CITY OF BELL
FISCAL YEAR 2015-16 ADOPTED BUDGET

EXPENDITURES SUMMARY
CITY ADMINISTRATION

FUND #	PROGRAM #	*TITLE*	PERSONNEL ESTIMATED EXPENDITURES	OPERATION ESTIMATED EXPENDITURES	TOTAL ESTIMATED EXPENDITURES	TOTAL TRANSFER OTHER	TRANSFER (RETIREMENT)	NET ESTIMATED EXPENDITURES
001	10	CITY COUNCIL	91,562	76,500	168,062	0	(9,264)	158,798
001	15	CITY MANAGER	246,633	8,200	254,833	0	(36,451)	218,382
001	25	HUMAN RESOURCES	137,036	102,250	239,286	0	(33,965)	205,321
001	45	CITY ATTORNEY	0	595,000	595,000	0		595,000
001	50	CLERK	100,094	105,400	205,494	0	(5,111)	200,383
	GENERAL FUND TOTAL		**$575,325**	**$887,350**	**$1,462,675**	**$0**	**(84,791)**	**$1,377,884**
850	40/90/95	RISK MANAGEMENT	25,146	1,542,000	1,567,146	0	(2,307)	1,564,839
	RISK MANGEMENT FUND TOTAL		**$25,146**	**$1,542,000**	**$1,567,146**	**$0**	**(2,307)**	**$1,564,839**
	GENERAL FUND TOTAL		**$600,472**	**$2,429,350**	**$3,029,822**	**$0**	**($87,098)**	**$2,942,723**

CITY COUNCIL

- **Legislation**
- **Policy**
- **Supervision**

MAYOR ALI SALEH

VICE MAYOR ALICIA ROMERO

COUNCIL MEMBER FIDENCIO JOEL GALLARDO

COUNCIL MEMBER ANA MARIA QUINTANA

COUNCIL MEMBER NESTOR ENRIQUE VALENCIA

City of Bell
FY 2015-2016 Budget

Fund 001-10-00-0000-000-XXXX - City Council

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected		FY 2015-16 Rec
EXPENDITURES									
Personnel									
Full-time Employees	5100	50,544	40,536	40,403	40,381	96,801	0		0
Part-time Employees (City Council)	5200	0	0	0	0	0	40,803	A	40,381
Health Insurance	5930	47,889	4,724	68,751	64,671	73,384	48,513		32,959
Vision Insurance	5931	0	0	0	0	1,293	849		635
Dental Insurance	5932	0	0	0	0	9,135	5,831		4,163
Life Insurance	5933	0	0	0	0	1,224	1,071		1,071
CalPERS Employer	5910	0	0	0	0	0	9,378		9,264
FICA & MEDI Taxes	5900	1,412	2,863	3,171	3,268	3,907	3,713		3,089
Deferred Compensation		0	0	0	0	0	0		0
Total Personnel		99,845	48,123	112,325	108,320	185,744	110,158		91,562
Operations									
Professional Services	6100	8,394	1,500	37,650	8,082	65,000	22,906	B	50,000
Publications/Dues	7850	0	0	300	1,682	1,500	0		1,500
Conference/Seminars	7905	0	5,675	10,174	18,115	12,500	3,194	C	7,500
Education/Travel	7900	0	4,881	5,834	13,451	12,500	4,110	C	7,500
Office Supplies	7700	858	1,139	2,625	372	4,000	2,571		4,000
Department Supplies	7755	660	1,894	5,188	3,895	12,000	4,457		6,000
Total Operations		9,912	15,089	61,771	45,597	107,500	37,238		76,500
Total GF Expenditures		109,757	63,212	174,096	153,917	293,244	147,397		168,062
NET TRANSFERS RETIREMENT FUND (106)		0	0	0	0	0	(9,378)		(9,264)
Grand Total Expenditures		109,757	63,212	174,096	153,917	293,244	138,019		158,798

A) City Council stipend.

B) Professionals Services-$22,906 expense reflects the cost for the following:

1) $19,737 for Assitant to City Council services

2) $618 for consulting services from Amistad Associates

3) $2,550 for livstream services from Los Angeles Cable Tele Access

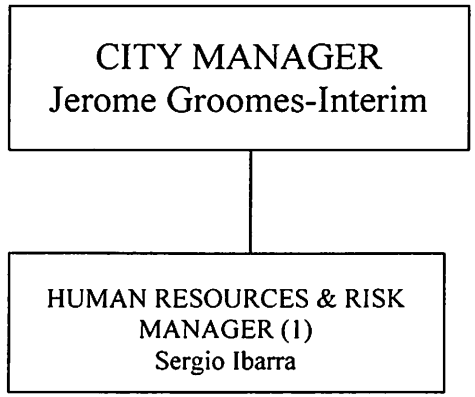
E)(Expenses for Conference/Seminars and Education/Travel are as of 04/27/15.

The Administrative Specialist position was not filled, therefore there is an estimated savings of $66,000 in salary and benefits.

CITY MANAGER

- Enforce City Ordinances
- Human Resources/Risk Management
- Implementation & Administration of Council Policy
- Preparing Budgets
- Supervise Activities of City Departments

City Manager's Office
Current Organizational Chart



City Manager's Office
Full Time (2)
Part Time (0)
Vacant (1)

0200 - City Manager

2015/16
BUDGET

DEPARTMENT: City Manager
PROGRAM: 0200 - City Manager
FUND: 001 - General

PROGRAM DESCRIPTION:

The City Manager, as Chief Executive Officer of the City, is responsible for various functions assigned by the City's Charter and City Council. These include overseeing the implementation and administration of Council policy, supervising the activities of all City departments, enforcing City ordinances, preparing the operating and capital improvement budgets, completing the publication of periodic reports to the public, and such other duties and responsibilities as may be assigned by the City Council. To accomplish this, the City Manager is involved in community, county, regional, and state issues, as well as supporting and guiding the City organization.

The department oversees public information and community outreach, human resources and the Assistant City Clerk. It retains direct responsibility over a number of projects and programs including the development of performance measurements, long term capital financing, organizational development and strategic planning. The department also sees that community concerns and service requests are responded to, offers information and recommendations to the City Council and provides guidance to operating departments in the development and implementation of policies and services established by the City Council.

2014/15 PROGRAM ACCOMPLISHMENTS:

- Implemented a strategy to redevelop downtown area of Gage and Atlantic Avenues
- Worked with a developer to bring businesses that bring new jobs to Dexia property
- Started Charter Reform process
- Continued regular Community Forums

2015/16 PROGRAM OBJECTIVES:

- Continue to foster Bell's development as a high performing organization
- Continue to develop and implement a strategy to develop and improve infill properties in the City
- Continue to develop and implement a strategy to improve and re-develop City housing properties.
- Continue to implement best practices throughout City Hall functions.
- Continue the Charter Reform process
- Continue regular Community Forums

City of Bell
FY 2015-2016 Budget

Fund 001-15-00-0000-000-XXXX- City Manager

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec	
EXPENDITURES									
Personnel									
Full-time Employees	5100	84,910	10,769	216,007	166,451	180,400	180,400	180,400	A
Part-time Employees	5200	3,085	5,754	2,795	4,811	10,000	0	0	
Holiday	5500	4,024	0	12,856	9,820	0	0	0	
Sick Leave	5500	0	0	5,625	3,618	0	0	0	
Vacation	5510	0	0	19,446	16,490	0	0	0	
Health Insurance	5930	13,427	60	36,249	21,266	18,695	15,433	14,150	B
Vision Insurance	5931	0	0	0	0	259	212	255	B
Dental Insurance	5932	0	0	0	0	1,827	1,458	1,265	B
Life Insurance	5933	0	0	0	0	204	170	158	B
CalPERS Employer	5910	0	0	0	0	0	34,312	36,451	
FICA & Meditax	5900	237	973	19,424	12,700	10,015	13,800	13,954	
Overtime	5300	16	0	0	0	0	0	0	
Paid in Lieu of Vacation	5570	65,581	3,365	0	8,569	0	20,373	0	C
Total Personnel		171,280	20,921	312,402	243,725	221,400	266,158	246,633	
Operations									
Publication & Dues	7850	0	130	3,207	2,800	2,000	50	2,000	
Conferences/Seminars	7905	1,557	272	6,943	5,424	5,000	4,932	2,500	
Education/Travel	7900	0	1,118	2,526	6,181	5,000	1,623	2,500	
Professional Services	6100	156,771	142,497	0	150	0	4,704	0	D
Office Supplies	7700	12	1,108	730	109	0	0	0	
Department Supplies	7755	115	49	89	944	1,200	860	1,200	
Expense Account		0	396	7	0	0	0	0	
Total Operations		158,455	145,570	13,502	15,608	13,200	12,169	8,200	
Capital Outlay		0	2,014	0	0	0	0	0	
Total GF Expenditures		329,735	168,505	325,904	259,333	234,600	278,327	254,833	
NET TRANSFERS RETIREMENT FUND (106)		0	0	0	0	0	(34,312)	(36,451)	
Grand Total Expenditures		329,735	168,505	325,904	259,333	234,600	244,015	218,382	

A) Full Time Employees Salary reflects the following:
Interim City Manager's salary from July thorugh September 2015.
Permanent City Manager's salary from October 2015 through June 2016.

B) Heatlh, Vision, Dental and Life Insurance reflects the estimated cost for the permanent City Manager. The Interim City Manager does not receive benefits. (Estimated Savings of $5,220.00)

C) $20,373 reflects the vacation pay out due to previous City Manager's departure.

D) $4,704 reflects Interim City Manager services from 02/25-03/08/15

0800 – Human Resources

2015/16 BUDGET

DEPARTMENT: City Manager
PROGRAM: 0800 – Human Resources
FUND: 001 - General

PROGRAM DESCRIPTION:

To administer the City's Human Resources program by providing support to all City departments in attracting and retaining highly-qualified employees. The program manages a variety of functions including coordination of recruitment and employee selection; maintenance of the City's personnel records; maintenance of the City's classification specifications; oversees labor relations activities, including labor negotiations and administers the provisions of the collective bargaining agreements; reviews grievances and disciplinary actions; administers employee benefits programs; administers risk management and workers compensation; documentation of statutory and regulatory compliance, and provides administrative support to the City Manager's office.

Program goals are 1) to effectively maintain a comprehensive modern Human Resources program and establish the City as a learning organization.; 2) to improve the recruitment, examination and hiring process; 3) to administer the Memorandum of Understanding (MOU's) with employee bargaining groups; 4) to retain, train and motivate employees committed to providing service that exceeds community expectations; 5) to keep employees' well informed through ongoing communication and recognition programs; and 6) to assist in the implementation of organizational change through maintenance of job classification specifications.

DESCRIPTION OF SIGNIFICANT PROGRAM CHANGES:

The 2015-2016 budget includes funding for the implementation of an Employee Assistance Program (E.A.P.) which provides a comprehensive approach that provides essential services to City employees including Employee Orientation programs, work/life consultation programs, management/supervisory training; wellness newsletter, crisis management strategies and supervisor referrals for disciplinary and performance issues. The budget also includes the funding for an employee recognition program to improve morale and employee holiday celebration for team building. Funding also provides for the ongoing training for mid-level supervisors on the City's employee evaluations program and new Administrative Rules, $20,000; and funding for a professional services line item which will pay for professional services to fill Executive level vacancies, City Manager recruitment, background checks, Office of Administrative Hearings, and an update to the City Classification Study, $53,000.

2014/15 PROGRAM ACCOMPLISHMENTS:

- Updated the City's Recruitment protocols and internal controls for our hiring process.
- Assisted in the development of policies, benefits, and compensation as may be adopted for employees of the City.
- Provided supervisors with access to Liebert Cassidy Whitmore Consortium trainings. Worked with Department Heads to identify pertinent trainings for employee development.
- Developed a recruitment tracking system and processed 30 total authorized (FT/PT) positions.
- Successfully hired (1) Police Chief, (3) new police officers and (1) Police dispatcher.
- Provided staff online accessibility to City policy and benefit documents.

2015/16 PROGRAM OBJECTIVES:

- Negotiate a new Memoranda of Understanding with the Bell Police Officer Association and the Bell City Employees Association.

- Finalize the draft City Administrative Rules update and continue to assist in the development of policies and procedures to support best practices throughout all departments. Develop and implement performance evaluation system for all employees.
- To assess and implement necessary changes to the City's risk management program and related functions and work with the City's Risk Management pool to develop a training program for City Staff.
- To provide high-quality citywide training programs and administer internal first-line supervisory training.
- To maintain and enhance communications with and between employee bargaining units, management and employees.

City of Bell
FY 2015-2016 Budget

Fund 001-25-00-00-0000-000-XXXX - Human Resources

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec
EXPENDITURES								
Personnel								
Full-time Employees	5100	66,149	45,500	59,658	55,866	156,758	156,758	85,211
Part-time Employees	5200	0	0	0	14,434	12,000	12,000	0
Holiday	5500	3,428	2,701	3,435	3,726	0	0	0
Sick Leave	5500	1,714	1,503	404	9,281	0	0	0
Vacation	5510	566	5,784	0	3,476	0	0	0
Health Insurance	5930	11,812	3,000	6,761	16,773	35,598	35,598	6,776
Vision Insurance	5931	0	0	0	0	517	517	259
Dental Insurance	5932	0	0	0	0	3,654	3,654	1,715
Life Insurance	5933	0	0	0	0	408	408	214
CalPERS Employer	5910	0	0	0	0	0	39,702	33,965
FICA and Medi taxes	5900	3,676	3,932	4,804	6,855	12,166	12,166	8,896
Paid in Lieu of Vacation	5570	(6,798)	0	0	0	0	0	0
Total Personnel		80,547	62,420	75,062	110,411	221,101	260,803	137,036
Operations								
Advertising/Legal Notices	7510	0	100	3,023	3,086	3,000	3,000	6,000
Publication & Dues	7850	0	280	275	640	4,000	4,000	4,750
Professional Services	6100	1,077	4,437	43,771	41,048	25,000	25,000	53,000
Conferences/Seminars	7905	0	0	768	216	4,000	4,000	2,000
Education/Travel	7900	0	500	838	1,915	4,000	4,000	2,000
Citywide Training	7907	0	0	0	0	35,000	35,000	20,000
Police Medical	7215	823	87	170	0	300	300	0
Other Medical	7215	624	0	1,985	1,876	1,700	1,700	7,500
Office Supplies	7700	59	0	61	1,070	1,000	1,000	1,500
Department Supplies	7755	928	833	868	1,734	1,000	1,000	5,500
Legal	6105	1,315	11,369	0		0	0	0
Total Operations		4,826	17,606	51,759	51,585	79,000	79,000	102,250
Total GF Expenditures		85,373	80,026	126,821	161,996	300,101	339,803	239,286
NET TRANSFERS								
RETIREMENT FUND (106)		0	0	0	0	0	(39,702)	(33,965)
Grand Total Expenditures		85,373	80,026	126,821	161,996	300,101	300,101	205,321

*Includes recruitment costs to fill Executive level positions.

CITY ATTORNEY

- Advice & Legal Review
- Enforcement & Prosecution of the Bell Municipal Code
- Litigation

0600 – City Attorney

2015/16 BUDGET

PROGRAM DESCRIPTION:

The City Attorney program is a support function that assists the City Council, City management and City departments to accomplish City goals, and core operational functions in accordance with the law. The City Attorney function also includes representation of the City in litigation and/or litigation management, and enforcement of the Bell Municipal Code. The City Attorney program is a contract service. Program goals include:

Legal review and advice: Providing prompt and thorough legal advice to ensure general compliance with all applicable laws and to minimize liability exposure. Legal advice to the City Council includes advice and training on the open meeting requirements and other procedural requirements and conflicts of interest. Legal advice to City staff ranges from providing opinions on legal matters that arise out of the development review process to engaging in negotiations of proposals and reviewing and preparing documents, such as resolutions, ordinances, and contracts.

Litigation: Defending or managing the defense of claims and litigation against the City; initiating civil actions on behalf of the City.

Enforcement: Enforcing and prosecuting violations of the Bell Municipal Code.

DESCRIPTION OF SIGNIFICANT PROGRAM CHANGES:

In light of the Crisis of 2010, the City continues to incur significant legal costs. Legal fees have annually exceeded $1 million and peaked at $2.3 million two years ago, although the City recovered almost $10 million in a 3-year period. The City continues to have a moderate caseload, but after this fiscal year a reduction of legal fees is anticipated. Budgeted amount for FY 2015 is $595,000 in the General Fund for general legal services, and $119,000 for legal services charge to Special Funds.

PROGRAM ACCOMPLISHMENTS:

Approximately $75 million of potential liability eliminated and recovery of over $10 million including:

- Attorney General Litigation – The Attorney General sued the City and the Bell 8 in 2010 on behalf of the taxpayers seeking to block pension payouts and obtain restitution for the excessive salaries. The City opposed the AG, and at the Trial Court, Judge Dau ruled that the AG could not bring the action. On appeal, the new City Council and City Attorney reversed the City's position and supported the AG, and the Court of Appeal in March in a case of great importance (*Kamala Harris v. Robert Rizzo)* which ruled that the AG did have authority to bring the action and that public officials who were paid in excess of Charter limits, and whose salary was "fraudulent" or "palpably unreasonable" could be required to pay restitution to the City for the "improper" salaries. This case not only opens the door for the City to recover millions in excessive salaries, but will have important statewide implications in causing future public officials to avoid the excesses of the Bell 8. In a second appeal, *Bell v. Superior Court,* the Court of Appeal in October again supported the City's position ruling that the Bell 8 indemnity claims were contrary to statute and public policy. The Legal defense/indemnity claims of the Bell 8 could have cost the City over $5 million. The Attorney General still is pursuing claims against the Bell 8 and the City is coordinating with the Attorney General. The matter should go to trial in this fiscal year.

- Corcoran Settlement – Reduced the City's liability from potentially $3 million in damages to $500,000 in lost wages and attorney fees, in accomplishing reinstatement.

- Werrlein Property – City stopped payment on $4.6 million note questioned in State Controller audit. City obtained a stay in the Werrlein foreclosure action which led to settlement discussions. City would have paid $7 million for property and settlement, reduced note to $2.5 million paid over 10 years at 5% interest. Will be fully funded with redevelopment tax increment funds instead of general funds. With the foreclosure resolved, City will be negotiating the redevelopment of the property.

- Vendor Claims – Obtained ruling that two vendor claims against the City for $300,000 could not be enforced given lack of properly authorized written contracts. Are still pursuing a claim against one former vendor.

- Pension Claims – Reduced the unfunded $6 million pension liability of former employees Rizzo, Spaccia, and Adams to a salary level of approximately 25% of what was initially claimed, and an amount fully funded.

  - Rizzo settled paying the City approximately $200,000.

  - Spaccia is appealing.

  - The Adams case outcome determined none of Adams' Bell salary should be incorporated for pension purposes and Adams repaid the City $215,000 in excess compensation.

- Supplemental Pension Fund – City won a summary judgment motion against management employees and former Councilmembers on the basis that the Supplemental Pension Fund was not properly established. Wells Fargo legal fee claim of $750,000 was reduced to $350,000 and Wells Fargo has paid $4 million to City. Settlements reached with various claimants at 22.5% of claims. Settlements of most claims reached for approximately $1 million. Remainder of $4 million will be used to satisfy restitution claims against Rizzo, Spaccia, and Bell 8.

- Dexia Litigation – Dexia sued City for $38 million, foreclosing on property and seeking to recover estimated $24 million shortfall from the General Fund. Settlement agreement reached through mediation gave the City six months to find developer and entitle property by December 1, 2013. Purchase Agreement, Development Agreement, and environmental approvals obtained for project to bring 600 jobs. Two lawsuits initiated challenging project and resolved. Through this, Dexia received $17 million for the sale of the property and all claims against the General Fund were dismissed. The development project is proceeding.

- Malpractice Cases – Initiated various malpractice cases against the former city attorney (Best Best & Krieger); the former bond counsel (Nixon Peabody); and former accounting firm (Meyer Hoffman). Undertook mediation and settlement obtaining $2.5 million from BBK and $3 million from Meyer Hoffman. Malpractice Attorney Bill Stoner's claim for 25% of proceeds settled for payment of only $300,000. Potential further claims have been tolled.

- Insurance Claims – Obtained payment of $1 million insurance claims (Alliant) in the City's favor.

- Risk Management Cases – Worked with staff and a new adjustor to admit the City in the Southern California Joint Powers Insurance Authority (SCJPIA) resulting in resolution of over 70% of the City's caseload. Settled cases for 20% of claims at average of $5,000. Additional risk management cases anticipated and appropriate reserves set aside.

- GO Bond Workout – 2004, 2007, bonds issued creating $50 million in debt for community facilities and sports park. Bond structured for no initial payments and accelerated property tax payments thereafter. From 2011, property taxes would have risen 70%. Workout program utilized $20 million in unspent proceeds offered through a complex tender offer resulting in no increased property taxes for foreseeable future. Matter has been closed.

- Securities Exchange Commission/Internal Revenue Service Matters – Entered into numerous discussions regarding City of Bell administrative investigations. IRS matters settled and believe SEC will not proceed, but no settlement agreement.

- Pension Tax – With dissolution of redevelopment, state has diverted over $800,000 in tax increment from the City's 1944 pension tax to other taxing entities. Legislation has been proposed which would provide for a partial recovery. City may have to proceed with litigation to collect the past diverted taxes.

2015/16 PROGRAM OBJECTIVES:

- Continue to manage and contain the City's legal costs.
- Work to bring scandal-related litigation to a successful conclusion.
- Guide the City in a charter reform program including making specific scandal-related corrections to the Charter and establishing a Charter Review Committee.
- To create a Planning Commission with appropriate procedure pursuant to Charger Amendment adopted in 2015.
- Revising the Council Procedures Manual to conform with law and good practice.
- Developing contract review process with staff to include updated forms and improved process.
- Update City Personnel policies and get MOUs with all bargaining units.
- To review various past vendor contracts and employee loan program to ensure no legal improprieties.
- To assist Planning Department with General Plan update.
- To implement new economic development ordinance and aggressively pursue economic development.
- To compel State to recognize pension tax obligations of City.

City of Bell
FY 2015-2016 Budget

Fund 001-45-00-0000-000-XXXX - City Attorney

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec
EXPENDITURES								
Operations								
Professional Services	6100	1,710,375	842,406	2,147,572	1,282,569	933,000	1,200,000	595,000
Total Expenditures		1,710,375	842,406	2,147,572	1,282,569	933,000	1,200,000	595,000

CITY CLERKS OFFICE

- Agenda Coordination
- Agreement Processing
- Elections
- Information Dissemination
- Records Management

50 - City Clerk

2015/16 BUDGET

DEPARTMENT: City Clerk
PROGRAM: 50 - City Clerk
FUND: 001 - General

PROGRAM DESCRIPTION:

The City Clerk's Department maintains and ensures that all Vital Records are recorded and preserved as required by City Charter, State and municipal law. It also provides a variety of support and information to the Council, public and staff. The City Clerk serves as the secretary to the Successor Agency to the former Community Development Commission and the Oversight Board. The department is responsible for maintaining complete, accurate records of Council/Board actions and policies, completing responses to requests for public record information in a timely manner, preparing and compiling agendas, minutes for all established boards and committees, publishing and posting all legal notices, and maintaining the Bell Municipal Code.

The City Clerk also serves as the Elections Official who is in charge of administering and overseeing the election process for all City elections and as the filing official who is responsible to assist the Council, Board members, candidates, consultants and staff to comply with all Fair Political Practice Commission (FPPC) regulations.

DESCRIPTION OF SIGNIFICANT PROGRAM CHANGES:

In order to reduce the budget deficit this budget will continue to leave the City Clerk position vacant. The 2015/16 budget Professional Services line item includes the following services:

- Contract Employee $25,000
- Translation Services for Meetings $48,300
    - Council Meetings (22 Mtgs)= 28, 600
    - Special Meetings (10 Mtgs) = 8,000
    - Planning Commission Meetings (9 Mtgs) = 11,700 (Assuming the City has the Planning Commission established by September, 2015)
- Video live streaming of City Council Meetings $11,100

2014/15 PROGRAM ACCOMPLISHMENTS:

- City Council adopted the Records Retention Schedule
- Completed 120 Public Records Requests as of 4/29/15
- Successfully Conducted the March 3, 2015 General Municipal Election
- Successfully transition of new Mayor
- Effectively complied with all FPPC Regulations

2015/16 PROGRAM OBJECTIVES:

- Implementation of Records Retention Schedule
- Establish a Planning Commission
- Establish a City Charter Review Committee
- Update the Conflict of Interest Code
- Create Contract tracking Log
- Create Expenditure Log for City Clerk and Council

City of Bell
FY 2015-2016 Budget

Fund 001-50-00-0000-000-XXXX - City Clerk

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec
EXPENDITURES								
Personnel								
Full-time Employees	5100	0	7,604	8,253	42,335	135,034	65,613	75,185
Part-Time Employees	5200	0	0	0	674		0	0
Overtime	5300	0	0	0	1,945		0	0
Paid In Lieu	5570	0	0	0	1,701		2,187	0
Holiday	5500	0	494	174	1,572	0	0	0
Sick Leave	5500	0	443	0	538	0	0	0
Vacation	5510	0	1,928	0	2,438	0	0	0
Health Insurance	5930	0	1,286	16,083	14,791	19,504	12,213	12,942
Vision Insurance	5931	0	0	0	0	517	254	256
Dental Insurance	5932	0	0	0	0	3,654	0	1,596
Life Insurance	5933	0	0	0	0	408	1,730	212
CalPers Employer	5910	0	0	0	0	0	4,712	5,111
FICA & MEDI Taxes	5900	0	687	653	3,917	10,330	5,186	4,792
Total Personnel		0	12,442	25,163	69,911	169,447	91,896	100,094
Operations								
Advertising/Legal Notices	7510	0	1,367	45,277	10,494	5,000	25,000	5,000
Equip Maint & Repair	7300	0	85	0	98	500	0	500
Publication & Dues	7850	200	295	1,057	27,244	1,000	8,000	500
Professional Services	6100	0	19,156	37,536	106,838	109,445	60,000	89,400
Conferences/Seminars	7905	0	27	1,126	1,895	2,000	2,261	2,000
Education/Travel	7900	0	958	80	383	2,000	60	2,000
Office Supplies	7700	543	2,024	2,633	4,421	3,000	2,000	3,000
Relocation Expenses	6700	0	0	0	2,026	0	0	0
Department Supplies	7755	2,788	1,221	1,341	3,436	1,000	0	0
Codification	6430	0	0	70	2,873	3,000	0	3,000
Election Expenses	6440	145,565	0	141,296	0	140,000	140,000	0
Total Operations		149,096	25,133	230,416	159,708	266,945	237,321	105,400
Total GF Expenditures		149,096	37,575	255,579	229,619	436,392	329,217	205,494
NET TRANSFERS								
RETIREMENT FUND (106)		0	0	0	0	0	(4,712)	(5,111)
Grand Total Expenditures		149,096	37,575	255,579	229,619	436,392	324,505	200,383

850- Risk Management

2015/16 BUDGET

DEPARTMENT: City Manager
PROGRAM: 850–00 Risk Management
FUND: 850 – Risk Management Fund

PROGRAM DESCRIPTION:

The Risk Management Program administers the City's self-insured property/general liability and Workers' Compensation Programs; works with the City Attorney's Office to monitor, control, and resolve litigated matters; and maintains excess insurance policies.

To administer the City's Risk Management program by providing support to all City departments in managing and reducing risk exposure. The program manages a variety of functions including coordination of the Worker Compensation program and General liability Program; oversees safety training activities, develops policies and procedures as outlined in the City's Risk Management Assessment Report and coordinates the implementation process; reviews liability claims against the City and manages the work of the third party claims administrator; Works with the City Clerk's Office in responding to Public Records Request as it relates to lawsuits filed against the City; administers the risk management and workers compensation; documentation of statutory and regulatory compliance, and provides administrative support to the City Manager's office.

Program goals are 1) to exceed internal and external customer expectations by managing the City's risk exposure; 2) to develop safety policies and procedures as outlined in the City's Risk Management Assessment Report; 3) to administer the City's Worker Compensation program and provide information and assistance to Supervisor and Staff to help avoid employee injuries; 4) to train and motivate employees to make on the job safety a top priority; and 5) to keep employee's well informed through ongoing communication and training opportunities.

DESCRIPTION OF SIGNIFICANT PROGRAM CHANGES:

The 2015-2016 budget includes funding for expected workers compensation cases and unknown litigation costs associated with the pending cases. The budget also includes the funding for an expected increase in the City's property insurance coverage due to the Bell Community Center Fire. Funding also provides for the ongoing costs for the City Self-Insurance retention for liability and Workers Compensation; and funding for a professional services line item which will pay for professional services (Ex. AdminSure & Carl Warren claims administrators, Ergonomist, Misc. safety related services); additional funds are included in the Safety Workers Compensation fund account to reflect a $250K cost in medical bills expected to occur in the FY 2015/16 budget year.

2014/15 PROGRAM ACCOMPLISHMENTS:

- Successfully rolled out the Risk Management Program with the City's new membership in the Independent Cities Risk Management Association Risk Pool (ICRMA).
- Development of safety policies, procedures that will be included in the City's administrative policies.
- Managed the recovery and repairs to the Bell Community Center due to a fire in November of 2014.
- Provided supervisors with access to ICRMA Risk Pool trainings and Webinars through CSAC-EIA. Worked with Department Heads to identify pertinent trainings for employee safety.
- Established new relationships with the City's Workers Compensation Excess Insurance (CSAC-EIA) to provide additional resources to manage the Workers Compensation program. Established a quarterly review program for all open Workers Compensation cases.

- Provided staff online accessibility to safety training through CSAC-EIA and Liebert Cassidy Whitmore.

2015/16 PROGRAM OBJECTIVES:

- Develop safety policies and procedures as outlined in the City's Risk Management Assessment Report.
- Finalize the draft Injury and Illness Prevention Plan update and continue to assist in the development of policies and procedures to support best practices throughout all departments.
- To assess and implement necessary changes to the City's risk management program and related functions and work with the City's Risk Management pool to develop a training program for City Staff.
- To leverage resources provided by ICRMA and CSAC-EIA to assist City Departments and meet their safety training needs.

City of Bell
FY 2015-2016 Budget

Fund 850-XX-00-0000-000-XXXX - Risk Management

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec
Beg Fund Balance		71	159,807	769,335	1,812,235	(268,077)	(268,077)	(151,491)
REVENUES								
1 0 0 Prior year	4720	130,000	0	0	0	0	0	0
1 0 0 Miscellaneous	4401	0	0	4,404	0	0	468,710	0
1 0 0 Settlements	4721	0	0	1,000,525	0	1,047,248	1,047,248	0
Total Revenues		130,000	0	1,004,929	0	1,047,248	1,515,958	0
EXPENDITURES								
Administration								
Personnel								
Full-time Employees	5100	2,796	0	26,291	12,199	14,740	14,740	8,563
Holiday	5500	0	0	0	767	0	0	0
Health Insurance	5930	0	0	3,202	3,741	3,971	3,971	1,090
Sick Leave	5520	0	0	0	223	0	0	0
Vision Insurance	5931	0	0	0	0	719	719	410
Dental Insurance	5932	0	0	0	0	26	26	15
Vacation	5510	0	0	0	1,311	0	0	0
Life Insurance	5933	0	0	0	0	183	183	95
CalPERS Employer	5910	0	0	0	0	0	3,971	2,307
Overtime	5300	0	0	0	0	20	20	12
FICA and Medicare	5900	0	0	1,934	1,323	1,128	1,128	655
Deferred Compensation		0	0	0	0	0	0	0
Paid in Lieu of Vacation		0	0	4,042	0	0	0	0
Total Personnel		2,796	0	35,469	19,564	20,787	24,758	13,146
Utilities		0					0	
Office Supplies	7700	0	54	0		0	0	2,000
Professional Svcs	6100	0	210,031	40,481	3,465	0	0	10,000
Total Operations		0	210,085	40,481	3,465	0	0	12,000
Total Administration		2,796	210,085	75,950	23,029	20,787	24,758	25,146
Liability								
9 0 Safety								
9 0 Insurance	7200 (B)	137,617	272,498	240,728	296,763	276,250	275,000	275,000
Professional Svcs	6100	9,624	42,157	11,540	42,882	30,000	10,000	25,000
Legal	6105	18,738	12,167	30,013	72,790	25,000	0	0
Settlement	7210 (C)	274,999	121,368	223,273	124,690	75,000	75,000	75,000
Total Safety		440,978	448,190	505,554	537,125	406,250	360,000	375,000
9 0 Miscellaneous								
9 1 Insurance	7200	139,708	161,683	137,137	162,044	148,750	125,000	150,000
Professional Svcs	6100	896	17,320	85,723	89,351	30,000	35,000	30,000
Legal	6105	38,521	6,046	126,991	104,987	100,000	0	0
Settlement	7210	0	0	0	0	100,000	40,000	100,000
Settlement - Other		0	13,877	204,000	500	0	0	0
Total Miscellaneous		179,125	198,926	553,851	356,881	378,750	200,000	280,000
Total Liability		620,103	647,116	1,059,405	894,007	785,000	560,000	655,000
Workers Compensation								
9 5 Safety								
9 0 Insurance	7200 (A)	50,415	11,751	15,420	15,960	17,000	105,000	112,000
Professional Svcs	6100	83,727	125,427	177,003	75,018	85,000	25,000	90,000
Medical	7215	132,935	173,379	107,198	176,224	130,000	173,557	180,000
Legal	6105	48,393	39,865	57,529	91,425	50,000	90,000	50,000
Settlement	7210 (D)	315,659	135,541	115,038	177,373	100,000	250,882	350,000

City of Bell
FY 2015-2016 Budget

Fund 850-XX-00-0000-000-XXXX - Risk Management

	Account Number	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	Fiscal Year 2014-15 Budget	Fiscal Year 2014-15 Projected	FY 2015-16 Rec
Total Safety		631,129	485,963	472,188	536,001	382,000	644,439	782,000
9 5 Miscellaneous								
9 1 Insurance	7200	40,545	0	3,121	7,961	0	0	0
Professional Svcs	6100	41,351	20,174	17,784	0	25,000	18,000	25,000
Medical	7215	19,604	12,036	11,734	6,059	15,000	3,000	15,000
Legal	6105	33,386	37,435	76,779	4,211	10,000	141,147	50,000
Settlement	7210	2,760	21,663	6,295	12,901	15,000	12,000	15,000
Total Miscellaneous		137,646	91,308	115,713	31,132	65,000	174,147	105,000
Total Workers Comp		768,775	577,271	587,901	567,133	447,000	818,585	887,000
Scandel Costs								
Operations								
Legal		0	0	0	0	0	0	0
Settlement		0	0	0	0	0	0	0
Total Scandel Costs		0	0	0	0	0	0	0
Total Expenditures		1,391,674	1,434,472	1,723,256	1,484,168	1,252,787	1,403,343	1,567,146
NET TRANSFERS OTHER		1,421,410	2,044,000	1,761,227	0	531,104	0	0
NET TRANSFERS RETIREMENT FUND (106)		0	0	0	0	0	(3,971)	(2,307)
Net Change		159,736	609,528	1,042,900	(1,484,168)	325,565	108,644	(1,564,839)
Ending Fund Balance		159,807	769,335	1,812,235	328,067	57,488	(151,491)	(1,716,331)

(A) *CSAC-EIA Primium has gone up based on our risk pool experienced loses and increased payroll.
(B) *ICRMA- Primium is project to increase by 20% which amounts to approx. $49,229.
(C) The City has several cases that are still being litigated and it is unknown when they will be resolved.
(D) \The City has a large Workers Comp. loss in the Safety Department.