

City of
HUNTINGTON PARK California

**NOTICE OF A SPECIAL MEETING
OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON PARK
CALLED BY MAYOR MARIO GOMEZ**

NOTICE IS HEREBY GIVEN THAT a special meeting of the City Council of the City of Huntington Park is hereby called to be held on Tuesday, September 24, 2013 at 6:00 p.m. in the Council Chambers located on the 2nd Floor of City Hall at 6550 Miles Avenue, Huntington Park, for the purpose of considering and/or taking action on the following:

1. REGULAR AGENDA

- 1.1 Review and discuss Fiscal Year 2013-2014 Budget Phase I adjustments for administration and Finance Department.**

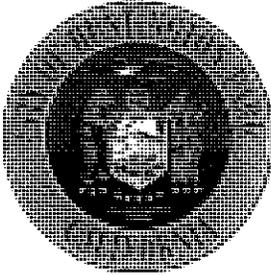
IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review and discuss the Fiscal Year 2013-2014 Phase I General Fund budget adjustments for Administration and the Finance Department.

Per Ordinance No. 544-NS, the public has (3) three minutes to address the City Council on any item described on this notice before or during consideration of the item.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting. Dated this 23rd day of September, 2013.

By Rocio Martinez
Rocio Martinez, Acting City Clerk



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

September 24, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

REVIEW AND DISCUSS FISCAL YEAR 2013-2014 BUDGET PHASE I ADJUSTMENTS FOR ADMINISTRATION AND FINANCE DEPARTMENT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review and discuss the Fiscal Year 2013-2014 Phase I General Fund budget adjustments for Administration and the Finance Department

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City Council approved Phase I General Fund budget adjustments for the Departments of Parks and Recreation, Police, and Public Works on September 10, 2013. In addition, Council instructed staff to present Phase I adjustments for Administration and the Finance Department for review and discussion on September 24, 2013.

Target savings amounts:

- 5% = \$90,000 of Administration
- 5% = \$80,000 of Finance Department

FISCAL IMPACT/FINANCING

The Phase I adjustments for Administration and the Finance Department include three components:

1. Vacant City Clerk position: \$80,141
 2. IT desktop support : \$4,680
 3. Telephone line consolidation: \$3,648
- Total General Fund savings: \$88,469**

REVIEW AND DISCUSS FISCAL YEAR 2013-2014 BUDGET PHASE I FOR
ADMINISTRATION AND FINANCE DEPARTMENT

September 24, 2013

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Administration

The vacant City Clerk position will remain unfilled, representing a General Fund budget savings of \$80,141. The functions of the City Clerk's Office will continue to be carried out by the Acting City Clerk and support staff.

1. City Clerk salaries and benefits: \$80,141

Note: The total compensation, including benefits, for the City Clerk position is \$147,679, which is allocated 54.27% to the General Fund (\$80,141). The remaining \$67,538 is allocated to the Risk Management Fund.

The Phase I Administration budget savings of \$80,141 represents 4.4% of the Administration's \$1.8 million budget.

Finance Department

The City Council approved changes to the Information Technology (IT) desktop support service structure on July 15, 2013. IT desktop support services will be performed under a hybrid structure, utilizing a part-time City employee as well as services through Alvaka Networks, the City's third-party IT consultant. The IT specialist position is currently in the process of being filled.

2. IT desktop support savings: \$4,680
 - a. Previous IT support model: \$34,320
 - b. New hybrid IT support model: \$29,640

Savings: \$4,680

The Finance Department has eliminated 24 City Hall telephone lines, resulting in an annual savings of \$3,648. Staff presented the detailed telephone line consolidation plan to the City Council on August 13, 2013. The reduction in telephone lines will not have a negative impact on current services or the public's ability to contact City Hall via telephone. The telephone lines that were eliminated were either unused or seldom used.

3. Telephone line consolidation savings: \$3,648
 - a. Previous telephone costs: \$13,392
 - b. Consolidated telephone costs: \$9,744

Savings: \$3,648

The Phase I Finance Department budget savings of \$8,328 represents 0.5% of the department's \$1.59 million budget.

REVIEW AND DISCUSS FISCAL YEAR 2013-2014 BUDGET PHASE I FOR
ADMINISTRATION AND FINANCE DEPARTMENT

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It is important to note that the Administration and Finance Department General Fund budgets are composed primarily of employee salary and benefit costs. In addition, Administration and the Finance Department serve as administrative support to all other departments. Further significant reductions to these budgets would, therefore, require staff cuts and reductions in service. Additional budgetary saving measures will be explored at length in Phase II.

CONCLUSION

City staff will provide additional budget information on October 7, 2013, per City Council direction.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JULIO F. MORALES
Director of Finance