



AGENDA

ADJOURNED REGULAR MEETING OF THE MAYWOOD CITY COUNCIL

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
Tuesday, May 14, 2019 at 7:00 p.m.

Rules of Decorum

*"Members of the Public are advised that all **ELECTRONIC DEVICES, 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.*

Reglas de Comportamiento

*"Al público en general se le avisa que todos los **teléfonos celulares, pagers y demás aparatos de comunicación deben ser apagados** al entrar a la sala de audiencias del Consejo Municipal de la Ciudad." Si usted necesita tener una conversación con alguien que está en la audiencia, amablemente le pedimos que salga del recinto y tenga su conversación en el vestíbulo de la sala de audiencias.*

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer
Gerardo Mayagoitia, City Clerk
Donald J. Wagner, Interim City Manager
David Mango, Director of Building and Planning
Ofelia Mancera, Finance Director
Roxanne Diaz, City Attorney

*In order to address the Council, please complete a Public Comment Card.
No Public Comment Cards will be accepted after 7:15 p.m. Time allotted per speaker: 3 minutes.
No agenda item may be taken after 9:00 p.m. without a motion to extend time by the majority of Council present.*

INVOCATION* AND PLEDGE OF ALLEGIANCE

**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

PRESENTATION(S)

PUBLIC HEARING

CONSENT CALENDAR

DISCUSSION/ACTION ITEMS

1. Appointment of City Manager and Approval of the City Manager Employment Agreement between the City of Maywood and Jennifer E. Vasquez.

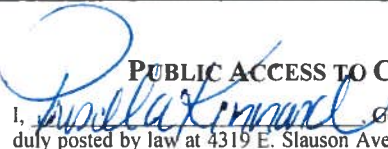
CLOSED SESSION

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on May 22, 2019.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

I,  Gerardo Mayagoitia, City Clerk or Priscilla Kinnard, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5714 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.





CITY COUNCIL STAFF REPORT

DATE: MAY 14, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROXANNE DIAZ, CITY ATTORNEY

RE: APPOINTMENT OF THE CITY MANAGER AND APPROVAL OF
THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN
THE CITY OF MAYWOOD AND JENNIFER E. VASQUEZ

Recommendation

Appoint Jennifer E. Vasquez to the position of City Manager and approve the City Manager Employment Agreement between the City of Maywood and Jennifer E. Vasquez.

Fiscal Impact

The annual salary is \$165,000. Benefits include health insurance, vision and dental which depending on the coverage is a maximum of \$28,000 yearly. Vacation would amount to approximately \$12,700 yearly and sick leave would be approximately \$6,300 if all sick days were taken. Also, the employee paid member contribution paid by the City amounts to \$11,550 yearly and the cell phone allowance is \$660. These benefits are in line with benefits paid by other municipalities and in regards to a city manager position, is on the low end of the scale.

Legal Review

The City Attorney has prepared this report.

Discussion

In January of this year, the City Council gave direction to the City Attorney along with the Interim City Administrator to conduct a competitive recruitment process for a new City Manager. Accordingly, the City Attorney with the input of the City Council developed a recruitment brochure and opened the recruitment on February 12 through March 12, 2019. The City Attorney's office placed advertisements in the same publications that are used by the

city manager recruiting firms: Public CEO, Careers in Government, Jobs Available, California City News, International City Managers Association, California City Managers Foundation, and Western Cities, California State Association of Counties and Municipal Managers Association of Southern California.

The recruitment materials provided the profile for the ideal City Manager candidate as one who is a well-rounded executive with knowledge in all areas of municipal operations and with a management style that can foster trust and respect and build a culture of transparency and partnership within and outside of the organization. The City Council also desired a candidate with a Bachelor's degree and expressed that a Master's degree was highly desirable. Last, the City Council sought a candidate with prior experience as a City Manager, Assistant City Manager or other position of leadership in government who can demonstrate that he or she has the knowledge, skills and abilities necessary for a City Manager.

After the close of the recruitment period of March 12, 2019, the City Council received 11 resumes. It decided to extend the recruitment period in which an additional four resumes were received. After careful consideration of the resumes received, the City Council conducted interviews of potential candidates and ultimately the City Council gave direction to the City Attorney to negotiate an agreement with Jennifer Vasquez.

Until recently, Ms. Vasquez has been the City Manager of the City of South El Monte. Jennifer has a Bachelor's of Art in Political Science from UC Riverside as well as a Master's degree in Public Administration from California State University Los Angeles. Jennifer is a life-long public servant with 16 years of experience in local government. She previously served as the City Manager for the City of Bradbury, a small city in the San Gabriel Valley. As such, Jennifer was involved in all aspects of the City in addition to her City Manager duties. She prepared the annual budget, managed the City's website content, oversaw grant administration, worked on code enforcement matters and provided customer service support for residents.

She continued her career in the City of South El Monte having been employed there for the last eight years. She began as the Assistant City Manager and served as the Interim City Manager starting in 2016 and then appointed as the City Manager. In her tenure in South El Monte as Assistant City Manager and City Manager, Jennifer worked in several capacities which led her to develop a well-rounded background in the areas of community services, public works, finance and the legislative process. Jennifer oversaw the Sheriff's law enforcement contract, provided oversight and direction over Human Resources and Engineering and she also served as Deputy City Clerk. She also took the lead in several initiatives overseeing the City's migration to a new computer system, implemented a new budget document to provide more transparency to the community and worked with the City Council to establish policies to better the

community. Jennifer's comprehensive work experience is set forth in her resume which is an exhibit to this report.

In addition to Jennifer's vast work experience, Jennifer also has experience in managing a city in crisis when she took over in South El Monte on the heels of a federal bribery investigation. Jennifer led the City's reforms in several areas after that occurrence primarily in contracting and finance as well as building a new management team and making adjustments as to how the City can be more transparent and efficient. Ms. Vasquez has expressed her desire to assist the City of Maywood in moving forward and is prepared to hit the ground running.

The proposed employment agreement with Ms. Vasquez is for a two year term with an annual base salary of \$165,000. As with other city employees, the City will provide health, vision and dental insurance, 20 days of vacation and 10 days sick leave as well as a cell phone allowance of \$55 monthly (similar to the last City Manager agreement). Ms. Vasquez is a "classic" PERS employee and as such the City will pay the employee's portion of its membership contribution which amounts to \$11,550.

ATTACHMENT(S)

Attachment No.1 – City Manager Employment Agreement

Attachment No. 2. – Resume for J. Vasquez

CITY MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into as of May 14, 2019, by and between the City of Maywood ("City"), a California municipal corporation, and Jennifer E. Vasquez, an individual ("Employee").

RECITALS

A. City has conducted a formal recruitment and selection process for a City Manager.

B. Employee represents that she has the necessary education, experience, skills and expertise and is otherwise qualified to serve as City Manager and desires to serve in such capacity.

C. City and Employee desire to enter into an employment agreement that sets forth the terms and conditions of employment of Employee as City Manager, including the duties, salary and benefits of employment.

D. Employee desires to accept employment as City Manager under the terms set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Employee agree as follows:

1. Appointment of City Manager. City does hereby appoint and employ Employee in the capacity of City Manager as of May 20, 2019.

2. Term. Unless sooner terminated as provided in Section 7 below, the term of this Agreement shall be for two years from May 20, 2019 ("Start Date") through May 19, 2021 ("End Date").

3. City Manager Duties and Authority.

A. City agrees to employ Employee as City Manager and as Executive Director of any authority or agency created or staffed by City as of the Start Date. Employee shall be responsible to the City Council for the proper administration of all affairs of the City.

B. Employee shall exercise the full powers and perform the duties of the position of City Manager as set forth in the Maywood Municipal Code and all applicable rules, regulations, procedures, applicable job description(s) (if any) and state and federal laws, as each of them currently or may in the future exist. Employee shall exercise such other powers and perform such other duties not inconsistent with this Agreement as City,

by the City Council, may assign.

C. Employee shall devote her full energies, interest, abilities and productive time to the performance of this Agreement, and shall utilize her best efforts to promote City's interests. Employee shall not engage in any activity, consulting service, or enterprise, for compensation or otherwise, which is actually or potentially in conflict with or inimical to, or which materially interferes with, duties and responsibilities to City. Employee shall obtain prior authorization from the City Council for any outside employment, consulting service, teaching, or enterprise.

D. Employee's duties may involve expenditures of time in excess of the regularly established workday or in excess of a forty (40) hour workweek and may also include time outside normal office hours (including attendance at City Council meetings and other meetings). Employee's base salary includes compensation for all hours worked and Employee shall be classified as an exempt employee from the overtime pay provisions of California law and federal law and as such is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager position. Employee shall maintain a regular work schedule consistent with that approved by the City Council for other employees of the City.

E. In the event Employee becomes mentally or physically incapable of performing the City Manager's functions and duties with or without reasonable accommodation and it reasonably appears such incapacity will last for more than two months, she will deemed to have resigned from her position.

4. Salary and Benefits.

A. Salary. From the Start Date, City shall pay Employee an annual salary of \$165,000.00, subject to legally permissible or required deductions and withholding, prorated and paid on City's normal pay days. Employee's salary is compensation for all hours worked and for all services under this Agreement, including those as an Executive Director or involving any other position, office or appointment associated with the City. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law.

B. Employment Benefits.

(1) Health, Vision and Dental. Employee may participate in the City's medical program (vision, dental and comprehensive medical insurance) in an amount equal and on the same basis to that which is provided to other full-time employees of City. Such benefits are subject to the terms and conditions of the applicable plan, policy, or other controlling documents. Unless otherwise provided for herein, any changes in benefits shall apply to Employee at the same time and in the same manner as they apply to other full-time employees of City.

(2) Holidays. Employee shall be entitled to the same paid holidays as provided to other employees of the City. The holidays are subject to change by the City Council.

(3) Vacation. Employee shall commence employment with ten (10) days of vacation. Thereafter (starting on the Start Date), vacation leave accrues at a rate of 6.1511 hours per pay period (for a maximum of 20 days annually). Employee may accumulate accrued vacation up to a maximum of 320 hours (40 days) at any one time. Once Employee reaches the maximum accrual, she will not receive any additional vacation accrual until her accrued vacation balance falls below the maximum.

(4) Sick Leave. Employee shall receive 10 days of sick leave per year, prorated and credited each pay period. Upon the Start Date, Employee shall be advanced 5 days of sick leave and will begin to ear additional sick leave once the advance is earned. At the end of each year, unused sick leave shall expire and shall not carry over into the succeeding year. At the beginning of each new year, Employee will receive a new advance of 5 days of sick leave and will begin to earn additional sick leave once the advance is earned. At no time may Employee maintain a sick leave balance in excess of 10 days. Upon separation, Employee shall not be entitled to any payment for unused sick leave.

(5) Retirement. Employee shall be enrolled in City's retirement plan with the California Public Employees' Retirement System (PERS), subject to the applicable benefit formula, terms and conditions provided in the contract between City and PERS and also subject to applicable state law and regulations. It is the understanding of the parties that Employee is a "Classic Employee" under the Public Employees' Pension Reform Act of 2013. City shall contribute the Employer's and Employee's portion of cost of membership in PERS. In the event of any conflict between this Agreement and the City's PERS contract or the applicable laws and regulations, the latter shall prevail.

(6) General Business Expenses and Business Equipment. City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. City agrees to reimburse Employee for reasonable expenses which are authorized by the City budget, submitted to the City Council for approval, and which are supported by documentation meeting the City's normal expense reimbursement procedures. City will provide Employee with a monthly cell phone allowance in the amount of \$55.00 per month and will provide the Employee with a lap top computer for purposes of communications with the City Council and employees. City will also reimburse Employee for use of her private automobile at the then current IRS rate. Employee shall also have use of the City's pool vehicle for business purposes.

(7) Professional Development / Service Organization Memberships. City shall pay for Employee's annual dues for membership in: the League of California Cities, California City Managers Association and other memberships as related to employment and as authorized by the City budget. City shall also have the discretion to establish appropriate amounts, in the annual City budget or otherwise, for official and

professional development expenses and travel costs such as the attendance at conferences and programs of these and similar organizations related to employment. Expenses not specifically budgeted, and expenses related to travel outside of California, require prior approval of the City Council.

(8) Bonding. City shall bear the full costs of any fidelity or other bonds required of Employee (if any) under any law or ordinance by virtue of her employment as City Manager.

C. Scheduling of Leave. Employee may schedule and use vacation time at her discretion, with due regard for the demands of her position and the needs of the City. Notwithstanding, Employee shall inform the Mayor in advance of any vacation and other paid leaves of more than three (3) consecutive work days that is susceptible to advance scheduling.

5. Annual Performance Evaluations. Annual performance evaluations are an important way for the City Council and Employee to ensure effective communications regarding expectations and performance. Accordingly, the City Council shall review and evaluate the performance of Employee on an annual basis or more frequently if the City Council so desires at its discretion. Employee will request and schedule the evaluation as appropriate under City Council procedures, or as otherwise directed by the City Council. Nothing in this paragraph is intended to limit additional interim evaluations or to limit the normal communications process between the City Council and Employee. Failure of the City Council to provide a performance evaluation shall not limit the City's ability to terminate this Agreement pursuant to the terms set forth herein. The City Council may, but is not required to, consider or approve cost of living increases, market adjustments, merit increases, bonuses, performance pay or other compensation enhancements in conjunction with the review under this paragraph.

6. Indemnification.

A. Except as otherwise permitted, provided, limited or required by law, including without limitation Government Code Sections 825, 995, and 995.2 – 995.8, City will defend and pay any costs and judgments assessed against Employee arising out of an act or omission by Employee occurring in the course and scope of Employee's performance of her duties under this Agreement.

B. Any and all paid leave, defense payments or other benefits which may be provided to Employee under this Agreement upon termination or in the event of an investigation shall be subject to and interpreted to comply with the limitations set forth in Government Code Sections 53243 through 54244, including, without limitation, the obligation of Employee to reimburse the City for any funds paid should Employee be convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.

7. Confidential Information. Employee acknowledges and agrees that in the performance of her duties, the City discloses and entrusts him with certain confidential or proprietary information. Employee agrees not to directly or indirectly disclose or use at any time any such information, whether it be in the form of records, lists, data, personnel information, reports or otherwise, of a business or technical nature, which was acquired or viewed by Employee during Employee's relationship with the City unless such disclosure is authorized by the City in writing, required by law, or required in the performance of the duties of the City Manager. This provision shall survive the termination or expiration of this Agreement.

8. At-Will Employment Relationship.

A. Consistent with Maywood Municipal Code Section 2-2.102 and Government Code Section 36506, Employee is appointed by and serves at the pleasure of the City Council. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City to terminate this Agreement and the employment of Employee, with or without cause. City shall pay Employee for all services through the effective date of termination and Employee shall have no right to any additional compensation or payment, except as provided under the Section 8 below. Employee shall return any electronic equipment provided (i.e. laptop computer, etc.) upon separation of her employment with the City.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign from her employment with City, subject only to Employee providing 60 calendar days prior written notice to City.

9. Severance.

A. If City terminates this Agreement (thereby terminating Employee's employment) without cause, then City shall pay Employee a lump sum severance benefit equal to three months of Employee's then applicable base salary. City shall also provide reimbursement of City COBRA health insurance premiums (medical, dental and vision) for three months following termination or until Employee finds other employment, whichever occurs first.

B. If City terminates this Agreement (thereby terminating Employee's Employment) with cause, then Employee shall not be entitled to any severance. As used in this Agreement, cause shall mean termination due to any of the following:

(1) Employee's breach of this Agreement.

(2) A conviction (including a plea of no contest) or a plea bargain, judgment or adverse determination by any court, the State Attorney General, a grand jury, or the Fair Political Practices Commission for any felony, intentional tort, crime of moral turpitude, or violation of any statute or law constituting forfeiture of office, misconduct in office, misuse of public funds, or conflict of interest.

- (3) A conviction (including a plea of no contest) of a felony.
- (4) A conviction (including a plea of no contest) of a misdemeanor arising out of Employee's duties under this Agreement and involving a willful or intentional violation of law.
- (5) A continued willful abandonment of duties.
- (6) A pattern of repeated, willful and intentional failure to carry out materially significant and legally constituted policy decisions of the City Council made by the City Council as a body, or persistent and willful violation of properly established rules and procedures.
- (7) Repeated unexcused absences from Employee's City Manager office and duties.
- (8) Any other action or inaction by Employee that materially and substantially impedes or disrupts the performance of City or its organizational units, is detrimental to employee safety or public safety, violates properly established rules or procedures, adversely affects the reputation of City, its officers or employees, or has a substantial and adverse effect on the City's interests.

C. If a majority of the City Council requests the resignation of Employee, then Employee may, at her option, deem herself terminated without cause.

D. If Employee terminates this Agreement (thereby terminating Employee's employment), then Employee shall not be entitled to any severance.

E. Upon any separation from employment, Employee will be compensated for all accrued but unused vacation leave.

F. Any other term of this Agreement notwithstanding, the maximum severance that Employee may receive under this Agreement shall not exceed the limitations provided in Government Code Sections 53260 – 53264, or other applicable law. Further, in the event Employee is convicted of a crime involving an abuse of office or position, Employee shall reimburse City for any paid leave or cash settlement (including severance), as provided by Government Code Sections 53243 – 53243.4.

10. Miscellaneous.

A. Entire Agreement. This Agreement sets forth the final, complete and exclusive agreement between City and Employee relating to the employment of Employee as City Manager by City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. No amendments to this Agreement may be made except in writing, signed and dated by City and Employee. The foregoing notwithstanding, Employee acknowledges that, except as expressly provided

in this Agreement, her employment is subject to City's generally applicable rules and policies pertaining to employment matters, such as those addressing equal employment opportunity, sexual harassment and violence in the workplace.

B. Representations. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or written, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

C. Amendments. No amendments to this Agreement may be made except by a writing signed and dated by City and Employee.

D. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

E. Prevailing Party Attorneys' Fees. In any action to enforce this Agreement or resolve any dispute or controversy arising under the terms and conditions hereof, the prevailing party shall be entitled to payment of reasonable attorneys' fees and costs.

F. Choice of Law and Venue. This Agreement shall be interpreted and construed pursuant to and in accordance with the local laws of the State of California and all applicable City Codes, Ordinances and Resolutions. The parties agree that venue shall be in Los Angeles County, California.

G. Drafting of Agreement. The parties hereto acknowledge and agree that although this Agreement has been drafted by City's legal counsel, Employee has reviewed, or had an opportunity to review the terms of this Agreement with his legal counsel. Consequently, the doctrine that ambiguities in an agreement should be resolved against the drafting party shall not be employed in connection with this Agreement and this Agreement shall be interpreted in accordance with its fair meaning.

H. Independent Review of Agreement. Employee acknowledges that he has had the opportunity and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that he has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of City, its officers, agents or employees other than those expressly set forth in this Agreement.

I. Notices. Any notice to City under this Agreement shall be given in writing to City, either by personal service or by registered or certified mail, postage prepaid, addressed to the City Clerk at City's then principal place of business. A courtesy copy shall

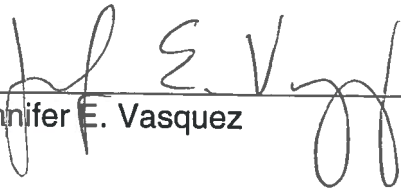
be given to the City Attorney in a like manner. Any such notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at her home address then shown in City's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if served personally on the party to whom notice is to be given, or (b) on the third calendar day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

11. Voluntary Agreement. Employee represents and warrants that he has read carefully and fully understands all the provisions of this Agreement, that he is free to enter into this Agreement and to render the services described in it, that he entering into and performance of this Agreement will not breach or violate or conflict with any other agreement (written or oral) to which he is a party, and that he has had an opportunity to consult with her legal counsel prior to entering into this Agreement and has either done so or voluntarily chosen not to do so. Employee is voluntarily entering into this Agreement. The City represents and warrants that it has the right and power to enter into this Agreement.

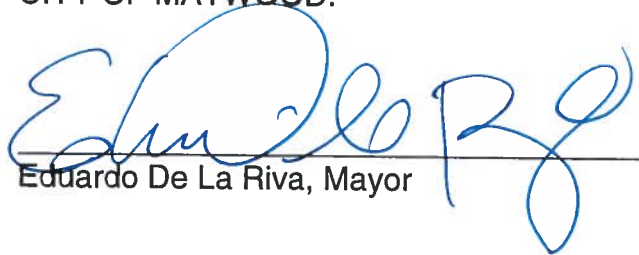
[SIGNATURES ON FOLLOWING PAGE]

EXECUTED:

EMPLOYEE:


Jennifer E. Vasquez

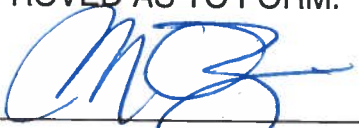
CITY OF MAYWOOD:


Eduardo De La Riva, Mayor

ATTEST:


Maywood City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

Jennifer Eileen Vasquez

Professional Experience

City of South El Monte

South El Monte, CA

City Manager

September 2017 to Current

- Review and reorganize departments to ensure efficiency
- Provide administrative oversight for all city departments in accordance with policies determined by City Council.
- Assist City Council with reviewing/establishing policies to better the community
- Provide support for Emergency Preparedness efforts
- Overseeing the preparation of a new budget document to provide more transparency to the community
- Overseeing the City's migration to Microsoft 365
- Negotiate and administer contracts with City's bargaining units and professional services.
- Approve City website content and newsletter.
- Collaborate with neighboring cities, non-profits, and City's grant writer on securing grant funding for City projects
- Communicate and assist residents, developers, and property owners as needed
- Identify and pursue development opportunities in City
- Assist with identifying businesses for vacancies in retail and industrial areas
- Reviewing zoning for housing opportunities to meet RHNA obligations
- Represent City at regional meetings and community events
- Developed working relationships with staff from neighboring cities, county, state and federal representatives

City of South El Monte

South El Monte, CA

Interim City Manager

August 2016 to September 2017

- Manage a team of 30 full-time and 80 part-time employees
- Work with Interim Finance Director to manage annual budget and mid-year budget
- Implement newly adopted Purchasing Manual
- Remain primary contact for auditors of various agencies and monitor City's activities to remain transparent with community
- Negotiate and administer contracts.
- Manage City newspaper, website and social media content.
- Coordinate with Sheriff's department regarding public safety matters
- Provide customer service support for residents
- Represent City at regional and community events.
- Work closely with contract Engineer and Interim Public Works Director on CIP projects and the city's field services and facilities divisions
- Provide oversight for Parks and Recreation and Senior Center staff
- Coordinate with Personnel Analyst on human resources related matters (i.e. recruitment and employee coaching/mentoring), worker's compensation cases and risk management

City of South El Monte

South El Monte, CA

Assistant City Manager

March 2008 to August 2016

- Oversee the Public Safety Contract (coinciding with establishing the Public Safety Center);
- Direct and provide daily oversight of Human Resources Division and Risk Management Division;
- Edit city Newspaper/Website and assist with other public relation projects, as directed;
- Oversee Engineering Division; Corporate Yard (fields and facilities divisions), and Recreation/Senior Services;
- Coordinate with the City Clerk's office, and serve as Deputy City Clerk;
- Provide advice and suggestions regularly to the Finance Department and IT;
- Provide administrative services for the Successor Agency; and Work closely with the administrative aspects of projects related with grant applications and housing related item

*City of Bradbury**Bradbury, CA***City Manager**

March 2006 to March 2008

- Direct administration of city government in accordance with policies determined by city council and planning commission.
- Manage full-time staff members and contract employees.
- Provide support for the Emergency Preparedness Committee
- Prepare annual budget and submit estimates to city council for approval.
- Oversee grant administration.
- Negotiate and administer contracts.
- Manage City website content.
- Coordinate City's code enforcement efforts.
- Communicate and assist residents, developers, and contractors throughout planning review and building process.
- Provide customer service support for residents.
- Assisted in obtaining a zip code for the City.
- Represent City at regional and community events.
- Develop budget for Prop 1B expenditures with contract City Engineer.
- Coordinate implementation of Dial-A-Ride services, utilizing MTA grants funds.
- Implement-management-plan-for community trees
- Oversee recruitment and selection process for contract City Planner.
- Provide oversight for the rehabilitation of City trail and creation of a new trail.

*City of Bradbury**Bradbury, CA***Acting City Manager**

July 2005 to March 2006

- *Description remains the same as above*

City of Bradbury

Assistant to the City Manager

Bradbury, California

June 2005 to July 2005

- Worked directly for City Manager on assigned City Council agenda memos and special projects.
- Organized City Council agenda packets and produced City Council minutes.
- Identified and wrote articles for City newsletter.
- Prepared notification letters to property owners where code violations were identified.
- Managed reports and requests regarding all grants administered to or on reserve for the City.
- Conducted research for City zip code.
- Attended city council, planning commission and community meetings.
- Worked directly with computer consultant to identify necessary server upgrades in order to update City website with interactive abilities, to automatically back-up all computers and to allow staff to retrieve work documents remotely

City of Bradbury

Management Analyst

Bradbury, California

September 2003 to June 2005

- Worked directly for City Manager on assigned City Council agenda memos and special projects.
- Prepared notification letters to property owners where code violations are identified.
- Secured approximately \$25,000 in various grant funds to offset general fund expenditures.
- Successfully negotiated agreements with the State for reservation of over \$250,000 in funds for City projects.
- Wrote competitive grant applications for California Office of Traffic Safety, Metropolitan Water District of Southern California and California Department of Parks.
- Completed reports related with Prop A, Prop C, and TDA funds for the MTA.
- Worked directly with consultants on uses of the City's Used Oil Block Grant and Department of Conservation Recycling Grant.
- Managed reports and requests regarding all grants administered to or on reserve for the City.
- Attended Office of Emergency Services meetings pertaining to the Natural Hazard Mitigation Plan and assisted contract City Planner with the production of the City's plan.
- Organized City Council agenda packets and produced City Council minutes.
- Identified and wrote articles for City newsletter.
- Developed design of City website with computer consultant.
- Attended city council, planning commission and community meetings.
- Designated as Deputy City Clerk and performed City Clerk's functions in her absence.

Education

California State University, Los Angeles

Los Angeles, California

M.S. Public Administration

June 2007

University of California at Riverside

Riverside, California

B.A. Political Science

June 2002

References

Available upon request