services").

2. Standard of Performance. While performing the Services, CONSULTANT shall exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT's profession, and shall use reasonable diligence and best judgment while exercising professional skill and expertise.

3. Term. This Agreement shall have a limited term commencing from January 11, 2016 and ending on October 31, 2016, unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may renew for up to two (2) three month extension terms, upon approval from City Council, unless City issues written notice sixty (60) days in advance of its intent not to authorize any additional extension term(s). Nothing in the foregoing sentence shall operate to prohibit or otherwise restrict the City's ability to terminate this Agreement prior to the expiration of the initial Term or any extension term.

4. Personnel. CONSULTANT may utilize Henry T. Garcia, co-consultant, to perform portions of the Services. Mr. Garcia shall remain assigned through completion of the Services unless otherwise mutually agreed by the parties in writing, in which case any substitutes shall be subject to City approval.

5. Compensation/Reimbursement.

A. CONSULTANT shall perform all of the various services and tasks that comprise the Work in accordance with Exhibit "A." CONSULTANT shall be billed out at an hourly rate of NINETY FIVE DOLLARS PER HOUR (\$95.00/hour) (hereinafter "Hourly Rate").

B. Notwithstanding section 6.A, above, CONSULTANT's total compensation for the Services under this Agreement may not exceed the sum of ONE HUNDRED FIFTY FOUR THOUSAND ONE HUNDRED SIXTEEN DOLLARS (\$154,116.00) (hereinafter, the "Contract Price"). In no event shall the total compensation and costs payable to CONSULTANT under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the Finance Director-Treasurer and the City Manager of the City and unless

such added expenditure is specifically approved in advance and in writing by the City.

- C. City shall pay CONSULTANT at the Hourly Rate as CONSULTANT performs the various services and tasks that make up the Work. CONSULTANT shall submit to City a monthly itemized statement indicating the work performed, costs incurred and hours of service rendered by CONSULTANT and its various employees. The statement shall describe the specific tasks performed. City shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- D. REIMBURSEMENT. City recognizes that CONSULTANT may incur certain expenses of a non-personal nature in the performance of Consultant's duties under this Agreement. City agrees to reimburse or to pay for an amount not to exceed FIVE HUNDRED DOLLARS (\$500.00) per month for such business expenses that are incurred by CONSULTANT in the performance of CONSULTANT's duties in accordance with City's expense reimbursement procedures, as the same may be updated and/or amended from time to time by the City Council.

6. Independent Contractor. CONSULTANT and co-consultant shall at all times during their performance of the services retain their status as independent contractor. City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. Any additional personnel, including co-consultant mentioned herein, performing the Services governed by this Agreement on behalf of CONSULTANT shall at all times be under CONSULTANTs exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due such personnel in connection with their performance under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security, taxes, income tax withholding, unemployment insurance and workers' compensation insurance. CONSULTANT shall be responsible for scheduling hours of work by its personnel, including co-consultant, as well as the following:

- Control and responsibility for the conduct of CONSULTANT's personnel/employees and how and when Services are performed;
- Determining when and the amounts CONSULTANT's personnel will be paid; Payment of any overtime, vacation pay, sick pay, employee benefits (including but not limited to health insurance, life insurance, disability insurance, unemployment and workers compensation insurance).
- Evaluation of CONSULTANT's personnel
- Providing anything needed to perform the Services;
- CONSULTANT shall provide any required instruction to its personnel as to how the Services are performed;

- CONSULTANT shall be responsible for its expenses and expenses of its personnel except as otherwise specified in this Agreement;
- CONSULTANT shall be free to contract for similar services with other clients;
- CONSULTANT bears all risk of profit or loss;
- CONSULTANT shall be responsible for any investment required to provide the Services; and
- CONSULTANT shall have its own office or facilities (if needed), its own vehicles and handle its own billing and bookkeeping.

7. Indemnification. City shall indemnify and hold CONSULTANT and co-consultant harmless, including providing for adequate representation, from and against any and all alleged claims, damages, liabilities, costs and expenses, as well as reasonable attorneys' fees and other legal or other costs and expenses which may be suffered or incurred by CONSULTANT and/or co-consultant arising from an adverse action taken by an employee or member of the City Council against one or more employees or CONSULTANT as a result of CONSULTANT or co-consultant's work, unless such claims, damages, liabilities, costs as expenses are a result of CONSULTANT's or co-consultant's gross negligence or willful misconduct.

To the extent permitted by law, CONSULTANT will defend and hold City and its directors, officers, agents, representatives, and employees (collectively "Indemnitees") harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CONSULTANT or CONSULTANT's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its material duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of CONSULTANT or CONSULTANT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

8. Insurance. CONSULTANT agrees that it shall procure and maintain for the term of this Agreement (and for such extended period of time as may be required under the Agreement) insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of the various services, functions, duties and tasks set forth under the Agreement as described below. Throughout the term of the Agreement, CONSULTANT shall procure and maintain the following policies of insurance:

- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property

damage, operations, products and completed operations, and contractual liability.

- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Professional Liability Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.

9. Confidentiality. All memoranda, contracts, complaints, documentation, written information, and other materials provided to, or prepared by, CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shared exclusively with City as deemed appropriate by City.

10. Termination. CONSULTANT may not terminate this Agreement except upon 30 days' written notice to City. This Agreement may be terminated by City without cause, upon 30 days' written notice to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to receive compensation during the thirty (30) day notice period at the rates set forth in this Agreement but not thereafter.

In the event of breach of the Agreement by CONSULTANT, City may terminate the Agreement immediately by written notice to CONSULTANT; may reduce payment to the CONSULTANT in the amount necessary to offset City's resulting damages; and may pursue any other legally available remedies. In said event, CONSULTANT shall be entitled to the reasonable value of its services, at the rates set forth in this Agreement, performed up to the day it received City's Notice of Termination, minus any offset from such payment representing City's damages from such breach. Failure of CONSULTANT to provide City reports and other written material, which meets or exceeds reasonable professional standards, shall cause damages which are unascertainable at the inception hereof, entitling City to offset any payments due on the Agreement in the form of liquidated damages and not as a penalty. City reserves the right to delay any post-termination payment until completion of any partially-completed Services or correction of any substandard Services, as may be determined in City's sole discretion, so as to permit a full and complete accounting of costs.

11. Ownership of Documents. All reports and other contract deliverables prepared under this Agreement by CONSULTANT shall be and remain the property of City upon City's compensation of CONSULTANT for the Services as herein provided. CONSULTANT shall not release to others information furnished by City without prior approval of City.

12. Notices. Services of any notices, bills, invoices or other documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

City's Notice Address

City of Cudahy
Attn: Jose E. Pulido, City Manager
5220 Santa Ana Street
Cudahy, CA 90201

CONSULTANT

Rhonda D. Strout-Garcia
HR Dynamics & Performance Management, Inc.
461 Green Orchard Place
Riverside, CA 92506

13. Authority. The individuals executing this Agreement and the instruments referenced herein on behalf of CONSULTANT each represent and warrant that they have the legal power, right and actual authority to bind CONSULTANT to the terms and conditions hereof and thereof.

14. Construction of Agreement: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

15. Severability: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

16. Amendment; Modification: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

17. Captions: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

18. Inconsistencies or Conflicts: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

19. Entire Agreement: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between City and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this

Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 17, above.

20. Counterparts: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 17, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by City.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, City and CONSULTANT have caused this Agreement to be duly executed on the day and year first above written.

CITY OF CUDAHY

HR DYNAMICS

By: _____

By: _____

Jose Pulido, City Manager

Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____

EXHIBIT “A”

(See the attached Scope of Work)

EXHIBIT “A”

SCOPE OF WORK

HUMAN RESOURCES CONSULTING

SCOPE OF SERVICES

- 1) Conduct a comprehensive review and assessment of the status of the City’s Human Resources function; collect data; evaluate findings and make recommendations consistent with industry best practices in the following areas including, but not limited to:
 - Appropriate staffing levels.
 - Appropriate systems and use of technology.
 - Record keeping methods.
 - Customer service and client department satisfaction.
 - City’s training and development programs.
 - City’s recruitment and selection programs.
 - City’s employee and labor relations programs.
- 1.
- 2) Conduct a comprehensive review of the City’s classification/compensation and fringe benefit provisions, including the following:
 - Review all applicable Resolutions, MOU’s, and personnel rules.
 - Consolidate all applicable salary and benefit provisions into a comprehensive Fringe Benefits and Salary Plan document.
 - Conduct job analyses for all City positions, and prepare current and relevant job descriptions.
 - Recommend an organizational structure/staffing plan to address current needs.
Identify the City’s labor market (comparable agencies) and compensation philosophy.
 - Conduct a salary and benefits survey with comparable agencies.
- 3) Review and recommend cost effective strategies to the City’s employee benefit programs.

- 4) Conduct a comprehensive review of the City's labor agreements and personnel rules, and provide recommendations to the City Manager for labor negotiations.
2.
- 5) Perform a full analysis and update of the City's personnel rules.
3.
- 6) Provide advisement to the City Manager and the Acting Human Resources Specialist regarding handling of various complex Human Resources matters.
- 7) Provide advisement to the City related to compliance with various audit findings, including strategies and solutions.
4.
- 8) Develop a formal complaint process for the City, including applicable forms and tracking system.
5.

METHODOLOGY

The Consultant shall develop a timeline for the independent completion of all defined tasks, to be completed in 18 months. The Consultant shall meet with staff at prescribed times initiated by the Consultant, as needed for the purposes of conducting various interviews and collecting data in order to evaluate the Human Resources function including files, reports, official documents, policies, practices, etc.

Data collected will be used to compare against best practices and in order to make recommendations to the City for future consideration and implementation.

DELIVERABLES

The following products shall be delivered to the City:

- 1) New Job Descriptions
- 2) Salary/Benefit Survey
- 3) HR Assessment/Best Practices
- 4) Fringe Benefit and Salary Plan Document
- 5) Updated Personnel Rules
- 6) Organizational Chart
- 7) Labor Agreement Recommendations/Reforms
- 8) Complaint Process System



**SECOND AMENDMENT
TO AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES
(Engagement: Temporary Human Resources Services)
(Parties: HR Dynamics and the City of Cudahy)**

THIS SECOND AMENDMENT TO TEMPORARY PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) to that certain document entitled “Temporary Professional Services” (the “Master Agreement”) executed as of February 2, 2015, by and between the City of Cudahy, a municipal corporation (hereinafter, “City”) and HR Dynamics & Performance Management (hereinafter, “CONSULTANT”) is made and entered into this 14th day of March 2016. For the purposes of this Agreement, City and CONSULTANT may be referred to collectively by the capitalized term “Parties.” The capitalized term “Party” may refer to City or CONSULTANT interchangeably.

RECITALS

WHEREAS, on or about February 2, 2015, the Parties executed and entered into the Master Agreement which is attached hereto as Exhibit “B”; and

WHEREAS, on or about June 8, 2015, the City amended the Master Agreement in its entirety and replaced its language with the First Amendment; and

WHEREAS, the City desires to amend the First Amendment in its entirety and replace its language with this Second Amendment; and

WHEREAS, CONSULTANT has the necessary training, experience and competence to perform specialized consulting services requested by City; and

WHEREAS, selection of the CONSULTANT is expected to achieve the desired results in an expedited fashion; and

WHEREAS, CONSULTANT has submitted a proposal to City and has affirmed its willingness and ability to perform such work; and

WHEREAS, City has the authority to retain the services of CONSULTANT; and

WHEREAS, the execution of this Second Amendment was approved by the Cudahy City Council at its Regular Meeting of March 14, 2016.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

AGREEMENT

1. Retention of Consultant. City retains CONSULTANT to perform, and CONSULTANT agrees to render, those services and tasks set forth in Exhibit "A" (hereinafter "the Services").

2. Standard of Performance. While performing the Services, CONSULTANT shall exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT's profession, and shall use reasonable diligence and best judgment while exercising professional skill and expertise.

3. Term. This Agreement shall have a limited term commencing from March 14, 2016 and ending on June 30, 2016, unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may renew for up to two (2) three month extension terms, upon approval from City Council, unless City issues written notice sixty (60) days in advance of its intent not to authorize any additional extension term(s). Nothing in the foregoing sentence shall operate to prohibit or otherwise restrict the City's ability to terminate this Agreement prior to the expiration of the initial Term or any extension term.

4. Personnel. CONSULTANT may utilize Henry T. Garcia, co-consultant, to perform portions of the Services. Mr. Garcia shall remain assigned through completion of the Services unless otherwise mutually agreed by the parties in writing, in which case any substitutes shall be subject to City approval.

5. Contact. Jose Pulido, City Manager, shall be CONSULTANT's contact with respect to the Services performed pursuant to this Agreement unless an alternative contact is otherwise designated in writing to CONSULTANT by City.

6. Compensation/Reimbursement.

A. CONSULTANT shall perform all of the various services and tasks that comprise the Work in accordance with Exhibit "A." CONSULTANT shall be billed out at an hourly rate of NINETY FIVE DOLLARS PER HOUR (\$95.00/hour) (hereinafter "Hourly Rate").

B. Notwithstanding section 6.A, above, CONSULTANT's total compensation for the Services under this Agreement may not exceed the sum of ONE HUNDRED FIFTY FOUR THOUSAND ONE HUNDRED SIXTEEN DOLLARS (\$154,116.00) (hereinafter, the "Contract Price"). In no event shall the total compensation and costs payable to CONSULTANT under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the

Finance Director-Treasurer and the City Manager of the City and unless such added expenditure is specifically approved in advance and in writing by the City.

- C. City shall pay CONSULTANT at the Hourly Rate as CONSULTANT performs the various services and tasks that make up the Work. CONSULTANT shall submit to City a monthly itemized statement indicating the work performed, costs incurred and hours of service rendered by CONSULTANT and its various employees. The statement shall describe the specific tasks performed. City shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- D. REIMBURSEMENT. City recognizes that CONSULTANT may incur certain expenses of a non-personal nature in the performance of Consultant's duties under this Agreement. City agrees to reimburse or to pay for an amount not to exceed FIVE HUNDRED DOLLARS (\$500.00) per month for such business expenses that are incurred by CONSULTANT in the performance of CONSULTANT's duties in accordance with City's expense reimbursement procedures, as the same may be updated and/or amended from time to time by the City Council.

7. Independent Contractor. CONSULTANT and co-consultant shall at all times during their performance of the services retain their status as independent contractor. City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. Any additional personnel, including co-consultant mentioned herein, performing the Services governed by this Agreement on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due such personnel in connection with their performance under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security, taxes, income tax withholding, unemployment insurance and workers' compensation insurance. CONSULTANT shall be responsible for scheduling hours of work by its personnel, including co-consultant, as well as the following:

- Control and responsibility for the conduct of CONSULTANT's personnel/employees and how and when Services are performed;
- Determining when and the amounts CONSULTANT's personnel will be paid; Payment of any overtime, vacation pay, sick pay, employee benefits (including but not limited to health insurance, life insurance, disability insurance, unemployment and workers compensation insurance).
- Evaluation of CONSULTANT's personnel
- Providing anything needed to perform the Services;

- CONSULTANT shall provide any required instruction to its personnel as to how the Services are performed;
- CONSULTANT shall be responsible for its expenses and expenses of its personnel except as otherwise specified in this Agreement;
- CONSULTANT shall be free to contract for similar services with other clients;
- CONSULTANT bears all risk of profit or loss;
- CONSULTANT shall be responsible for any investment required to provide the Services; and
- CONSULTANT shall have its own office or facilities (if needed), its own vehicles and handle its own billing and bookkeeping.

8. Indemnification. City shall indemnify and hold CONSULTANT and co-consultant harmless, including providing for adequate representation, from and against any and all alleged claims, damages, liabilities, costs and expenses, as well as reasonable attorneys' fees and other legal or other costs and expenses which may be suffered or incurred by CONSULTANT and/or co-consultant arising from an adverse action taken by an employee or member of the City Council against one or more employees or CONSULTANT as a result of CONSULTANT or co-consultant's work, unless such claims, damages, liabilities, costs as expenses are a result of CONSULTANT's or co-consultant's gross negligence or willful misconduct.

To the extent permitted by law, CONSULTANT will defend and hold City and its directors, officers, agents, representatives, and employees (collectively "Indemnitees") harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CONSULTANT or CONSULTANT's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its material duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of CONSULTANT or CONSULTANT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

9. Insurance. CONSULTANT agrees that it shall procure and maintain for the term of this Agreement (and for such extended period of time as may be required under the Agreement) insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of the various services, functions, duties and tasks set forth under the Agreement as described below. Throughout the term of the Agreement, CONSULTANT shall procure and maintain the following policies of insurance:

- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars

(\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Professional Liability Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.

10. Confidentiality. All memoranda, contracts, complaints, documentation, written information, and other materials provided to, or prepared by, CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shared exclusively with City as deemed appropriate by City.

11. Termination. CONSULTANT may not terminate this Agreement except upon 30 days' written notice to City. This Agreement may be terminated by City without cause, upon 30 days' written notice to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to receive compensation during the thirty (30) day notice period at the rates set forth in this Agreement but not thereafter.

In the event of breach of the Agreement by CONSULTANT, City may terminate the Agreement immediately by written notice to CONSULTANT; may reduce payment to the CONSULTANT in the amount necessary to offset City's resulting damages; and may pursue any other legally available remedies. In said event, CONSULTANT shall be entitled to the reasonable value of its services, at the rates set forth in this Agreement, performed up to the day it received City's Notice of Termination, minus any offset from such payment representing City's damages from such breach. Failure of CONSULTANT to provide City reports and other written material, which meets or exceeds reasonable professional standards, shall cause damages which are unascertainable at the inception hereof, entitling City to offset any payments due on the Agreement in the form of liquidated damages and not as a penalty. City reserves the right to delay any post-termination payment until completion of any partially-completed Services or correction of any substandard Services, as may be determined in City's sole discretion, so as to permit a full and complete accounting of costs.

12. Ownership of Documents. All reports and other contract deliverables prepared under this Agreement by CONSULTANT shall be and remain the property of City upon City's compensation of CONSULTANT for the Services as herein provided. CONSULTANT shall not release to others information furnished by City without prior approval of City.

13. Notices. Services of any notices, bills, invoices or other documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

City's Notice Address

City of Cudahy
Attn: Jose E. Pulido, City Manager
5220 Santa Ana Street
Cudahy, CA 90201

CONSULTANT

Rhonda D. Strout-Garcia
HR Dynamics & Performance Management, Inc.
461 Green Orchard Place
Riverside, CA 92506

14. Authority. The individuals executing this Agreement and the instruments referenced herein on behalf of CONSULTANT each represent and warrant that they have the legal power, right and actual authority to bind CONSULTANT to the terms and conditions hereof and thereof.

15. Construction of Agreement: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

16. Severability: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

17. Amendment; Modification: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

18. Captions: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

19. Inconsistencies or Conflicts: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

20. Entire Agreement: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between City and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this

Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 17, above.

21. Counterparts: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 17, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by City.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, City and CONSULTANT have caused this Agreement to be duly executed on the day and year first above written.

CITY OF CUDHAY

CONSULTANT: HR DYNAMICS

By: _____


By: Monde D. Strout - Garcia

Name: Jose Pulido

Name: MONDA STROUT - GARCIA

Its: _____

Its: _____

EXHIBIT "A"

(See the attached Scope of Work)



**CITY OF CUDAHY
HUMAN RESOURCES CONSULTING**

SCOPE OF SERVICES

Key:
Completed Tasks
January – June 2016 Tasks
July – December 2016 Tasks
January – December 2016 Tasks

Tasks	Timeline	Hours
<i>Task #1 - Conduct a Comprehensive Review and Assessment of the Status of the City's Human Resources Function; Collect Data; Evaluate Findings and Make Recommendations Consistent with Industry Best Practices in the following Areas including, but not limited to 1) Appropriate staffing levels; 2) Appropriate systems and use of technology; 3) Record keeping methods; 4) Customer service and client department satisfaction; 5) City's training and development programs, 6) City's recruitment and selection programs; and 7) City's employee and labor relations programs. Recommend and implement solutions based on immediate needs.</i>		
1. Review and assess the City's Human Resources function; collect data; make observations; review and establish compliant personnel files; review systems, records and materials; discuss systems and processes with staff.	1/1/16 – 12/30/16	40
2. Obtain feedback regarding HR services and employee/departmental satisfaction level during job analysis interviews; compile results.	3/21/16 – 12/30/16	20
3. Compare City's practices to "best practices" checklist; determine areas of compliance/non-compliance, and areas for future programmatic and/or professional enhancements.	7/1/16 – 12/30/16	60
4. Prepare summary report with recommendations, and timeline for implementation based on level of priority, including both short term and long term goals.	11/1/16 – 11/30/16	20
5. Reviewed 2015/16 HR Budget and made recommendations to City Manager.	Completed	
6. Developed "New Hire Checklist" and "New Hire Packet/Forms" due to immediate need and for compliance purposes.	Completed	
7. Reviewed labor poster compliance.	Completed	
8. Prepared "Offer Letter" for use in hiring process.	Completed	

9. Prepared "Exit Checklist" for employee separations.	Completed	
10. Recommended activities for "Administrative Professionals Day" recognition.	Completed	
11. Recommended activities for "National Customer Service Week."	Completed	
12. Developed a City-wide Customer Service Policy.	Completed	
13. Facilitated the selection of an outside trainer to conduct City-wide Customer Service Training; implemented Phases I & II.	Completed	
14. Revised/updated the City Employment Application ("Ban the Box" for legal compliance).	Completed	
15. Developed disciplinary templates for all stages of progressive discipline (warning through Skelly letter).	Completed	
16. Prepared Post-Employment Offer Drug Testing Analysis Form.	Completed	
17. Review potential time-keeping options for the City.	7/1/16 – 12/30/16	30
18. Identified various HR professional development opportunities/resources for staff.	Completed	
19. Verified I-9 Form compliance for staff and elected officials.	Completed	
20. Prepared a "Recruitment Plan" template.	Completed	
21. Provided sample interview questions and "Rating Sheet" Templates with scoring guidelines.	Completed	
22. Prepared Job Announcement Template.	Completed	
23. Assist in the review and development of language and structure for the City website – HR page.	7/1/16 – 12/30/16	30
<i>Estimated Total Hours Remaining</i>	200	

Tasks	Timeline	Hours
Task #2A - Conduct a Comprehensive Review of the City's Classification/ Compensation and Fringe Benefit Provisions.		
1. Review all applicable Resolutions, MOU's and personnel rules.	Completed	
2. Reconciled multiple salary schedules for prior years and created accurate salary grade tables and salary schedules for all job classifications; interpreted MOU language intent and agreement; coordinated with MEA for resolution of prior increases and finalized schedules.	Completed	
3. Assisted City Manager with reorganization of City staff and structure through the budget process, and implemented further changes to the City's new Fringe Benefit and Salary Plan to reflect new titles and deletion of obsolete titles; included incentive plan for management as an optional tool.	Completed	
4. Consolidated all applicable salary and benefit provisions into a comprehensive Fringe Benefits and Salary Plan Document and obtained City Council approval.	Completed	
5. Researched prior resolutions, Council audio tapes and minutes to determine intent and formal actions taken related to salary and benefits for elected officials; prepared new Resolution to clarify and resolve pending issues including the matter of PERS Medical Vesting and Retiree benefits for elected officials.	Completed	
6. Conduct project planning meeting with Cudahy's Management Team to further review scope of work and approve consultant time-line.	1/11/16 – 1/15/16	2
7. Receive City's current job descriptions in electronic format in order to create customized individual job analysis questionnaires for employee and supervisory completion related to job content.	Reconciliation process found that the City had few existing job descriptions requiring an additional step. See #8 below.	
8. Obtain job descriptions from other agencies in Electronic and/or hard copy; format and/or type job descriptions into standardized template for use as a baseline in conducting next steps of the study.	In Progress 1/11/16 – 1/29/16	48
9. Create customized individual job analysis questionnaires for employee and supervisory completion related to job content.	2/1/16 – 2/12/16	16
10. Notify Municipal Employee Association (MEA) of Study Process; meet with MEA as requested.	2/16/16 – 2/19/16	4
11. Conduct orientation session(s) with employees and supervisors to overview the process and methodology, and to disseminate questionnaires; respond to questions and inquiries from employees and provide guidance.	2/22/16 – 2/26/16	4

12. Employees to complete questionnaires, and supervisors/department heads to review and comment prior to submittal to consultant.	2/29/16 – 3/11/16	N/A
13. Receive and review employee completed questionnaires; prepare specific follow-up questions for job analysis interviews with incumbents based on questionnaires.	3/14/16 – 3/18/16	10
14. Conduct individual interviews for full-time employees (one hour each), and group interviews for each classification for part-time employees (one hour each session).	3/21/16 – 3/25/16	30
15. Review and evaluate job analysis questionnaires and interview notes; analyze for knowledge, skill, ability, education and experience relevance, hierarchical consistency, conformity with ADA language relative to essential job functions (including physical requirements) and FLSA designation (exempt versus non-exempt); develop classification recommendations (new, delete, title change, and/or reclassify).	3/28/16 – 4/15/16	40
16. Discuss and finalize job description format with City; develop new “draft” job descriptions and job series as appropriate for all classes included in the study to uniformly reflect the essential functions; prepare class specifications to include definitions, purpose, distinguishing characteristics, supervision received and exercised, working conditions, FLSA status, position duties and special requirements including licensing and certification requirements; recommend job series to provide career ladders based on differentiation including experience, knowledge, duties and certifications achieved.	4/18/16 – 5/13/16	80
17. Meet with City’s Management Team to review proposed changes to the Classification Plan and employee allocation recommendations; provide feedback regarding reporting relationships and structure; implement feedback received; present final plan.	5/16/16 – 5/20/16	8
18. Coordinate and facilitate feedback to employees on Job Analysis/ Classification Study results and recommendations; address employee concerns; finalize job descriptions and submit in electronic format; finalize employee allocations, recommendations and Classification Plan.	5/23/16 – 5/27/16	16
19. Meet with Municipal Employee Association (MEA) to share Classification Study Results, including employee allocations, new classes, and obsolete classes for deletion from the Classification Plan.	5/30/16 – 6/3/16	4
20. Provide coaching and mentoring to HR staff in performing the Classification Study/Job Analysis Process.	1/4/16 – 6/10/16	Included
<i>Estimated Total Hours Remaining</i>	262	

Tasks	Timeline	Hours
Task #2B – Conduct a Salary and Benefits Survey with Comparable Agencies.		
1. Collect data relative to current comparable agencies; consider local labor market, geographic area, and comparable size and services; discuss with Cudahy's management team and finalize list. Survey to include 8-10 comparable agencies.	Completed	
2. Discuss the organization's compensation philosophy with Cudahy's City Council; discuss recruitment and retention issues; determine whether agency desires a competitive position of "lead, lag or match."	7/4/16 – 7/8/16	8
3. Develop survey instrument and job summary descriptions based on the new/proposed job descriptions for designated classes. Salary survey shall include benchmark classes and/or up to 25 job classes.	7/4/16 – 7/8/16	12
4. Contact established comparison agencies to obtain support for salary survey participation, and identify key contact person, compensation plan data and/or website information.	Completed	
5. Conduct salary survey; distribute survey by mail, fax, and/or email, as appropriate.	7/11/16 – 7/12/16	12
6. Conduct follow-up with comparison agencies to obtain requested data and to ensure comparability of job matches; extract data from documentation provided by agencies as required.	7/25/16 – 7/29/16	20
7. Compile and analyze salary survey data and compute market averages based on comparing monthly maximum base salary.	8/1/16 – 8/5/16	20
8. Compare salary structure to the market averages; prepare salary survey report and summary overview describing results.	8/8/16 – 8/12/16	20
9. Develop recommended salary adjustments to benchmark classes (and related classes) based on survey results and internal salary relationships taking into consideration structural changes needed for internal alignment, and desired market positioning for competitiveness.	8/15/16 – 9/02/16	40
10. Prepare and present preliminary report to City's Management Team; receive feedback and make necessary adjustments.	9/5/16 – 9/9/16	12
11. Prepare and present final report to employee groups, City Council, and others as determined by City Manager.	9/12/16 – 9/16/16	12
12. Provide coaching and mentoring to staff in conducting Salary Surveys and preparing/recommending salary structures.	7/1/16 – 9/16/16	Included
Estimated Total Hours Remaining	156	

Tasks	Timeline	Hours
Task #3 – Review and Recommend Cost Effective Strategies to the City’s Employee Benefit Programs.		
1. Evaluate employee benefit programs and work with City staff in the transition to a new benefits provider to achieve cost-savings.	Completed	
2. Assist with the City’s Labor Negotiations with the Municipal Employee Association (MEA) in the implementation/negotiation of new plans.	Completed	
3. Participated in the review of the City’s Risk Management Program and the analysis of proposals; participated in the recommendation to change providers and assisted staff in the transition to Keenan & Associates to provide Workers’ Compensation, Safety, and General Liability programs providing the City with cost-savings and enhanced services.	Completed	
4. Provide on-going staff assistance and advisement related to Benefit programs including Workers’ Compensation, Safety and General Liability programs; Training, Record keeping and specific employee cases.	On-going 1/4/16 – 12/30/16	
Estimated Total Hours Remaining* (*1 hour per week x 52 weeks)		Hours Included Under Task #6

Tasks	Timeline	Hours
Task #4 – Conduct a Comprehensive Review of the City’s Labor Agreements and Personnel Rules, and Provide Recommendations to the City Manager for Labor Negotiations.		
1. Review MOU and Personnel Rules.	Completed	
2. Conduct review of legal fees associated with HR and Labor matters; recommend use of LCW for labor negotiations and complex legal HR matters.	Completed	
3. Meet with City Manager and Department Heads to determine operational needs and business necessities for City’s proposal for Labor Negotiations.	Completed	
4. Develop a comprehensive list of potential reforms including proposed language changes.	Completed	
5. Make recommendations to City Manager.	Completed	
6. Assist with Labor Negotiations process; coordinate with Labor Negotiator and City Staff.	Completed	
7. Review various City and MEA proposals and costs of City and MEA proposals.	Completed	
8. Provide guidance to City staff and attend various meetings as required; brief City Manager regarding labor negotiations progress.	Completed	
9. Attend closed session Council meetings as required to provide pertinent updates.	Completed	
10. Assisted with achieving a 4 year contract with numerous reforms for over-all long-term savings.	Completed	
11. Assist with the implementation of the MOU including updates to the Fringe Benefits and Salary Plan and adoption of Resolution to amend Plan; implementation of 4/10 schedule transition plan related to FLSA compliance; implementation of retroactive salary adjustments for employees.	1/4/16 – 2/15/16	20
12. Resolve grievance issue related to performance evaluation process/re-visit performance evaluation form.	4/15/16 – 6/30/16	20
13. Provide City Council with relevant information related to the Management Group, and recommend appropriate salary and benefit changes, consistent with the MEA; prepare necessary documents showing historical actions and costs associated with recommendations; attend meetings with City representatives and City Council as necessary.	1/4/16 – 3/15/16	40
14. Assist and advise regarding labor and grievance issues.	1/4/16 – 6/30/16	20
Estimated Total Hours Remaining	100	

Tasks	Timeline	Hours
Task #5 – Perform a Full Analysis and Update of the City’s Personnel Rules.		
1. Research resolutions to determine the last official adopted Personnel Rules.	Completed	
2. Utilizing the most recently prepared (un-adopted) Personnel Rules (2012), reconcile the draft to the City’s MOU, and add/revise as required for consistency and for currency with changes in labor law; finalize draft in redlined format with changes noted.	8/1/16 - 10/14/16	81
3. Conduct meetings with City Manager and HR staff to review proposed changes.	10/17/16 – 10/21/16	8
4. Meet with MEA to present updated Personnel Rules; receive feedback and finalize document.	10/24/16 -10/28/16	8
5. Present document to City Council for approval and address questions or concerns.	10/31/16 – 11/4/16	4
Estimated Total Hours Remaining	101	

Tasks	Timeline	Hours
Task #6 – Provide Advisement to the City Manager and the Acting Human Resources Specialist Regarding Handling of Various Complex Human Resources Matters.		
1. Meet with City Manager regularly to discuss current issues and to provide status updates on current projects.	On-going	
2. Meet with Acting HR Specialist regularly to discuss current issues and to provide guidance.	On-going	
3. Respond to inquiries by email or phone, as necessary related to various HR and organizational issues and provide guidance to staff.	On-going	
4. Assisted with the “Affordable Care Act” analysis for applicability to the City of Cudahy.	Completed	
5. Prepared and presented a new Performance Evaluation Tool.	Completed	
6. Facilitated the City Manager Performance Evaluation Process involving multiple meetings with the City Council in Closed Session.	Completed	
7. Conducted a Compensation Analysis for the City Manager Performance Evaluation Process.	Completed	
8. Provided assistance in the handling and resolution of a grievance related to the matter of Longevity Pay for employees.	Completed	
9. Provide assistance and guidance to the Acting HR Specialist in the Recruitment Process for several “key” positions including City Clerk, Public Safety Services Manager, and Community Development Manager.	1/1/16 – 3/15/16	
10. Assisted in the search for an Interim City Clerk and On-Boarding of Interim City Clerk.	Completed	
11. Provided guidance to City staff related to ADA requirements related to compliant process and mandatory posters.	Completed	
12. Reviewed current Workers’ Compensation cases and status and provided guidance.	Completed	
13. Reviewed and assisted in preparation of draft holiday schedule and City Hall closure.	Completed	
14. Recommended implementation of 2016 Payroll calendar and provided guidance in the development of the document.	Completed	
15. Provide guidance to City staff related to Safety programs.	On-going	

16. Provide guidance to City staff in responding to California Public Records Act requests related to HR records.	On-going
17. Respond to various inquiries from the City Council.	On-going
18. Assisted City Manager with "Standardization of Work Hours" for employees consistent with regulatory compliance for 9/80 Alternative Workweek Plan; provided guidance and recommendations regarding compliance with overtime regulations (Fair Labor Standards Act); prepared employee communication memo, and assisted with timecard reconciliation to transition to proper timekeeping method.	Completed
19. Reviewed Acting Pay status related to two employees consistent with Personnel Rules and appropriate level of compensation and advised City Manager.	Completed
20. Assist City Manager and Acting HR Specialist with various confidential personnel matters.	On-going
21. Assist the Acting HR Specialist with implementation of the new MOU including processing of retroactive salary adjustments and change to 4/10 schedule to ensure compliance with FLSA over-time rules.	In Progress
Total Hours * (*Estimated 4-5 hours per week x 52 weeks)	236

Tasks	Timeline	Hours
Task #7 – Provide Advisement to the City Related to Compliance with Various Audit Findings, Including Strategies and Solutions.		
1. Assist in the resolution of the CalPERS audit and compliance requirements.	In Progress	See Below
2. Resolved Finding #1 – “The Agency’s pay schedule did not meet all the requirements of the Government code and CCR.”	Completed	
3. Resolved Finding #2 – “The Agency incorrectly reported pay rate and earnings.”	Completed	
4. Resolved Finding #3 – “The Agency did not report special compensation as required by CCR Section 571.”	Completed	
15. Resolve Finding #4 – “The Agency unlawfully employed a retired annuitant.”	In Progress	24
16. Resolve CalPERS Observation – “The Agency’s administration of a contract exclusion for hourly compensated employees is not clearly defined.” * Response submitted to CalPERS Contract Unit– further amendments will be required to the City’s contract with CalPERS and to the City’s Classification Plan following the Classification Study.	In Progress * 1/4/16 – 12/30/16	80
7. Provided guidance to the City related to the implementation of the new Sick Leave Law including mandatory employee notices, policy language for approval by the City Council via Resolution, and payroll records for employee accruals.	Completed	
8. Reviewed State Controller’s Report findings related to HR.	Completed	
9. Coordinated with staff to provide mandatory Transparency Reports on-line.	Completed	
10. Assist City staff with the implementation of new legislation for 2016 including preparation of policy language, employee communications, payroll system changes, and related activities as required.	1/4/16 – 3/30/16	60
Estimated Total Hours Remaining*	164	

Tasks	Timeline	Hours
Task #8 – Develop a Formal Complaint Process for the City, including applicable forms and tracking system.		
1. Review complaint processes utilized by other agencies and obtain sample policies and forms.	Completed	
2. Develop complaint process and form for the City's use.	Completed	
3. Present final documents to the City Manager for implementation.	Completed	
4. Provide assistance and guidance to the City in the handling/processing of citizen complaints when related to employees.	On-going 1/4/16 – 12/30/16	
Total Hours (*Estimated 1-2 hours per week x 52 weeks)	80	

**JANUARY – JUNE 2016
HUMAN RESOURCES PRIORITIES**

Priority Level	Tasks	Hours	Cost Based on Estimated Hours Per Task
A.	Task #7 – Provide Advisement to the City Related to Compliance with Various Audit Findings, Including Strategies and Solutions.	74	\$7,030
B.	Task #6 – Provide Advisement to the City Manager and the Acting Human Resources Specialist Regarding Handling of Various Complex Human Resources Matters.	118	\$11,210
C.	Task #4 – Conduct a Comprehensive Review of the City’s Labor Agreements and Personnel Rules, and Provide Recommendations to the City Manager for Labor Negotiations.	100	\$9,500
D.	Task #2A - Conduct a Comprehensive Review of the City’s Classification/ Compensation and Fringe Benefit Provisions.	262	\$24,890
E.	Task #1 - Conduct a Comprehensive Review and Assessment of the Status of the City’s Human Resources Function; Collect Data; Evaluate Findings and Make Recommendations Consistent with Industry Best Practices in the following Areas including, but not limited to 1) Appropriate staffing levels; 2) Appropriate systems and use of technology; 3) Record keeping methods; 4) Customer service and client department satisfaction; 5) City’s training and development programs, 6) City’s recruitment and selection programs; and 7) City’s employee and labor relations programs. Recommend and implement solutions based on immediate needs.	30	\$2,850
F.	Task #8 – Develop a Formal Complaint Process for the City, including applicable forms and tracking system.	40	\$3,800
	Total Hours	624	\$59,280.00

**JULY – DECEMBER 2016
HUMAN RESOURCES PRIORITIES**

Priority Level	Tasks	Hours	Cost Based on Estimated Hours Per Task
A.	Task #7 – Provide Advisement to the City Related to Compliance with Various Audit Findings, Including Strategies and Solutions.	90	\$8,550
B.	Task #6 – Provide Advisement to the City Manager and the Acting Human Resources Specialist Regarding Handling of Various Complex Human Resources Matters.	118	\$11,210
C.	Task #2B – Conduct a Salary and Benefits Survey with Comparable Agencies.	156	\$14,820
D.	Task #1 - Conduct a Comprehensive Review and Assessment of the Status of the City’s Human Resources Function; Collect Data; Evaluate Findings and Make Recommendations Consistent with Industry Best Practices in the following Areas including, but not limited to 1) Appropriate staffing levels; 2) Appropriate systems and use of technology; 3) Record keeping methods; 4) Customer service and client department satisfaction; 5) City’s training and development programs, 6) City’s recruitment and selection programs; and 7) City’s employee and labor relations programs. Recommend and implement solutions based on immediate needs.	170	\$16,150
E.	Task #5 – Perform a Full Analysis and Update of the City’s Personnel Rules.	101	\$9,595
F.	Task #8 – Develop a Formal Complaint Process for the City, including applicable forms and tracking system.	40	\$3,800
	Total Hours	675	\$64,125.00



THE IMPORTANCE OF JOB DESCRIPTIONS

Accurate and up-to-date job descriptions are important to the organization, as they form the basis and foundation of many other related Human Resources functions including recruitment/selection, training and development, and performance evaluation. Job descriptions, although often overlooked by many organizations, are valuable to both the employee and the employer for a variety of reasons. Job descriptions are used for the following purposes:

- Defining the specific jobs that each employee is responsible for completing within the organization.
- Assisting new employees in orienting themselves to the organization.
- Establishing the “essential duties” of the position in accordance with ADA guidelines, and serving as a tool for the “interactive process” in the event accommodation is requested in the pre-employment process, or during post-employment.
- Defining “distinguishing characteristics” within a class series, and the key distinctions between the various levels.
- Defining reporting relationships and level of supervision received and exercised.
- Setting forth lines of promotion within the job series allowing for career advancement opportunities, and associated requirements.
- Establishing minimum requirements and qualifications (knowledge, skills and abilities) required to perform the position.
- Defining all pertinent details for the purpose of developing a job announcement, screening potential candidates against established minimum requirements, and for the development of skills tests and interview questions.
- Serving as the basis for evaluating an employee’s job performance allowing for comparison between employee performance and the job description’s stated expectations.
- Serving as the basis for establishing employee training programs to ensure employees possess and maintain appropriate knowledge, skills and abilities for their current positions, and to develop career development training opportunities for upward advancement.
- Serving as the basis for establishing compensation, in which jobs must be evaluated in order to make comparisons and to determine a fair base salary.
- Ensuring legal compliance with the Fair Labor Standards Act (FLSA).

EXHIBIT “B”

(See the attached First Amendment and Master Agreement)



**FIRST AMENDMENT
TO AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES
(Engagement: Temporary Human Resources Services)
(Parties: HR Dynamics and the City of Cudahy)**

THIS FIRST AMENDMENT TO TEMPORARY PROFESSIONAL SERVICES AGREEMENT (the "Agreement") to that certain document entitled "Temporary Professional Services" (the "Master Agreement") executed as of February 2, 2015, by and between the City of Cudahy, a municipal corporation (hereinafter, "City") and HR Dynamics & Performance Management (hereinafter, "CONSULTANT") is made and entered into this 8th day of June 2015. For the purposes of this Agreement, City and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or CONSULTANT interchangeably.

RECITALS

WHEREAS, on or about February 2, 2015, the Parties executed and entered into the Master Agreement which is attached hereto as Exhibit "A"; and

WHEREAS, the City desires to amend the Master Agreement in its entirety and replace its language with this Amendment; and

WHEREAS, CONSULTANT has the necessary training, experience and competence to perform specialized consulting services requested by City; and

WHEREAS, selection of the CONSULTANT is expected to achieve the desired results in an expedited fashion; and

WHEREAS, CONSULTANT has submitted a proposal to City and has affirmed its willingness and ability to perform such work; and

WHEREAS, City has the authority to retain the services of CONSULTANT; and

WHEREAS, the execution of this Agreement was approved by the Cudahy City Council at its Regular Meeting of June 3, 2015.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

AGREEMENT

1. Retention of Consultant. City retains CONSULTANT to perform, and CONSULTANT agrees to render, those services and tasks set forth in Exhibit "B" (hereinafter "the Services").

2. Standard of Performance. While performing the Services, CONSULTANT shall exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT's profession, and shall use reasonable diligence and best judgment while exercising professional skill and expertise.

3. Term. This Agreement shall have a limited term of one (1) year commencing from the February 2, 2015, unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may renew for up to two (2) three month extension terms, upon approval from City Council, unless City issues written notice sixty (60) days in advance of its intent not to authorize any additional extension term(s). Nothing in the foregoing sentence shall operate to prohibit or otherwise restrict the City's ability to terminate this Agreement prior to the expiration of the initial Term or any extension term.

4. Personnel. CONSULTANT may utilize Henry T. Garcia, co-consultant, to perform portions of the Services. Mr. Garcia shall remain assigned through completion of the Services unless otherwise mutually agreed by the parties in writing, in which case any substitutes shall be subject to City approval.

5. Contact. Jose Pulido, City Manager, shall be CONSULTANT's contact with respect to the Services performed pursuant to this Agreement unless an alternative contact is otherwise designated in writing to CONSULTANT by City.

6. Compensation/Reimbursement.

A. CONSULTANT shall perform all of the various services and tasks that comprise the Work in accordance with Exhibit "A." CONSULTANT shall be billed out at an hourly rate of NINETY FIVE DOLLARS PER HOUR (\$95.00/hour) (hereinafter "Hourly Rate").

B. Notwithstanding section 6.A, above, CONSULTANT's total compensation for the Services under this Agreement may not exceed the sum of SEVENTY TWO THOUSAND NINE HUNDRED SIXTY DOLLARS (\$72,960.00) (hereinafter, the "Contract Price"). In no event shall the total compensation and costs payable to CONSULTANT under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the Finance Director-Treasurer and the City Manager of the City and unless such added expenditure is specifically approved in advance and in writing by the City.

C. City shall pay CONSULTANT at the Hourly Rate as CONSULTANT performs the various services and tasks that make up the Work. CONSULTANT shall submit to City a monthly itemized statement indicating the work performed, costs incurred and hours of service rendered by CONSULTANT and its various employees. The statement shall

describe the specific tasks performed. City shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

D. REIMBURSEMENT. City recognizes that CONSULTANT may incur certain expenses of a non-personal nature in the performance of Consultant's duties under this Agreement. City agrees to reimburse or to pay for an amount not to exceed FIVE HUNDRED DOLLARS (\$500.00) per month for such business expenses that are incurred by CONSULTANT in the performance of CONSULTANT's duties in accordance with City's expense reimbursement procedures, as the same may be updated and/or amended from time to time by the City Council.

7. Independent Contractor. CONSULTANT and co-consultant shall at all times during their performance of the services retain their status as independent contractor. City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. Any additional personnel, including co-consultant mentioned herein, performing the Services governed by this Agreement on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due such personnel in connection with their performance under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security, taxes, income tax withholding, unemployment insurance and workers' compensation insurance. CONSULTANT shall be responsible for scheduling hours of work by its personnel, including co-consultant, as well as the following:

- Control and responsibility for the conduct of CONSULTANT's personnel/employees and how and when Services are performed;
- Determining when and the amounts CONSULTANT's personnel will be paid; Payment of any overtime, vacation pay, sick pay, employee benefits (including but not limited to health insurance, life insurance, disability insurance, unemployment and workers compensation insurance).
- Evaluation of CONSULTANT's personnel
- Providing anything needed to perform the Services;
- CONSULTANT shall provide any required instruction to its personnel as to how the Services are performed;
- CONSULTANT shall be responsible for its expenses and expenses of its personnel except as otherwise specified in this Agreement;
- CONSULTANT shall be free to contract for similar services with other clients;
- CONSULTANT bears all risk of profit or loss;
- CONSULTANT shall be responsible for any investment required to provide the Services; and

- CONSULTANT shall have its own office or facilities (if needed), its own vehicles and handle its own billing and bookkeeping.

8. Indemnification. City shall indemnify and hold CONSULTANT and co-consultant harmless, including providing for adequate representation, from and against any and all alleged claims, damages, liabilities, costs and expenses, as well as reasonable attorneys' fees and other legal or other costs and expenses which may be suffered or incurred by CONSULTANT and/or co-consultant arising from an adverse action taken by an employee or member of the City Council against one or more employees or CONSULTANT as a result of CONSULTANT or co-consultant's work, unless such claims, damages, liabilities, costs as expenses are a result of CONSULTANT's or co-consultant's gross negligence or willful misconduct.

To the extent permitted by law, CONSULTANT will defend and hold City and its directors, officers, agents, representatives, and employees (collectively "indemnitees") harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CONSULTANT or CONSULTANT's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its material duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of CONSULTANT or CONSULTANT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

9. Insurance.

CONSULTANT agrees that it shall procure and maintain for the term of this Agreement (and for such extended period of time as may be required under the Agreement) insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of the various services, functions, duties and tasks set forth under the Agreement as described below. Throughout the term of the Agreement, CONSULTANT shall procure and maintain the following policies of insurance:

A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.

C. Professional Liability Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors

and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.

10. Confidentiality. All memoranda, contracts, complaints, documentation, written information, and other materials provided to, or prepared by, CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shared exclusively with City as deemed appropriate by City.

11. Termination. CONSULTANT may not terminate this Agreement except upon 30 days' written notice to City. This Agreement may be terminated by City without cause, upon 30 days' written notice to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to receive compensation during the thirty (30) day notice period at the rates set forth in this Agreement but not thereafter.

In the event of breach of the Agreement by CONSULTANT, City may terminate the Agreement immediately by written notice to CONSULTANT; may reduce payment to the CONSULTANT in the amount necessary to offset City's resulting damages; and may pursue any other legally available remedies. In said event, CONSULTANT shall be entitled to the reasonable value of its services, at the rates set forth in this Agreement, performed up to the day it received City's Notice of Termination, minus any offset from such payment representing City's damages from such breach. Failure of CONSULTANT to provide City reports and other written material, which meets or exceeds reasonable professional standards, shall cause damages which are unascertainable at the inception hereof, entitling City to offset any payments due on the Agreement in the form of liquidated damages and not as a penalty. City reserves the right to delay any post-termination payment until completion of any partially-completed Services or correction of any substandard Services, as may be determined in City's sole discretion, so as to permit a full and complete accounting of costs.

12. Ownership of Documents. All reports and other contract deliverables prepared under this Agreement by CONSULTANT shall be and remain the property of City upon City's compensation of CONSULTANT for the Services as herein provided. CONSULTANT shall not release to others information furnished by City without prior approval of City.

13. Notices. Services of any notices, bills, invoices or other documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

City's Notice Address
City of Cudahy
Attn: Jose E. Pulido, City Manager
5220 Santa Ana Street
Cudahy, CA 90201

CONSULTANT
Rhonda D. Strout-Garcia
HR Dynamics & Performance Management, Inc.
461 Green Orchard Place

Riverside, CA 92506

14. Authority. The individuals executing this Agreement and the instruments referenced herein on behalf of CONSULTANT each represent and warrant that they have the legal power, right and actual authority to bind CONSULTANT to the terms and conditions hereof and thereof.

15. Construction of Agreement: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

16. Severability: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

17. Amendment; Modification: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

18. Captions: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

19. Inconsistencies or Conflicts: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

20. Entire Agreement: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between City and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 17, above.

21. Counterparts: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 17, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by City.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, City and CONSULTANT have caused this Agreement to be duly executed on the day and year first above written.

CITY OF CUDEHAY

CONSULTANT: HR DYNAMICS

By: 

By: Mundi D. Strout

Name: Cristian Markovich

Name: RHONDA D. STROUT

Its: Mayor

Its: _____

EXHIBIT "A"

(See the attached Master Agreement)



2015

AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES
(Parties: HR Dynamics & Performance Management and the City of Cudahy)
(Engagement: Temporary Human Resources Services)

THIS 2015 AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES ("Agreement") by and between the City OF CUDAHY, a municipal corporation and general law city ("City") and HR Dynamics & Performance Management (hereinafter, "Staffing Firm") is made and entered into the last date of signature below, but shall not take effect until signed by all of the parties to this Agreement as indicated on the signature page below. For the purposes of this Agreement, City and Staffing Firm may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Staffing Firm interchangeably.

RECITALS

WHEREAS, City, pursuant to California Government Code sections 37109 and 53060, is authorized and empowered to contract with any person for the furnishing of services and advice in finance, economic, accounting or administrative matters if such persons are specially trained and experienced and competent to perform such special services required; and

WHEREAS, City wishes to engage the Staffing Firm for the purposes of retaining a person to perform the duties and functions as mentioned in the attached Scope of Work for City on an interim basis; and

WHEREAS, City's in-house personnel are presently unable to perform the specialized services and tasks contemplated under this Agreement; and

WHEREAS, Staffing Firm has proposed and City has agreed to appoint a Consultant ("Consultant") who possesses the specialized training, skill, expertise and experience required to perform the services contemplated under this Agreement; and

WHEREAS, City and Staffing Firm wish to enter into the Agreement in order to set forth the rights and obligations of the Parties.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and based upon the recitals set forth above, City and Staffing Firm agree as follows:

**ARTICLE 1.
DUTIES AND SCOPE OF WORK**

1.1 **SCOPE OF WORK:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, Consultant agrees to perform the services and tasks set forth in Exhibit "A" (hereinafter referred to as the "Scope of Work"). Consultant further agrees to furnish to City all labor, materials, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work." Neither Consultant nor anyone acting on Consultant's behalf shall commence with the performance of the Work or any other related tasks until City issues a written notice to proceed (hereinafter, the "Notice to Proceed").

**ARTICLE 2.
INDEPENDENT CONTRACTOR STATUS; TERMINATION FOR CONVENIENCE**

2.1 **INDEPENDENT CONTRACTOR STATUS.** The Parties acknowledge, understand and agree that Consultant is, and shall at all times remain, a wholly independent contractor and shall not be considered an employee of the City. Given the temporary and interim nature of this engagement, it is the desire and intent of the Parties that Consultant shall be an "independent contractor" who is not also an employee within the meaning of Government Code section 20300(b), and by such status is excluded from compulsory enrollment in the California Public Employees Retirement System established under the Public Employees Retirement Law ("PERL") (Government Code section 20000 et seq.).

**ARTICLE 3.
TERM OF AGREEMENT**

3.1 This Agreement shall have an initial term of one (1) year commencing from the Effective Date unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may renew for up to two (2) three month extension terms, upon approval from City Council, unless City issues written notice sixty (60) days in advance of its intent not to authorize any additional extension term(s). Nothing in the foregoing sentence shall operate to prohibit or otherwise restrict the City's ability to terminate this Agreement prior to the expiration of the initial Term or any extension term as provided under Articles 11 and 12 of this Agreement below.

**ARTICLE 4.
PERFORMANCE SCHEDULE**

4.1 **ATTENDANCE AT MEETINGS, CONFERENCES AND SPECIAL FUNCTIONS.** Section 4.1 notwithstanding, Consultant, as directed by the City Council, shall also be available to attend public meetings, business meetings, conferences and functions that may be scheduled outside of normal City business hours, including but not limited to all regular, special, adjourned and/or emergency meetings of the Cudahy City Council, and City shall be billed for all such hours Consultant attends such meetings required by City.

4.2 **RESTRICTION ON HOURS WORKED:** The Term of this Agreement and the provisions of Section 4.1 notwithstanding, in no event may Consultant's total hours worked under this Agreement exceed more than 1,000 hours during any single fiscal year. Consultant shall maintain a log of Consultant's daily work hours (including start time and departure time) to monitor compliance with this provision. Staffing Firm shall have no obligation to continue performance once the 1,000 hour limitation has been attained. Furthermore, City shall have the responsibility to monitor fees charged in relation to the not-to-exceed amount. City shall be responsible for all charges for services in the event City fails to notify Staffing Firm of termination of the assignment or fails to increase of the not-to-exceed amount. For purposes of this Agreement, the term "fiscal year" shall mean the period of time commencing from July 1st of a calendar year and ending on June 30th of the calendar year immediately following.

ARTICLE 5. COMPENSATION AND REIMBURSEMENT

5.1 COMPENSATION.

- A. Staffing Firm shall perform all of the various services and tasks that comprise the Work in accordance with Exhibit "A." Staffing Firm shall be paid for the number of hours Consultant provides in performance of the Work. Consultant shall not exceed forty (40) hours per work week, unless authorized by City Council. Consultant shall be billed out at an hourly rate of NINETY FIVE DOLLARS PER HOUR (\$95.00/hour) (hereinafter "Hourly Rate").
- B. Notwithstanding section 5.1A, Consultant's total annual compensation for the Work under this Agreement may not exceed the sum of SEVENTY TWO THOUSAND NINE HUNDRED SIXTY DOLLARS (\$72,960.00) (hereinafter, the "Contract Price"). The Parties agree that the Contract Price includes compensation for all labor, materials, tools, supplies, equipment, services, tasks, costs and incidental and customary work necessary to competently perform Work as well as compensation for all specifically delineated expenses set forth in the Scope of Work. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the Finance Director-Treasurer and the City Manager of the City and unless such added expenditure is specifically approved in advance and in writing by the City.
- C. City shall pay Staffing Firm at the Hourly Rate in a bi-weekly format to run simultaneous with employee payroll as Consultant performs the various services and tasks that make up the Work. At the end of each pay period during the term of this Agreement, Staffing Firm shall submit to City a bi-monthly itemized statement indicating the work performed, costs incurred and hours of service rendered by Consultant and its various employees. The statement shall describe the specific tasks performed. City shall not withhold applicable taxes or other authorized deductions from payments made to Staffing Firm.

5.2 REIMBURSEMENT. City recognizes that Consultant may incur certain expenses of a non-personal nature in the performance of Consultant's duties under this Agreement. City agrees to reimburse or to pay for an amount not to exceed SEVENTY TWO THOUSAND NINE HUNDRED AND SIXTY DOLLARS (\$72,960.00) per month for such business expenses that are incurred by Consultant in the performance of Consultant's duties in accordance with City's expense reimbursement procedures, as the same may be updated and/or amended from time to time by the City Council.

ARTICLE 6, NO BENEFITS

6.1 Except as otherwise provided under Article 5 of the Agreement, Consultant shall not receive any benefits, incentives, compensation in lieu of benefits or any other form of compensation above the hourly compensation provided under Article 5, above.

6.2 Consultant acknowledges, understands and agrees that Consultant is not a regular employee of the City and is not entitled to receive any benefits generally available to employees of the City, including but not limited to medical insurance, dental insurance, sick leave, paid vacation, retirement benefits, unemployment benefits or otherwise which accrue to employees of the City, and hereby expressly waives any right or claim to such benefits.

ARTICLE 7. INDEMNITY

7.1 To the extent permitted by law, Staffing Firm will defend and hold City and its directors, officers, agents, representatives, and employees (collectively "Indemnitees") harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by Staffing Firm or Staffing Firm's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its material duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of Staffing Firm or Staffing Firm's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

7.2 To the extent permitted by law, City will defend, and hold Staffing Firm and its directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorney's fees) to the extent caused by City or City's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of City or City's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

7.3 City shall have the right to offset against the amount of any compensation due Staffing Firm under this Agreement any amount due City from Staffing Firm as a result of Staffing Firm's failure to pay City promptly any indemnification arising under this Article and related to Staffing Firm's failure to either (i) pay legally required taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

7.4 The obligations of Staffing Firm under this Article will not be limited by the provisions of any workers' compensation act or similar act. Staffing Firm expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents and volunteers.

7.5 Staffing Firm agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Staffing Firm in the performance of this Agreement. In the event Staffing Firm fails to obtain such indemnity obligations from others as required herein, Staffing Firm agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any reckless, negligent, or otherwise wrongful acts, errors or omissions of Staffing Firm's subcontractors or any other person or entity involved by, for, with or on behalf of Staffing Firm in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

7.6 City does not, and shall not, waive any rights that it may possess against Staffing Firm because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

7.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity. Notwithstanding anything to the contrary in this Agreement, Staffing Firm shall have no obligation of indemnity or liability for any claims to the extent arising out of City's negligence or willful misconduct, or failure to comply with the requirements of this Agreement.

ARTICLE 8. INSURANCE

8.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Staffing Firm agrees that it shall procure and maintain for the term of this Agreement (and for such extended period of time as may be required under the Agreement) insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of the various services, functions, duties and tasks set forth under the Agreement as described below. Throughout the term of the Agreement, Staffing Firm shall procure and maintain the following policies of insurance:

- A. **Workers' Compensation Insurance/ Employer's Liability Insurance:** Consultant shall procure and maintain Workers' Compensation Insurance affording coverage at least as broad as that required by the State of California with Employer's Liability Insurance with minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. The Workers'

Compensation insurer shall also agree to waive all rights of subrogation against City and City's elected and appointed officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy.

- B. Professional Liability Insurance: For the full term of this Agreement and for a period of two (2) years thereafter, Consultant shall procure and maintain Errors and Omissions Liability Insurance appropriate to Consultant's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per claim and shall be endorsed to include contractual liability.

ARTICLE 9. BUSINESS RELATED EQUIPMENT

Consultant acknowledges, understands and agrees that she will not receive, nor shall she be entitled to any type of personal mobile communication device for the performance of her duties under this Agreement such as a cell phone or an iPad.

ARTICLE 10. CITY DOCUMENTS AND CONFIDENTIALITY

10.1 CITY DOCUMENTS. All data, studies, reports and other documents prepared by Consultant while performing Consultant's duties during the term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use.

10.2 CONFIDENTIALITY. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant to the extent permitted by applicable law. Such materials shall not, without City's prior written consent, be used by Consultant for any purposes other than the performance of Consultant's duties.

ARTICLE 11 TERMINATION FOR CONVENIENCE

11.1 TERMINATION FOR CONVENIENCE. Consultant shall serve at the pleasure of the City Council. Consultant's engagement with City may be terminated for convenience at any time by the City Council without cause upon the issuance of written notice specifying the effective date of such termination, which may provide that such termination shall take effect immediately upon the issuance of the notice.

11.2 NO PRE-TERMINATION HEARING. Consultant shall not be entitled to any pre-termination hearing or other similar proceeding or appeal proceeding as a precondition to any decision or action by the City Council to terminate Consultant's engagement.

11.3 NO PROPERTY INTEREST. It is understood and agreed by the Parties that Staffing Firm engagement with the City is temporary in nature and that Staffing Firm shall have no

expectation of ongoing or long-term employment with the City. Nothing in this Agreement shall confer upon Staffing Firm any right or property interest in employment with City.

11.4 NO SEVERANCE PAY. Consultant expressly agrees that she shall not be entitled to any severance pay as the result of the termination of this Agreement prior to the expiration of the Term or any extension term.

11.5 STAFFING FIRM TERMINATION. Staffing Firm may terminate this Agreement at any time without cause and for convenience, provided it provides the City Council with no less than fifteen (15) calendar days advance written notice prior to the effective date of termination. The City Council may shorten the effective date of any termination for convenience initiated by Staffing Firm in the City Council's sole and absolute discretion.

ARTICLE 12. TERMINATION FOR CAUSE

12.1 EVENTS OF DEFAULT; BREACH OF AGREEMENT

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 10.1B and 10.1C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within fifteen (15) calendar days of the non-defaulting Party's issuance of a written notice of default (hereinafter, a "Notice of Default") to the defaulting party.
- B. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Staffing Firm/Consultant written notice of City's intent to suspend Staffing Firm/Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Staffing Firm/Consultant shall be compensated only for those services rendered up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City shall operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.
- C. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No

waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

D. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

- i. Upon written notice to Staffing Firm/Consultant, the City may immediately terminate this Agreement in whole or in part;
- ii. Upon written notice to Staffing Firm/Consultant, the City may extend the time of performance;
- iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Staffing Firm/Consultant's breach of the Agreement or to terminate the Agreement; or
- iv. The City may exercise any other available and lawful right or remedy.

City may seek legal fees plus other costs and expenses that City incurs upon Staffing Firm's breach of this Agreement or in the City's exercise of its remedies under this Agreement.

E. In the event City is in breach of this Agreement, Staffing Firm/Consultant's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Staffing Firm/Consultant under this Agreement for services rendered.

ARTICLE 13. CONDITIONS OF CONSULTANT'S SERVICES

13.1 **CONFLICT-OF-INTEREST.** City shall direct Consultant to sign a separate writing stating the following obligations: Consultant shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business within the corporate limits of City, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the City Council. Consultant further agrees not to invest in any other real estate or property improvements within the corporate limits of City during the term of this Agreement without the prior consent of the City Council.

13.2 **CONSULTANT VEHICLE.** Consultant shall provide her transportation to and from the worksite.

**ARTICLE 14.
GENERAL PROVISIONS**

14.1 **NOTICES.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to City at the address below, and at the last known address maintained in City's contract file. Staffing Firm agrees to notify City, in writing, of any change in Staffing Firm's address during Consultant's employment with City. Notice of change of address shall be effective only when accomplished in accordance with this Section.

City's Notice Address:

City of Cudahy
Attn: Jose Pulido, City Manager
5220 Santa Ana Street
Cudahy, California 90201

Staffing Firm's Address:

FIR Dynamics and Performance Management
Rhonda Strout, Principal
461 Green Orchard Place
Riverside, CA 92506
Phone: 951-999-1617

14.2 **BONDING.** City shall bear the full cost of any fidelity or other bonds required of the Staffing Firm under any laws or ordinance.

14.3 **BACKGROUND CHECK.** Within three (3) calendar days of the effective date of this Agreement, Consultant shall contact the City's Human Resources Department to schedule a LiveScan fingerprinting. Consultant shall not commence any Services relating to this Agreement until the LiveScan results have been reviewed by the Human Resources Department. A negative LiveScan report may result in the termination of this Agreement.

14.4 **ENTIRE AGREEMENT.** This Agreement, including the General Conditions of Assignment and the Terms of Payments incorporated herein and attached hereto as "Exhibit A," is intended to be the final, complete, and exclusive statement of the terms of Staffing Firm/Consultant's engagement with the City. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the engagement of Staffing Firm/Consultant, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of City, now or in the future, apply to Staffing Firm/Consultant and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

14.5 **AMENDMENTS.** This Agreement may not be amended except in the form of a written amendment to this Agreement approved by the City Council.

14.6 WAIVER. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

14.7 ASSIGNMENT. Staffing Firm/Consultant shall not assign any rights or obligations under this Agreement. City may, upon prior written notice to Staffing Firm/Consultant, assign its rights and obligations hereunder.

14.8 SEVERABILITY. If any court of competent jurisdiction holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

14.9 ATTORNEYS' FEES. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

14.10 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue in the County of Los Angeles, State of California.

14.11 INTERPRETATION. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any Party. By way of example and not in limitation, this Agreement shall not be construed in favor of the Party receiving a benefit nor against the Party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the Parties to this Agreement and by no other means. Each Party waives their future right to claim, contest, or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

14.12 ACKNOWLEDGMENT. Staffing Firm acknowledge that it has had the opportunity to consult legal counsel in regard to this Agreement, that it has read and understands this Agreement, that it is fully aware of its legal effect, and that it has entered into it freely and voluntarily and based on Staffing Firm's own judgment and not on any representations or promises other than those contained in this Agreement.

14.13 COUNTERPARTS. This Agreement shall be executed in four (4) original counterparts each of which shall be of equal force and effect. One counterpart shall be delivered to Staffing Firm, one counterpart shall be retained by the Human Resources Department, one counterpart shall be retained by the Office of the City Manager, and the fourth counterpart shall be retained by the City Clerk for permanent archiving by the City.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, City has caused this Agreement to be signed and executed on the date first indicated above.

CITY OF CUDAHY:

**HR DYNAMICS AND PERFORMANCE
MANAGEMENT**

By: 
Jose E. Pulido, City Manager

By: 
Rhonda Strout, Principal

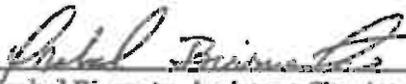
Date: _____

Date: 2/2/15

ATTEST:

APPROVED AS TO FORM:

By: 
Victor H. Ferrer, Deputy City Clerk

By: 
Isabel Birrueta, Assistant City Attorney

Date: 2/15/15

Date: _____

EXHIBIT "A"

SCOPE OF WORK

I. Services

Consultant's Human Resources services shall include, but not be limited to, the following duties:

A. General Human Resources Services

To plan, organize, and direct the development, implementation and administration of the City's human resources management system, labor relations programs and risk management program. Duties may include, but are not limited to the following:

Plan, organize and direct the administration of the City's personnel policies, practices, and procedures; advise management and employees in their interpretation when necessary. Develop and assist in development and implementation of goals, objectives, policies and priorities. Supervise and administer the classification, compensation, recruitment and selection, equal employment, labor relations, evaluations, training and risk management programs. Participate in formulating, recommending, and coordinating the implementation of policies, rules, and practices for accomplishing the goals of the personnel program. Assist in contract negotiations through development of strategies, research and presentation of relevant information. Perform research and maintain records; administer and interpret provisions of labor agreements. Advise management and employees regarding grievance procedures; monitor and administer grievance procedures. Maintain the City's official personnel files. Coordinate human resources/risk management activities with other City departments. Supervise and participate in the preparation of various personnel reports; make oral presentations as necessary. Prepare and administer the human resources/risk management budget. Maintain departmental awareness of current human resources practices and current state and federal laws related to personnel and risk management. Attend conferences and meetings in human resources, risk management and labor relations field. Assess, recommend and coordinate City's training programs. Select, supervise, develop, train and evaluate assigned staff. Promote and maintain safety in the workplace. Perform other related duties as assigned.

B. Additional Services

In addition to the general Human Resources services outlined above, Consultant shall also provide the following:

1. Strengths, Weaknesses, Opportunities, Threats ("SWOT") Analysis (General Assessment of the Human Resources Function; and
2. Prepare job classifications/descriptions in preparation for labor negotiations; and
3. Advise and participate in labor negotiations between the City and its employees.

II. Compensation

Compensation Calculation

Hourly Rate	\$95.00/hr.
Expected Work Hours	150 hours per month (not to exceed 40 hours per week)
Expected Initial Term	12 Months
Expected Monthly Amount	\$6,080.00 per month

EXHIBIT "B"
(See the attached Scope of Work)

EXHIBIT "B"

SCOPE OF WORK

HUMAN RESOURCES CONSULTING

SCOPE OF SERVICES

- 1) Conduct a comprehensive review and assessment of the status of the City's Human Resources function; collect data; evaluate findings and make recommendations consistent with industry best practices in the following areas including, but not limited to:
 - Appropriate staffing levels.
 - Appropriate systems and use of technology.
 - Record keeping methods.
 - Customer service and client department satisfaction.
 - City's training and development programs.
 - City's recruitment and selection programs.
 - City's employee and labor relations programs.
- 2) Conduct a comprehensive review of the City's classification/compensation and fringe benefit provisions, including the following:
 - Review all applicable Resolutions, MOU's, and personnel rules.
 - Consolidate all applicable salary and benefit provisions into a comprehensive Fringe Benefits and Salary Plan document.
 - Conduct job analyses for all City positions, and prepare current and relevant job descriptions.
 - Recommend an organizational structure/staffing plan to address current needs.
Identify the City's labor market (comparable agencies) and compensation philosophy.
 - Conduct a salary and benefits survey with comparable agencies.
- 3) Review and recommend cost effective strategies to the City's employee benefit programs.
- 4) Conduct a comprehensive review of the City's labor agreements and personnel rules, and provide recommendations to the City Manager for labor negotiations.
- 5) Perform a full analysis and update of the City's personnel rules.

- 6) Provide advisement to the City Manager and the Acting Human Resources Specialist regarding handling of various complex Human Resources matters.
- 7) Provide advisement to the City related to compliance with various audit findings, including strategies and solutions.
- 8) Develop a formal complaint process for the City, including applicable forms and tracking system.

METHODOLOGY

The Consultant shall develop a timeline for the independent completion of all defined tasks, to be completed in 18 months. The Consultant shall meet with staff at prescribed times initiated by the Consultant, as needed for the purposes of conducting various interviews and collecting data in order to evaluate the Human Resources function including files, reports, official documents, policies, practices, etc.

Data collected will be used to compare against best practices and in order to make recommendations to the City for future consideration and implementation.

DELIVERABLES

The following products shall be delivered to the City:

- 1) New Job Descriptions
- 2) Salary/Benefit Survey
- 3) HR Assessment/Best Practices
- 4) Fringe Benefit and Salary Plan Document
- 5) Updated Personnel Rules
- 6) Organizational Chart
- 7) Labor Agreement Recommendations/Reforms
- 8) Complaint Process System



2015

AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES
(Parties: HR Dynamics & Performance Management and the City of Cudahy)
(Engagement: Temporary Human Resources Services)

THIS 2015 AGREEMENT FOR TEMPORARY PROFESSIONAL SERVICES (“Agreement”) by and between the City OF CUDAHY, a municipal corporation and general law city (“City”) and HR Dynamics & Performance Management (hereinafter, “Staffing Firm”) is made and entered into the last date of signature below, but shall not take effect until signed by all of the parties to this Agreement as indicated on the signature page below. For the purposes of this Agreement, City and Staffing Firm may be referred to collectively by the capitalized term “Parties.” The capitalized term “Party” may refer to City or Staffing Firm interchangeably.

RECITALS

WHEREAS, City, pursuant to California Government Code sections 37103 and 53060, is authorized and empowered to contract with any person for the furnishing of services and advice in finance, economic, accounting or administrative matters if such persons are specially trained and experienced and competent to perform such special services required; and

WHEREAS, City wishes to engage the Staffing Firm for the purposes of retaining a person to perform the duties and functions as mentioned in the attached Scope of Work for City on an interim basis; and

WHEREAS, City’s in-house personnel are presently unable to perform the specialized services and tasks contemplated under this Agreement; and

WHEREAS, Staffing Firm has proposed and City has agreed to appoint a Consultant (“Consultant”) who possesses the specialized training, skill, expertise and experience required to perform the services contemplated under this Agreement; and

WHEREAS, City and Staffing Firm wish to enter into the Agreement in order to set forth the rights and obligations of the Parties.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and based upon the recitals set forth above, City and Staffing Firm agree as follows:

**ARTICLE 1.
DUTIES AND SCOPE OF WORK**

1.1 **SCOPE OF WORK:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, Consultant agrees to perform the services and tasks set forth in Exhibit "A" (hereinafter referred to as the "Scope of Work"). Consultant further agrees to furnish to City all labor, materials, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work." Neither Consultant nor anyone acting on Consultant's behalf shall commence with the performance of the Work or any other related tasks until City issues a written notice to proceed (hereinafter, the "Notice to Proceed").

**ARTICLE 2.
INDEPENDENT CONTRACTOR STATUS; TERMINATION FOR CONVENIENCE**

2.1 **INDEPENDENT CONTRACTOR STATUS.** The Parties acknowledge, understand and agree that Consultant is, and shall at all times remain, a wholly independent contractor and shall not be considered an employee of the City. Given the temporary and interim nature of this engagement, it is the desire and intent of the Parties that Consultant shall be an "independent contractor" who is not also an employee within the meaning of Government Code section 20300(b), and by such status is excluded from compulsory enrollment in the California Public Employees Retirement System established under the Public Employees Retirement Law ("PERL") (Government Code section 20000 et seq.).

**ARTICLE 3.
TERM OF AGREEMENT**

3.1 This Agreement shall have an initial term of one (1) year commencing from the Effective Date unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may renew for up to two (2) three month extension terms, upon approval from City Council, unless City issues written notice sixty (60) days in advance of its intent not to authorize any additional extension term(s). Nothing in the foregoing sentence shall operate to prohibit or otherwise restrict the City's ability to terminate this Agreement prior to the expiration of the initial Term or any extension term as provided under Articles 11 and 12 of this Agreement below.

**ARTICLE 4.
PERFORMANCE SCHEDULE**

4.1 **ATTENDANCE AT MEETINGS, CONFERENCES AND SPECIAL FUNCTIONS.** Section 4.1 notwithstanding, Consultant, as directed by the City Council, shall also be available to attend public meetings, business meetings, conferences and functions that may be scheduled outside of normal City business hours, including but not limited to all regular, special, adjourned and/or emergency meetings of the Cudahy City Council, and City shall be billed for all such hours Consultant attends such meetings required by City.

4.2 **RESTRICTION ON HOURS WORKED:** The Term of this Agreement and the provisions of Section 4.1 notwithstanding, in no event may Consultant's total hours worked under this Agreement exceed more than 1,000 hours during any single fiscal year. Consultant shall maintain a log of Consultant's daily work hours (including start time and departure time) to monitor compliance with this provision. Staffing Firm shall have no obligation to continue performance once the 1,000 hour limitation has been attained. Furthermore, City shall have the responsibility to monitor fees charged in relation to the not-to-exceed amount. City shall be responsible for all charges for services in the event City fails to notify Staffing Firm of termination of the assignment or fails to increase of the not-to-exceed amount. For purposes of this Agreement, the term "fiscal year" shall mean the period of time commencing from July 1st of a calendar year and ending on June 30th of the calendar year immediately following.

**ARTICLE 5.
COMPENSATION AND REIMBURSEMENT**

5.1 **COMPENSATION.**

- A. Staffing Firm shall perform all of the various services and tasks that comprise the Work in accordance with Exhibit "A." Staffing Firm shall be paid for the number of hours Consultant provides in performance of the Work. Consultant shall not exceed forty (40) hours per work week, unless authorized by City Council. Consultant shall be billed out at an hourly rate of NINETY FIVE DOLLARS PER HOUR (\$95.00/hour) (hereinafter "Hourly Rate").
- B. Notwithstanding section 5.1A, Consultant's total annual compensation for the Work under this Agreement may not exceed the sum of SEVENTY TWO THOUSAND NINE HUNDRED SIXTY DOLLARS (\$72,960.00) (hereinafter, the "Contract Price"). The Parties agree that the Contract Price includes compensation for all labor, materials, tools, supplies, equipment, services, tasks, costs and incidental and customary work necessary to competently perform Work as well as compensation for all specifically delineated expenses set forth in the Scope of Work. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the Finance Director-Treasurer and the City Manager of the City and unless such added expenditure is specifically approved in advance and in writing by the City.
- C. City shall pay Staffing Firm at the Hourly Rate in a bi-weekly format to run simultaneous with employee payroll as Consultant performs the various services and tasks that make up the Work. At the end of each pay period during the term of this Agreement, Staffing Firm shall submit to City a bi-monthly itemized statement indicating the work performed, costs incurred and hours of service rendered by Consultant and its various employees. The statement shall describe the specific tasks performed. City shall not withhold applicable taxes or other authorized deductions from payments made to Staffing Firm.

5.2 REIMBURSEMENT. City recognizes that Consultant may incur certain expenses of a non-personal nature in the performance of Consultant's duties under this Agreement. City agrees to reimburse or to pay for an amount not to exceed SEVENTY TWO THOUSAND NINE HUNDRED AND SIXTY DOLLARS (\$72,960.00) per month for such business expenses that are incurred by Consultant in the performance of Consultant's duties in accordance with City's expense reimbursement procedures, as the same may be updated and/or amended from time to time by the City Council.

**ARTICLE 6.
NO BENEFITS**

6.1 Except as otherwise provided under Article 5 of the Agreement, Consultant shall not receive any benefits, incentives, compensation in lieu of benefits or any other form of compensation above the hourly compensation provided under Article 5, above.

6.2 Consultant acknowledges, understands and agrees that Consultant is not a regular employee of the City and is not entitled to receive any benefits generally available to employees of the City, including but not limited to medical insurance, dental insurance, sick leave, paid vacation, retirement benefits, unemployment benefits or otherwise which accrue to employees of the City, and hereby expressly waives any right or claim to such benefits.

**ARTICLE 7.
INDEMNITY**

7.1 To the extent permitted by law, Staffing Firm will defend and hold City and its directors, officers, agents, representatives, and employees (collectively "Indemnitees") harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by Staffing Firm or Staffing Firm's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its material duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of Staffing Firm or Staffing Firm's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

7.2 To the extent permitted by law, City will defend, and hold Staffing Firm and its directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorney's fees) to the extent caused by City or City's officers, employees, or authorized agents' breach of this Agreement; its failure to discharge its duties and responsibilities as provided in this Agreement; or the negligence, gross negligence, or willful misconduct of City or City's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

7.3 City shall have the right to offset against the amount of any compensation due Staffing Firm under this Agreement any amount due City from Staffing Firm as a result of Staffing Firm's failure to pay City promptly any indemnification arising under this Article and related to Staffing Firm's failure to either (i) pay legally required taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

7.4 The obligations of Staffing Firm under this Article will not be limited by the provisions of any workers' compensation act or similar act. Staffing Firm expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents and volunteers.

7.5 Staffing Firm agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Staffing Firm in the performance of this Agreement. In the event Staffing Firm fails to obtain such indemnity obligations from others as required herein, Staffing Firm agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any reckless, negligent, or otherwise wrongful acts, errors or omissions of Staffing Firm's subcontractors or any other person or entity involved by, for, with or on behalf of Staffing Firm in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

7.6 City does not, and shall not, waive any rights that it may possess against Staffing Firm because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

7.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity. Notwithstanding anything to the contrary in this Agreement, Staffing Firm shall have no obligation of indemnity or liability for any claims to the extent arising out of City's negligence or willful misconduct, or failure to comply with the requirements of this Agreement.

ARTICLE 8. INSURANCE

8.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Staffing Firm agrees that it shall procure and maintain for the term of this Agreement (and for such extended period of time as may be required under the Agreement) insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of the various services, functions, duties and tasks set forth under the Agreement as described below. Throughout the term of the Agreement, Staffing Firm shall procure and maintain the following policies of insurance:

- A. **Workers' Compensation Insurance/ Employer's Liability Insurance:** Consultant shall procure and maintain Workers' Compensation Insurance affording coverage at least as broad as that required by the State of California with Employer's Liability Insurance with minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. The Workers'

Compensation insurer shall also agree to waive all rights of subrogation against City and City's elected and appointed officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy.

- B. **Professional Liability Insurance:** For the full term of this Agreement and for a period of two (2) years thereafter, Consultant shall procure and maintain Errors and Omissions Liability Insurance appropriate to Consultant's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per claim and shall be endorsed to include contractual liability.

ARTICLE 9. BUSINESS RELATED EQUIPMENT

Consultant acknowledges, understands and agrees that she will not receive, nor shall she be entitled to any type of personal mobile communication device for the performance of her duties under this Agreement such as a cell phone or an iPad.

ARTICLE 10. CITY DOCUMENTS AND CONFIDENTIALITY

10.1 **CITY DOCUMENTS.** All data, studies, reports and other documents prepared by Consultant while performing Consultant's duties during the term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use.

10.2 **CONFIDENTIALITY.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant to the extent permitted by applicable law. Such materials shall not, without City's prior written consent, be used by Consultant for any purposes other than the performance of Consultant's duties.

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12.1 EVENTS OF DEFAULT; BREACH OF AGREEMENT

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 10.1B and 10.1C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within fifteen (15) calendar days of the non-defaulting Party's issuance of a written notice of default (hereinafter, a "Notice of Default") to the defaulting party.
- B. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Staffing Firm/Consultant written notice of City's intent to suspend Staffing Firm/Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Staffing Firm/Consultant shall be compensated only for those services rendered up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City shall operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.
- C. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No

waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

- D. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon written notice to Staffing Firm/Consultant, the City may immediately terminate this Agreement in whole or in part;
 - ii. Upon written notice to Staffing Firm/Consultant, the City may extend the time of performance;
 - iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Staffing Firm/Consultant's breach of the Agreement or to terminate the Agreement; or
 - iv. The City may exercise any other available and lawful right or remedy.

City may seek legal fees plus other costs and expenses that City incurs upon Staffing Firm's breach of this Agreement or in the City's exercise of its remedies under this Agreement.

- E. In the event City is in breach of this Agreement, Staffing Firm/Consultant's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Staffing Firm/Consultant under this Agreement for services rendered.

ARTICLE 13. CONDITIONS OF CONSULTANT'S SERVICES

13.1 **CONFLICT-OF-INTEREST.** City shall direct Consultant to sign a separate writing stating the following obligations: Consultant shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business within the corporate limits of City, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the City Council. Consultant further agrees not to invest in any other real estate or property improvements within the corporate limits of City during the term of this Agreement without the prior consent of the City Council.

13.2 **CONSULTANT VEHICLE.** Consultant shall provide her transportation to and from the worksite.

ARTICLE 14.
GENERAL PROVISIONS

14.1 NOTICES. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to City at the address below, and at the last known address maintained in City's contract file. Staffing Firm agrees to notify City, in writing, of any change in Staffing Firm's address during Consultant's employment with City. Notice of change of address shall be effective only when accomplished in accordance with this Section.

City's Notice Address:

City of Cudahy
Attn: Jose Pulido, City Manager
5220 Santa Ana Street
Cudahy, California 90201

Staffing Firm's Address:

HR Dynamics and Performance Management
Rhonda Strout, Principal
461 Green Orchard Place
Riverside, CA 92506
Phone: 951-999-1617

14.2 BONDING. City shall bear the full cost of any fidelity or other bonds required of the Staffing Firm under any laws or ordinance.

14.3 BACKGROUND CHECK. Within three (3) calendar days of the effective date of this Agreement, Consultant shall contact the City's Human Resources Department to schedule a LiveScan fingerprinting. Consultant shall not commence any Services relating to this Agreement until the LiveScan results have been reviewed by the Human Resources Department. A negative LiveScan report may result in the termination of this Agreement.

14.4 ENTIRE AGREEMENT. This Agreement, including the General Conditions of Assignment and the Terms of Payments incorporated herein and attached hereto as "Exhibit A," is intended to be the final, complete, and exclusive statement of the terms of Staffing Firm/Consultant's engagement with the City. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the engagement of Staffing Firm/Consultant, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of City, now or in the future, apply to Staffing Firm/Consultant and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

14.5 AMENDMENTS. This Agreement may not be amended except in the form of a written amendment to this Agreement approved by the City Council.

14.6 WAIVER. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

14.7 ASSIGNMENT. Staffing Firm/Consultant shall not assign any rights or obligations under this Agreement. City may, upon prior written notice to Staffing Firm/Consultant, assign its rights and obligations hereunder.

14.8 SEVERABILITY. If any court of competent jurisdiction holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

14.9 ATTORNEYS' FEES. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

14.10 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue in the County of Los Angeles, State of California.

14.11 INTERPRETATION. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any Party. By way of example and not in limitation, this Agreement shall not be construed in favor of the Party receiving a benefit nor against the Party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the Parties to this Agreement and by no other means. Each Party waives their future right to claim, contest, or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

14.12 ACKNOWLEDGMENT. Staffing Firm acknowledge that it has had the opportunity to consult legal counsel in regard to this Agreement, that it has read and understands this Agreement, that it is fully aware of its legal effect, and that it has entered into it freely and voluntarily and based on Staffing Firm's own judgment and not on any representations or promises other than those contained in this Agreement.

14.13 COUNTERPARTS. This Agreement shall be executed in four (4) original counterparts each of which shall be of equal force and effect. One counterpart shall be delivered to Staffing Firm, one counterpart shall be retained by the Human Resources Department, one counterpart shall be retained by the Office of the City Manager, and the fourth counterpart shall be retained by the City Clerk for permanent archiving by the City.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, City has caused this Agreement to be signed and executed on the date first indicated above.

CITY OF CUDAHY:

HR DYNAMICS AND PERFORMANCE MANAGEMENT

By: 

Jose E. Pulido, City Manager

By: 

Rhonda Strout, Principal

Date: _____

Date: 2/2/15

ATTEST:

APPROVED AS TO FORM:

By: 

Victor H. Ferrer, Deputy City Clerk

By: 

Isabel Birrueta, Assistant City Attorney

Date: 2/1/15

Date: _____

EXHIBIT "A"

SCOPE OF WORK

I. Services

Consultant's Human Resources services shall include, but not be limited to, the following duties:

A. General Human Resources Services

To plan, organize, and direct the development, implementation and administration of the City's human resources management system, labor relations programs and risk management program. Duties may include, but are not limited to the following:

Plan, organize and direct the administration of the City's personnel policies, practices, and procedures; advise management and employees in their interpretation when necessary. Develop and assist in development and implementation of goals, objectives, policies and priorities. Supervise and administer the classification, compensation, recruitment and selection, equal employment, labor relations, evaluations, training and risk management programs. Participate in formulating, recommending, and coordinating the implementation of policies, rules, and practices for accomplishing the goals of the personnel program. Assist in contract negotiations through development of strategies, research and presentation of relevant information. Perform research and maintain records; administer and interpret provisions of labor agreements. Advise management and employees regarding grievance procedures; monitor and administer grievance procedures. Maintain the City's official personnel files. Coordinate human resources/risk management activities with other City departments. Supervise and participate in the preparation of various personnel reports; make oral presentations as necessary. Prepare and administer the human resources/risk management budget. Maintain departmental awareness of current human resources practices and current state and federal laws related to personnel and risk management. Attend conferences and meetings in human resources, risk management and labor relations field. Assess, recommend and coordinate City's training programs. Select, supervise, develop, train and evaluate assigned staff. Promote and maintain safety in the workplace. Perform other related duties as assigned.

B. Additional Services

In addition to the general Human Resources services outlined above, Consultant shall also provide the following:

1. Strengths, Weaknesses, Opportunities, Threats ("SWOT") Analysis (General Assessment of the Human Resources Function; and
2. Prepare job classifications/descriptions in preparation for labor negotiations; and
3. Advise and participate in labor negotiations between the City and its employees.

II. Compensation

Compensation Calculation

Hourly Rate	\$95.00/hr.
Expected Work Hours	160 hours per month (not to exceed 40 hours per week)
Expected Initial Term	12 Months
Expected Monthly Amount	\$6,080.00 per month



Item Number 5C

STAFF REPORT

Date: June 30, 2016

To: Honorable Mayor/Chair and City Council/Agency Members

From: Jose E. Pulido, City Manager/Executive Director
By: Rick R. Olivarez, City Attorney

Subject: **Approval of a Professional Services Agreement (PSA) with Joe A. Gonsalves & Son for Advocacy Services Regarding Redevelopment Dissolution, Fulfillment of the Successor Agency's Long-Range Property Management Plan, and Compliance with the State Controller's Report and Order**

RECOMMENDATION

The City Council / Successor Agency is requested to approve a Professional Services Agreement (PSA) with Joe A. Gonsalves & Son, for an approximate six-month term ending on December 31, 2016, for advocacy services for items that need to be approved by the California Department of Finance (DOF) pursuant to Parts 1.8 and 1.85 of the Health and Safety Code (HSC), as amended by AB 1484 and other subsequent legislation (together, the "Dissolution Law").

BACKGROUND

1. On February 1, 2012, the Successor Agency began performing its functions under the "Dissolution Law," to administer the enforceable obligations and otherwise unwind the former Agency's affairs, all subject to the review and approval by the Oversight Board.
2. On June 27, 2012, the California Governor signed a budget trailer bill AB 1484 into law adding provisions to the HSC that requires successor agencies to prepare a Long-Range Property Management Plan (LRPMP) as a prerequisite to the disposition of real property assets that are owned by a successor agency.
3. On October 19, 2013, the DOF issued to the Successor Agency a Finding of Completion (FOC) which allowed loans to be placed on the Recognized Obligation Payment Schedule (ROPS) as enforceable obligations and utilize proceeds derived from bonds issued. The

FOC also served as notice that the Successor Agency was required to submit a LRPMP to DOF.

4. On April 2014, the California State Controller issued a report entitled, "Cudahy Redevelopment Agency, Asset Transfer Review, Review Report," which concluded that the Former Redevelopment Agency's transfer of certain assets to the Cudahy Economic Development Corporation was improper pursuant to Health and Safety Code Section 34167 and ordered the City / Successor Agency's recovery of the redevelopment assets previously transferred to the EDC.
5. On November 12, 2015, the Successor Agency submitted a LRPMP to the DOF for review, which is set for approval prior to January 1, 2016.
6. On November 23, 2015, the City Manager / Executive Director, based upon direction given by the City Council / Successor Agency, was tasked to seek out advocacy services for items that need to be approved by the DOF pursuant to the Dissolution Law.
7. Joe A. Gonsalves & Son and the City entered into a six-month agreement between December 2015 and June 2016 for the same advocacy services contemplated herein and, given the success of such previous six-month term, both the consultant and the City seek to extend the duration of this contractual arrangement for much needed City advocacy.
8. On December 16, 2015, DOF approved the LRPMP of the City / Successor Agency.

ANALYSIS

In December 2015 the City Council / Successor Agency board authorized the City Manager / Executive Director to retain advocacy services related to the LRPMP and the disposition of redevelopment properties. The new proposed engagement with Joe A. Gonsalves & Son features an expanded scope of services to ensure advocacy that will assist with compliance with the State Controller's report and order and the successful passage of California Assembly Bills 2 and 2487 regarding community revitalization zone legislation.

As of the date of this report, the City / Successor Agency seeks approval of California Assembly Bills 2 and 2487 regarding community revitalization zone legislation.

CONCLUSION

The City Council / Successor Agency needs advocacy services to ensure the Successor

Agency's disposition of its properties in a manner that is consistent with the LRPMP, the Dissolution Law, the State Controller's report and order.

FINANCIAL IMPACT

The City's General Fund and the Successor Agency's administrative budget will be impacted by \$24,000 (six months at \$4,000 per month).

ATTACHMENTS

Professional Services Agreement between Joe A. Gonsalves & Son and City of Cudahy / Successor Agency



2016 AGREEMENT
(Engagement: Legislative Advocacy)
(Parties: City of Cudahy and Joe A. Gonsalves & Son)

The CITY OF CUDAHY and CITY OF CUDAHY SUCCESSOR AGENCY (hereinafter “CITY”) wishes to engage the services of JOE A. GONSALVES & SON, a California Corporation, (hereinafter “ADVOCATE”), located at 925 L Street, Suite 250, Sacramento, California, to provide services in legislative advocacy and governmental affairs in matters affecting cities in the State of California. CITY and ADVOCATE enter into this Agreement (“Agreement”) as of June 3, 2016 (the “Effective Date”).

The purpose of this Agreement is to state the terms and conditions under which ADVOCATE will provide services to CITY.

I. ADVOCATE Representative(s):

The following principal(s) of ADVOCATE are designated as being the principal(s) and representative(s) of ADVOCATE authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Anthony D. Gonsalves
Jason A. Gonsalves
Paul A. Gonsalves

II. ADVOCATE’s Scope of Services. ADVOCATE agrees to assume and perform the following duties and responsibilities:

- A. Represent the City in Sacramento in terms of communicating the City’s interests to the appropriate elected representatives, key staff members, state agencies and other individuals as needed. Such interests include, but are not limited to, the successful implementation of the CITY’s Long Range Property Management Plan, the CITY’s compliance with the April 2014 Asset Transfer Review report by the California State Controller, and the implementation of Assembly Bills 2 and 2487 regarding community revitalization zone legislation.
- B. Develop and maintain good working relationships between the CITY and State legislators, legislative staff, and state agencies.

- C. Develop, coordinate and execute the CITY's advocacy efforts, including communication with legislative officials and other governmental officials for the purpose of influencing legislation or administrative action.
- D. Review all pertinent legislative bills introduced in the California Legislature and inform the CITY of all such legislation affecting its interest and forward weekly a copy of all such bills to the CITY. The CITY will review and analyze all such legislative bills and inform ADVOCATE, in writing, of its position on such bills the CITY wishes to pursue.
- E. Assist in identifying and obtaining state funding available for CITY programs and proposed capital projects.
- F. Obtain support, through letters of support and other means, from state legislators and officials for CITY grant applications.
- G. Provide a monthly written summary during the legislative session and at other times if warranted that gives updates on pending legislation, the state budget, and other relevant issues.
- H. Arrange meetings with legislative representatives or key agency staff and CITY representatives.
- I. Attend and provide testimony on behalf of the CITY in legislative committee hearings.
- J. Provide support, including advising on briefing papers, talking points, etc., when City officials are requested to testify before a legislative committee.

III. CITY Representative:

City Manager or his/her "Designee" are authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, direction, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to ADVOCATE.

IV. CITY's Duties and Responsibilities:

- A. CITY shall analyze and review all legislative bills submitted to it by ADVOCATE and will inform ADVOCATE, in writing, of its position on any and all such bills CITY wishes ADVOCATE to pursue.
 - B. CITY shall, on a timely and continuing basis, apprise ADVOCATE of any specific issues it wishes to have analyzed or pursued by ADVOCATE under this Agreement.
 - C. CITY shall, on a timely basis, pay all bills and invoices submitted to it by ADVOCATE.
- V. Term. This agreement shall commence on the Effective Date and shall continue in full force and effect through December 31, 2016, unless terminated sooner by CITY or by ADVOCATE.
- VI. Compensation. CITY shall pay to ADVOCATE the monthly sum of \$4,000 (FOUR THOUSAND DOLLARS) payable in advance on the first day of each month.
- VII. Costs and Expenses. CITY shall reimburse ADVOCATE for any travel and/or other expenses directly related to any request by CITY for ADVOCATE to participate in any meetings or activities outside of Sacramento.
- VIII. Attorneys Fees and Costs. If any legal action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- IX. Indemnification.
- A. Professional Services. In the connection with its professional services, the ADVOCATE shall hold harmless and indemnify CITY, and its elected officials, officers, employees, servants, volunteers, and agents serving as independent contractors in the role of city or agency officials, (collectively, "Indemnities"), with respect to any and all damages, liabilities, losses, reasonable defense costs or expenses (collectively, "Claims"), including but not limited to liability for death or injury to any person and injury to any property, to the extent the same out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ADVOCATE or any of its officers, employees, subcontractors, contractors, or agents in the performance of its professional services under this Agreement. ADVOCATE shall reimburse all reasonable defense costs and expenses,

including actual attorneys' fees and experts' costs incurred in connection with such defense.

- B. Other Indemnities. In connection with all Claims not covered by Section A, the ADVOCATE shall defend, hold harmless and indemnify the Indemnities with respect to any and all Claims including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the non-professional acts, omissions, activities or operations of ADVOCATE or any of its officers, employees, subcontractors, contractors, or agents in the performance of this Agreement. ADVOCATE shall defend Indemnities in any action or actions filed in connection with any such Claims with counsel of CITY's choice, and shall pay all costs and expenses, including actual attorney's fees and experts' costs incurred in connection with such defense.
 - C. Non-waiver of Rights. Indemnities do not, and shall not, waive any rights that they may possess against ADVOCATE because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement.
 - D. Waiver of Right of Subrogation. Except as otherwise expressly provided in this Agreement, ADVOCATE, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation against the Indemnities, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the ADVOCATE.
 - E. Survival. The provisions of this Section IX shall survive the termination of the Agreement and are in addition to any other rights or remedies which Indemnities may have under the law. Payment is not required as a condition precedent to an Indemnities' right to recover under this indemnity provision, and an entry of judgment against ADVOCATE shall be conclusive in favor of the Indemnities' right to recover under this indemnity provision.
- X. Insurance: ADVOCATE must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
- A. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
 - 1. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and

2. Primary Property Damage of at least \$250,000 per occurrence; or
 3. Combined single limits of \$1,000,000 per occurrence.
- B. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
 - C. Professional liability insurance – Not Applicable.
 - D. Workers’ Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
 - E. The insurance provided by ADVOCATE will be primary and non- contributory.
 - F. CITY must be named as additional insured under the general liability policies.
 - G. ADVOCATE must provide certificates of insurance and/or endorsements to the City Clerk of the CITY before the commencement of work.
 - H. Each insurance policy required by this Section must contain a provision that no termination, cancellation or change of coverage can be made without thirty days’ written notice to CITY.
- XI. Governing Law. This Agreement shall be governed by the laws of the State of California.
- XII. Entire Agreement/Severability. This Agreement constitutes the entire Agreement between parties regarding its subject matter. If any provision of this Agreement is held by any court to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.
- XIII. Notice of Termination.
- A. 30-Day notice of termination under this Agreement by ADVOCATE shall be given to CITY by certified mail to the following address:

Mr. Steven Dobrenen, CPA, Finance Director
City of Cudahy
5220 Santa Ana Street
Cudahy, CA 90201

- B. 30-Day notice of termination under this Agreement by CITY for convenience and without cause shall be given to ADVOCATE by certified mail at the following address:

Joe A. Gonsalves & Son
925 L Street, Suite 250
Sacramento, CA 95814

- C. In the event of termination by either party, ADVOCATE shall be entitled to compensation only for services satisfactorily completed, up to a maximum amount that is equal to the prorated portion of the monthly sum under this Agreement for that portion of the month prior to termination.

XIV. Amendments. The Agreement may be modified or amended only by a written document executed by both ADVOCATE and CITY.

XV. Independent Contractor Status. The parties acknowledge, understand and agree that ADVOCATE and all persons retained or employed by ADVOCATE are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. ADVOCATE shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. ADVOCATE and all persons retained or employed by ADVOCATE shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to ADVOCATE by CITY in writing. ADVOCATE shall be responsible for all taxes including but not limited to ADVOCATE's employees' withholdings.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF CUDAHY:

By: _____
Jose E. Pulido, City Manager

Date: _____

JOE A. GONSALVES & SON

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Office of the City Attorney

Date: _____



Item Number 5D

STAFF REPORT

Date: June 30, 2016

To: Honorable Mayor/Chair and City Council/Agency Members

From: Jose E. Pulido, City Manager/Executive Director
Michael Allen, Community Development Director
By: Santos J. Sanchez, Acting Planning Technician

Subject: **Adoption of a Proposed Resolution, Allowing the Continuation of a City-wide Pilot Program to Allow Permitted Overnight On-Street Parking in Designated Parking Areas between July 1, 2016 to June 30, 2017**

RECOMMENDATION

The City Council is requested to review and approve proposed resolution, adopting the continuation of a City-wide Parking Pilot Program that allows permitted overnight on-street parking in designated parking areas between July 1, 2016 to June 30, 2017.

BACKGROUND

1. On June 3, 2014, the Strategic Growth Council (SGC) Grant was awarded to the City, including a research study with University of California, Los Angeles (UCLA) to evaluate the growth.
2. On January 1, 2015, the City-wide Overnight Pilot Parking Program was initiated.
3. On June 8, 2015, City Council reviewed the results of the initial pilot program and provided direction to modify and continue the pilot program for further study and development of a permanent solution.
4. On June 31, 2015, the City-wide Overnight Pilot Parking Program was initiated to continue for one-year from July 1, 2015 to June 30, 2016 for further consideration.
5. On September 18, 2015, overnight parking data collection was conducted by researchers.

6. On December 15, 2015, UCLA researchers held the first focus group meeting with residents to discuss parking challenges.
7. On February 29, 2016, the second focus group meeting with residents, met with UCLA researchers to discuss revisions to the existing Pilot Parking Program.
8. On June 1, 2016, UCLA researchers conducted a third focus group meeting that presented final parking recommendations for public opinion.
9. On June 30, 2016, the City-wide Overnight Pilot Parking Program will terminate.

ANALYSIS

Through an Enabling Just and Sustainable Growth Grant, City staff collaborated with the University of California, Los Angeles (UCLA) in the preparation and development of the regulatory structure for new development. At the close of this study and project, the researchers have provided recommendations for a City-wide overnight parking ordinance. This is accompanied by a nexus study to determine an appropriate cost recovery fee.

The UCLA researchers provided staff with the recommendation that the City maintain its permit process, with modifications. The information from the study recommends that the application process be simplified and be more cost effective for residents to utilize. Based on community feedback and comparisons to other municipalities in Los Angeles County the program should be cost-neutral, with a price structure founded on staff and administrative cost. The proposed guidelines have been developed through a series of workshops, travel demand studies, traffic studies, land use studies, and nexus fee studies.

The proposed resolution addresses public comment and City Council recommendations discussed during the June 8, 2015 City Council meeting and the three corresponding focus group meetings, as well as staff's recommended modifications including:

- Incorporation of the daily guest permit;
- Relaxed eligibility requirements (proof of residency, registration, etc.);
- Graduated payment structure; and
- Monthly/weekly/annual permit options.

The cost of implementation must be recovered through the permit fees collected in fulfilling permits. As shown in Attachment A, the average number of permit users in the last 18 months of the Pilot Parking Program is 250. Given the associated operational costs outlined in

Attachment A, this results in an annual permit fee of \$180 per year, per vehicle (up to three vehicles per property). This includes a graduated fee structure for temporary permits for residents with a \$7.00 weekly pass, \$30.00 monthly, and \$135 six-month pass. There will also be a cost of \$2.00 for a nightly guest parking pass.

CONCLUSION

If the City Council concurs, staff proposes that the City Council approve the proposed resolution to continue the pilot program for one-year to enable the development and approval of a new comprehensive ordinance to address permitted overnight parking. Additionally, this will allow staff to coordinate a new street sweeping schedule. Alternatively, if the proposed resolution is not extended, overnight parking permits will continue to be issued according to CMC 10.04.040(2) *All-night parking - Exceptions*.

All-night parking – Exceptions(2): *The prohibitions of this section shall not apply to any vehicle which has attached thereto an all night parking permit validly issued by the sheriff or director of building and public services. Such permits shall be issued only in the case of genuine emergencies. All-night parking permits shall be issued for a period not to exceed 24 hours; provided, however, upon application therefore, such permits may be extended an additional 24 hours. No more than three such extensions shall be granted. (ord. 481 § 1. 2002 Code § 8-4)*

FINANCIAL IMPACT

There is direct financial impact to the City's General Fund by implementing the Parking Pilot Program. The initial cost is \$12,000 annually for the online application and implementation through a third party. The administrative costs are estimated at \$33,848.97 annually. Additionally, Data Ticket, Inc. will charge \$8.50 for each permit fulfillment. Additional costs will include approximately \$5,000 for sticker permits, and \$30 per credit card charge back. This totals an annual operating cost of approximately \$50,000 (Plus fulfillment charge), which will be recovered by parking permit fees, based on a cost recovery model.

ATTACHMENTS

- A. Financial Impact chart
- B. UCLA Overnight Parking Action Plan Findings
- C. Resolution No. 16-XX

Financial Impact Chart

The chart below illustrates the number of permits that need to be fulfilled in order to sustain program implementation:

Total Cost of Program for one year	Service and Processing Fee to City per permit purchase	Cost of Permit for 365 days 12 month pilot program	Total Permits Necessary to Sustain Program
\$12,000	\$8.50	\$180	277

Total Cost of Program for one year (Outside Vendor)	\$12,000
Service and Processing Fee to City per permit purchase	\$8.50
Cost of Permit for 365 days 12 month pilot program	\$180
Total Annual Permits Necessary to Sustain Program	277
Average number of Permits issued over 18 month Pilot Program	Approximately 250

In terms of staffing, the program is estimated to occupy staff time according to the schedule below. The estimated City administrative costs are \$33,848.97.

City Hall Receptionist	Municipal Officer	Community Development Manager
5% of time	90% of time	5% of time
@ 40 hours a week	@ 40 hours a week	@ 40 hours a week
Est. Yearly Salary: \$32,032	Est. Yearly Salary: \$27,768	Est. Yearly Salary: \$101,339
Est. Benefits: \$1,665.65	Est. Benefits: \$1,443.94	Est. Benefits: \$16,128.30
\$1,684.88	\$26,290.73	\$5,873.36

**City of Cudahy, CA
Overnight Parking Action Plan**

May 23rd, 2016

In 2015 the City initiated a pilot parking program to allow residents to purchase permits for overnight parking. Up until that point, Cudahy had banned parking on city streets between 3 a.m. and 6 a.m. Responding to community feedback, the City seeks to improve the permitting process for overnight parking. The goal is to make the permit application process reasonable, accessible and simple.

Current Overnight Parking Policy

To participate in the current pilot program, residents must present to City Hall staff a valid photo-ID and vehicle registration, and documentation establishing a parking burden.¹ Eligible residents may purchase one overnight parking permit² per dwelling unit; permits are priced at \$1 per day for residents and \$2 per day for guests. On street sweeping days, however, overnight parking is prohibited, regardless of whether a permit has been obtained. Residents can, however, purchase a separate weeklong guest permit to allow them to park overnight on street sweeping days.

Community Response + Data Analysis

At a community workshop and focus group organized by the UCLA Lewis Center, From Lot to Spot, and City Planning staff, residents described their parking behaviors before and after the pilot's initiation. Although residents are in strongly in favor of maintaining the pilot permit program, they expressed frustration over its navigability, terms, and price. The most common criticism concerned the street sweeping schedule. To legally park on Monday and Thursday nights, residents have had to visit City Hall to obtain guest parking passes; this workaround is quite burdensome for residents as well as being a burden on City staff time and resources.

On September 18th, 2015, researchers from UCLA collected data on overnight parking. On that night, there were 219 cars parked on the streets. Based on an estimated supply of 3,550 parking spaces, approximately 6% of spaces were occupied. Obviously, resident participation in the pilot is somewhat limited. Likewise, city staff reported that the volume of applicants has been lower than the demand anticipated. Accordingly, UCLA Lewis Center researchers recommend that the City revise its overnight parking policy and implement a new pilot program starting in July, 2016.

Recommendations

¹ Residents must prove that the number of cars registered to the address exceeds the number of on-site spaces.

² Permits are not issued for the parking of recreational, non-operational, or commercial vehicles.

The UCLA researchers recommend that Cudahy keep its permitting process, as it will help the city manage its on-street parking in years to come. The application process, however, should be simplified to make it easier and cheaper for residents to utilize, and reduce the associated administrative costs. The program should aim to be cost-neutral, with a price structure founded on staff and administrative costs; based on community feedback and comparisons with other cities in Los Angeles County, \$40 per year may be the appropriate price. If the program is profitable, dedicating revenue to specific improvements, like street improvements, will help residents perceive the benefit of the permit price.

Parking management strategies were presented to the community at a focus group session held February 29, 2016. Based on information gleaned from that focus group meeting and conversations with city staff, the following is recommended:

<i>Policy</i>	<i>Rationale</i>
<ul style="list-style-type: none"> ● The initial application shall be submitted at City Hall. Permits are valid up to 12 months, and can be renewed online; monthly, 6-month and 12-month permits will be offered. ● Residents shall present photo ID and proof of residency. Acceptable forms of identification include a California Driver's license, State ID, Military ID, or passport. Proof of residency can be satisfied with a rental agreement, mortgage document, utility bill or bank statement. ● Residents are not required to provide evidence of a parking burden (defined above). ● Residents may purchase up to three parking permits. Permits are priced on a graduated structure, with a \$10 increase for each additional permit. 	<ul style="list-style-type: none"> ● It is important that the city offer low priced, short term options for residents; even seemingly small sums can be a burden for low-income residents, Likewise, residents may simply prefer to purchase permits as needed. ● Residency can be established using simple, easily obtainable documents, without triggering concerns about citizenship or immigration status. ● This was an overly burdensome requirement in the pilot that drove down participation ● Restricting the maximum number of permits available per dwelling unit will reduce concerns over a black market developing for permits. Likewise, a graduated pricing structure will discourage residents parking multiple cars on the streets and purchasing more permits than they actually need.

Implementation

The current overnight parking pilot program is set to expire on August 31st, 2016. At that time, the new 6-month pilot program would be launched. On multiple occasions, the pilot program should be evaluated via parking study and resident surveys. From there, City Planning staff can advise whether to fully adopt the revised overnight parking program or make any additional changes.

Parking permits will be produced by an outside vendor, who will also maintain the online application system. The administrative cost to process each permit through a vendor is \$5 per permit issuance. In terms of staffing, the program is estimated to occupy staff time according to the schedule below.

City Hall Receptionist	Municipal Officer	Community Development Manager
5% of time	90% of time	5% of time
@ 40 hours a week	@ 40 hours a week	@ 40 hours a week
Yearly Salary: \$20,650	Yearly Salary: \$27,550	Yearly Salary: \$87,350
\$1,032	\$24,795	\$4,367

Adding up staff costs, program administration will cost approximately \$30,200 per year. If permits are priced at \$40 each, with a \$5 loss to the vendor, the City would have to sell just 865 permits to be cost neutral. For reference, the UCLA Lewis Center estimated that there were 3,550 on-street spaces in the city.

Ongoing Monitoring

Annually, the City should monitor how many permits are sold, rates of parking occupancy throughout the City, and spatial distribution of permit purchasers. Annually, the City should adjust permit prices accordingly, lowering the price if occupancy is low, and raising it if occupancy is high. If and where there is substantial crowding, the City can also implement parking districts to manage parking by neighborhood. A process for neighborhood opt-in and opt-out via public referendum might also be implemented.

Managing On-Street Parking Advances Sustainability and Affordability by Enabling Parking Reform

Parking tends to be the most costly and constraining requirement that cities place on development. Minimum parking requirements limit the production of housing units in a city by raising development costs and reducing the amount of land available for housing. What is more, parking minimums prevent developers from constructing housing targeted at populations that

tend to have low car ownership, such as seniors and low-income people. Lifting these requirements will help Cudahy and the surrounding region to maintain affordability and grow more sustainably.

Active management of on-street parking is a practical and political prerequisite for reform of off-street parking requirements. If on-street parking is consistently very difficult to find, or in the case of overnight parking in Cudahy, prohibited, this creates a political imperative to build off-street spaces and maintain minimum parking requirements. Permits enable the City to manage on-street parking so that availability is consistent and guaranteed, without imposing the high and inequitable costs of minimum parking requirements.

RESOLUTION NO. 16-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUDAHY EXTENDING A PILOT PROGRAM FOR OVERNIGHT STREET PARKING.

WHEREAS, the City of Cudahy through its Municipal Code regulates vehicle parking, traffic circulation, and the transportation network to protect the public safety and general welfare.

WHEREAS, the City of Cudahy restricts on-street parking throughout the City in order to manage parking availability; and

WHEREAS, Section 10.04.040 of the City of Cudahy Municipal Code currently prohibits vehicle parking on any highway, street, alley, or public way or public place between 3:00 a.m. and 6:00 p.m. on any day, except when a permit is issued in the case of genuine emergency; and

WHEREAS, Section 10.08.060 of the City of Cudahy Municipal Code authorizes the establishment of parking penalties by ordinance or resolution of the city council; and

WHEREAS, due to compacted and dense multi-family properties city-wide and insufficient off-street parking, it is necessary to accommodate increased demand for parking throughout the City; and

WHEREAS, a pilot program will be beneficial to determine the effectiveness and feasibility of a permanent overnight parking permit.

WHEREAS, an ordinance to address long term overnight parking policies shall be developed through the implementation of the Strategic Planning Grant which will develop a nexus study between parking demand and proposed solutions.

NOW THEREFORE, THE CITY OF CUDAHY CITY COUNCIL DOES RESOLVE AS FOLLOWS:

SECTION 1. The Overnight Parking Permit Pilot Program (“Pilot Program”) is hereby established, effective from July 1, 2016 to June 30, 2017, as follows:

- A. Administration of the Pilot Program.
 - 1. City residents may request that a permit for overnight vehicle parking in accordance with the Pilot Program be issued for a specific vehicle and dwelling unit. The vehicle registration and the applicant’s driver’s license must reflect the same name and address.
 - 2. The Public Safety Department shall prescribe forms requesting any information and documentation pertinent to the eligibility requirements, including, without limitation, vehicle registration, driver’s license, renter’s agreement, and condominium documents. False information on a permit application will subject the permit to immediate revocation.

3. The City may conduct an inspection to verify parking conditions and application information prior to issuing a parking permit.

B. Eligibility.

Resident Overnight Parking Permit

- o Three (3) overnight on-street parking permit shall be issued per dwelling.

Guest Overnight Parking Permit

- One (1) overnight on-street parking permit shall be issued for guest parking for up to no more than three consecutive nights.

C. Fee Structure.

The graduated fee structure will be in place for the number of vehicles per dwelling unit. Resident Overnight Parking Permits sold after July 1, 2017 will be prorated for the remainder of the time left in the Pilot Program. Excluding holidays referenced in subsection "E".

- 1) Per Unit Permit:
 - o \$180.00 / vehicle, up to three vehicles per property
- 2) Temporary Permits:
 - o Weekly permit - \$7.00
 - o Monthly permit - \$30.00
 - o Bi-Monthly permit - \$135.00
- 3) Guest Permits:
 - o Guest Permits total \$2/day excluding holidays referenced in subsection "E."

D. General Conditions.

- o No more than three permits shall be issued per address.
- o At the end of the Pilot Program, permit holders must reapply.
- o Overnight parking permits will not be issued for parking of motor homes, recreational vehicles, or any commercial vehicles. This includes vehicles with signs, logos, racks, or ladders.
- o Handicap or Disabled Person (DP) Parking Placard or license plate do not exempt or preclude the requirement to obtain an overnight parking permit.
- o Parking permits shall be displayed and visible in the outside upper left-hand corner of the rear car window.
- o Non-operational vehicles will not be issued an overnight parking permit.
- o Vehicles shall not park in the same location in excess of 72 hours.
- o Vehicles that have unpaid parking citations will not be issued overnight parking permits.

E. Holiday Parking.

Overnight parking enforcement shall be suspended during the period of the Pilot Program in connection with the following National holidays:

- July Fourth – July 4th and July 5th
- Labor Day – First Monday in September
- Thanksgiving – November 26 – 29
- Christmas – December 25 - 27
- New Year's Day – December 31 and January 1
- Martin Luther King Day – 3rd Monday in January
- Presidents Day – 3rd Monday in February
- Memorial Day – Last Monday in May

SECTION 2. This Resolution shall only temporary suspend the provisions of Chapter 10.04 of the Municipal Code only with respect to the matters described herein. All other parking regulations shall remain in full force and effect, including but not limited to: colored curb markings, no stopping, standing or parking, handicapped parking areas, street sweeping, etc.

SECTION 3. The regulations set forth herein are exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations, Section 15301(c), because they involve the operation of existing facilities.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Cudahy at its meeting on this 30th day of June, 2016.

Baru Sanchez
Mayor

ATTEST:

Richard Iglesias
Interim Deputy City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF CUDAHY) SS:

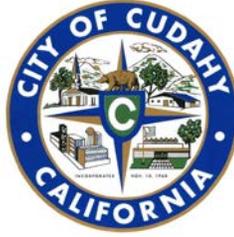
I, Richard Iglesias, Interim Deputy City Clerk of the City of Cudahy, hereby certify that the foregoing Resolution No. 16-XX was passed and adopted by the City Council of the City of Cudahy, signed by the Mayor and attested by the Deputy City Clerk at a regular meeting of said Council held on the 30th day of June, 2016, and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



Item Number 6A

STAFF REPORT

Date: June 30, 2016
To: Honorable Mayor/Chair and City Council/Agency Members
From: Jose E. Pulido, City Manager/Executive Director
By: Richard Iglesias, Interim Deputy City Clerk
Subject: **Appoint an Alternate to the Los Angeles County Sanitation District Committee**

RECOMMENDATION

The City Council is requested to appoint an alternate to the Los Angeles County Sanitation District Committee.

BACKGROUND

On June 13, 2016, Mayor Sanchez requested that an alternate Councilmember be appointed to the Los Angeles County Sanitation District Committee at the upcoming City Council meeting of June 27, 2016.

ANALYSIS

Councilmembers serving as the delegate to Los Angeles County Sanitation District Committee attend regularly scheduled meetings to discuss and make recommendations regarding issues that may affect cities in Los Angeles County. Delegates will also have official voting responsibilities.

CONCLUSION

The City Council is requested to appoint an alternate Councilmember to the Los Angeles County Sanitation District Committee.

FINANCIAL IMPACT

None

ATTACHMENTS

None



Item Number 6B

STAFF REPORT

Date: June 30, 2016
To: Honorable Mayor/Chair and City Council/Agency Members
From: Jose E. Pulido, City Manager/Executive Director
By: Richard Iglesias, Interim Deputy City Clerk
Subject: **Creation of an Economic Development Ad Hoc Committee**

RECOMMENDATION

The City Council is requested to form an Economic Development Ad Hoc Committee.

BACKGROUND

On June 13, 2016, at the regular meeting of the City Council, Vice Mayor Hernandez requested the creation of an Ad Hoc Committee for Economic Development.

ANALYSIS

The Vice Mayor is requesting that an Economic Development Ad Hoc committee be established in order to address economic solutions and avenues of revenues.

CONCLUSION

It is recommended that the City Council establish an Ad Hoc Committee for Economic Development.

FINANCIAL IMPACT

None

ATTACHMENTS

None



Item Number 6C

STAFF REPORT

Date: June 30, 2016

To: Honorable Mayor/Chair and City Council/Agency Members

From: Jose E. Pulido, City Manager/Executive Director
By: Steven Dobrenen, Finance Director

Subject: **Review General Fund Balance Options and Provide Staff with Direction on Which General Fund Balance to Utilize on Finalizing the Fiscal Year (FY) 2016-17 City Budget**

RECOMMENDATION

The City Council is requested to review General Fund Balance options and provide staff with direction on which General Fund Balance to utilize in finalizing the Fiscal Year (FY) 2016-17 City Budget which would be presented to the City Council at their July 25, 2016 meeting.

BACKGROUND

1. On June 29, 2015, City Council passed resolution No. 15-30 that adopted the FY 2015-2016 City Budget.
2. On June 29, 2015, City Council passed resolution No. 15-31 that amended the General Fund Reserve Policy to require the General Fund balance to be an amount of no less than two million dollars (\$2,000,000).
3. On May 2, 2016, City Council passed a resolution amending the FY 2015-2016 City Budget.
4. On May 16, 2016, the City Manager met with the City Council to review the Strategic Plan Outline that the City Council had adopted into actionable items to carry out the direction / vision of the City Council. The Strategic Plan Outline included plans for new revenue sources in future years to increase the revenue stream to the City's General Fund.

5. On June 6, 2016, at a special City Council meeting, the Finance Director provided the City Council with a presentation that gave an overview of the City Manager’s proposed budget for FY 2016-17 and the City Manager requested direction from the City Council as to the fund balance reserve that is desired as of June 30, 2017.

ANALYSIS

The proposed FY 2016-17 City Budget provides funding for operations, equipment, and capital improvements for the fiscal year. Under Cudahy Municipal Code (CMC) Section 2.12.030(8), the City Manager must submit an annual budget and proposed salary plan to the City Council for its approval before June 30th.

Departments were requested to submit to the City Manager a zero-based budget. Zero-based budgeting is an approach to planning and decision-making which reverses the working process of traditional budgeting. By contrast, in zero-based budgeting, every line item of the budget must be submitted to the City Manager for approval, rather than only the variances from previous operating years.

Total forecasted General Fund revenues are \$6,673,700 and forecasted expenditures are \$8,172,645, including \$1,498,945 of General Fund Balance. The FY 2016-17 revenue estimates reflect conservative projections from consultants, past receipts, and in-house calculations. The estimated revenues and expenditures by fund type are as follows:

Revenue Funds		Expenditures	
General Fund	\$ 6,673,700	General Fund (operating)	\$ 6,673,700
Special Revenue Funds		General Fund (use of fund balance)	<u>\$ 1,498,945</u>
Total Forecasted City Revenues		Special Revenue Funds	
		Total Forecasted Expenditures	\$ 8,172,645

General Fund Revenues are generated through the collection of property and sales taxes, user utility tax, sports registration, fines and forfeitures, permits, and licenses. General Funds provide programs and services including public safety, parks, public works, and general city administration.

This staff report on the proposed FY 2016-17 General Fund Budget is divided into 4 sections: Revenues, Expenditures, Fund Balance, and Next Steps.

I. Revenues

In past years, the City previously exchanged \$300,000 in Proposition A funds for \$225,000 in General Fund monies. Beginning with FY 2015-16, the City did not participate in exchanging these funds. In FY 2014-15 the City's General Fund experienced some one-time transactions relating to "catch-up" payments for property taxes, past due business license taxes, and a non-cash transaction with the Successor Agency, all totaling \$660,000. Those amounts combined represent \$885,000 of revenues that have not been repeated in FY 2015-16 and are not anticipated to be repeated in FY 2016-17. Reductions in revenues are relating to a reduction of delinquent revenues relating to the business license tax as well as delayed parking ticket payment and a reduction of sales tax over the previous year.

City staff has estimated increased revenues of \$30,000 to be generated by:

- Seeking contributions/donations from non-profits and community businesses to help fund some of the City's special events.

II. Expenditures

Services that are provided to the Cudahy community continue to be a top priority in the FY 2016-17 City Budget. This includes youth sports programs, senior programs, and special events and celebrations. In an effort to maintain, improve, and identify the best cost and operational efficiencies organizationally, the City continues to seek new partnership opportunities to provide City services and programs to our residents.

In order to meet these goals, preliminary General Fund expenditures provided by staff, were requested in the amount of \$9,139,771. It is worth discussion that the following expenditures since Fiscal Year 2014-15 have become an obligation to the General Fund:

- \$280,000 for a Relief Deputy/Neighborhood Watch (Annual)
- \$400,000 for increased cost of insurance surcharge by the LA County Sheriff
- \$150,000 or Unfunded Retirement Liability (Annual)
- \$30,000 Workers Compensation Retrospective Insurance Claim payments (Annual)
- \$30,000 General Liability Retrospective Insurance Claim payments (Annual)
- \$200,000 for ADA Compliance (Annual)
- \$500,000 for the General Plan Update (FY 2015-16 – Phase I and FY 2016-17 – Phase II)

The budgeted FY 2016-17 expenditures reflect an increase of \$1,330,000 (including Phase II of the General Plan Update) when compared to actual results for FY 2014-15. Subsequent annual budgets will reflect ongoing annual amounts of \$1,100,000.

Options for General Fund Reserve Balance options of 15%, 20% and 24% can be found on Attachment C.

15% General Fund Reserve (\$1,498,945 use of fund balance)

In order for the General Fund reserve to be 15% of the estimated revenues or \$1,001,055, a total of \$960,091 of General Fund and one-time / non-recurring expenditures was removed from the FY 2016-17 General Fund budget and leaves a remaining deficit of \$1,498,945 of operating expenditures.

The City Manager has adjusted \$502,808 from the proposed FY 2016-17 City Budget. Items which were adjusted are included on Attachment B and include elimination of Translation Services, Crossing Guards, reduction of Legislative advocate services, reduction or elimination of City-Wide training and training within departments, reduces office supplies/equipment purchases, reduction or elimination of consultants which can be delayed for a year period of time, closing of the fitness center, and other non-personnel items.

Additionally, \$257,900 was identified as discretionary /one-time / non-recurring expenditures (Attachment B) and \$207,338 was identified as projects or services that could be funded by other sources or fulfilled by non-profits (Attachment B) The items to be funded by other sources are subject to approval by grantors or funding provider, if required.

20% General Fund Reserve (\$1,165,217 use of fund balance)

In order for the General Fund reserve to be 20% of the estimated revenues or \$1,334,323, the following adjustments would need to be made:

City Council – Elimination of Public Relations, Community Relations and Legislative advocate as well as memberships and training.

Facility Operations – Elimination of City Memberships, including Casino JPA, a reduction of ADA compliance projects by 50%, reduction from eight special events to four special events annually including the related staffing expense and supplies, elimination of commissioner, staff training, program supplies, and a 37% reduction in subsidy to contract recreation providers which would result in fewer offerings of recreation programming.

24% General Fund Reserve (\$884,506 use of fund balance)

In order for the General Fund fund balance to be 24% of the estimated revenues or \$1,615,494 the following adjustments would need to be made:

Facility Operation – Reduction of feasibility study with CBRE down to \$20,000.

Human Resources – Elimination of Human Resources consultant for the projects currently requested by City Council.

Parks Maintenance – Reduction of ADA Compliance projects to \$50,000 a year.

Recreation – Closure of City facilities (Turner Hall, Clara Gym and a the related staffing hours), elimination of all special events, and subsidies to outside recreation providers. Expenses relating to facility reservations would be incurred as there are revenues generated from the rental of City facilities.

III. **Fund Balance**

The existing General Fund Reserve Policy prohibits the City from operating with less than \$2,000,000 in the General Fund. The projected General Fund balance on June 30, 2016 is expected to be \$2,500,000

As a result the City is recommending the operating reserve requirement to be amended from requiring a \$2,000,000 operating reserve to requiring a \$1,000,000 operating reserve. This reduction allows the City Council and City Manager the ability to commit, assign or draw-upon General Fund balances in excess of the operating reserve for one-time / non-recurring expenditures. [Governmental Accounting Standards Board (GASB) Statement Number 54].

FY 2016-17 BUDGET NEXT STEPS

- A. City Council to provide direction as to General Fund fund balance reserve; and
- B. City Council to provide direction as to priority of items to be maintained so that the City Manager can present a prioritized FY 2016-17 City Budget; and
- C. City Council to provide the timeline for ad hoc budget or two-on-two meetings to provide input on adjustments to achieve fund balance reserve levels; and
- D. Prepare and distribute City sponsorship requests to City vendors, business community, and non-profits; and
- E. Adoption of master fee and fine schedule.

CONCLUSION

A Continuing Budget Appropriation Resolution for FY 2016-17 must be approved to allow the City to continue operations until such a time that the FY 2016-17 City Budget is adopted.

FINANCIAL IMPACT

If the City Council adopts the Proposed Continuing Budget Appropriation Resolution, City operations will continue in accordance with the adopted FY 2015-16 City Budget beginning July 1, 2016.

ATTACHMENTS

- A. Proposed Fiscal Year 2016-17 City Budget
- B. Summary of Changes from Requested to for 15% Budget Option
- C. Summary of General Fund – 15%, 20% and 24% Budget Options

**CITY OF CUDAHY
PROPOSED BUDGET
FY 2016-2017**

ESTIMATED REVENUE FUNDS - BY SOURCE

	ACTUAL 2012-13	ACTUAL 2014-15	ACTUAL Apr-16	Original Budget	Amended 2015-16	Recommended 2016-17
GENERAL FUND						
TAXES						
Sales Tax	1,238,277	1,306,630	648,688	1,373,500	1,181,000	1,249,000
001-0000-4110.000		-	-			
AB 1186 Revenue	34	157	84	100	100	1,000
001-0000-4112.000		-	-			
Property Transfer Tax	5,113	21,822	10,005	6,000	6,000	10,000
001-0000-4115.000		-	-			
Subsidy for No Property Tax Cities	399,247	460,931	223,213	185,000	185,000	240,000
001-0000-4118.000		-	-			
Transient Occupancy Tax	36,718	54,031	42,263	52,000	52,000	60,000
001-0000-4120.000		-	-			
Utility Users tax	1,020,851	1,347,876	793,510	1,178,200	1,178,200	1,005,000
001-0000-4175.000		-	-			
	<u>2,700,240</u>	<u>3,191,448</u>	<u>1,717,762</u>	<u>2,794,800</u>	<u>2,602,300</u>	<u>2,565,000</u>
FRANCHISE FEES	<u>151,277</u>	<u>308,789</u>	<u>250,181</u>	<u>175,000</u>	<u>175,000</u>	<u>214,200</u>
001-0000-4170.000		-	-			
INTERGOVERNMENTAL REVENUES:						
Motor-Vehicle in-Lieu	2,098,678	2,349,738	1,241,366	2,349,000	2,473,000	2,480,000
001-0000-4610.000		-	-			
Prop A Exchange	225,000	225,000	-	-	-	0
001-0000-4690.000		-	-			
State Mandated Cost Reimbursement	8,191	5,564	7,253	6,000	6,000	7,000
001-0000-4922.000		-	-			
	<u>2,331,869</u>	<u>2,580,302</u>	<u>1,248,619</u>	<u>2,355,000</u>	<u>2,479,000</u>	<u>2,487,000</u>
FINES & FORFEITURES:						
Court Fines General	63,382	14,323	8,117	20,000	20,000	15,000
001-0000-4210.000		-	-			
Court Fines traffic Safety	1,414	-	-	0	0	0
001-0000-4220.000		-	-			
On Street Parking Fines	160,593	123,020	109,598	400,000	400,000	300,000
001-0000-4225.000		-	-			
Vehicle Impound Fees	16,200	5,200	13,200	14,000	14,000	14,000
001-0000-4250.000		-	-			
	<u>241,589</u>	<u>142,543</u>	<u>130,915</u>	<u>434,000</u>	<u>434,000</u>	<u>329,000</u>
BUILDING & SAFETY:						
Building Permits	35,036	57,900	48,139	95,000	95,000	90,000
001-0000-4180.000		-	-			
Electrical Permits	5,393	14,507	8,973	28,500	28,500	10,000
001-0000-4185.000		-	-			
Temporary Use Permit	1,867	1,410	1,800	4,000	4,000	3,000
001-0000-4186.000		-	-			
Plumbing Permits	3,221	12,211	5,806	13,300	13,300	7,000
001-0000-4187.000		-	-			
Heating Permits	3,791	9,299	3,987	8,550	8,550	5,000
001-0000-4188.000		-	-			
Sewer Permits	50	-	-	0	0	0
001-0000-4189.000		-	-			
Street Excavation Permits	19,380	19,890	80,056	30,400	30,400	80,000
001-0000-4190.000		-	-			
Pre-sale Inspection Fee	4,998	6,823	6,120	50,000	50,000	10,000
001-0000-4191.000		-	-			
Other License and Permits	325	2,935	2,249	0	0	0
001-0000-4192.000		-	-			
Occupancy Transfer Fee	632	-	-	0	0	0
001-0000-4193.000		-	-			
	<u>74,693</u>	<u>124,975</u>	<u>157,131</u>	<u>229,750</u>	<u>229,750</u>	<u>205,000</u>
USE OF MONEY/PROPERTY:						
Facility Rental	28,036	22,481	18,375	30,000	30,000	25,000
001-0000-4903.000		-	-			
Interest Income	109	8,154	6,053	4,500	4,500	6,000
001-0000-4908.000		-	-			
Property Rental Income	21,009	33,135	27,953	32,000	32,000	35,000
001-0000-4960.000		-	-			
Rent-Cable Rent	60,635	76,905	67,578	65,000	65,000	75,000
001-0000-4965.000		-	-			
Sale of Vehicle	3,800	-	2,575	5,000	5,000	-
001-0000-4973.000		-	-			
Yard Sales	4,125	3,970	2,831	4,000	4,000	3,500
001-0000-4975.000		-	-			
	<u>117,714</u>	<u>144,644</u>	<u>125,365</u>	<u>140,500</u>	<u>140,500</u>	<u>144,500</u>

**CITY OF CUDAHY
PROPOSED BUDGET
FY 2016-2017**

ESTIMATED REVENUE FUNDS - BY SOURCE

	ACTUAL 2012-13	ACTUAL 2014-15	ACTUAL Apr-16	Original Budget	Amended 2015-16	Recommended 2016-17
CHGS FOR SVCS-PLANNING/ENGINEER						
CUP/ Variance Fee 001-0000-4812.000	9,860	11,340	8,880	18,000	18,000	10,000
Development Review 001-0000-4814.000	2,350	3,325	6,650	5,000	5,000	7,000
Sign Review Fee 001-0000-4815.000	835	1,540	755	2,700	2,700	1,000
Enviromental Review Fee 001-0000-4818.000	-	-	-	0	0	0
Preliminary Project Review 001-0000-4819.000	250	-	2,520	3,000	3,000	3,000
Subdivision / Tentative Map 001-0000-4820.000	605	390	175	0	0	0
Tentative Map Fees 001-0000-4825.000	700	-	-	0	0	0
Plan Check 001-0000-4830.000	4,652	27,963	49,559	35,000	35,000	50,000
	<u>19,252</u>	<u>44,558</u>	<u>68,539</u>	<u>63,700</u>	<u>63,700</u>	<u>71,000</u>
CHARGES FOR SERVICES (MISC)						
Swap Meet Permits 001-0000-4904.000	12,160	132,848	89,582	133,000	133,000	120,000
Fitness Membership Fee 001-0000-4940.000	17,557	14,896	13,541	14,000	14,000	15,000
Youth Sports Registration 001-0000-4990.000	19,829	23,957	3,975	80,000	80,000	20,000
Adult Recreation Classes 001-0000-4995.000	10,234	6,061	6,647	5,000	5,000	5,000
	<u>59,780</u>	<u>177,762</u>	<u>113,745</u>	<u>232,000</u>	<u>232,000</u>	<u>160,000</u>

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**CITY OF CUDAHY
PROPOSED BUDGET
FY 2016-2017**

ESTIMATED REVENUE FUNDS - BY SOURCE

	ACTUAL 2012-13	ACTUAL 2014-15	ACTUAL Apr-16	Original Budget	Amended 2015-16	Recommended 2016-17
LICENSES & PERMITS						
Business Licenses	183,024	356,965	232,140	325,000	325,000	250,000
001-0000-4151.000	-	-	-	-	-	-
Business Licenses - Cell Towers - Delinquent	-	-	-	96,000	96,000	-
001-0000-4151.001	-	-	-	-	-	-
Adult Boxing	60	6,655	5,280	6,000	6,000	6,500
001-0000-4152.000	-	-	-	-	-	-
Rental Property License/Permit	59,913	100,066	69,882	80,000	80,000	82,000
001-0000-4155.000	-	-	-	-	-	-
Rental Property License/Permit - Delinquent	-	-	-	90,000	90,000	50,000
01-860-37-3704	-	-	-	-	-	-
	<u>242,997</u>	<u>463,687</u>	<u>307,302</u>	<u>597,000</u>	<u>597,000</u>	<u>388,500</u>
OTHER						
Excursion Fees	5,162	1,628	253	500	500	500
001-0000-4901.000	-	-	-	-	-	-
Miscellaneous	34,444	382,541	35,318	4,000	4,000	40,000
001-0000-4910.000	-	-	-	-	-	-
Industrial Waste Fee	3,784	6,026	4,419	4,800	4,800	5,000
001-0000-4918.000	-	-	-	-	-	-
Reimbursed Expenses	379	80,341	75,272	10,000	10,000	10,000
001-0000-4920.000	-	-	-	-	-	-
Reimbursed Dial-A-ride	255	-	-	0	0	0
001-0000-4920.01.000	-	-	-	-	-	-
Contributions	-	-	-	-	-	30,000
001-0000-4xxx.000	-	-	-	-	-	-
Litigation	18,000	26,000	18,000	24,000	24,000	24,000
001-0000-4980.000	-	-	-	-	-	-
	<u>66,273</u>	<u>502,562</u>	<u>137,681</u>	<u>43,300</u>	<u>43,300</u>	<u>109,500</u>
TOTAL GENERAL FUND REVENUE	<u>6,005,684</u>	<u>7,681,270</u>	<u>4,257,238</u>	<u>7,065,050</u>	<u>6,996,550</u>	<u>6,673,700</u>
SPECIAL REVENUE FUNDS						
Fund: 201 - Gas Tax Fund						
Gas Tax 2105	123,415	140,989	101,274	115,000	115,000	135,000
201-0000-4310.000	-	-	-	-	-	-
Gas Tax 2106	90,988	87,769	63,049	80,000	80,000	80,000
201-0000-4311.000	-	-	-	-	-	-
Gas Tax 2107	194,144	180,440	129,401	155,000	155,000	160,000
201-0000-4312.000	-	-	-	-	-	-
Gas Tax 2107.5	12,000	6,000	5,000	6,000	6,000	5,000
201-0000-4313.000	-	-	-	-	-	-
Gas Tax 2103	246,035	240,956	98,381	300,000	300,000	150,000
201-0000-4314.000	-	-	-	-	-	-
Interest Income	4,928	2,461	2,619	4,000	4,000	2,000
201-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	<u>671,510</u>	<u>658,615</u>	<u>399,724</u>	<u>660,000</u>	<u>660,000</u>	<u>532,000</u>
Fund: 235 - Other Grants						
State Reimbursement HSIP	-	-	1,337	57,600	57,600	661,000
235-0000-4456.000	-	-	-	-	-	-
State Reimbursement ATP	-	-	-	98,000	98,000	1,173,000
235-0000-4457.000	-	-	-	-	-	-
State Reimbursement SPG	-	-	34,335	105,000	105,000	-
235-0000-4458.000	-	-	-	-	-	-
SUB-TOTAL	<u>-</u>	<u>-</u>	<u>35,672</u>	<u>260,600</u>	<u>260,600</u>	<u>1,834,000</u>

**CITY OF CUDAHY
PROPOSED BUDGET
FY 2016-2017**

ESTIMATED REVENUE FUNDS - BY SOURCE

	ACTUAL 2012-13	ACTUAL 2014-15	ACTUAL Apr-16	Original Budget	Amended 2015-16	Recommended 2016-17
Fund: 240 - Prop 1B Local St. Improvememts						
Prop 1B Local St & Road F	387,092	-	-	0	0	0
240-0000-4580.000	-	-	-	-	-	-
Interest Income	2,873	972	394	750	750	750
240-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	389,965	972	394	750	750	750
Fund: 251 - Proposition C						
Sales Tax	334,237	353,728	297,301	335,000	335,000	350,000
251-0000-4110.000	-	-	-	-	-	-
Interest Income	104	461	681	250	250	350
251-0000-4908.000	-	-	-	-	-	-
Bus Fare Revenues	31,218	30,467	24,555	30,000	30,000	30,000
251-0000-4915.000	-	-	-	-	-	-
SUB-TOTAL	365,559	384,656	322,536	365,250	365,250	380,350
Fund: 252 - Proposition A						
Sales Tax	402,212	424,677	356,785	418,000	418,000	430,000
252-0000-4110.000	-	-	-	-	-	-
Interest Income	4,049	1,329	1,709	1,000	1,000	1,000
252-0000-4908.000	-	-	-	-	-	-
Incentive Program	15,879	-	23,615	20,000	20,000	20,000
252-0000-4911.000	-	-	-	-	-	-
Sale of Vehicle	2,500	-	-	-	-	-
252-0000-4973.000	-	-	-	-	-	-
SUB-TOTAL	424,640	426,006	382,109	439,000	439,000	451,000
Fund: 253 - Measure R						
MEASURE R	249,918	264,254	222,125	258,000	258,000	270,000
253-0000-4370.000	-	-	-	-	-	-
Interest Income	1,096	1,137	1,682	500	500	1,000
253-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	251,014	265,391	223,807	258,500	258,500	271,000
Fund: 255 - TDA-Transportation Development						
TDA location	(51,733)	21,297	12,557	50,000	50,000	69,200
255-0000-4380.000	-	-	-	-	-	-
Interest Income	373	-	-	-	-	-
255-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	(51,360)	21,297	12,557	50,000	50,000	69,200
Fund: 257 - A.Q.M.D.						
AQMD AB2766 Allocation	28,823	37,630	8,234	25,000	25,000	28,000
257-0000-4350.000	-	-	-	-	-	-
Interest Income	93	67	100	50	50	100
257-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	28,916	37,697	8,334	25,050	25,050	28,100
Fund: 260 - Used Oil Grant						
Used Oil Grant	5,872	-	(6,927)	7,000	7,000	-
260-0000-4390.000	-	-	-	-	-	-
Interest Income	33	33	25	-	-	-
260-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	5,905	33	(6,902)	7,000	7,000	-
Fund: 270 - C.O.P.S						
COPS Grant	100,000	106,230	114,618	100,000	100,000	100,000
270-0000-4460.000	-	-	-	-	-	-
Interest Income	218	332	309	-	-	-
270-0000-4908.000	-	-	-	-	-	-
SUB-TOTAL	100,218	106,562	114,927	100,000	100,000	100,000
Fund: 280 - County Park Bond						
County Proposition A - Lugo Park	-	-	-	280,000	280,000	-
County Proposition A - Cudahy Baseball Grant	-	1,792,778	123,129	26,000	26,000	-
280-0000-4450.000	-	-	-	-	-	-
SUB-TOTAL	-	1,792,778	123,129	306,000	306,000	-
Fund: 390 - Quimby Act Fund						
Quimby Act Fee	-	-	-	60,000	60,000	60,000
390-0000-4840.000	-	-	-	-	-	-
SUB-TOTAL	-	-	-	60,000	60,000	60,000
Fund: 300 - Cal Home						
CDBG - Program Income	-	-	-	-	-	-
300-0000-4550.000	-	-	-	-	-	-
Cal Home Rehab Loan Repa	-	-	5,000	-	-	-
300-0000-4551.000	-	-	-	-	-	-
Interest Income	1,201	171	192	-	-	-

**CITY OF CUDAHY
PROPOSED BUDGET
FY 2016-2017**

ESTIMATED REVENUE FUNDS - BY SOURCE

	ACTUAL 2012-13	ACTUAL 2014-15	ACTUAL Apr-16	Original Budget	Amended 2015-16	Recommended 2016-17
300-0000-4908.000						
SUB-TOTAL	<u>1,201</u>	<u>171</u>	<u>5,192</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund: 510 - Community Dev. Block Grant						
CDBG - Code Enforcement	51,083	84,352	65,680	175,000	175,000	121,123
510-0000-4512.000		-	-			
Housing Rehabilitation -S	33,968	102,860	17,638	100,000	100,000	132,456
510-0000-4515.000		-	-			
Multi-family Rehab	18,220	-	-	-	-	-
510-0000-4516.000		-	-			
Food Distribution Program	12,792	32,841	33,414	27,604	27,604	28,611
510-0000-4518.000		-	-			
Business Assistance	5,037	23,334	7,917	23,403	23,403	23,403
510-0000-4524.000		-	-			
Seniors or Youth Services	-	18,284	-	-	-	20,268
510-0000-4525.000		-	-			
Family & Individual Counseling	8,225	18,284	-	21,730	21,730	-
510-0000-4525.000		-	-			
ADA Upgrades	-	-	-	194,947	194,947	-
510-0000-4xxx.000		-	-			
Lugo Park Restroom	-	7,048	17,838	75,000	75,000	-
510-0000-4526.000		-	-			
Lugo Park Renovation	-	23,019	79,759	362,531	362,531	-
510-0000-4530.000		-	-			
SUB-TOTAL	<u>129,325</u>	<u>310,022</u>	<u>222,246</u>	<u>980,215</u>	<u>980,215</u>	<u>325,861</u>
Fund: 515 - Federal STPL						
Federal STPL	0	1,792,778	123,129	0	0	0
280-0000-4450.000		-	-			
SUB-TOTAL	<u>0</u>	<u>1792778</u>	<u>123129.33</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SPECIAL REVENUE	<u>2,316,893</u>	<u>5,796,977</u>	<u>1,966,855</u>	<u>3,512,365</u>	<u>3,512,365</u>	<u>4,052,261</u>
TOTAL ALL FUNDS	<u>8,322,577</u>	<u>13,478,247</u>	<u>6,224,093</u>	<u>10,577,415</u>	<u>10,508,915</u>	<u>10,725,961</u>

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**CITY OF CUDAHY
ADOPTED BUDGET
FY 2016-2017**

EXPENDITURE APPROPRIATIONS
BY FUNDING SOURCE

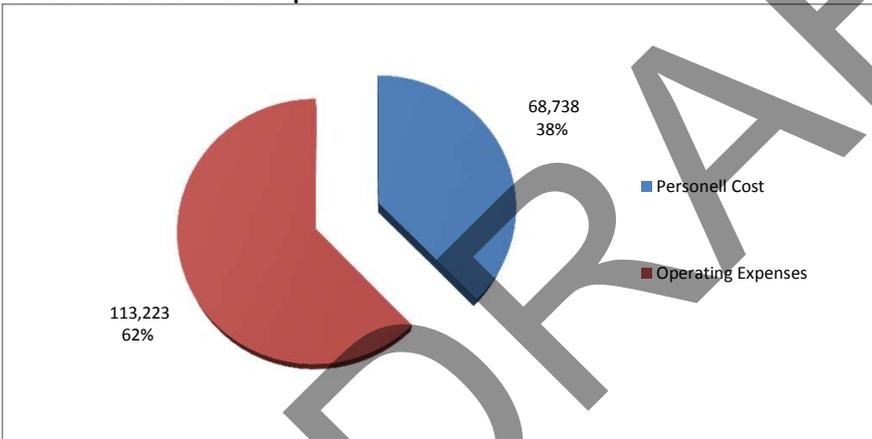
PROGRAM					Adopted		Recommended 2016-17
	ACTUAL 2013-14	ACTUAL 2014-15	ORIGINAL 2015-16	AMENDED 2015-16	Operations 2016-17	Use of Fund Balance 2015-16	
GENERAL FUND							
Accounting	135,146	108,664	147,952	153,996	148,412		148,412
Animal Regulation	65,206	52,148	30,000	30,000	20,000		20,000
Building Maintenance	103,409		-	-	-		
Building Regulation	112,693	172,933	179,500	183,375	140,349		140,349
Business Assistance Program	-		-	-	-		
Business License	60,872	78,775	67,068	64,867	57,730		57,730
City Attorney	506,490	300,000	345,000	201,622	300,000		300,000
City Clerk	136,182	115,640	144,567	73,461	78,110		78,110
City Council	162,152	139,326	115,133	172,158	181,961	-	181,961
City Manager	439,842	253,329	316,313	366,247	186,443	-	186,443
City Treasurer	-		-	-	-		
Community Development Dept.	177,024	2,048	-	-	122,180		122,180
Community Preservation	-	-	-	(75)	21,263		21,263
Community Promotion	4,290		-	-	-		
Community Services Admin	614		-	-	-		
Crossing Guards	31,226	36,773	36,200	36,200	-		-
Elections	-		105,445	105,445	68,000		68,000
Engineering	111,287	189,937	199,007	200,158	264,395		264,395
Facilities Operations	409,305	766,480	973,302	1,085,970	988,950	-	988,950
Finance Administration	68,730	46,802	245,727	175,727	153,159	-	153,159
Lugo Fitness Center	2,923		-	-	-		
Lugo Park	616		-	-	-		
Housing Rehab SFD	-	-	-	-	8,555		8,555
Municipal Enforcement	116,603	98,294	89,195	270	38,671	-	38,671
Parks Maintenance	384,860	265,308	217,407	72,433	316,890	-	316,890
Personnel	71,566	287,144	273,633	443,783	434,154	-	434,154
Planning	95,450	53,417	487,620	414,340	299,870	-	299,870
Police Services	3,522,744	3,564,182	3,765,404	(38,363)	4,040,938		4,040,938
Purchasing	29,621	21,470	36,344	36,477	-		-
Recreation	404,515	412,373	639,020	639,020	302,615	-	302,615
Senior's Club	536		-	-	-		
Volunteers On Patrol	1,767	600	600	1,950	-		
Total General Fund Expenditures	7,155,668		8,414,437	4,419,061	8,172,644	-	8,172,644

CITY COUNCIL

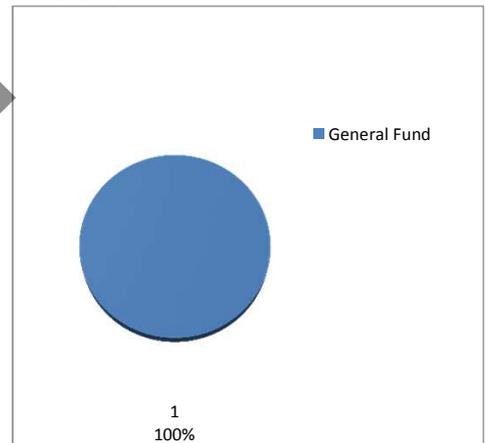
Department 4001: City Council
Establishes City policy

DEPARTMENT SUMMARY

FY 2016-2017 Amount Requested



FY 2016-17: Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
RESOURCES ALLOCATED					
Personnel Costs	59,021	61,900	69,093	72,655	68,738
Operating Expenses	103,131	77,426	46,040	99,503	113,223
Total:	\$ 162,152	\$ 139,326	\$ 115,133	\$ 172,158	\$ 181,961
PROGRAM FINANCING					
General Fund	162,152	139,326	115,133	172,158	181,961
Total:	\$ 162,152	\$ 139,326	\$ 115,133	\$ 172,158	\$ 181,961

CITY COUNCIL

Dept. 4001: City Council

STATEMENT OF PURPOSE

To establish policy and determine the most effective use of limited resources that meet community and organizational needs.

BUDGET SUMMARY	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
Personnel Costs	59,021	61,900	69,093	72,655	68,738
Operating Expenses	103,131	77,426	46,040	99,503	113,223
Total:	\$ 162,152	\$ 139,326	\$ 115,133	\$ 172,158	\$ 181,961

FUNDING SOURCES	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
General Fund	162,152	139,326	115,133	172,158	181,961
Total:	\$ 162,152	\$ 139,326	\$ 115,133	\$ 172,158	\$ 181,961

KEY PROGRAM GOALS

1. Evaluate and adopt City expenditures that strengthen an already strong fiscal position.
2. Establish City priorities for implementation and accountability.
3. Support civic engagement opportunities that foster community and neighborhood vitality.
4. Represent City interests skillfully on regional issues.
5. Meet all requirements of the Brown Act and recently adopted City Council protocols.

KEY WORKLOAD MEASURES	<i>Recommended 2016-17</i>
Meetings held.	-
Budgets prepared and adopted.	-

FOOTNOTES:

CITY COUNCIL

Dept: 4001 City Council

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
PERSONNEL COSTS					
ACCT.					
5100 Council Members	22,097	28,235	29,016	29,016	29,016
5120 Retirement	1,920	299	1,936	1,936	1,863
5125 Medicare Tax	717	741	421	421	421
5130 Medical Insurance	31,143	30,412	34,848	38,410	34,848
5133 Dental Insurance	2,122	1,737	2,252	2,252	1,950
5134 Disability Insurance	91	-	-	-	-
5137 Vision Insurance	582	476	620	620	640
5138 Life Insurance	349	-	-	-	-
Total:	\$ 59,021	\$ 61,900	\$ 69,093	\$ 72,655	\$ 68,738
OPERATING EXPENSES					
ACCT.					
5118 Auto Allowance	21,750	22,875	22,500	22,500	22,500
6080 Office Supplies	531	120	-	52	-
6085 Plaques and Badges	475	105	2,040	2,040	2,040
6312 Memberships	238	6,401	6,500	6,911	9,683
6385 Miscellaneous Expense	-	-	-	-	-
6391 Travel and Meeting Expense	17,293	21,028	15,000	25,000	10,000
6392 Training and Education	8,388	550	-	-	-
6720 Contractual	34,456	26,347	-	15,000	45,000
6753 Legislative Advocate	20,000	-	-	28,000	24,000
6990 Vehicle	-	-	-	-	-
Total:	\$ 103,131	\$ 77,426	\$ 46,040	\$ 99,503	\$ 113,223

ACCOUNT MODIFICATIONS

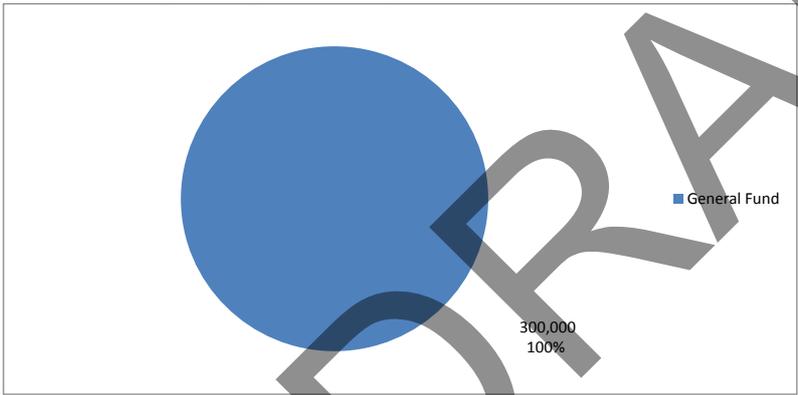
CITY OF CUDAHY BUDGET WORKSHEET FY 2016-2017		
ACCT. NO.	DESCRIPTION	CITY COUNCIL
	DEPT. 4001	
	SALARIES AND BENEFITS	
5100	City Council (\$483.60/mo. x 5 members x 12 mos.)	29,016
5120	Retirement	1,863
5125	Medicare Tax	421
5130	Medical Insurance	34,848
5133	Dental Insurance	1,950
5137	Vision Insurance	640
	TOTAL	68,738
	MAINTENANCE AND OPERATIONS	
5118	Auto Allowance \$375 per Council Member each month	22,500
	TOTAL	22,500
6085	Plaques and Badges	
	Badges (\$20 each x 5 Council Members)	100
	Plaques (\$19 each x 5 Council Members)	95
	Names Plates and Holders	200
	Photos/Frames	200
	Additional Supplies	100
	City Lapel Pins (The Pin Center)	345
	Business Cards	1,000
	TOTAL	2,040
6312	Memberships	
	Council Memberships	
	NALEO (\$100 Each x 5 Council Members)	500
	Contract Cities	3,150
	League of Cities	3,650
	Southern California Association of Governments	2,383
	TOTAL	9,683
6391	Travel and Meeting	
	5 Council Members receive up to \$2,000 each for conferences.	10,000
	Subtotal:	10,000
	TOTAL	10,000
6720	Consultants	
	Public Relations	30,000
	Community Relation	15,000
	TOTAL	45,000
6753	Legislative Advocate	
	City and Successor Agency Issues	24,000
	Subtotal:	24,000
	6 months to December 31, 2016	
	TOTAL	24,000

CITY ATTORNEY

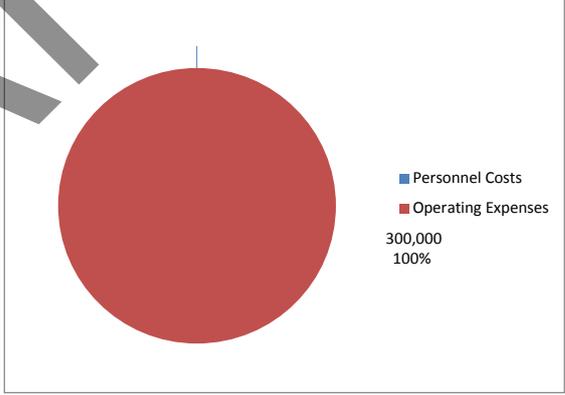
Department 4005: City Attorney
Advises on legal matters.

DEPARTMENT SUMMARY

FY 2016-17: Adopted Program Financing



FY 2016-17: Adopted Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16
RESOURCES ALLOCATED				
Personnel Costs	-	-	-	-
Operating Expenses	506,490	506,490	300,000	345,000
Total:	\$ 506,490	\$ 506,490	\$ 300,000	\$ 345,000
PROGRAM FINANCING				
General Fund	506,490	506,490	300,000	345,000
Total:	\$ 506,490	\$ 506,490	\$ 300,000	\$ 345,000

Recommended 2016-17
-
300,000
\$ 300,000
300,000
\$ 300,000

CITY ATTORNEY

Dept. 4005: City Attorney

STATEMENT OF PURPOSE

To advise the City Council and the City Manager in all legal matters pertaining to City operations; to represent the City before courts of law and administrative agencies; and to negotiate on behalf of the City where required by the City Council.

BUDGET SUMMARY	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
Personnel Costs	-	-	-	-	-
Operating Expenses	506,490	355,570	300,000	300,000	300,000
Total:	\$ 506,490	\$ 355,570	\$ 300,000	\$ 300,000	\$ 300,000

FUNDING SOURCES	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
General Fund	506,490	355,570	300,000	300,000	300,000
Total:	\$ 506,490	\$ 355,570	\$ 300,000	\$ 300,000	\$ 300,000

KEY PROGRAM GOALS

1. Provide general legal advice to the City Council and City Manager.
 2. Represent the City in litigation matters not covered by the Joint Powers Insurance Authority (JPIA).
 3. Prepare and review resolutions, ordinances, contracts and other legal documents.
 4. Provide legal advice to City Manager regarding personnel issues.
 5. Conduct legal trainings and other educational programs to meet statutory requirements and reduce risk of liability.
-

CITY ATTORNEY

Dept: 4005 City Attorney

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
PERSONNEL COSTS					
Total:	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES					
<u>ACCT.</u>					
6720 Contractual	-	213,874	240,000	240,000	240,000
6755 Legal Services	506,490	141,696	60,000	60,000	60,000
6391 Travel & Meetings	-	-	-	-	-
Total:	\$ 506,490	\$ 355,570	\$ 300,000	\$ 300,000	\$ 300,000

ACCOUNT MODIFICATIONS

CITY OF CUDAHY
 BUDGET WORKSHEET
 FY 2015-2016

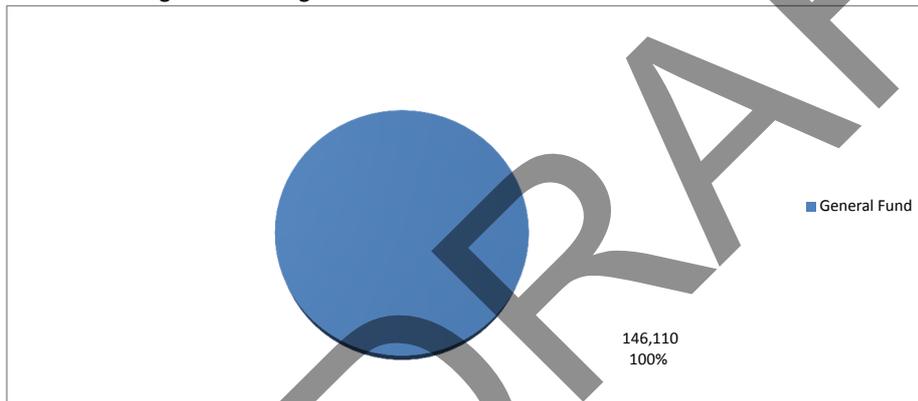
ACCT. NO.	DESCRIPTION	
DEPT. 4005		CITY ATTORNEY
	MAINTENANCE AND OPERATIONS	
6720	Contractual Contracted legal services	TOTAL 240,000
6755	Legal Services Contracted legal services	TOTAL 60,000

CITY CLERK

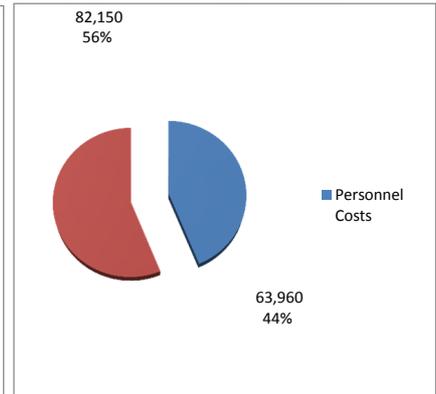
Department 4008: City Clerk
Provides records management.

DEPARTMENT SUMMARY

FY 2016-17: Program Financing



FY 2016-17: Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16
RESOURCES ALLOCATED				
Personnel Costs	28,350	28,350	-	12,552
Operating Expenses	107,832	49,166	62,500	86,500
Total:	\$ 136,182	\$ 77,516	\$ 62,500	\$ 99,052
PROGRAM FINANCING				
General Fund	136,182	77,516	62,500	99,052
Total:	\$ 136,182	\$ 77,516	\$ 62,500	\$ 99,052
PERSONNEL (FTE)				
Total:	0.50	0.50	0.50	0.50

Recommended 2016-17
63,960
\$ 82,150
\$ 146,110
146,110
\$ 146,110
1.00
1.00

CITY CLERK

Dept. 4008 City Clerk

STATEMENT OF PURPOSE

To record the official actions of the City Council, execute and maintain all official City documents and legislative history, and respond to internal and external records and information requests.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
City Clerk	0.00	0.00	0.00	0.00	0.00
Deputy City Clerk	0.50	0.50	0.50	0.50	0.00
Part Time Position	0.00	0.00	0.00	0.00	0.00
Total:	0.50	0.50	0.50	0.50	0.00

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
BUDGET SUMMARY					
Personnel Costs	28,350	27,397	122,457	65,641	63,960
Operating Expenses	107,832	88,243	22,110	7,820	14,150
Total:	\$ 136,182	\$ 115,640	\$ 144,567	\$ 73,461	\$ 78,110

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
FUNDING SOURCES					
General Fund	136,182	115,640	144,567	73,461	78,110
Total:	\$ 136,182	\$ 115,640	\$ 144,567	\$ 73,461	\$ 78,110

KEY PROGRAM GOALS

1. Prepare, record and archive accurate legislative actions of all City Council proceedings.
 2. Prepare, publish and post all legal notices as required.
 3. Oversee local requirements established by the Fair Political Practices Commission.
 4. Initiate an efficient and accessible records database.
 5. Respond within time constraints to all subpoenas and requests for public records.
-

FOOTNOTES:

EXPENDITURE DETAIL

		ACTUAL	ACTUAL	Original	Amended	Recommended
		2013-14	2014-15	2015-16	2015-16	2016-17
PERSONNEL COSTS						
ACCT.						
5100	Full-Time	-	-	99,240	(9,900)	-
5100	City Clerk	-	-	-	-	-
5100	Deputy City Clerk	-	-	-	-	52,500
5105	Overtime	622	6,125	-	-	-
5110	Salaries, Hourly	27,728	19,021	-	69,782	-
5116	Auto Allowance	-	-	4,500	-	-
5120	Retirement	-	-	6,203	1,551	3,275
5121	PARS Retirement	-	1,886	-	-	-
5125	Medicare Tax	-	365	1,439	1,439	761
5130	Medical Insurance	-	-	8,400	2,100	6,526
5133	Dental Insurance	-	-	1,577	394	471
5134	Disability Insurance	-	-	499	125	182
5136	Vacation Buy Back	-	-	-	-	-
5137	Vision Insurance	-	-	320	80	110
5138	Life Insurance	-	-	279	70	135
5139	Bilingual Pay	-	-	-	-	-
Total:		\$ 28,350	\$ 27,397	\$ 122,457	\$ 65,641	\$ 63,960

		ACTUAL	ACTUAL	Original	Amended	Recommended
		2013-14	2014-15	2015-16	2015-16	2016-17
OPERATING EXPENSES						
ACCT.						
6020	Election Supplies	832	-	-	-	-
6080	Office Supplies	2,101	659	1,500	-	1,000
6310	Advertising	23,687	29,261	15,000	7,820	7,500
6386	Professional Membership	1,199	-	130	-	520
6388	Subscription	221	-	-	-	-
6390	Telephone	198	-	-	-	-
6391	Travel and Meeting Expense	1,149	-	480	-	5,130
6392	Training and Education	800	-	-	-	-
6720	Contractual	77,645	58,246	5,000	-	-
6910	Computers	-	-	-	-	-
6970	Office Equipment	-	77	-	-	-
Total:		\$ 107,832	\$ 88,243	\$ 22,110	\$ 7,820	\$ 14,150

ACCOUNT MODIFICATIONS

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	CITY CLERK
	DEPT.4008	
	SALARIES AND BENEFITS	
5100	City Clerk (CC)	-
5100	Deputy City Clerk	52,500
5105	Over time	-
5115	Part-Time	-
5116	Auto Allowance	-
5120	Retirement	3,275
5121	PARS Retirement	-
5125	Medicare Tax	761
5130	Medical Insurance	6,526
5133	Dental Insurance	471
5134	Disability Insurance	182
5136	Vacation Buy Back	-
5137	Vision Insurance	110
5138	Life Insurance	135
	TOTAL	63,960
	MAINTENANCE AND OPERATIONS	
6386	Professional Membership	
	City Clerks Association of California	130
	International Institute of Municipal Clerks (2 year Membership @ \$195 per year)	390
	<i>*2 year membership required to pursue Certified Municipal Clerk certification</i>	
	TOTAL	520
6391	Travel & Meetings	
	City Clerk Association Monthly Meetings (\$40 x 12 Months)	480
	City Clerk's Association of California Annual Conference <i>Registration, Hotel, Meals and Transportation</i>	4,650
	TOTAL	5,130
6720	Contractual	
	City Clerk Services (Minutes)	-
	TOTAL	-
6310	Advertising	
	6 months to December 31, 2016	
	TOTAL	7,500
6080	Office Equipment and Supplies	
	TOTAL	1,000

CITY CLERK

Dept. 4008: City Clerk
 Account: 6740: Election Services

STATEMENT OF PURPOSE

To conduct all City general municipal and special elections in accordance with the City Charter and California Elections Code, and serve as Filing Officer for required disclosure statements.

BUDGET SUMMARY	<i>ACTUAL</i> 2012-13	<i>ACTUAL</i> 2013-14	<i>REQUESTED</i> 2014-15	<i>Recommended</i> 2016-17
Personnel Costs	-	-	-	-
Operating Expenses	105,445	67,587	68,000	68,000
Total:	\$ 105,445	\$ 67,587	\$ 68,000	\$ 68,000

FUNDING SOURCES	<i>ACTUAL</i> 2012-13	<i>ACTUAL</i> 2013-14	<i>REQUESTED</i> 2014-15	<i>Recommended</i> 2016-17
General Fund	105,445	67,587	68,000	68,000
Total:	\$ 105,445	\$ 67,587	\$ 68,000	\$ 68,000

KEY PROGRAM GOALS

1. Plan, supervise and conduct the City's general municipal and special elections.
 2. Offer informational support to City Council candidates.
 3. Comply with all regulations and timelines established by the California Elections Code.
 4. Provide voter registration, voter outreach and verification services to residents.
-

Dept. 4008: City Clerk
 Account: 6740: Election Services

EXPENDITURE DETAIL

	<i>Budget</i> 2014-15	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	RECOMMENDED 2016-17
PERSONNEL COSTS				
<u>ACCT.</u>				
5115 Part-Time	-	-	-	-
Total:	\$ -	\$ -	\$ -	\$ -

	<i>Budget</i> 2014-15	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	RECOMMENDED 2016-17
OPERATING EXPENSES				
<u>ACCT.</u>				
6740 Election Services	105,445	67,587		68,000
Total:	\$105,445	\$67,587	\$ -	\$ 68,000

ACCOUNT MODIFICATIONS

The City of Cudahy's General Municipal Election has been considered a One-Time Expense and has been budgeted apart from the G

ACCT.



**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	
DEPT. 4008-6740	ELECTION SERVICES	
	MAINTENANCE AND OPERATIONS	
6740	Election Services	
	Los Angeles County Registrar-Recorder/County Clerk (One-Time Cost)	65,000
	Candidate Statements	-
	Advertising/Public Posting	3,000
	TOTAL	68,000

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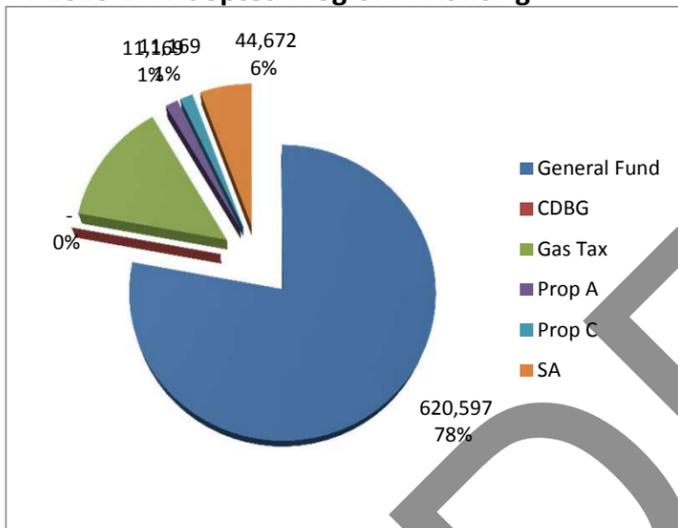
CITY MANAGER'S OFFICE

Department 4011: City Manager
Implements City policy

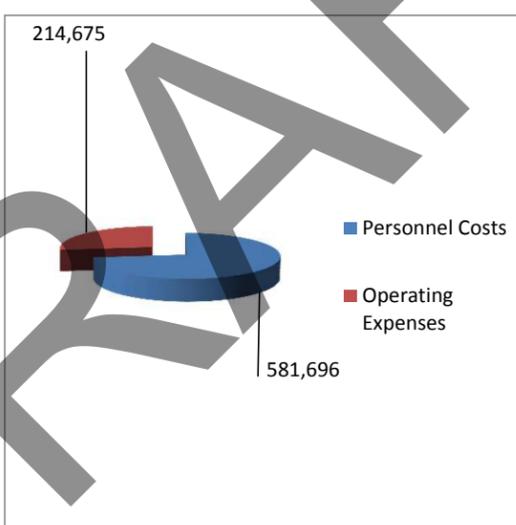
Department 4015: Human Resources
Personnel, benefits

DEPARTMENT SUMMARY

FY 2016-17: Adopted Program Financing



FY 2016-17: Adopted Resources Allocated



	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
RESOURCES ALLOCATED					
Personnel Costs	508,878	308,055	437,575	555,552	581,696
Operating Expenses	27,141	266,896	316,758	410,039	214,675
Total:	\$ 536,019	\$ 574,951	\$ 754,333	\$ 965,591	\$ 796,371
PROGRAM FINANCING					
General Fund	511,408	540,473	589,946	810,030	620,597
CDBG	24,611	34,478	40,022	-	-
Gas Tax	-	-	66,379	48,814	108,764
Proposition A	-	-	4,123	3,808	11,169
Proposition C	-	-	4,948	4,570	11,169
Successor Agency (SA)	-	-	48,915	45,006	44,672
Total:	\$ 536,019	\$ 574,951	\$ 754,333	\$ 912,228	\$ 796,371
PERSONNEL (FTE)					
	4.00	3.00	4.00	4.00	3.00
Total:	4.00	3.00	4.00	4.00	3.00

CITY MANAGER'S OFFICE

Dept.4011: City Manager

STATEMENT OF PURPOSE

To implement Council policy and priorities, advise the Council on reliable methods of responding to community needs, ensure organizational and fiscal management, and promote the philosophy of continuous improvement.

STAFFING SUMMARY (FTEs)	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
City Manager	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.00
Part-Time Positions	1.00	1.00	1.00	1.00	0.00
Total:	3.00	3.00	3.00	3.00	2.00

BUDGET SUMMARY	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
Personnel Costs	426,841	193,127	300,387	301,195	296,442
Operating Expenses	13,001	60,202	126,950	167,250	65,775
Total:	\$ 439,842	\$ 253,329	\$ 427,337	\$ 468,445	\$ 362,217

FUNDING SOURCES	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
General Fund	439,842	253,329	316,313	366,247	186,443
Gas Tax	-	-	53,038	48,814	108,764
Proposition A	-	-	4,123	3,808	11,169
Proposition C	-	-	4,948	4,570	11,169
Successor Agency	-	-	48,915	45,006	44,672
Total:	\$ 439,842	\$ 253,329	\$ 427,337	\$ 468,445	\$ 362,217

\$60,000 for Magazine

KEY PROGRAM GOALS

1. Implement Council policy in an expeditious manner and within the resources available.
2. Submit an annual budget reflecting Council priorities and community needs.
3. Coordinate Council meeting activities and municipal functions.

KEY WORKLOAD MEASURES

KEY WORKLOAD MEASURES	<i>Recommended</i> 2016-17
Agenda reports reviewed and approved.	100%
Departments supervised.	4
Community inquiries resolved or referred.	100%

FOOTNOTES:

CITY MANAGER'S OFFICE

Dept: 4011 City Manager

EXPENDITURE DETAIL

	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	May 2015-16	Recommended 2016-17
PERSONNEL COSTS						
<u>ACCT.</u>						
5100 City Manager	137,715	130,960	180,000	181,075	129,792	180,000
5100 Senior Administrative Analyst	53,802	-	56,028	57,103	-	56,028
5100 Administrative Assistant	32,322	-	-	-	-	-
5114 Severance	130,000	-	-	-	-	-
5105 Over time	871	4,026	-	-	319	-
5110 Hourly	-	963	-	-	-	-
5115 Part-Time	33,276	17,088	-	-	-	-
5120 Retirement	15,973	11,341	19,697	15,240	10,526	17,623
5121 PARS Retirement	2,496	1,597	-	-	-	-
5125 Medicare Tax	2,336	2,100	3,422	3,422	1,993	3,567
5130 Medical Insurance	15,111	20,359	34,144	34,144	22,400	34,644
5133 Dental Insurance	1,125	1,637	3,154	3,154	2,188	2,521
5134 Disability Insurance	521	687	1,305	1,305	560	863
5136 Vacation Buy-Back	-	431	-	3,115	3,115	-
5137 Vision Insurance	206	257	498	498	40	566
5138 Life Insurance	837	1,681	2,139	2,139	594	630
5139 Bilingual Pay	250	-	-	-	-	-
Total:	\$ 426,841	\$ 193,127	\$ 300,387	\$ 301,195	\$ 171,527	\$ 296,442
OPERATING EXPENSES						
<u>ACCT.</u>						
5116 Auto Allowance	1,600	2,640	4,800	4,800	4,400	4,800
6040 Gasoline	-	-	-	-	-	-
6080 Office Supplies	191	426	1,000	1,000	404	300
6312 Professional Membership	350	-	475	475	235	-
6389 Special Projects	-	-	-	-	-	-
6386 Professional Membership	-	75	-	-	-	-
6390 Telephone	1,069	659	-	-	-	-
6391 Travel and Meeting Expense	4,559	1,555	675	675	609	675
6392 Training and Education	1,927	2,786	5,000	5,000	2,732	-
6394 Vehicle Maintenance	-	-	-	-	-	-
6720 Contractual	3,030	51,112	115,000	155,300	107,974	60,000
6910 Computers	-	-	-	-	-	-
6970 Office Equipment	275	949	-	-	-	-
Total:	\$ 13,001	\$ 60,202	\$ 126,950	\$ 167,250	\$ 116,354	\$ 65,775

ACCOUNT MODIFICATIONS

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	CITY MANAGER
	DEPT. 4011	
	SALARIES AND BENEFITS	
5100	City Manager (CM)	180,000
5100	Senior Administrative Analyst (SAA)	56,028
5100	Administrative Assistant	-
5120	Retirement	17,623
5121	PARS Retirement	-
5125	Medicare Tax	3,567
5130	Medical Insurance	34,644
5133	Dental Insurance	2,521
5134	Disability Insurance	863
5137	Vision Insurance	566
5138	Life Insurance	630
	TOTAL	296,442
	MAINTENANCE AND OPERATIONS	
5116	Auto Allowance	
	Contractual Auto Allowance	
	CM (\$400/mo. x 12 mos.)	4,800
	<i>Subtotal:</i>	4,800
	TOTAL	4,800
6080	Office Supplies	
	Books and Office Supplies	300
	<i>Subtotal:</i>	300
	TOTAL	300
6312	Professional Memberships	
	Municipal Management Association of Southern California	-
	<i>Membership</i>	-
	<i>Conference</i>	-
	Gateway Cities Council of Government (City Manager)	-
	Misc. Subscriptions	-
	<i>Subtotal:</i>	-
	TOTAL	-

CITY OF CUDAHY BUDGET WORKSHEET FY 2016-2017			
ACCT. NO.	DESCRIPTION		CITY MANAGER
	DEPT. 4011		
6391	Travel and Meeting Expense		
	Gateway Cities Council of Governments	550	
	Staff meetings, seminars and workshops	125	
		TOTAL	675
6392	Training and Education		
	Allotment for training, hotel, meals and transportation (\$4,000/CM, \$1,000/SAA)	-	
		TOTAL	-
6720	Contractual		
	City Quarterly Magazine	60,000	Other Funding
	Fuel Creative - \$11,000 per quarter		Not yet secured
	Writer - Roger - \$1,500 per quarter		
	Editor - Wendy - \$2,500 per quarter		
	Emergency Preparedness Plan and Training	-	
	Economic Development		
	Economic Development Strategy	-	
	Budget not approved by funding agencies	TOTAL	60,000

CITY MANAGER'S OFFICE

Dept. 4015: Personnel

STATEMENT OF PURPOSE

Program includes all personnel and employee relations and functions: recruitment, selection, training, evaluation, affirmative action, administration of the classification and pay plan.

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
STAFFING SUMMARY (FTEs)					
Human Resources Specialist	0.00	0.00	1.00	1.00	1.00
Total:	0.00	0.00	1.00	1.00	1.00

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
BUDGET SUMMARY					
Personnel Costs	82,037	114,928	137,188	254,357	285,254
Operating Expenses	14,140	206,694	189,808	242,789	148,900
Total:	\$ 96,177	\$ 321,622	\$ 326,996	\$ 497,146	\$ 434,154

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
FUNDING SOURCES¹					
General Fund	71,566	287,144	273,633	443,783	434,154
Gas Tax	-	-	13,341	13,341	-
CDBG	24,611	34,478	40,022	40,022	-
Total:	\$ 96,177	\$ 321,622	\$ 326,996	\$ 497,146	\$ 434,154

KEY PROGRAM GOALS

1. Continue establishing best practices for Human Resources.
2. Ensure good relations are established with the City of Cudahy's Employees' Association.
3. Provide a framework for succession planning.
4. Set-up training/classes for employees for personalized development.
5. Monitor progress based on each individual Employee Development Plan.

KEY WORKLOAD MEASURES	<i>Recommended 2016-17</i>
Maintain personnel records for all full and part-time employees.	100%
Review and process annual employee evaluations and employee development plans.	100%

FOOTNOTES:

1. Human Resources Specialist is paid from three funding sources: 10% from Gas Tax Fund (\$12,848), 30% from CDBG (\$38,543) and 60% from General Fund (\$300,013)

CITY MANAGER'S OFFICE

Dept: 4015 Personnel

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
5100 Human Resources Specialist	62,384	65,922	74,087	74,087	78,636
5120 Retirement	5,392	20,673	20,944	15,750	14,908
5121 PARS Retirement	-	-	-	-	-
5125 Medicare Tax	294	995	1,074	1,074	1,141
5127 EDD Unemployment Benefits	8,386	9,140	15,000	9,000	12,000
5130 Medical Insurance	4,891	14,727	16,261	16,261	17,484
5133 Dental Insurance	456	1,400	1,577	1,577	1,003
5134 Disability Insurance	104	352	229	229	263
5136 Vacation Buy Back	-	1,318	2,560	2,223	2,500
5137 Vision Insurance	49	152	177	177	284
5138 Life Insurance	81	249	279	279	135
5141 Unfunded Retirement Liability	-	-	-	128,700	146,900
5109 Merit Pay	-	-	5,000	5,000	10,000
Total:	\$ 82,037	\$ 114,928	\$ 137,188	\$ 254,357	\$ 285,254

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
6080 Office Supplies	421	424	500	500	500
6310 Advertising	1,125	-	2,000	2,000	1,000
6312 Professional Membership	-	-	3,059	3,059	3,100
6320 Employee Physical	3,469	2,811	2,000	2,000	1,000
6322 Employee Recognition	-	-	-	-	-
6391 Travel and Meeting Expense	40	474	-	251	500
6392 Training and Education	368	4,548	7,940	7,940	5,000
6450 Retirees Insurance	-	104,451	117,259	110,709	110,800
6480 Unemployment Insurance	8,717	10,064	-	-	-
6720 Contractual	-	83,922	57,050	116,330	27,000
6764 Professional Services	-	-	-	-	-
6910 Computers	-	-	-	-	-
Total:	\$ 14,140	\$ 206,694	\$ 189,808	\$ 242,789	\$ 148,900

ACCOUNT MODIFICATIONS

ACCT.

5100 Human Resources Specialist is occupied in the Acting capacity.
The Specialist is also responsible for administering CDBG and thus covers 30% of the total salary.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	Personnel
	Dept. 4015	
	SALARIES AND BENEFITS	
5100	Human Resources Specialist	78,636
5120	Retirement	14,908
5121	PARS Retirement	-
5125	Medicare Tax	1,141
5127	EDD Unemployment Benefits	12,000
5130	Medical Insurance	17,484
5133	Dental Insurance	1,003
5134	Disability Insurance	263
5136	Vacation Buy Back	2,500
5137	Vision Insurance	284
5138	Life Insurance	135
5141	Unfunded Retirement Liability	146,900
5109	Merit Pay (5% bonus pay for FT employe	10,000
	TOTAL	285,254
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies	
	General Supplies	500
	Secure Filing cabinet	-
	TOTAL	500
6310	Advertising	
	MMASC, The Wave, JobTrak, LA Times, Jobs Available, ICMA, Wester City, etc.	
	TOTAL	1,000
6312	Professional Membership	
	Gateway Public Employment Consortium (Liebert Cassidy Whitmore)	
	TOTAL	3,100

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	Dept. 4015	DESCRIPTION	Personnel
6320	Employee Physical	Physical Exams, fingerprinting, etc. (Live Scan included)	
		TOTAL	1,000
6322	Employee Recognition	Employee Recognition Dinner	-
		Employee Quarterly Luncheons	-
		TOTAL	-
6391	Travel and Meeting	IPMA - HR International Training Conference and Expo	500
		TOTAL	500
6392	Training and Education	City-wide Employee Training (GLP Costumer Service Pase II & III)	-
		Education/Tuition Reimbursement Program	5,000
		IPMA - HR-Public Sector HR Essential Program & CP Exam	-
		TOTAL	5,000
6450	Retirees Insurance	Insurance for former Elected Official and City Employees who have retired from the City.	
		TOTAL	110,800
6720	Contractual	Human Resources Consulting Service (HR Dynamics and Performance Management)	27,000 one-time
		NeoGov Annual License Fee	-
		Government Jobs.com (Annual Subscription)	-
		TOTAL	27,000

FINANCE

Department 4151: Finance Administration
Supports workforce needs.

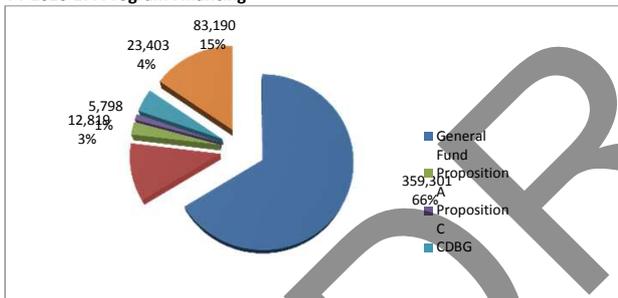
Department 4155: Accounting
Tracks City financials.

Department 4160: Business License
Issues and monitors business licenses

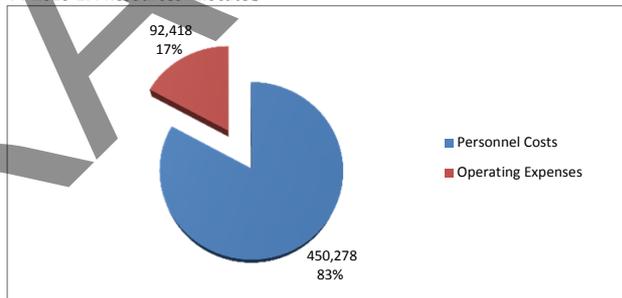
Department 4018: Purchasing
Acquires supplies and services.

DEPARTMENT SUMMARY

FY 2016-17: Program Financing



FY 2016-17: Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	May 2015-16
RESOURCES ALLOCATED					
Personnel Costs	472,291	354,502	500,980	504,823	279,059
Operating Expenses	254,512	103,678	168,427	98,427	64,479
Total:	\$ 726,803	\$ 458,180	\$ 669,407	\$ 603,250	\$ 343,538
PROGRAM FINANCING					
General Fund	334,442	255,711	497,091	431,067	190,610
Gas Tax	43,164	35,847	60,106	60,017	28,034
Proposition A	5,845	6,834	7,379	7,357	5,397
Proposition C	5,845	6,834	7,379	7,357	5,397
CDBG	15,218	-	16,767	16,767	13,564
Successor Agency	84,582	51,364	80,685	80,685	38,868
Total:	\$ 489,097	\$ 356,591	\$ 669,407	\$ 603,250	\$ 281,870
PERSONNEL (FTE)					
	4.00	5.00	5.00	5.00	5.00
Total:	4.00	5.00	5.00	5.00	5.00

Adopted 2016-17
450,278
92,418
\$ 542,696

359,301
58,185
12,819
5,798
23,403
83,190
\$ 542,696

4.00
4.00

FINANCE

Dept. 4151: Finance Administration

STATEMENT OF PURPOSE

To plan, organize, coordinate and administer the accounting and auditing function in accordance with GAAP.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Finance Director	1.00	1.00	1.00	1.00	1.00
Total:	1.00	1.00	1.00	1.00	1.00
BUDGET SUMMARY					
Personnel Costs	124,963	85,095	160,364	160,364	159,031
Operating Expenses	220,008	101,495	164,423	94,423	92,418
Total:	\$ 344,971	\$ 186,590	\$ 324,787	\$ 254,787	\$ 251,449
FUNDING SOURCES					
General Fund	68,730	46,802	245,727	175,727	153,159
Gas Tax	12,496	8,510	23,718	23,718	26,596
Proposition A					8,517
Proposition C					1,496
Successor Agency	43,737	29,783	55,342	55,342	61,681
Total:	\$ 344,971	\$ 186,590	\$ 324,787	\$ 254,787	\$ 251,449

KEY PROGRAM GOALS

1. Complete monthly and annually financial accounting records and reports.
2. Process bi-weekly payroll records and checks.
3. Process semi-monthly vendor records (warrant registers) and checks.
4. Process daily cash receipts and wire transfers from State, government agencies, and utility agencies
5. Receive and reconcile monthly bank and treasury statements.
6. Review the preparation of the State Controller's Report and the Street Report.
7. Plan and coordinate the external audits for the City.
8. Coordinate and ensure proposed and adopted budgets are prepared by July 1 of each fiscal year.
9. Implementation of recommendations from State Controller's Office, Los Angeles County Grand Jury, and External Auditors

KEY WORKLOAD MEASURES

Agendas and staff reports prepared for City.1/
 Gather data, prepare and produce a Financial Report. 2/
 Distribute mandatory tax forms (W2 & 1099M) to employees and vendors annually.
 Audits conducted annually. 3/
 Coordinate, review, print and distribute proposed & adopted budget books annually

FINANCE

Dept: 4151 Finance Administration

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
5100 Finance Director	92,433	62,052	126,624	126,624	125,004
5105 Overtime	-	-	-	-	-
5110 Salaries, Hourly	1,022	2,584	-	-	-
5115 Part Time	6,225	-	-	-	-
5116 Auto Allowance	3,500	4,200	4,200	4,200	4,200
5120 Retirement	5,212	4,079	7,914	7,914	7,797
5121 PARS Retirement	467	698	-	-	-
5125 Medicare Tax	1,496	1,142	1,836	1,836	1,813
5130 Medical Insurance	13,272	9,449	18,090	18,090	18,878
5133 Dental Insurance	347	250	471	471	490
5134 Disability Insurance	489	331	630	630	431
5137 Vision Insurance	206	162	320	320	283
5138 Life Insurance	294	148	279	279	135
Total:	\$ 124,963	\$ 85,095	\$ 160,364	\$ 160,364	\$ 159,031
OPERATING EXPENSES					
ACCT.					
6012 Computer Supplies	-	-	-	-	-
6080 Office Supplies	57	12	1,000	1,000	500
6376 Taxes and License	181	-	200	200	200
6386 Professional Membership	605	1,069	1,060	1,060	580
6388 Subscription	110	566	-	-	-
6390 Telephone	795	68	-	-	-
6391 Travel and Meeting Expense	475	1,085	995	995	-
6392 Training and Education	1,184	1,128	2,130	2,130	-
6710 Audit	35,400	75,804	67,538	67,538	67,538
6720 Contractual	181,201	21,763	91,500	21,500	23,600
6764 Professional Services	-	-	-	-	-
6899 Transfer Out	-	-	-	-	-
6970 Office Equipment	-	-	-	-	-
Total:	\$ 220,008	\$ 101,495	\$ 164,423	\$ 94,423	\$ 92,418

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	
	DEPT. 4151	FINANCE ADMINISTRATION
	SALARIES AND BENEFITS	
5100	Finance Director (FD)	125,004
5116	Auto Allowance ((\$350 times 12 months)	4,200
5120	Retirement	7,797
5125	Medicare Tax	1,813
5130	Medical Insurance	18,878
5133	Dental Insurance	490
5134	Disability Insurance	431
5137	Vision Insurance	283
5138	Life Insurance	135
	TOTAL	159,031
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies General Supplies	500
	TOTAL	500
6376	Taxes and License (FD) Certified Public Accountant	200
	TOTAL	200
6386	Professional Membership(FD) California Society of Municipal Finance Officers (CSMFO) Government Finance Officers Association (GFOA) American Institute of Certified Public Accountants California Society of Certified Public Accountants	110 225 245 -
	TOTAL	580

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	FINANCE ADMINISTRATION
	DEPT. 4151	
6391	Travel and Meeting	
	Government and Tax Update (2 x \$295) (FD & Senior Accountant [SA])	-
	GASB Update (2 x \$55) (FD & SA)	-
	Mileage for PERS Training (SA & Accountant Technician [AT])	-
	CSMFO Bi-Monthly Lunches (6 x \$40) (FD, SA, AT)	-
	TOTAL	-
6392	Training and Education	
	CSMFO Fall Series (FD)	-
	Seminars/workshops for CSMFO (FD), Payroll Certification (AT) and other trainings for (FD, SA, AT)	-
	TOTAL	-
6710	Audit	
	Annual Audit/Financial Statements (\$50,000 General Fund)	60,305
	State Reports Financial Transaction Report and Streets Report	5,233
	Enrolled Agent - Quarterly and Annual Report representation	2,000
	State Controller Adopted review of leave and other pay	-
	State Controller Adopted review of credit card charges	-
	TOTAL	67,538
6720	Contractual	
	Sales Tax Service (HdL)	-
	Sales Audit Tax Service (HdL) [15% of recovered amounts. Revenue equals]	12,000
	Property Tax (HdL)	-
	Pension reports (Prepared by Public Employees Retirement System)	2,500
	State Controller recommendation to develop a remedial plan (OTC)	-
	Indirect cost study - Business License Cost Study (OTC)	-
	Tyler Technologies - Accounting Software Maintenance Contract	9,100
	TOTAL	23,600
	One-Time will be \$70,000	

*Telephone expenses have been included collectively under Facilities Operations

FINANCE

Dept. 4155: Accounting

STATEMENT OF PURPOSE

To plan, organize, coordinate and administer the accounting and auditing function in accordance with GAAP.

	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
STAFFING SUMMARY (FTEs)					
Senior Accountant	0.00	1.00	1.00	1.00	1.00
Accountant Technician	1.00	1.00	1.00	1.00	1.00
Total:	1.00	2.00	2.00	2.00	2.00
BUDGET SUMMARY					
Personnel Costs	158,185	161,845	210,581	216,625	210,114
Operating Expenses	15,319	770	-	-	-
Total:	\$ 173,504	\$ 162,615	\$ 210,581	\$ 216,625	\$ 210,114
FUNDING SOURCES					
General Fund	135,146	108,664	147,952	153,996	148,412
Gas Tax	15,343	21,580	27,148	27,148	31,589
Proposition A	3,836	5,395	5,069	5,069	4,302
Proposition C	3,836	5,395	5,069	5,069	4,302
Successor Agency	15,343	21,580	25,343	25,343	21,509
Total:	\$ 173,504	\$ 162,615	\$ 210,581	\$ 216,625	\$ 210,114

KEY PROGRAM GOALS

Key Program Goals have been included under Finance Administration section

KEY WORKLOAD MEASURES

Key Workload Measures have been included under Finance Administration section

FINANCE

Dept: 4155 Finance

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
PERSONNEL					
<u>ACCT.</u>					
5100 Senior Accountant	76,717	107,902	82,440	87,416	91,044
5100 Accountant Technician	39,603	-	65,460	70,436	65,460
5115 Part Time	5,208	-	-	-	-
5120 Retirement	16,134	25,857	23,115	18,515	14,551
5121 PARS Retirement	391	-	-	-	-
5125 Medicare Tax	1,203	1,591	2,145	2,145	2,270
5130 Medical Insurance	16,723	21,743	32,315	32,315	33,936
5133 Dental Insurance	1,183	1,577	3,154	3,154	1,493
5134 Disability Insurance	403	561	755	755	524
5136 Vacation Buy Back	-	692	-	692	-
5137 Vision Insurance	228	307	639	639	566
5138 Life Insurance	392	431	558	558	270
5139 Bilingual Pay	-	-	-	-	-
Total:	\$ 158,185	\$ 161,845	\$ 210,581	\$ 216,625	\$ 210,114
OPERATING EXPENSES					
<u>ACCT.</u>					
6080 Office Supplies	1,055	229	-	-	-
6312 Professional Membership	-	-	-	-	-
6391 Travel and Meeting Expense	55	41	-	-	-
6392 Training and Education	-	500	-	-	-
6720 Contractual	14,209	-	-	-	-
Total:	\$ 15,319	\$ 770	\$ -	\$ -	\$ -

ACCOUNT MODIFICATIONS

Operating Costs have been included under Finance Administration section

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	ACCOUNTING
	DEPT. 4155	
	SALARIES AND BENEFITS	
5100	Senior Accountant (SA)	85,224
5100	Accountant Technician (AT)	71,280
5105	Overtime	-
5115	Part Time	-
5120	Retirement	14,551
5121	PARS Retirement	-
5125	Medicare Tax	2,270
5130	Medical Insurance	33,936
5133	Dental Insurance	1,493
5134	Disability Insurance	524
5136	Vacation Buy Back	-
5137	Vision Insurance	566
5138	Life Insurance	270
TOTAL		210,114

**Operating Costs have been included under Finance Administration section*

FINANCE

Dept. 4160: Business License

STATEMENT OF PURPOSE

Ensure that individual and organization conducting business or performing a service within the City boundaries are issued a license.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Account Clerk	1.00	1.00	1.00	1.00	1.00
Total:	1.00	1.00	1.00	1.00	1.00
BUDGET SUMMARY					
Personnel Costs	76,090	78,775	83,835	81,634	81,133
Operating Expenses	363	94	-	-	-
Total:	\$ 76,453	\$ 78,869	\$ 83,835	\$ 81,634	\$ 81,133
FUNDING SOURCES					
General Fund	60,872	78,775	67,068	64,867	57,730
CDBG	15,218	-	16,767	16,767	23,403
Total:	\$ 76,090	\$ 78,775	\$ 83,835	\$ 81,634	\$ 81,133

KEY PROGRAM GOALS

1. Receive and process new business licenses and business license renewals
2. Promote positive community relations through excellence in customer service
3. Coordinate with City Departments to ensure continued consistency in business licensing

KEY WORKLOAD MEASURES

Increase compliance through outreach and resident education (renewal notices, handouts, articles)

FINANCE

Dept: 4160 Business License

EXPENDITURE DETAIL

	<i>ACTUAL</i> <i>2013-14</i>	<i>ACTUAL</i> <i>2014-15</i>	<i>Original</i> <i>2015-16</i>	<i>Amended</i> <i>2015-16</i>	<i>Recommended</i> <i>2016-17</i>
PERSONNEL					
<u>ACCT.</u>					
5100 Account Clerk	48,537	50,163	53,736	56,335	58,488
5105 Overtime	212	-	-	-	-
5120 Retirement	13,853	15,479	15,191	10,391	7,579
5125 Medicare Tax	710	726	779	779	848
5130 Medical Insurance	11,209	10,852	12,429	12,429	13,052
5133 Dental Insurance	895	881	963	963	641
5134 Disability Insurance	258	263	280	280	192
5136 Vacation Buy Back	-	-	-	-	-
5137 Vision Insurance	157	156	178	178	198
5138 Life Insurance	259	255	279	279	135
Total:	\$ 76,090	\$ 78,775	\$ 83,835	\$ 81,634	\$ 81,133
OPERATING EXPENSES					
<u>ACCT.</u>					
6080 Office Supplies	363	94	-	-	-
Total:	\$ 363	\$ 94	\$ -	\$ -	\$ -

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DEPT. 4160	DESCRIPTION	BUSINESS LICENSE
		SALARIES AND BENEFITS	
5100		Account Clerk	58,488
5120		Retirement	7,579
5125		Medicare Tax	848
5130		Medical Insurance	13,052
5133		Dental Insurance	641
5134		Disability Insurance	192
5137		Vision Insurance	198
5138		Life Insurance	135
		TOTAL	81,133

**Operating Costs have been included under Finance Administration section*

FINANCE

Dept. 4018: Purchasing

STATEMENT OF PURPOSE

Responsible for planning, directing and controlling the purchasing, duplicating, printing and mail service for the City.

STAFFING SUMMARY (FTEs)	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
Account Clerk	0.00	0.00	0.00	0.00	0.00
Part-Time	1.00	1.00	1.00	1.00	0.00
Total:	1.00	1.00	1.00	1.00	0.00

BUDGET SUMMARY	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
Personnel Costs	40,191	28,787	46,200	46,200	-
Operating Expenses	1,487	1,319	4,004	4,004	-
Total:	\$ 41,678	\$ 30,106	\$ 50,204	\$ 50,204	\$ -

FUNDING SOURCES	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
General Fund	29,621	21,470	36,344	36,477	-
Gas Tax	8,038	5,757	9,240	9,151	-
Prop A	2,010	1,439	2,310	2,288	-
Prop C	2,010	1,439	2,310	2,288	-
Total:	\$ 41,678	\$ 30,106	\$ 50,204	\$ 50,204	\$ -

KEY PROGRAM GOALS

1. Ensure that all City Ordinances and Municipal Codes are adhered to concerning the purchasing activity.
2. Continue to order and stock all needed office supplies for City departments.
3. Identify, tag and maintain all fixed assets.
4. Manage copiers lease and service maintenance agreements.
5. Replace office and special equipment at end of useful life.

KEY WORKLOAD MEASURES

Copiers maintained. 1/
 Fixed assets inventory & depreciation. 2/
 Orders placed for replenishing water, toner, paper, office, & misc supplies.

FOOTNOTES:

- 1/ Copiers located at City Hall and Bedwell Hall
- 2/ Fixed assets are tagged (labeled) when purchased. Inventory for additions and deletions are performed annually in preparation for depreciation.

EXPENDITURE DETAIL

	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
PERSONNEL					
<u>ACCT.</u>					
5100 Account Clerk	-	-	-	-	-
5110 Hourly	37,921	24,599	42,405	42,405	-
5105 Overtime	14	1,824	-	-	-
5120 Retirement	-	-	-	-	-
5121 PARS Retirement	1,893	1,982	3,180	3,180	-
5125 Medicare Tax	363	382	615	615	-
5130 Medical Insurance	-	-	-	-	-
5133 Dental Insurance	-	-	-	-	-
5134 Disability Insurance	-	-	-	-	-
5136 Vacation Buy Back	-	-	-	-	-
5137 Vision Insurance	-	-	-	-	-
5138 Life Insurance	-	-	-	-	-
Total:	\$ 40,191	\$ 28,787	\$ 46,200	\$ 46,200	\$ -
OPERATING EXPENSES					
<u>ACCT.</u>					
6080 Office Supplies	289	250	500	500	-
6386 Professional Membership	199	199	405	405	-
6390 Telephone	999	643	-	-	-
6392 Training and Education	-	227	3,099	3,099	-
Total:	\$ 1,487	\$ 1,319	\$ 4,004	\$ 4,004	\$ -

CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017

ACCT. NO.	DESCRIPTION	PURCHASING
	DEPT. 4018	
	SALARIES AND BENEFITS	
5100	Account Clerk	-
5110	Hourly	-
	Administrative Assistant	-
5120	Retirement	-
5121	Hourly Retirement (3.75% City Share)	-
5125	Medicare Tax	-
5130	Medical Insurance	-
5133	Dental Insurance	-
5134	Disability Insurance	-
5137	Vision Insurance	-
5138	Life Insurance	-
	TOTAL	-
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies	-
	TOTAL	-
6386	Professional Membership	
	American Purchasing Society	-
	Institute for Supply Management (ISM)	-
	TOTAL	-
6392	Training and Education	
	Excel Courses	-
	ISM Seminar	-
	<i>Registration</i>	-
	<i>Hotel</i>	-
	<i>Flight</i>	-
	TOTAL	-

*Telephone expenses have been included collectively under Facilities Operations

COMMUNITY DEVELOPMENT

Dept: 4210 Community Development Administration

Department 4215: Planning
Guide physical & economic development

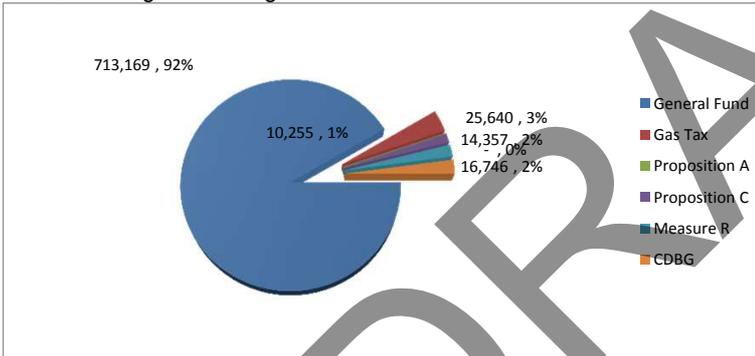
Department 4216: Engineering
Maintain City infrastructure

Department 4212: Building Regulation
Building permitting and inspection

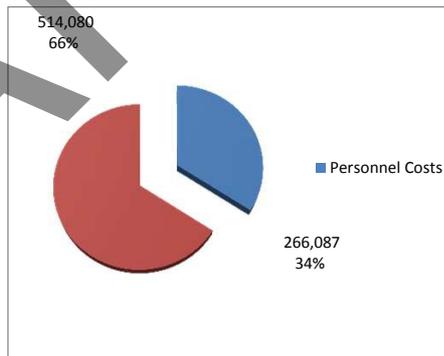
Department 4620: Housing and Community Development
Preserve and improve housing and activities within the community

DEPARTMENT SUMMARY

FY 2016-17: Program Financing



FY 2016-17: Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16
RESOURCES ALLOCATED				
Personnel Costs	319,137	281,174	366,764	295,887
Operating Expenses	89,461	230,713	641,277	543,950
Total:	\$ 408,598	\$ 511,887	\$ 1,008,041	\$ 839,837
PROGRAM FINANCING				
General Fund	319,430	416,287	866,127	797,873
Gas Tax	-	-	41,914	41,914
Proposition A				
Proposition C				
Measure R				
CDBG	89,168	95,600	100,000	50
Total:	\$ 408,598	\$ 511,887	\$ 1,008,041	\$ 839,837
PERSONNEL (FTE)	5.75	6.75	5.25	5.25
Total:	5.75	6.75	5.25	5.25

Recommended 2016-17
266,087
514,080
\$ 780,167

713,169
25,640
-
10,255
14,357
16,746
\$ 780,167

4.00
4.00

COMMUNITY DEVELOPMENT ADMINISTRATION

Dept: 4210 Community Development Administration

STATEMENT OF PURPOSE

To plan, organize, coordinate and administer the accounting and auditing function in accordance with GAAP.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Community Development Manager	1.00	0.00	0.00	0.00	1.00
Total:	1.00	0.00	0.00	0.00	1.00

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
BUDGET SUMMARY					
Personnel Costs	177,024	2,048	-	-	121,680
Operating Expenses	30,161	-	-	-	500
Total:	\$ 207,185	\$ 2,048	\$ -	\$ -	\$ 122,180

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
FUNDING SOURCES					
General Fund	177,024	2,048	-	-	122,180
Other funds	-	-	-	-	-
Total:	\$ 207,185	\$ 2,048	\$ -	\$ -	\$ 122,180

KEY PROGRAM GOALS

KEY WORKLOAD MEASURES

COMMUNITY DEVELOPMENT ADMINISTRATION

Dept: 4210 Community Developmnet Dept.

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
PERSONNEL					
<u>ACCT.</u>					
5100 Community Development Manager	97,679	840	-	-	101,340
5105 Overtime	1,059	-	-	-	-
5110 Salaries, Hourly	982	-	-	-	-
5115 Part Time	36,288	890	-	-	-
5116 Auto Allowance	3,675	-	-	-	4,200
5120 Retirement	20,198	71	-	-	7,260
5121 PARS Retirement	2,792	67	-	-	-
5125 Medicare Tax	1,871	25	-	-	1,470
5130 Medical Insurance	11,022	130	-	-	6,530
5133 Dental Insurance	506	11	-	-	325
5134 Disability Insurance	479	5	-	-	310
5137 Vision Insurance	147	3	-	-	110
5138 Life Insurance	326	6	-	-	135
Total:	\$ 177,024	\$ 2,048	\$ -	\$ -	\$ 121,680
OPERATING EXPENSES					
<u>ACCT.</u>					
6012 Computer Supplies	-	-	-	-	-
6080 Office Supplies	952	-	-	-	-
6376 Taxes and License	-	-	-	-	-
6386 Professional Membership	5,365	-	-	-	500
6388 Subscription	145	-	-	-	-
6390 Telephone	1,039	-	-	-	-
6391 Travel and Meeting Expense	1,994	-	-	-	-
6392 Training and Education	-	-	-	-	-
6710 Audit	-	-	-	-	-
6720 Contractual	19,248	-	-	-	-
6764 Professional Services	1,418	-	-	-	-
6899 Transfer Out	-	-	-	-	-
6970 Office Equipment	-	-	-	-	-
Total:	\$ 30,161	\$ -	\$ -	\$ -	\$ 500

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	COMMUNITY DEVELOPMENT ADMINISTRATION
	DEPT. 4210	
	SALARIES AND BENEFITS	
5100	Community Development Manager	101,340
5116	Auto Allowance (\$350 times 12 months)	4,200
5120	Retirement	7,260
5125	Medicare Tax	1,470
5130	Medical Insurance	6,530
5133	Dental Insurance	325
5134	Disability Insurance	310
5137	Vision Insurance	110
5138	Life Insurance	135
	TOTAL	121,680
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies General Supplies	-
	TOTAL	-
6386	Professional Membership(CDM) Membership	500
	TOTAL	500

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	
	DEPT. 4210	COMMUNITY DEVELOPMENT ADMINISTRATION
6391	Travel and Meeting	
	Travel item	-
	Mileage items	-
	Other	-
	TOTAL	-
6392	Training and Education	
	Conference/Seminar 1	-
	Conference/Seminar 2	-
	TOTAL	-
6720	Contractual	
		-
		-
	TOTAL	-

**Telephone expenses have been included collectively under Facilities Operations*

COMMUNITY DEVELOPMENT

Dept. 4215: Planning

STATEMENT OF PURPOSE

The Planning program ensures development is consistent with the adopted General Plan, encourages commercial revitalization and ensures a high quality of life for the community.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Community Development Director	1.00	1.00	0.00	0.00	0.00
Community Development Manager	0.00	0.00	0.25	0.25	0.25
Assistant Planner	0.00	0.00	1.00	1.00	1.00
Part-Time	1.75	1.75	0.00	0.00	0.00
Associate Planner	1.00	1.00	0.00	0.00	0.00
Secretary - Community Development	0.00	0.00	0.00	0.00	0.00
Total:	3.75	3.75	1.25	1.25	1.25

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
BUDGET SUMMARY					
Personnel Costs	82,592	47,874	77,900	46,120	49,970
Operating Expenses	12,858	5,543	409,720	368,220	249,900
Total:	\$ 95,450	\$ 53,417	\$ 487,620	\$ 414,340	\$ 299,870

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
FUNDING SOURCES					
General Fund	95,450	53,417	487,620	414,340	299,870
Gas Tax	-	-	-	-	-
Total:	\$ 95,450	\$ 53,417	\$ 487,620	\$ 414,340	\$ 299,870

KEY PROGRAM GOALS

1. General Plan Update.
2. Implement Housing Program and other CDBG funded programs or projects.
3. Administer administrative and discretionary applications for development.

	<i>Recommended</i> 2016-17
KEY WORKLOAD MEASURES	
Planning related inquiries resolved at public counter or via telephone/e-mail.	1500
Field inspections (follow up, business license, etc.)	312
Zoning Clearances	60
Planning Commission cases processed (CUPs, ZVs, subdivisions, etc.).	12
Site Plan Reviews processed.	15
Administrative approvals (over the counter)	168

FOOTNOTES:

COMMUNITY DEVELOPMENT

Dept: 4215 Planning

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
5100 Community Dev Director	-	-	-	-	-
5100 Community Dev Manager	-	-	-	-	-
5100 Assistant Planner	-	-	-	-	-
5100 Associate Planner	47,130	13,764	57,287	30,797	-
5100 Comm. Dev. Secretary (33%)					
5105 Overtime	5,786	261	-	-	-
5115 Part Time	14,942	28,252	7,163	7,163	47,480
5120 Retirement	3,889	1,150	4,038	2,376	1,795
5121 PARS Retirement	1,121	2,138	537	1,611	-
5125 Medicare Tax	1,011	682	935	836	695
5130 Medical Insurance	5,723	976	6,319	2,753	-
5133 Dental Insurance	472	78	866	313	-
5134 Disability Insurance	284	72	297	157	-
5136 Vacation Buy Back	1,870	441	-	-	-
5137 Vision Insurance	108	18	197	49	-
5138 Life Insurance	256	42	261	65	-
Total:	\$ 82,592	\$ 47,874	\$ 77,900	\$ 46,120	\$ 49,970

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
6065 Maps	634	261	250	250	250
6080 Office Supplies	231	1,433	1,500	1,500	1,500
6315 Division Expense	2,256	-	-	-	-
6386 Professional Membership	541	186	1,550	550	1,550
6390 Telephone	245	-	-	-	-
6391 Travel and Meeting Expense	588	-	1,000	-	-
6392 Training and Education	440	2,354	2,000	500	-
6715 Commissioner	-	813	3,420	3,420	3,600
6720 Contractual	7,887	-	400,000	362,000	243,000
6745 Engineering Services	-	496	-	-	-
6764 Professional Services	36	-	-	-	-
Total:	\$ 12,858	\$ 5,543	\$ 409,720	\$ 368,220	\$ 249,900

ACCOUNT MODIFICATIONS

ACCT.

CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017

ACCT. NO.	DESCRIPTION	PLANNING
	DEPT. 4215	
	SALARIES AND BENEFITS	
5100	Community Development Director	-
5100	Community Development Manager (25%)	-
5100	Planning Assistant	-
5100	Comm. Dev. Secretary (33%)	-
5105	Overtime	-
5115	Hourly	47,480
5120	Retirement	1,795
5121	PARS Retirement	-
5125	Medicare Tax	695
5130	Medical Insurance	-
5133	Dental Insurance	-
5134	Disability Insurance	-
5136	Vacation Buy Back	-
5137	Vision Insurance	-
5138	Life Insurance	-
	TOTAL	49,970
	MAINTENANCE AND OPERATIONS	
6065	Maps Zoning Maps	
	TOTAL	250
6080	Office Supplies Property Data Profiles (First American Data Tree) @\$100 / month Printing Costs	1,200 300
	TOTAL	1,500
6386	Professional Membership Annual Membership in the American Planning Association (APA) Planning Commissioners Assistant Planner Community Development Manager	750 200 600
	TOTAL	1,550
6391	Travel and Meetings League of Cities and APA Conferences	-
	TOTAL	-

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	PLANNING
	DEPT. 4215	
6392	<p>Training and Education</p> <p>Planning Commissioners to attend conferences as approved by the Community Development Manager (up to 3 - rotating) -</p> <p>Assistant Planner attendance of League of Cities and APA Conferences -</p> <p>Community Development Manager attendance of League of Cities and APA Conferences -</p> <p>Other relevant training -</p> <p><i>Typical conferences include the Cal. Chapter of the American Planning Association in September or October, the League of Cal. Cities Planner's Institute in March, National American Planning Association Conference in April, The California Preservation Conference in May, and the League of California Cities Conference in September.</i></p>	
	TOTAL	-
6715	<p>Commissioner</p> <p>Planning Commission 3,600 (1 Chairperson @\$65 and 4 Commissioners @\$55 plus medicare tax and retirement)</p>	
	TOTAL	3,600
6720	<p>Contractual</p> <p>Zoning Code Update (Density) -</p> <p>General Plan Update (\$500,000 \$257,000 spent in FY 15/16) 243,000 General Plan Update (\$100,000 FY 16/17) + \$143,000 from 15/16</p>	
	TOTAL	243,000

COMMUNITY DEVELOPMENT

Dept. 4216: Engineering

STATEMENT OF PURPOSE

The Administration & Engineering program provides the personnel and technical resources to maintain and improve the City's physical infrastructure.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Community Development Director	0.00	0.00	0.00	0.00	0.00
Community Development Manager	0.00	0.00	1.00	1.00	0.25
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
Community Dev Secretary	0.00	0.00	0.00	0.00	0.00
Total:	1.00	1.00	2.00	2.00	1.25
BUDGET SUMMARY					
Personnel Costs	100,219	95,241	128,431	130,782	104,657
Operating Expenses	11,068	94,696	112,490	111,290	209,990
Total:	\$ 111,287	\$ 189,937	\$ 240,921	\$ 242,072	\$ 314,647
FUNDING SOURCES					
Gas Tax			41,914	41,914	25,640
Proposition A			-	-	-
Proposition C			-	-	10,255
Measure R			-	-	14,357
General Fund	111,287	189,937	199,007	200,158	264,395
Total:	\$ 111,287	\$ 189,937	\$ 240,921	\$ 242,072	\$ 314,647

KEY PROGRAM GOALS

1. Administer all infrastructure engineering and maintenance services including the Capital Improvement Program.
2. Continue to administer and implement NPDES (National Pollutant Discharge Elimination System) program.
3. Continue to monitor and reduce TMDLs (Total Maximum Daily Loads) of storm drain pollutants.

KEY WORKLOAD MEASURES

	<i>Recommended</i> 2016-17
Administer MS4 Permit	100%
City Monument Signs	100%
Lugo Park Renovation Project	100%
Capital Improvement Project Development/Implementation	100%

FOOTNOTES:

COMMUNITY DEVELOPMENT

Dept: 4216 Engineering

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
PERSONNEL					
<u>ACCT.</u>					
5100 Community Development Director	-	-	-	-	-
5100 Community Development Manager	-	-	21,836	23,523	-
5100 Assistant Engineer	84,473	76,069	86,508	88,195	89,398
5100 Community Dev Secretary	-	-	-	-	-
5105 Overtime	183	2,222	-	-	-
5110 Hourly	-	2,237	-	-	-
5120 Retirement	6,990	6,846	9,041	8,018	6,379
5125 Medicare Tax	1,228	1,215	1,571	1,571	1,296
5130 Medical Insurance	6,004	5,006	7,778	7,778	6,214
5133 Dental Insurance	515	460	644	644	515
5134 Disability Insurance	429	388	549	549	452
5136 Vacation Buy Back	-	441	-	-	-
5137 Vision Insurance	118	107	155	155	124
5138 Life Insurance	279	250	349	349	279
5139 Bilingual Pay	-	-	-	-	-
Total:	\$ 100,219	\$ 95,241	\$ 128,431	\$ 130,782	104,657
OPERATING COSTS					
<u>ACCT.</u>					
6080 Office supplies	99	502	500	500	500
6386 Professional Memberships	-	-	490	490	490
6391 Travel and Meetings	-	18	500	-	500
6392 Training and Education	-	-	1,000	300	1,000
6720 Contractual	10,965	16,403	27,500	27,500	22,500
6745 Engineering Services	4	77,773	82,500	82,500	185,000
Total:	\$ 11,068	\$ 94,696	\$ 112,490	\$ 111,290	209,990

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	ENGINEERING
	DEPT. 4216	
	SALARIES AND BENEFITS	
5100	Community Development Director	-
5100	Community Development Manager (25%)	-
5100	Assistant Engineer	89,398
5100	Community Development Secretary (33%)	-
5120	Retirement	6,379
5125	Medicare Tax	1,296
5130	Medical Insurance	6,214
5133	Dental Insurance	515
5134	Disability Insurance	452
5136	Vacation Buy Back	-
5137	Vision Insurance	124
5138	Life Insurance	279
	TOTAL	104,657
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies	
	General office supplies	500
	(BNI Public Works Green Book, Cost Book, Standard Plans, Engineering Codes, MUTCD, Traffic Manual)	
	General office supplies (Drafting table, lamp, wire bin, roll fire, Blue Print Stand, Desk Chair.)	
	TOTAL	500
6386	Professional Membership	
	American Society of Civil Engineers	285
	American Public Works Association	170
	City and County Engineers Association	35
	TOTAL	490
6391	Travel and Meetings	
	Public Works Training/Conference for Engineer	500
	<i>Annual Public Works Conference (International Public Works Congress & Expo)</i>	
	TOTAL	500
6392	Training and Education	
	American Society of Civil Engineers Conference	1,000
	TOTAL	1,000

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION		ENGINEERING
	DEPT. 4216		
6720	<p>Contractual</p> <p>General administrative services, public works plan checks, construction permit processing, engineering surveys, annual catch basin cleaning, industrial waste inspection services, and special project assistance performed by the County, City portion of LAFCO costs</p> <p>Sewer System Management Plan Recertification and 2017 Plan Audits</p>	<p>17,500</p> <p>5,000</p>	
		TOTAL	22,500
6745	<p>Engineering Services</p> <p>PUBLIC WORKS - Professional engineering services, inspection services, engineering services, and special project assistance for city projects (Wildan Engineering Services up to \$75,000) (Transtech as needed)</p> <p>NPDES/MS4 Compliance (Mandated) (WMP Implementation) National Pollutant Discharge Elimination System (Environmental Engineering Services for NPDES Program Development and Implementation) NPDES Storm Drain Filming For Illegal Connections Administer TMDL (Total Maximum Daily Loads) mandated by California Regional Water Quality Control Board annual waste discharge (SRWCB) Increase Catch Basin Maintenance per MS4 Permit Municipal Separate Storm Sewer System (MS4) Development and Implementation MS4 Front Software License</p> <p>Signal Hill - Gateway Water Management Authority annual membership</p>	<p>75,000</p> <p>-</p> <p>105,000</p> <p>5,000</p>	
		TOTAL	185,000

COMMUNITY DEVELOPMENT

Dept. 4212 Building Regulation

STATEMENT OF PURPOSE

The Building program administers Building Plan Checks, Building Permit issuance and performs Building Inspections.

STAFFING SUMMARY (FTEs)	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2015-16
Community Development Director	0.00	0.00	0.00	0.00	0.00
Building Inspector	0.00	0.00	0.00	0.00	0.00
Community Development Manager	0.00	0.00	0.00	0.00	0.25
Part-Time Positions 1/	0.00	1.00	1.00	1.00	1.00
Total:	0.00	1.00	1.00	1.00	1.25

BUDGET SUMMARY	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2015-16
Personnel Costs	91,793	113,422	115,110	118,985	86,159
Operating Expenses	20,900	59,511	64,390	64,390	54,190
Total:	\$ 112,693	\$ 172,933	\$ 179,500	\$ 183,375	\$ 140,349

FUNDING SOURCES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2015-16
General Fund	112,693	172,933	179,500	183,375	140,349
Gas Tax	-	-	-	-	-
Total:	\$ 112,693	\$ 172,933	\$ 179,500	\$ 183,375	\$ 140,349

KEY PROGRAM GOALS

1. Cost savings and faster reviews through private outsourcing of plan check services.
2. Cross training of staff to provide more complete counter and permit services.
3. Building Permit Transition to building permit software.
4. Improve overall coordination with Community Preservation and Planning.

KEY WORKLOAD MEASURES	Recommended 2015-16
Permits issued	300
Inspections conducted	900
Building related inquiries resolved at public counter or via telephone/e-mail	1,500

FOOTNOTES:

1/ Building Inspector is a Part-Time Employee

COMMUNITY DEVELOPMENT

Dept: 4212 Building Regulation

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
5100 Full Time	-	-	-	-	-
5100 Community Dev Director	-	-	-	-	-
5100 Community Dev Manager	1,283	23,066	21,837	21,837	-
5100 Building Inspector	-	-	-	-	-
5100 Comm. Dev. Secretary (33%)	-	-	-	-	-
5105 Overtime	-	-	-	-	-
5110 Hourly	82,283	78,604	81,900	81,900	81,900
5120 Retirement	363	1,935	1,822	1,822	-
5121 PARS Retirement	6,191	5,895	6,143	6,143	3,071
5125 Medicare Tax	1,216	1,522	1,505	1,505	1,188
5130 Medical Insurance	399	1,610	1,564	1,564	-
5133 Dental Insurance	40	130	129	129	-
5134 Disability Insurance	7	119	111	111	-
5136 Vacation Buy Back	-	441	-	3,875	-
5137 Vision Insurance	4	30	31	31	-
5138 Life Insurance	7	70	68	68	-
Total:	\$ 91,793	\$ 113,422	\$ 115,110	\$ 118,985	\$ 86,159

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
6080 Office Supplies	-	-	200	200	200
6310 Advertising	3,917	-	-	-	-
6315 Division Expense	84	-	-	-	-
6386 Professional Membership	-	-	90	90	90
6392 Education and Training	-	88	600	600	600
6720 Contractual	1,375	52,478	52,500	52,500	52,500
6745 Engineering Services	4,380	-	-	-	-
6749 Fees and Licenses	-	-	-	-	-
6752 Industrial Waste	10,897	6,072	11,000	11,000	-
6760 Project Consulting/Admin Serv	-	-	-	-	-
6779 Strong Motion Fees	247	873	-	-	800
6795 Water Discharge Fees	-	-	-	-	-
Total:	\$ 20,900	\$ 59,511	\$ 64,390	\$ 64,390	\$ 54,190

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION		
	DEPT. 4212	BUILDING REGULATION	
SALARIES AND BENEFITS			
5100	Community Development Director		-
5100	Community Development Manager (25%)		-
5100	Building Inspector		-
5100	Comm. Dev. Secretary (33%)		-
5105	Overtime		-
5110	Hourly		-
	1 Building Inspector (\$45/hr x 35hrs/week)	81,900	81,900
5120	Retirement		-
5121	PARS Retirement		3,071
5125	Medicare Tax		1,188
5130	Medical Insurance		-
5133	Dental Insurance		-
5134	Disability Insurance		-
5137	Vision Insurance		-
5138	Life Insurance		-
		TOTAL	86,159
MAINTENANCE AND OPERATIONS			
6080	Office Supplies		
	Permitting Software (33%)	-	
	LA County Code Update	200	
	General Supplies	-	
		TOTAL	200
6386	Professional Membership		
	California Building Inspector	90	
		TOTAL	90
6392	Education and Training		
	Certified Building Inspector	100	
	Certified Plumbing Inspector	250	
	Certified Electrical Inspector	250	
		TOTAL	600

CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017

ACCT. NO.	DEPT. 4212	DESCRIPTION	BUILDING REGULATION
6720	Contractual		
		Building Official Services (Wildan Contract up to \$75,000)	37,500
		Plan Check Services (Transtech)	15,000
		TOTAL	52,500
6752	Industrial Waste		
		<i>This category covers the cost of industrial waste licensing inspections.</i>	-
		<i>Mandatory County Fee (Not every year)</i>	
		TOTAL	-
6779	Strong Motion Fee		
		<i>(\$200/quarter)</i>	800
		TOTAL	800

COMMUNITY DEVELOPMENT

Dept. 4620: Housing Rehab

STATEMENT OF PURPOSE

The Housing program implements programs to preserve and improve the City's affordable Housing stock, and also implements programs to provide energy improvements to the general housing stock citywide.

STAFFING SUMMARY (FTEs)	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>Original</i>	<i>Amended</i>	<i>Recommended</i> 2016-17
	2013-14	2014-15	2015-16	2015-16	
Part-Time	1.00	1.00	1.00	1.00	0.25
Total:	1.00	1.00	1.00	1.00	0.25

BUDGET SUMMARY	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>Original</i>	<i>Amended</i>	<i>Recommended</i> 2016-17
	2013-14	2014-15	2015-16	2015-16	
Personnel Costs	44,533	24,637	45,323	-	25,301
Operating Expenses	44,635	70,963	54,677	50	-
Total:	\$ 89,168	\$ 95,600	\$ 100,000	\$ 50	\$ 25,301

FUNDING SOURCES	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>Original</i>	<i>Amended</i>	<i>Recommended</i> 2016-17
	2013-14	2014-15	2015-16	2015-16	
General Fund	-	-	-	-	8,555
CDBG	89,168	95,600	100,000	50	16,746
Total:	\$ 89,168	\$ 95,600	\$ 100,000	\$ 50	\$ 25,301

KEY PROGRAM GOALS

1. Administer CDBG Housing Re-Hab program.
2. Administer CDBG Project Management.

KEY WORKLOAD MEASURES

	<i>Recommended</i> 2016-17
Housing Rehabilitation Loan Program projects administered	7

COMMUNITY DEVELOPMENT

Dept: 4620 Housing Rehab SFD

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
PERSONNEL					
<u>ACCT.</u>					
5115 Part Time	40,875	22,613	41,600	-	24,050
5121 PARS Retirement	3,065	1,696	3,120	-	902
5125 Medicare Tax	593	328	603	-	349
Total:	\$ 44,533	\$ 24,637	\$ 45,323	\$ -	\$ 25,301
OPERATING EXPENSES					
<u>ACCT.</u>					
6350 Home Improvement Program	320	-	-	-	-
6760 Project Consulting/Admin Serv	-	-	-	50	-
6767 Housing Rehabilitation Consultant	44,315	70,963	54,677	-	-
Total:	\$ 44,635	\$ 70,963	\$ 54,677	\$ 50	\$ -

ACCOUNT MODIFICATIONS

ACCT.

CITY OF CUDAHY
 BUDGET WORKSHEET
 FY 2016-2017

ACCT. NO.	DESCRIPTION	
	DEPT. 4620	HOUSING REHAB SFD
	SALARIES AND BENEFITS	
5115	Part Time Housing Rehabilitation Specialist (\$50 /hr x 9hrs/week)*	24,050
5121	PARS Retirement	902
5125	Medicare Tax	349
	TOTAL	25,301

COMMUNITY SERVICES

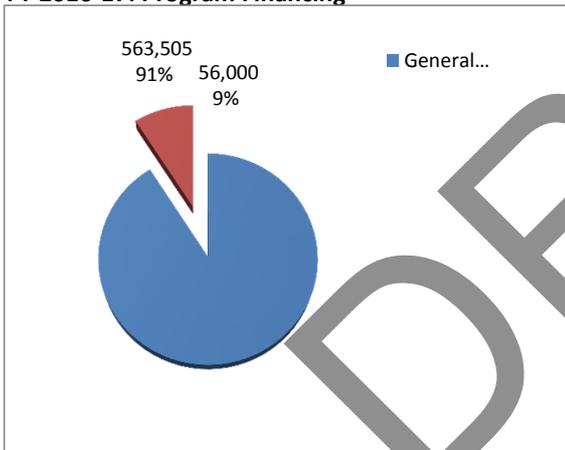
Parks and Recreation

Department 4350: Recreation
Coordinates recreation programs

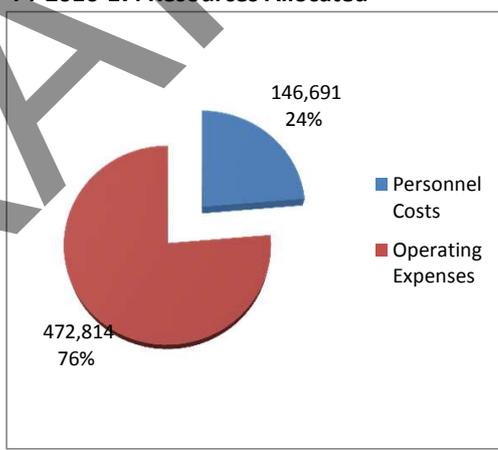
Department 4410: Park Maintenance
Operate & maintain park facilities.

DEPARTMENT SUMMARY

FY 2016-17: Program Financing



FY 2016-17: Resources Allocated



	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
RESOURCES ALLOCATED					
Personnel Costs	512,903	501,571	248,125	173,476	146,691
Operating Expenses	276,472	176,110	664,302	197,654	472,814
Total:	\$ 789,375	\$ 677,681	\$ 912,427	\$ 371,130	\$ 619,505
PROGRAM FINANCING					
General Fund	789,375	677,681	856,427	315,130	619,505
County Park Bond		-	56,000	56,000	-
Total:	\$ 789,375	\$ 677,681	\$ 912,427	\$ 371,130	\$ 619,505
PERSONNEL (FTE)					
	22.50	18.50	28.50	28.50	1.63
Total:	22.50	18.50	28.50	28.50	1.63

COMMUNITY SERVICES

Dept. 4350: Recreation

STATEMENT OF PURPOSE

To offer quality recreation and human services programs ranging from children to senior citizen support.

STAFFING SUMMARY (FTEs)	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
Community Services Director	1.00	0.00	0.00	0.00	0.00
Community Services Manager	0.00	0.00	0.00	0.00	0.00
Recreation Supervisor	0.00	0.00	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.00	0.00	0.00
Part Time Positions	21.00	18.00	18.00	18.00	0.00
Total:	22.00	18.00	18.00	18.00	0.00

BUDGET SUMMARY	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
Personnel Costs	342,284	318,967	181,188	43,000	136,821
Operating Expenses	62,231	93,406	457,832	15,606	165,794
Total:	\$ 404,515	\$ 412,373	\$ 639,020	\$ 58,606	\$ 302,615

FUNDING SOURCES	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
General Fund	404,515	412,373	639,020	58,606	302,615
Total:	\$ 404,515	\$ 412,373	\$ 639,020	\$ 58,606	\$ 302,615

KEY PROGRAM GOALS

1. Run youth sports leagues
2. Provide community events and activities
3. Operate teen programs and senior center

KEY WORKLOAD MEASURES	<i>0</i> 0
Youth sports leagues	3
Special Events	10
Monthly participation in events/activities (youth/seniors)	300

FOOTNOTES:

1/ There are 14 Part-Time positions covered under this line item for 3 months of operations.

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
ACCT.					
5100 Full-Time	200	1,225	-	-	-
.5100 Recreation Supervisor	-	-	-	-	-
.5100 Recreation Coordinator	-	-	-	-	-
5105 Overtime	6,252	8,798	-	-	-
5110 Hourly	307,729	282,791	167,184	41,821	128,123
5120 Retirement	-	-	-	-	-
5121 PARS Retirement	23,564	21,962	11,580	834	6,273
5125 Medicare Tax	4,539	4,191	2,424	345	2,425
5130 Medical Insurance	-	-	-	-	-
5133 Dental Insurance	-	-	-	-	-
5134 Disability Insurance	-	-	-	-	-
5136 Vacation Buy Back	-	-	-	-	-
5137 Vision Insurance	-	-	-	-	-
5138 Life Insurance	-	-	-	-	-
5139 Bilingual Pay	-	-	-	-	-
Total:	\$ 342,284	\$ 318,967	\$ 181,188	\$ 43,000	\$ 136,821

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
ACCT.					
6080 Office Supplies	676	919	4,500	-	-
6085 Plaques and Badges	14	-	-	-	-
6210 Recreation Supplies	2,241	13,698	15,100	(12,000)	-
6230 Sports Equipment	3,015	23,675	-	-	-
6240 Trophies and Awards	4,586	-	-	-	-
6250 Uniforms	10,149	19,545	19,500	(12,000)	-
6270 Youth Sports Shirts	8,177	-	-	-	-
6315 Divisional Expense	-	-	-	-	-
6370 Office Equipment Maintenance	838	210	-	-	-
6386 Professional Membership	140	40	50	-	50
6390 Telephone	7,486	1,012	-	-	-
6391 Travel and Meetings	-	-	4,000	(1,814)	-
6392 Training and Education	-	1,383	-	-	-
6470 Sports Event Entry Fees	-	-	-	-	-
6510 Excursions	4,360	1,586	-	120	-
6580 Senior Program Trips	-	-	7,150	-	7,150
6585 Special Events	80	29,815	27,552	-	53,254
6590 Umpires	17,831	(126)	-	-	-
6715 Commissioner	247	124	4,980	-	5,340
6720 Contractual Services	247	124	-	41,300	100,000
6725 Construction	-	-	375,000	-	-
6772 Sports Equipment Maintenance	1,282	-	-	-	-
6993 Other Equipment	862	1,401	-	-	-
Total:	\$ 62,231	\$ 93,406	\$ 457,832	\$ 15,606	\$ 165,794

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	RECREATION
	DEPT. 4350	
	SALARIES AND BENEFITS	
5110	Hourly	128,123
	Administrative Assistant	39,133
	Sr. Recreation Leader	26,543
	Receptionist	6,776
	Recreation Leader	11,696
	Recreation Leader	11,516
	Recreation Aide	4,062
	Recreation Aide	7,145
	Maintenance Aide	21,252
5120	Retirement	-
5121	PARS Retirement	6,273
5125	Medicare Tax	2,425
5130	Medical Insurance	-
5133	Dental Insurance	-
5134	Disability Insurance	-
5137	Vision Insurance	-
5138	Life Insurance	-
	TOTAL	136,821
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies	
	Printing (Youth Sports, Seniors, Administration)	-
	Special Supplies (Youth Sports, Seniors, Administration)	-
	TOTAL	-
6210	Recreation Supplies	
	Teens (Arts & Crafts, Foosball Table and Board Games)	-
	Classes (In-House Runned Classes)	-
	Contract	
	Classes	-
	TOTAL	-
6230	Sports Equipment	
	Soccer Goals (One-Time Expense)	-
	TOTAL	-

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	RECREATION
	DEPT. 4350	
6250	Uniforms Administration Sports	
	TOTAL	-
6386	Professional Membership SCMAF	50
	TOTAL	50
6391	Travel and Meetings Trainings (Two Trainings) Staff, Parks and Recreation Commissioners, and Senior Commissioners	- -
	TOTAL	-
6510	Excursions (Funded by Prop A & C) \$10,000	
	TOTAL	-
6580	Senior Programs Annual Events <i>July</i> <i>August</i> <i>September</i> <i>October</i> <i>November</i> <i>December</i> <i>January</i> <i>February</i> <i>March</i> <i>April</i> <i>May</i> <i>June</i>	300 700 900 250 300 1,500 700 250 250 600 1,000 400
	TOTAL	7,150
6585	Special Events Valentines Dance <i>DJ</i>	1,150 350
	<i>Decorations</i> <i>Door Prizes</i> <i>Flyers</i> <i>Insurance</i>	100 300 - In-House Printing 400

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	RECREATION
	DEPT. 4350	
	Easter	3,200
	<i>DJ</i>	350
	<i>Decorations</i>	300
	<i>Entertainment</i>	700
	<i>Candy</i>	600
	<i>Easter Baskets</i>	500
	<i>Easter Eggs</i>	350
	<i>Insurance</i>	400
	Book Fair	9,900
	<i>Canopy and Stage Rental</i>	6,000
	<i>Sound System</i>	350
	<i>Catering (Box Lunch)</i>	850
	<i>Flyers</i>	- In-House Printing
	<i>Promotions/Giveaways</i>	500
	<i>Port-a-Potties</i>	800
	<i>Volunteer Shirts</i>	1,000
	<i>Insurance</i>	400
	4th of July	20,300
	<i>Fireworks</i>	13,500
	<i>Flyers</i>	- In-House Printing
	<i>Port-a-Potties</i>	800
	<i>Insurance</i>	1,000
	<i>Entertainment</i>	3,000
	<i>Rental of Generators/Stage</i>	2,000
	Halloween Dance	1,150
	<i>DJ</i>	350
	<i>Decorations</i>	100
	<i>Door Prizes</i>	300
	<i>Flyers</i>	- In-House Printing
	<i>Insurance</i>	400
	Halloween Carnival	4,300
	<i>Entertainment</i>	2,000
	<i>Candy</i>	600
	<i>Prizes</i>	300

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	RECREATION
	DEPT. 4350	
	<i>Game Booths</i>	1,000
	<i>Insurance</i>	400
	<i>Flyers</i>	- <i>In-House Printing</i>
	Holiday Event	11,900
	<i>Toys</i>	5,000
	<i>Snow</i>	5,000
	<i>Insurance</i>	400
	<i>Flyers</i>	- <i>In-House Printing</i>
	<i>Decorations</i>	1,000
	<i>Pancake Breakfast</i>	500
	Outdoor Movie Night	1,354
	<i>Rental of Screen</i>	1,000
	<i>Insurance</i>	350
	<i>Movie Rental</i>	4
	<i>Anticipated contributions and donation for 50% of cost of events</i>	
	TOTAL	53,254

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	RECREATION
	DEPT. 4350	
6715	Commissioner Parks and Recreation Commission (1 Chairperson @\$55 and 4 Commissioners @\$45) Aging and Senior Citizen Commission (1 Chairperson @\$40 and 4 Commissioners @\$35) Includes medicare taxes and retirement	2,970 2,370 TOTAL 5,340
6720	Contractual Services Sports / Recreation Programs Woodcraft Rangers / Kids in Sports	100,000 TOTAL 100,000
6725	Construction General Fund Lugo Park Soccer Field and Restroom Rehabilitaion Project Other Funding Sources (Budgeted other places.) CDBG- Restroom CDBG - Soccer Field Cudahy Youth Foundaton Los Angeles	- TOTAL -

COMMUNITY SERVICES

Dept. 4410: Parks Maintenance

STATEMENT OF PURPOSE

To provide the resources necessary to maintain the City's public parks and facilities.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Community Service Director	0.00	0.00	0.00	0.00	0.00
Community Service Manager	0.00	0.00	0.00	0.00	0.00
Maintenance Superintendent	0.50	0.50	0.50	0.50	0.13
Maintenance Leader	0.00	0.00	1.00	1.00	0.25
Part-Time Maintenance Workers 1/	0.00	0.00	3.00	3.00	0.75
Part-Time Maintenance Aides 2/	0.00	0.00	6.00	6.00	0.50
Total:	0.50	0.50	10.50	10.50	1.63
BUDGET SUMMARY					
Personnel Costs	170,619	182,604	66,937	130,476	9,870
Operating Expenses	214,241	82,704	206,470	182,048	307,020
Total:	\$ 384,860	\$ 265,308	\$ 273,407	\$ 312,524	\$ 316,890
FUNDING SOURCES					
General Fund	384,860	265,308	217,407	256,524	316,890
County Park Bond			56,000	56,000	-
Total:	\$ 384,860	\$ 265,308	\$ 273,407	\$ 312,524	\$ 316,890

KEY PROGRAM GOALS

1. Provide comprehensive tree maintenance services including inspection, trimming, removal, and planting.
2. Coordinate landscape maintenance services for street medians.
3. Coordinate landscape maintenance services for parks facilities.
4. Evaluate and respond to citizen tree/park maintenance service requests.

KEY WORKLOAD MEASURES

Daily morning clean up consisting of bathroom clean up, blowing off hard surfaces, trash pick up, checking/emptying/replacing trash bags
 Monthly food distribution program
 Weekly mowing, weeding, edging and general landscaping of Atlantic Median, Clara Park, Clara Expansion Park, Lugo Park, Cudahy Park, Triangle Park, Pocket Park, and River Bed.

Recommended
2016-17

-
-
-
-

FOOTNOTES:

1/ Includes are 1.5 FTE for Part-Time Maintenance Workers for a period of 3 months

2/ Includes .5 FTE Maintenance Aides for a period of 3 months

COMMUNITY SERVICES

Dept: 4410 Parks Maintenance

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
5100 Full-Time	15,760	27,654	20,368	39,732	
5100 Community Services Director					
5100 Community Services Manager					
5100 Maintenance Superintendent					
5100 Maintenance Leader					2,134
5105 Overtime	1,152	8,096	-	23,614	-
5110 Salaries, Hourly	103,665	81,447	30,669	40,144	7,248
5120 Retirement	10,957	7,531	5,758	5,758	-
5121 PARS Retirement	8,878	6,628	2,503	4,822	352
5125 Medicare Tax	1,916	1,781	780	2,246	136
5130 Medical Insurance	27,775	41,940	6,072	7,324	-
5133 Dental Insurance	231	529	455	699	-
5134 Disability Insurance	83	183	107	111	-
5136 Vacation Buy Back	-	6,453	-	5,923	-
5137 Vision Insurance	126	190	120	29	-
5138 Life Insurance	76	172	105	74	-
5139 Bilingual Pay	-	-	-	-	-
Total:	\$ 170,619	\$ 182,604	\$ 66,937	\$ 130,476	\$ 9,870

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
ACCT.					
6040 Gasoline	12,923	8,637	10,000	5,000	-
6080 Office Supplies	542	549	500	100	-
6110 Chemicals	150	150	500	500	-
6140 Park Maintenance and Supplies	16,595	12,197	14,000	18,100	11,000
6250 Uniforms	-	1,352	3,500	3,500	-
6318 Electricity	83,994	-	-	-	-
6375 Miscellaneous Expense	-	-	-	-	-
6380 Natural Gas	1,670	448	-	-	-
6387 Signs	52	-	-	-	-
6389 Special Projects	-	22,006	70,700	75,600	195,000
6390 Telephone	3,077	428	-	-	-
6392 Training and Education	494	264	1,000	1,000	-
6394 Vehicle Maintenance	4,594	5,534	-	1,978	-
6395 Water	61,600	14,558	-	-	-
6712 Backflow Testing	100	885	-	-	-
6720 Contractual	225	-	90,900	70,900	100,900
6750 Graffiti Removal	1,903	-	-	-	-
6761 Plumbing	1,172	-	-	-	-
6765 Property Maintenance	18,009	-	-	-	-
6770 Service Equipment Maintenance	3,844	13,086	5,120	5,120	120
6785 Tree Trimming	3,297	2,610	10,250	250	-
Total:	\$ 214,241	\$ 82,704	\$ 206,470	\$ 182,048	\$ 307,020

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION	PARKS MAINTENANCE
	DEPT. 4410	
	SALARIES AND BENEFITS	
5100	Community Services Director	-
5100	Community Services Manager	-
5100	Maintenance Superintendent	-
5100	Maintenance Leader	2,134
5110	Hourly	7,248
	Maintenance Worker	1,095
	Maintenance Aide	6,153
5120	Retirement	-
5121	PARS Retirement	352
5125	Medicare Tax	136
5130	Medical Insurance	-
5133	Dental Insurance	-
5134	Disability Insurance	-
5136	Vacation Buy Back	-
5137	Vision Insurance	-
5138	Life Insurance	-
	Represents 3 months of Personnel Expenses.	
	TOTAL	9,870
	MAINTENANCE AND OPERATIONS	
6040	Gasoline	
	TOTAL	-
6080	Office Supplies	
	New Computers and Desks	
	All-in-One Printer (Copier, Printer, Scanner)	
	TOTAL	-
6110	Chemicals	
	Chemical eradication services (estimated)	
	TOTAL	-

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION		
	DEPT. 4410		PARKS MAINTENANCE
6720	Contractual Yearly expense covers the administration costs of the Land Use Covenant/Agreement with the State of California Contract Landscape Maintenance	900 100,000	
		TOTAL	100,900
6770	Service Equipment Maintenance Annual AQMD permit fee required for brush chipper operation Maintenance and Repairs to Lawnmowers, edgers, and other power material Riding Mower	120 - -	
		TOTAL	120

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-17**

ACCT. NO.	DESCRIPTION		PARKS MAINTENANCE
6785	Tree Trimming Scheduled Citywide tree maintenance - 4 year trim cycle TLC Contract- Total 50,000 (50% share cost with Street Maintenance) Tree Removal (Remove dead trees or hazardous trees)	- -	
		TOTAL	-

COMMUNITY SERVICES

Public Safety

Department 4501: Law Enforcement
General law and traffic enforcement.

Dept: 4230 Community Preservation
Code enforcement and compliance services

Department 4510: Animal Regulation
Animal regulation, licensing, and enforcement.

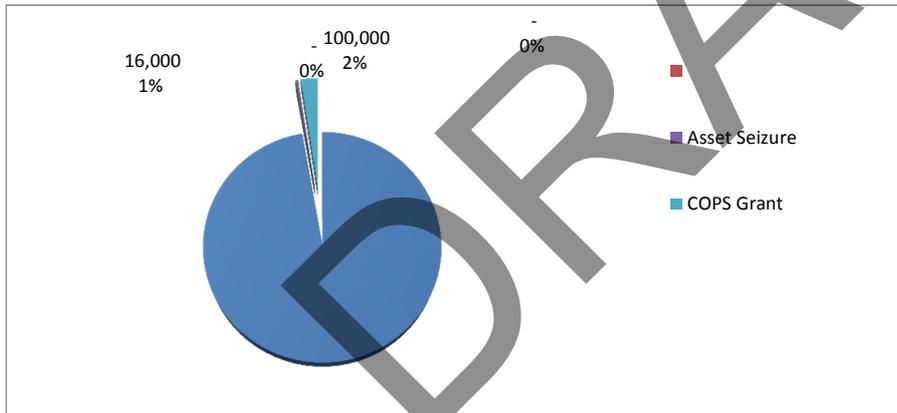
Dept: 4520 Crossing Guards
Crosswalk monitoring in school zones

Department 4530: Municipal Enforcement
Parking permits and enforcement.

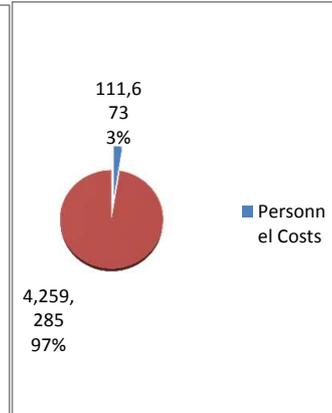
Department 4502: Volunteers On Patrol
Volunteers on patrol, neighborhood watch

DEPARTMENT SUMMARY

FY 2016-17: Program Financing



FY 2016-17: Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Recommended 2016-17
RESOURCES ALLOCATED					
Personnel Costs	120,113	79,870	145,732	51,334	111,673
Operating Expenses	3,649,359	3,673,294	3,772,998	3,806,067	4,259,285
Total:	\$ 3,769,472	\$ 3,753,164	\$ 3,918,730	\$ 3,857,401	\$ 4,370,958
PROGRAM FINANCING					
General Fund	3,741,769	3,753,164	3,921,399	3,756,112	4,120,872
Gas Tax	-	-	-	-	-
Community Preservation	-	-	-	-	-
Asset Seizure	-	-	16,000	16,000	16,000
COPS Grant	-	-	100,000	100,000	100,000
Total:	\$ 3,741,769	\$ 3,753,164	\$ 3,921,399	\$ 3,756,112	\$ 4,236,872
PERSONNEL (FTE)					
	1.00	1.00	6.00	6.00	4.08
Total:	1.00	1.00	6.00	6.00	4.08

COMMUNITY SERVICES

Dept. 4501: Police Services

STATEMENT OF PURPOSE

To provide comprehensive general law and traffic enforcement services through a contract with the Los Angeles County Sheriff's Department.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Public Safety & Services Manager	0.00	0.00	0.00	0.00	1.00
Total:	0.00	0.00	0.00	0.00	1.00
BUDGET SUMMARY					
Personnel Costs	-	-	77,637	-	-
Operating Expenses	3,522,744	3,564,182	3,803,767	3,803,767	4,156,938
Total:	\$ 3,522,744	\$ 3,564,182	\$ 3,881,404	\$ 3,803,767	\$ 4,156,938
FUNDING SOURCES					
General Fund	3,522,744	3,564,182	3,765,404	3,687,767	4,040,938
Gas Tax	-	-	-	-	-
Community Preservation	-	-	-	-	-
Asset Seizure	-	-	16,000	16,000	16,000
COPS Grant	-	-	100,000	100,000	100,000
Total:	\$ 3,522,744	\$ 3,564,182	\$ 3,881,404	\$ 3,803,767	\$ 4,156,938
KEY PROGRAM GOALS					

COMMUNITY SERVICES

Dept: 4501 Police Services

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
PERSONNEL					
<u>ACCT.</u>	-	-	-	-	-
5100 Public Safety & Services Manager	-	-	65,511	-	-
5120 Retirement	-	-	5,467	-	-
5121 PARS Retirement	-	-	-	-	-
5125 Medicare Tax	-	-	950	-	-
5130 Medical Insurance	-	-	4,690	-	-
5133 Dental Insurance	-	-	386	-	-
5134 Disability Insurance	-	-	331	-	-
5136 Vacation Buy Back	-	-	-	-	-
5137 Vision Insurance	-	-	93	-	-
5138 Life Insurance	-	-	209	-	-
Total:	\$ -	\$ -	\$ 77,637	\$ -	\$ -
OPERATING EXPENSES					
<u>ACCT.</u>					
6390 Telephone	13,609	-	-	-	-
6763 Police Services	3,509,135	3,564,182	3,803,767	3,803,767	4,156,938
Total:	\$ 3,522,744	\$ 3,564,182	\$ 3,803,767	\$ 3,803,767	\$ 4,156,938

ACCOUNT MODIFICATIONS

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	
	DEPT. 4501	POLICE SERVICES
	SALARIES AND BENEFITS	
5100	Public Safety & Services Manager (20% General Fund)	-
5120	Retirement	-
5121	PARS Retirement	-
5125	Medicare Tax	-
5130	Medical Insurance	-
5133	Dental Insurance	-
5134	Disability Insurance	-
5136	Vacation Buy Back	-
5137	Vision Insurance	-
5138	Life Insurance	-
	TOTAL	-
	MAINTENANCE AND OPERATIONS	
6763	Police Services	4,040,938
	9/56 Hour Service Units	
	1 Growth Deputy - Neighborhood Watch	
	1 Service Area Sergeant	
	Police Services - Supplemental	
	Asset Seizure (Grant Funded)	16,000
	COPS (Grant Funded)	100,000
	TOTAL	4,156,938

*Telephone costs are included under *Facilities Operations*

COMMUNITY SERVICES

Dept. 4230: Community Preservation

STATEMENT OF PURPOSE

Community Preservation investigates complaints about Municipal Code violations relating to health, safety, business license, nuisances, housing, and zoning.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
STAFFING SUMMARY (FTEs)					
Community Development Director	0.00	0.00	0.00	0.00	0.00
Community Development Manager	0.00	0.00	1.00	1.00	0.00
Public Safety & Services Manager	0.00	0.00	0.00	0.00	0.08
Community Preservation Officer	1.00	1.00	1.00	1.00	1.00
Part-Time Positions	0.00	0.00	0.00	0.00	0.00
Total:	1.00	1.00	2.00	2.00	1.08

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
BUDGET SUMMARY					
Personnel Costs	27,703	-	-	50,074	81,017
Operating Expenses	-	-	-	30,310	74,332
Total:	\$ 27,703	\$ -	\$ -	\$ 80,384	\$ 155,349

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
FUNDING SOURCES					
General Fund	-	-	-	(75)	21,263
Gas Tax	-	-	-	5,459	20,918
CDBG	27,703	-	175,000	75,000	113,168
Total:	\$ 27,703	\$ -	\$ 175,000	\$ 80,384	\$ 155,349

KEY PROGRAM GOALS

1. Expand the use of administrative citations for the enforcement of various ordinances set forth in the Municipal Code.
2. Use targeted enforcement to pro-actively address code compliance problems within specific neighborhoods.
3. Investigate complaints about Municipal Code violations relating to health, safety, nuisances, housing, and zoning.
4. Work with the business license division to enforce commercial business occupancy (CBO) requirements.
5. Continue the use of FASE to pro-actively enforce both residential and commercial maintenance requirement.

KEY WORKLOAD MEASURES

	<i>Adopted</i> 2016-17
1. Implement Code Enforcement case tracking software.	100%
2. Administrative penalty & municipal bail schedule amendments.	100%
3. Increase CPO performance/productivity (field inspections).	200
4. Business license enforcement revisions, commercial business occupancy (CBO) requirements.	100%
5. Increase compliance through outreach and resident education (handouts, articles).	100%
6. Implement inspection upon resale and residential rental ordinance.	100%

FOOTNOTES:

COMMUNITY SERVICES

Dept: 4230 Community Preservation

EXPENDITURE DETAIL

PERSONNEL	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
ACCT.					
5110 Community Development Manager	-	-	-	-	-
5110 Public Safety & Services Manager	-	-	-	-	-
5100 Community Preservation Officer	19,217	-	-	30,774	54,579
5105 Overtime	535	-	-	37	-
5115 Part Time	-	-	-	-	-
5120 Retirement	5,358	-	-	9,857	7,072
5121 PARS Retirement	-	-	-	-	-
5125 Medicare Tax	285	-	-	444	791
5130 Medical Insurance	2,010	-	-	7,928	16,968
5133 Dental Insurance	64	-	-	839	1,003
5134 Disability Insurance	102	-	-	102	186
5136 Vacation Buy Back	-	-	-	-	-
5137 Vision Insurance	39	-	-	27	283
5138 Life Insurance	93	-	-	66	135
5139 Bilingual Pay	-	-	-	-	-
Total:	\$ 27,703	\$ -	\$ -	\$ 50,074	\$ 81,017

OPERATING EXPENSES	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
ACCT.					
6040 Gasoline	-	-	-	-	-
6250 Uniforms	-	-	-	191	500
6386 Professional Membership	-	-	-	85	750
6390 Telephone	-	-	-	-	-
6391 Travel and Meeting	-	-	-	-	-
6392 Training and Education	-	-	-	1,078	2,302
6394 Vehicle Maintenance	-	-	-	-	1,000
6755 Legal Services	-	-	-	28,956	69,780
Total:	\$ -	\$ -	\$ -	\$ 30,310	\$ 74,332

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	COMMUNITY PRESERVATION
	DEPT. 4230	
	SALARIES AND BENEFITS	
5100	Public Safety & Services Manager (9months @ 10%)	-
5100	Community Preservation Officer	54,579
5115	Part Time	-
	Community Preservation Officer (\$14 per hour x 19hrs per week) - New Position	-
5120	Retirement	7,072
5121	PARS Retirement	-
5125	Medicare Tax	791
5130	Medical Insurance	16,968
5133	Dental Insurance	1,003
5134	Disability Insurance	186
5137	Vision Insurance	283
5138	Life Insurance	135
	TOTAL	81,017
	MAINTENANCE AND OPERATIONS	
6080	Office Supplies	
	Compliance notices and citation forms	-
	Miscellaneous code enforcement equipment	-
	<i>Additional supplies (pepper spray, envelopes, etc.)</i>	400 CDBG Budget
	<i>Printer Toner</i>	500 CDBG Budget
	Code Enforcement Software (33% Share Cost)	
	TOTAL	900
6250	Uniforms	
	TOTAL	500
6386	Professional Membership	
	California Association of Code Enforcement Officers (Staff & Director)	
	TOTAL	750
6392	Training and Education	
	Training for community preservation personnel (workshops, seminars and conferences)	
	TOTAL	2,302

CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017

ACCT. NO.	DEPT. 4230	DESCRIPTION	COMMUNITY PRESERVATION
6394	Vehicle Maintenance	Fuel and scheduled preventive maintenance (Unit #32, #36)	
			TOTAL 1,000
6755	Legal Services	City Prosecutor - Prosecution:	
		Prosecution	44,780
		<i>Muni Code Update</i>	25,000
			TOTAL 69,780

COMMUNITY SERVICES

Dept. 4520: Crossing Guards

STATEMENT OF PURPOSE

Program provides the technical resources necessary to perform special vehicular traffic impact analysis studies for community development projects, and ensures compliance with State mandated Congestion Management Plan (CMP) requirements.

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
STAFFING SUMMARY (FTEs)					
	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
BUDGET SUMMARY					
Personnel Costs	-	-	-	-	-
Operating Expenses	31,226	36,773	36,200	36,200	-
Total:	\$ 31,226	\$ 36,773	\$ 36,200	\$ 36,200	\$ -

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
FUNDING SOURCES					
General Fund	31,226	36,773	36,200	36,200	-
Total:	\$ 31,226	\$ 36,773	\$ 36,200	\$ 36,200	\$ -

KEY PROGRAM GOALS

1. Provide crossing guard services during morning pick-up and afternoon drop-off hours

KEY WORKLOAD MEASURES	<i>Recommended 2016-17</i>
Number of Crossguard locations	4

FOOTNOTES:

COMMUNITY SERVICES

Dept: 4520 Crossing Guards

EXPENDITURE DETAIL

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Adopted 2016-17</i>
OPERATING EXPENSES					
<u>ACCT.</u>					
6730	\$ 31,226	\$ 36,773	\$ 36,200	\$ 36,200	-

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DEPT. 4520	DESCRIPTION	CROSSING GUARDS
		MAINTENANCE AND OPERATIONS	
6730		Crossing Guards Services City and/or School Distrit will look for volunteers	
		TOTAL	-

COMMUNITY SERVICES

Dept. 4510: Animal Regulation

STATEMENT OF PURPOSE

To provide the resources necessary to ensure community public health and safety through education and pro-active enforcement of State, County, and City animal regulations.

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
STAFFING SUMMARY (FTEs)					
Public Safety & Services Manager	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
BUDGET SUMMARY					
Personnel Costs	-	-	-	-	-
Operating Expenses	65,206	52,148	30,000	30,000	20,000
Total:	\$ 65,206	\$ 52,148	\$ 30,000	\$ 30,000	\$ 20,000

	<i>ACTUAL 2013-14</i>	<i>ACTUAL 2014-15</i>	<i>Original 2015-16</i>	<i>Amended 2015-16</i>	<i>Recommended 2016-17</i>
FUNDING SOURCES					
General Fund	65,206	52,148	30,000	30,000	20,000
Total:	\$ 65,206	\$ 52,148	\$ 30,000	\$ 30,000	\$ 20,000

KEY PROGRAM GOALS

1. Adopt Title 10 (Animals) of the Los Angeles County Code (LACC) by reference.
2. Develop a plan to proactively locate dogs within the City that do not have a current license.

KEY WORKLOAD MEASURES	<i>Recommended 2016-17</i>
Number of animal licenses issued.	-
Number of live animals impounded.	-
Number of deceased animals removed.	-

COMMUNITY SERVICES

Dept: 4510 Animal Regulation

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
OPERATING EXPENSES					
<u>ACCT.</u>					
6703					
Total:	\$ 65,206	\$ 52,148	\$ 30,000	\$ 30,000	\$ 20,000

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	
	DEPT. 4510	ANIMAL REGULATION
	MAINTENANCE AND OPERATIONS	
6703	Animal Control	
	Los Angeles County Animal Control Services	50,000
	Less Fees Collected	(30,000)
	TOTAL	20,000

COMMUNITY SERVICES

Dept. 4530: Municipal Enforcement

STATEMENT OF PURPOSE

To provide the necessary resources to manage vehicle parking enforcement operations, including parking permit processing data processing, and penalty assessment collection.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Public Safety & Services Manager	0.00	0.00	0.00	0.00	0.00
Part-Time Positions	0.00	0.00	4.00	4.00	2.00
Total:	0.00	0.00	4.00	4.00	2.00

	<i>ACTUAL</i> 2012-13	<i>ACTUAL</i> 2013-14	<i>Original</i> 2014-15	<i>Amended</i> 2014-15	<i>Recommended</i> 2015-16
BUDGET SUMMARY					
Personnel Costs	92,403	79,863	68,095	-	30,656
Operating Expenses	24,200	18,431	21,100	270	8,015
Total:	\$ 116,603	\$ 98,294	\$ 89,195	\$ 270	\$ 38,671

	<i>ACTUAL</i> 2012-13	<i>ACTUAL</i> 2013-14	<i>Original</i> 2014-15	<i>Amended</i> 2014-15	<i>Recommended</i> 2015-16
FUNDING SOURCES					
General Fund	116,603	98,294	89,195	\$ 270	38,671
Total:	\$ 116,603	\$ 98,294	\$ 89,195	\$ 270	\$ 38,671

KEY PROGRAM GOALS

1. To enhance customer service and reallocate staff time to assist with other projects.
 2. To create overnight parking policy and fee structure
-

COMMUNITY SERVICES

Dept: 4530 Municipal Enforcement

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17	
PERSONNEL						
<u>ACCT.</u>						
5130 Medical Insurance	106	-	-	-	-	
5100 Full Time	155	-	-	-	-	
5110 Salaries, Hourly	84,450	73,120	58,230	-	27,768	
5120 Retirement	44	-	-	-	-	
5121 PARS Retirement	6,406	5,662	8,266	-	2,083	
5125 Medicare Tax	1,242	1,081	1,599	-	805	
Total:	\$ 92,403	\$ 79,863	\$ 68,095	\$ -	\$ 30,656	
OPERATING EXPENSES						
<u>ACCT.</u>						
6040 Gasoline	13,281	11,706	10,000	-	2,500	4,750
6080 Office Supplies	327	82	500	-	250	250
6250 Uniforms	1,519	1,662	2,000	-	500	500
6320 Employee Physical	-	-	-	-	-	
6378 Radio Equipment Maintenance	559	-	-	-	-	
6390 Telephone	1,987	203	-	-	-	
6391 Travel and Meetings	-	-	-	-	-	
6392 Training and Education	-	-	1,000	270	500	500
6394 Vehicle Maintenance	4,827	4,628	4,000	-	1,000	1,000
6715 Commissioner - See Hourly	-	-	-	-	3,265	
6764 Professional Services	-	-	-	-	-	
6972 Photography Equipment	393	-	-	-	-	
6990 Vehicle	-	-	-	-	-	
6993 Other Equipment	1,307	150	3,600	-	-	
Total:	\$ 24,200	\$ 18,431	\$ 21,100	\$ 270	\$ 8,015	

ACCOUNT MODIFICATIONS

ACCT.

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

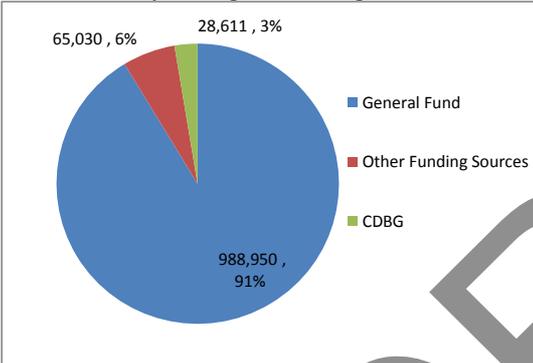
ACCT. NO.	DESCRIPTION	MUNICIPAL ENFORCEMENT
	DEPT. 4530	
	SALARIES AND BENEFITS	
5100	Public Safety & Services Manager (25%)	-
5105	Overtime	-
5110	Hourly	27,768
	2 Municipal Officers (20 hours a week)	27,768
	2 Municipal Officers (20 hours a week)	-
5120	Retirement	-
5121	PARS Retirement	2,083
5125	Medicare Tax	805
	TOTAL	30,656
	MAINTENANCE AND OPERATIONS	
6040	Gasoline	
	TOTAL	2,500
6080	Office Supplies Business Cards, Flash Lights, Clipboards, Batteries	
	TOTAL	250
6250	Uniforms	
	TOTAL	500
6392	Training and Education Training classes and seminars for commissioners/staff	
	TOTAL	500
6394	Vehicle Maintenance	
	TOTAL	1,000
6715	Commissioner Public Safety Commission (1 Chairperson @\$60 and 4 Commissioners @\$50)	3,265
	TOTAL	3,265
6993	Other Equipment Vehicle lease and MDC Software	-
	TOTAL	-

FACILITIES OPERATIONS

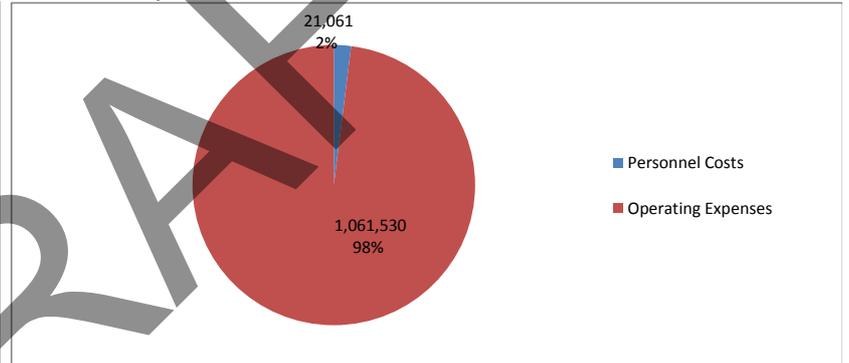
Department 4020: City Hall Operations
Operate and maintain City buildings.

DEPARTMENT SUMMARY

FY 2016-17: Adopted Program Financing



FY 2016-17: Adopted Resources Allocated



	ACTUAL 2013-14	ACTUAL 2014-15	Original 2015-16	Amended 2015-16	Adopted 2016-17
RESOURCES ALLOCATED					
Personnel Costs	32,636	38,383	22,497	20,697	21,061
Operating Expenses	381,669	733,097	984,416	1,093,884	1,061,530
Total:	\$ 414,305	\$ 771,480	\$ 1,006,913	\$ 1,114,581	\$ 1,082,591
PROGRAM FINANCING					
General Fund	409,305	766,480	973,302	1,085,970	988,950
Other Funding Sources	5,000	5,000	5,000	-	65,030
CDBG	-	-	28,611	28,611	28,611
Total:	\$ 414,305	\$ 771,480	\$ 1,006,913	\$ 1,114,581	\$ 1,082,591
PERSONNEL (FTE)					
Total:					0.50
					0.50

FACILITIES OPERATIONS

Dept. 4020: City Hall Operations

STATEMENT OF PURPOSE

Program provides the resources required to operate and maintain City Hall, Bedwell Hall, Lugo Park, Clara Street Park Facilities and the Emergency Operations Center, which includes comprehensive mechanical services, general facility maintenance, and utility systems.

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Recommended</i> 2016-17
STAFFING SUMMARY (FTEs)					
Part-Time	0.00	0.00	3.00	3.00	2.00
Total:	0.00	0.00	3.00	3.00	2.00
BUDGET SUMMARY					
Personnel Costs	32,636	38,383	22,497	20,697	21,061
Operating Expenses	381,669	733,097	984,416	1,093,884	1,061,530
Total:	\$ 414,305	\$ 771,480	\$ 1,006,913	\$ 1,114,581	\$ 1,082,591
FUNDING SOURCES					
General Fund	409,305	766,480	973,302	1,085,970	988,950
Other Funding	5,000	5,000	5,000	-	65,030
CDBG	-	-	28,611	28,611	28,611
Total:	\$ 414,305	\$ 771,480	\$ 1,006,913	\$ 1,114,581	\$ 1,082,591

KEY PROGRAM GOALS

1. Provide comprehensive maintenance services for general government buildings and appurtenant facilities.
2. Perform scheduled facility inspections, prepare maintenance deficiency reports and coordinate appropriate corrective action.
3. Develop a Facilities Master Plan to address improved maintenance, utility, and replacement cost savings.

KEY WORKLOAD MEASURES	<i>Recommended</i> 2016-17
Remodel City Council Chambers.	100%
Paint City Hall, Bedwell Hall, Lugo Park, Clara Park.	100%
Develop a Facilities Master Plan.	-
Upgrade HVAC and Lighting/Controls in City facilities.	100%
Administer and monitor performance of Janitorial contract.	100%

FOOTNOTES:

FACILITIES OPERATIONS

Dept: 4020 City Hall Operations

EXPENDITURE DETAIL

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
PERSONNEL					
ACCT.					
5105 Overtime	743	107	-	-	-
5110 Salaries, Hourly	-	-	-	-	-
5115 Part Time	28,813	35,887	20,649	20,649	19,279
5121 PARS Retirement	2,668	2,002	1,549	-	1,502
5125 Medicare Tax	412	387	299	48	280
Total:	\$ 32,636	\$ 38,383	\$ 22,497	\$ 20,697	\$ 21,061

	<i>ACTUAL</i> 2013-14	<i>ACTUAL</i> 2014-15	<i>Original</i> 2015-16	<i>Amended</i> 2015-16	<i>Adopted</i> 2016-17
OPERATING EXPENSES					
ACCT.					
6010 Buiding Materials	-	26,647	-	10,489	-
6012 Computer Supplies	140	-	-	-	-
6014 Copier Supplies	800	6,217	9,922	58,502	72,120
6040 Gasoline	424	243	-	-	-
6060 Kitchen Supplies	902	5,102	15,000	15,000	5,000
6080 Office Supplies	8,234	16,883	8,000	24,288	15,000
6312 City Membership	13,809	13,475	20,081	20,081	45,081
6318 Electricity	49,407	137,951	135,900	135,900	135,900
6323 Equipment Lease	4,074	82	-	-	-
6370 Office Equipment Maintenance	2,846	4,039	17,060	10,060	12,060
6375 Miscellaneous Expense	3,475	697	-	889	-
6376 Taxes and License	431	267	500	500	500
6380 Natural Gas	452	1,995	2,120	2,120	2,120
6385 Postage	6,663	8,036	7,000	9,000	7,000
6388 Subscription	-	104	-	-	-
6389 Special Projects	53,247	20,932	-	20,000	-
6390 Telephone	22,026	43,841	45,500	45,500	45,500
6395 Water	315	44,649	46,448	46,448	46,450
6396 Internet	7,685	5,556	4,500	4,500	4,500
6420 Liability Insurance	57,286	134,022	230,410	230,410	300,820
6490 Workers Compensation Insurance	71,794	90,039	218,507	197,335	204,150
6515 Food Distribution	-	-	55,500	30,500	28,611
6720 Contractual	10,748	105,023	111,324	180,218	106,874
6725 Construction	-	41,192	-	-	-
6742 Emergency Preparedness	1,445	6,196	3,360	3,360	3,360
6745 Engineering Services	-	-	-	-	-
6764 Professional Services	-	-	-	-	-
6810 Bank Charges	11,271	9,828	12,000	12,000	12,000
6910 Computers	28,684	-	33,300	33,300	6,500
6950 Heating and Air Conditioning	8,540	3,193	5,000	500	5,000
6970 Office Equipment	16,971	6,888	2,984	2,984	2,984
Total:	\$ 381,669	\$ 733,097	\$ 984,416	\$ 1,093,884	\$ 1,061,530

ACCOUNT MODIFICATIONS

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	FACILITY OPERATIONS
	DEPT. 4020	
	SALARIES AND BENEFITS	
5105		-
5110	Salaries, Hourly	-
5115	Part Time	19,279
	Receptionist (\$15.40per hour x 25 hrs per week each)	20,020
5121	PARS Retirement	1,502
5125	Medicare Tax	280
	TOTAL	21,061
	MAINTENANCE AND OPERATIONS	
6010	Building Materials	
	Carpet in Council Chambers & Bedwell Office	-
	New tile at Lugo Teen Center (Porcelain)	-
	Bedwell Hall, Kitchen & Lobby Floor	-
	Clara Park Restroom Tile Floor	-
	Clara Park Lobby Floor (Porcelain)	-
	Clara Park Hall Floor (Vinyl/Porcelain)	-
	Clara Park Hall Floor (Porcelain)	-
	TOTAL	-
6014	Copier Supplies	
	Copier Supplies Servicing (Contract Konika)	3,090
	Copier Lease (Contract Ricoh \$3,403 x 12 months)	40,830
	Copier Supplies Servicing (Contract Ricoh \$6,050 x 4 quarters)	24,200
	Paper	1,500
	Ink	2,500
	TOTAL	72,120
6060	Kitchen	
	Clara Park Kitchen Hood (Not in Compliance)	-
	Servicing of kitchens in all facilities	5,000
	TOTAL	5,000

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DEPT. 4020	DESCRIPTION	FACILITY OPERATIONS
6080	Office Supplies		
		Lights, water, and misc. supplies.	2,000
		Cleaning, sanitary supplies, trash liners, and paper goods	12,000
		Flags (Replace once per year)	1,000
		TOTAL	15,000
6312	City Memberships		
		Casino CPA	25,000
		Southern California Association of Governments	2,320
		California Contract Cities	2,600
		League of California Cities	7,940
		League of California Cities - Los Angeles Division	931
		Area E Disaster Management	1,200
		Gateway Water Management Authority	5,000
		Sams Club Membership	90
		TOTAL	45,081
6318	Electricity		
		City Hall (Including Library)	50,000
		Other Facilities (Lugo Park, Clara Street Park, Bedwell Hall)	85,000
		Lighting (Atlantic/Patata Intersection)	900
		TOTAL	135,900
6370	Office Equipment Maintenance		
		Generator at Lugo Park (Bi-annual Service)	3,000
		General building repairs and facility maintenance (Estimated)	3,000
		Annual Fire Extinguisher Service	600
		Fire Sprinkler Supression System (Inspection Included)	4,000
		Locksmith	1,460
		Annual Audits (Playgrounds, Skate Park and Gym)	-
		TOTAL	12,060
6376	Tax and License		
		Health Department Fees	
		TOTAL	500
6380	Natural Gas		
		City Hall	450
		Clara Street Park	1,155
		Lugo Park	515
		TOTAL	2,120
6385	Postage		
		Postage Machine Lease, postage, etc.	7,000
		TOTAL	7,000
6389	Special Projects		
		AV System @ Clara Park (Turner Hall)	-
		New Podiums	-
		Repairs to Basketball Hoop @ Clara Park Gym	-

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	FACILITY OPERATIONS
	DEPT. 4020	
	Chairs and Tables (Replace Broken Ones) Turner Hall and Lugo Teencenter Reception Area	-
	Chairs (Replace Broken Ones)	-
	Teen Center Sofa (Replace)	-
	TOTAL	-
6390	Telephone	
	Ring Central	9,400
	AT&T Landline, alarm, cell phone	36,100
	TOTAL	45,500
6395	Water	
	City Hall / Library	450
	Other Facilities (Lugo Park, Clara Street Park)	46,000
	TOTAL	46,450
6396	Internet	
	Time Warner Business Class Internet	4,500
	TOTAL	4,500
6420	Liability Insurance	
	General Liability (Including property) - MIC	154,250
	Claims Administration	5,150
	Crime Insurance	2,600
	Cyber Liability	15,000
	Insurance Management Fees (Liability and Workers Compensation)	42,300
	Program expenses (Liability and Workers Compensation)	5,800
	Expected self-insurance loss	40,000
	CJPIA Retro	35,720
	TOTAL	300,820
6490	Workers Compensation Insurance	
	Workers Compensation - MIC	90,950
	Claims Administration	7,900
	Expected self-insurance loss	75,000
	CJPIA retro Installment due 7/1/2015. Additional amounts due 7/1/16/17/18 of \$51,071	30,300
	TOTAL	204,150
6515	Food Distribution	
	Food Distribution Program	28,611
	CDBG Funded	28,611
	General Fund Share of Costs (in-kind)	-
	TOTAL	28,611

**CITY OF CUDAHY
BUDGET WORKSHEET
FY 2016-2017**

ACCT. NO.	DESCRIPTION	FACILITY OPERATIONS
	DEPT. 4020	
6720	Contractual AAA Alarm Services 5,974 Information Technology - IT Systemhouse (\$3,200 x 12 months) 38,400 Grant writing services - Restroom Cleaning Contract - Translation Services (Hilda Estrada) - CBRE - Feasibility Studay 50,000 State Mandated Cost Recovery 3,500 Pest Control (American City Pest and Termite) 6,000 Flag Poles, lights, etc. (Downey Sign and Lighting) 3,000	TOTAL 106,874
6742	Emergency Preparedness LA County Satellite Network 3,360	TOTAL 3,360
6810	Bank Charges Wells Fargo (General Fees)	TOTAL 12,000
6910	Computers Back Up Service - Dell DR4100 Disk Based 9TB Back Device and Symantec Backup Exec 2014 - Eset Antivirus (See Richard for P.O.) 5,000 Laptop for Recreation Department (Dell Latitude) - 2 Color Laser Printers - Web domain registration and service fees 1,000 Website SSL Certificates and other hosting Costs 500 Reception Area Cash Receipt Printer (Compatible with current OS) - Audio/Video Recording for Council Chamber - Network Switches (Netgear ProSAFE GS748Tv5 48-Port) -	TOTAL 6,500
6950	Heating and Air Conditioning A/C Servicing 5,000	TOTAL 5,000
6970	Office Equipment Business Cards (JV Printing) 2,000 Storage Bin (Haul-Away) 984	TOTAL 2,984

Total \$ 257,900 502,808 199,383 \$ 960,091

	Discretionary for Future Period	Adjustments	Seeking Other Funding Sources
Animal Regulation	-	10,000	-
City Clerk			
Personnel			
Advertising	-	7,500	-
Travel, meeting, and memberships			
Office equipment, supplies, and other contractual	-	6,500	-
City Council			
Training	-	15,000	-
Public Relations Consultant	-	30,000	-
Legislative advocate	-	24,000	-
City Manager			
Personnel			
Auto Allowance			
Memberships, Office Supplies, Travel, Training and Education	-	6,175	-
City Quarterly Magazine	-	-	68,000
Community Development Dept.			
Non-personnel	-	5,900	-
Community Preservation			
Personnel (non-CDBG) / Supplies / Code Update	-	-	5,353
Crossing Guards	-	36,200	-
Facilities Operations			
Personnel	-	21,062	-
Carpet in Council Chambers & Bedwell Office	12,500	-	-
New tile at Lugo Teen Center (Porcelain)	32,000	-	-
Bedwell Hall, Kitchen & Lobby Floor	16,500	-	-
Clara Park Restroom Tile Floor	7,500	-	-
Clara Park Lobby Floor (Porcelain)	21,000	-	-
Clara Park Hall Floor (Vinyl/Porcelain)	25,000	-	-
Clara Park Hall Floor (Porcelain)	39,000	-	-
Copier Lease (Contract Ricoh \$3,403 x 12 months)	-	-	40,830
Copier Supplies Servicing (Contract Ricoh \$6,050 x 4 quarters)	-	-	24,200
Office Equipment Maintenance (Generators, Fire Sprinklers, etc)	-	5,000	-
AV System @ Clara Park (Turner Hall)	10,000	-	-
New Podiums	5,000	-	-
Repairs @ Clara Park Gym	5,400	-	-
Chairs and Tables (Replace Broken Ones)	22,000	-	-
Turner Hall and Lugo Teencenter Reception Area			
Chairs (Replace Broken Ones)	2,000	-	-
Teen Center Sofa (Replace)	2,000	-	-
Food Distribution (General Fund share of cost) - Find a Non-profit	-	11,889	15,000
Translation Services	-	50,000	-
Flag Poles, lights, etc. (Atlantic Blvd)	-	18,950	-
Grant writing services	-	15,500	-
Back Up Service	10,300	-	-
Laptop for Recreation Department (Dell Latitude)	1,500	-	-
2 Color Laser Printers	1,200	-	-
Audio/Video Recording for Council Chamber	15,000	-	-
Finance Administration			
Supplies and memberships	-	780	-
Travel and Meeting (departmental)	-	995	-
Training and Education (departmental)	-	2,130	-
Contractual	-	9,900	-
Special Projects	30,000	-	-
Housing and Community Development			
Personnel (non-CDBG)	-	13,328	-
Municipal Enforcement			
Personnel	-	31,033	-
Non-Personnel	-	1,485	-
Leasing of Vehicle and Equipment	-	28,600	-

	Discretionary for Future Period	Adjustments	Seeking Other Funding Sources
Parks Maintenance			
Water irrigation system maintenance, repair, and expansion pump	-	3,000	-
General plumbing and electrical repairs with purchase of snake	-	3,000	-
Landscape materials - Plants and Trees	-	2,000	-
General Repairs	-	2,000	-
Training and Education	-	1,000	-
Personnel			
Office Supplies / Secure Filing Cabinet	-	500	-
Advertising	-	2,500	-
Employee Physical including Live Scan)	-	1,000	-
Employee/Commissioner/City Council Recognition	-	12,000	-
Travel & related cost to IMPA Conference	-	2,500	-
City-wide employee Training	-	5,950	-
IPMA Conference Program and Exam	-	1,600	-
NeoGov Annual License Fee	-	7,050	-
Government Jobs.com (Annual Subscription)	-	750	-
Human Resource Consulting Service	-	39,025	-
Planning			
Personnel	-	12,569	-
Non-Personnel	-	3,000	-
Zoning Code Update	-	20,000	-
Purchasing			
Personnel	-	27,433	-
Non-Personnel	-	4,004	-
Recreation			
Fitness Center Staffing	-	-	42,000
Food Distribution Staffing	-	-	4,000

Use of Fund Balance \$ 15% 20% 24%
 1,498,945 1,165,677 884,506

Estimated Fund Balance 6/30/2016	2,500,000	2,500,000	2,500,000
Revenues	6,673,700	6,673,700	6,673,700
Expenditures	(8,172,645)	(7,839,377)	(7,558,206)
Estimated Fund Balance 6/30/2017	1,001,055	1,334,323	1,615,494

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
Expenditures	9,132,736	8,172,645	7,839,377	7,558,206
Accounting				
Personnel	148,412	148,412	148,412	148,412
Total Accounting		148,412		
Animal Regulation	30,000	20,000	20,000	20,000
Total Animal Regulation		20,000		
Building Regulation				
Personnel	86,159	86,159	86,159	86,159
Building Officeal Services	37,500	37,500	37,500	37,500
Plan Check Services	15,000	15,000	15,000	15,000
Fees, Office Supplies, Training, and Memberships	1,690	1,690	1,690	1,690
Total Building Regulation		140,349		
Business License				
Personnel	57,730	57,730	57,730	57,730
Total Business License		57,730		
City Attorney	300,000	300,000	300,000	300,000
Total City Attorney		300,000		
City Clerk				
Personnel	63,960	63,960	63,960	63,960
Advertising	15,000	7,500	7,500	7,500
Travel, meeting, and memberships	5,650	5,650	5,650	5,650
Office equipment, supplies, and other contractual	7,500	1,000	1,000	1,000
Total City Clerk		78,110		

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
City Council				
Personnel	68,738	68,738	68,738	68,738
Auto Allowance	22,500	22,500	22,500	22,500
Plaques and Badges	2,040	2,040	0	0
Memberships (NALEO, Contract Cities, League of Cities, SCAG)	9,683	9,683	0	0
Training	25,000	10,000	0	0
Pulic Relations Consultant	60,000	30,000	0	0
Community Relations Consultant	15,000	15,000	0	0
Legislative advocate	48,000	24,000	0	0
Total City Council		181,961		
City Manager				
Personnel	180,638	180,638	180,638	180,638
Auto Allowance	4,800	4,800	4,800	4,800
Memberships, Office Supplies, Travel, Training and Education	7,180	1,005	1,005	1,005
City Quarterly Magazine	68,000	0	0	0
Total City Manger		186,443		
Community Development Dept.				
Personnel	117,480	117,480	117,480	117,480
Auto Allowance	4,200	4,200	4,200	4,200
Non-personnel	6,400	500	500	500
Total Community Development		122,180		
Community Preservation				
Personnel (non-CDBG) / Supplies / Code Update	26,616	21,263	21,263	13,363
Total Community Preservaiton		21,263		
Crossing Guards				
	36,200	0	0	0
Total Crossing Guards		0		
Elections				
	68,000	68,000	68,000	68,000
Total Elections		68,000		
Engineering				
Personnel	54,405	54,405	54,405	54,405
Office Supplies, Memberships, Trainings	2,490	2,490	2,490	2,490
Catch basin cleaning and industrial waste inspeciton	17,500	17,500	17,500	17,500
Sewer System Recertification	5,000	5,000	5,000	5,000
Engineering Services	75,000	75,000	75,000	75,000
National Pollutant Discharge Elimination System & Related Reglatory Costs	105,000	105,000	105,000	105,000
Gateway Water Management Authority annual membersip	5,000	5,000	5,000	5,000

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
Total Engineering		264,395		
Facilities Operations				
Personnel	42,123	21,061	21,061	21,061
Carpet in Council Chambers & Bedwell Office	12,500	0	0	0
New tile at Lugo Teen Center (Porcelain)	32,000	0	0	0
Bedwell Hall, Kitchen & Lobby Floor	16,500	0	0	0
Clara Park Restroom Tile Floor	7,500	0	0	0
Clara Park Lobby Floor (Porcelain)	21,000	0	0	0
Clara Park Hall Floor (Vinyl/Porcelain)	25,000	0	0	0
Clara Park Hall Floor (Porcelain)	39,000	0	0	0
Copier Suupplies Servicing (Contract Konika)	3,090	3,090	3,090	3,090
Copier Lease (Contract Ricoh \$3,403 x 12 months)	40,830	0	0	0
Copier Supplies Servicing (Contract Ricoh \$6,050 x 4 quarters)	24,200	0	0	0
Paper + ink	4,000	4,000	4,000	4,000
Servicing of kitchens in all facilities	5,000	5,000	5,000	5,000
Lighting, water, and misc. supplies	2,000	2,000	2,000	2,000
Cleaning, sanitary supplies, trash liners, and paper goods	12,000	12,000	12,000	6,000
Flags (Replace once per year)	1,000	1,000	1,000	1,000
City Memberships	20,081	20,081	0	0
Casino JPA membership	25,000	25,000	0	0
Electricity	135,900	135,900	135,900	135,900
Office Equipment Maintenance (Generators, Fire Sprinklers, etc)	17,560	12,560	12,560	12,560
Natural Gas	2,120	2,120	2,120	2,120
Postage Machine Lease, postage, etc.	7,000	7,000	7,000	7,000
AV System @ Clara Park (Turner Hall)	10,000	0	0	0
New Podiums	5,000	0	0	0
Repairs @ Clara Park Gym	5,400	0	0	0
Chairs and Tables (Replace Broken Ones)	22,000	0	0	0
Turner Hall and Lugo Teencenter Reception Area				
Chairs (Replace Broken Ones)	2,000	0	0	0
Teen Center Sofa (Replace)	2,000	0	0	0
Telephone (VOIP, land lines, and cell phones)	45,500	45,500	45,500	45,500
Water	46,450	46,450	46,450	46,450
Internet	4,500	4,500	4,500	4,500
Liability Insurance	300,820	300,820	300,820	300,820
Workers Compensation Insurance	204,150	204,150	204,150	204,150
Food Distribution (General Fund share of cost)	26,889	0	0	0

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
Translation Services	50,000	0	0	0
CBRE - Feasibility Studay	50,000	50,000	50,000	0
Information Technology Monthly Service	38,400	38,400	38,400	38,400
Flag Poles, lights, etc. (Atlantic Blvd)	21,950	3,000	3,000	3,000
Grant writing services	15,500	0	0	0
Other Contractual (emergency preparedness, alarm system, pest control)	30,834	30,834	30,834	30,834
Back Up Service	10,300	0	0	0
Antivirus annual software license	5,000	5,000	5,000	5,000
Laptop for Recreation Department (Dell Latitude)	1,500	0	0	0
2 Color Laser Printers	1,200	0	0	0
Web domain and hosting	1,500	1,500	1,500	1,500
Audio/Video Recording for Council Chamber	15,000	0	0	0
A/C Servicing	5,000	5,000	5,000	5,000
Office equipment and rentals	2,984	2,984	2,984	2,984
Total Facilities Operations		988,950		
Finance Administration				
Personnel	56,321	56,321	56,321	56,321
Auto Allowance	4,200	4,200		
Supplies and memberships	2,280	1,500	1,500	1,500
Travel and Meeting (departmental)	995	0	0	0
Training and Education (departmental)	2,130	0	0	0
Annual Audit	67,538	67,538	67,538	67,538
Contractual	24,400	14,500	14,500	14,500
Accounting Software Maintenance Contract	9,100	9,100	9,100	9,100
Special Projects	30,000	0	0	0
Total Finance Administration		153,159		
Housing and Community Development				
Personnel (non-CDBG)	21,883	8,555	8,555	8,555
Total Housing Rehab SFD		8,555		
Municipal Enforcement				
Personnel	61,689	30,656	30,656	30,656
Commissioners	3,265	3,265	3,265	3,265
Non-Personnel	6,235	4,750	4,750	4,750
Leasing of Vehicle and Equipment	28,600	0	0	0
Total Municipal Enforcement		38,671		

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
Parks Maintenance				
Parks Maintenance Staffing	3,610	3,610	0	0
Special Events Staffing	3,410	3,410	3,410	3,410
Reservations Staffing	2,850	2,850	2,850	2,850
Playground Wood Chips	8,000	8,000	8,000	8,000
Baseball Field Brick Dust	3,000	3,000	3,000	3,000
Water irrigation system maintenance, repair, and expansion pump	3,000	0	0	0
General plumbing and electrical repairs with purchase of snake	3,000	0	0	0
Landscape materials - Plants and Trees	2,000	0	0	0
General Repairs	2,000	0	0	0
Training and Education	1,000	0	0	0
Contract Landscape Maintenance (MCE)	100,000	100,000	100,000	100,000
AQMD Permit + State Fees	1,020	1,020	1,020	1,020
ADA Compliance Projects	195,000	195,000	100,000	50,000
Total Parks Maintenance		316,890		
Personnel				
Personnel	138,354	138,354	138,354	138,354
Unfunded Retirement Liability (General Fund only)	146,900	146,900	146,900	146,900
Office Supplies / Secure Filing Cabinet	1,000	500	500	500
Advertising	3,500	1,000	1,000	1,000
Gateway Public Employment Consortium	3,100	3,100	3,100	3,100
Employee Physical including Live Scan)	2,000	1,000	1,000	1,000
Employee/Commissioner/City Council Recognition	12,000	0	0	0
Travel & related cost to IMPA Conference	3,000	500	500	500
City-wide employee Training	5,950	0	0	0
Education/Tuition Reimbursement Program	5,000	5,000	5,000	5,000
IPMA Conference Program and Exam	1,600	0	0	0
Retiree insurance	110,800	110,800	110,800	110,800
NeoGov Annual License Fee	7,050	0	0	0
Government Jobs.com (Annual Subscription)	750	0	0	0
Human Resource Consulting Service	66,025	27,000	27,000	0
Total Personnel		434,154		
Planning				
Personnel	62,539	49,970	49,970	49,970
Commissioners	3,600	3,600	3,600	3,600
Non-Personnel	6,300	3,300	3,300	3,300

	<u>Requested</u>	<u>Option 15%</u>	<u>Option 20%</u>	<u>Option 24%</u>
General Plan Update - Part 2	243,000	243,000	243,000	243,000
Zoning Code Update	20,000	0		
Total Planning		299,870		
Police Services	4,040,938	4,040,938	4,040,938	4,040,938
Total Police Services		4,040,938		
Purchasing				
Personnel	27,433	0	0	0
Non-Personnel	4,004	0	0	0
Total Purchasing		-		
Recreation				
Coordinators	55,571	55,571	55,571	20,000
Parks and Recreation Commission	2,970	2,970	2,970	2,970
Aging and Senior Citizen Commission	2,370	2,370	2,370	2,370
Teen Center (See Woodcraft Rangers)				
Fitness Center Staffing	42,000	0	0	0
Turner Hall Staffing	25,200	25,200	25,200	0
Clara Gym Staffing	14,000	14,000	14,000	0
Swapmeet Staffing	14,000	14,000	14,000	14,000
Food Distribution Staffing	4,000	0	0	0
Special Events Staffing	6,700	6,700	6,700	6,700
Reservation of facilities	14,500	14,500	14,500	14,500
Special supplies - youth, seniors	1,050	1,050	0	0
Travel and meeting	1,000	1,000	0	0
Travel and meeting - Commissioners	3,000	3,000	0	0
Senior Programs (Monthly events)	7,150	7,150	7,150	7,150
Specal Events x 8	55,104	55,104	14,500	0
Woodcraft Rangers / Kids-in-Sports	100,000	100,000	51,000	0
Total Recreation		302,615		