

**From the Heart (FTH) Agreement and Scope of Work 2013-14**

This Agreement between the City of Glendale (the City), and Paula Moloff, a retired City employee and an independent contractor (the Contractor) describes the scope of work to be performed by the Contractor and the payment obligations of the City. It includes the extension of the 2013 FTH Agreement between these parties, and additional services to be provided by Contractor related to remaining 2013 issues.

The Contractor agrees to manage and implement all aspects of the 2014 FTH grant distribution process beginning with conducting the initial applicant workshops in December 2013 through the award of grants to recipient agencies in May 2014. The specific steps involved are described in the 2013 Scope of Work-From the Heart 2013 Agreement between the City and the Contractor attached herein for the same charge of \$1500.

For an additional fee of \$1500, the Contractor agrees to determine what is needed to close out the Gila River Indian Community (GRIC) 2010-2013-grant award and complete those requirements, if any. The Contractor will work with the City to locate the mid-year FTH grantee reports submitted to the City's Finance Department in March 2013 and complete the review of these reports to meet the new application year requirements. The Contractor also agrees to remain available to answer questions via telephone and email from the City, the public, grant recipients, the GRIC and other interested parties, and to attend meetings with City representatives as needed throughout the term of the Agreement.

The City will appoint a single contact person for the Contractor to interface with regarding problems throughout the Agreement period. The Contractor will keep the City informed of the progress of the award process via telephone as needed, and monthly email progress reports. At the end of the Agreement term, the Contractor will provide a concise written summary of 2014 activities and turn over all related work product, grant summaries and collateral materials. The Contractor will facilitate in the orderly transition of the program to City staff.

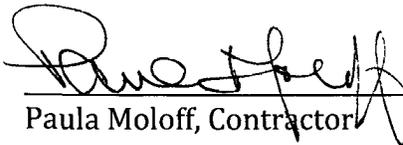
The City agrees to provide the necessary level of secretarial support as was provided in 2013 by the Mayor's Office staff including, but not limited to, mailing meeting notices, award and declination letters, committee material preparation and copying, arranging the award ceremony and other support activities, scheduling meeting rooms, and any other secretarial support required to complete the award process. The City will provide the same level of accounting services, marketing department support, and website update services as was provided in 2013 and assume costs associated with newspaper announcements, copy materials for the committee, in-house, pay postage, etc. as provided in 2013.

The City will reimburse the Contractor in six equal monthly payments of \$500 per month beginning in December and ending in May 2014. The City will provide a

payment date schedule in writing to the Contractor no later than November 30, 2013.

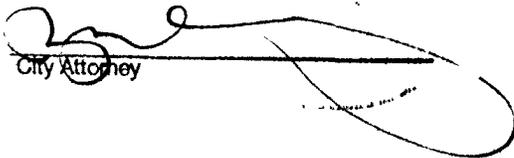
The City and the Contractor agree that if unanticipated situations or confusion regarding scope and responsibility issues arise the parties will meet and resolve them promptly. This Agreement can be renewed for one additional year if both parties to the Agreement desire to do so.

  
\_\_\_\_\_  
City of Glendale 12-5-13  
Date

  
\_\_\_\_\_  
Paula Moloff, Contractor 12/13/13  
Date

**ATTEST:**  
  
\_\_\_\_\_  
City Clerk

Approved as to form

  
\_\_\_\_\_  
City Attorney

January 23, 2013

Ms. Paula Moloff  
10343 North 58<sup>th</sup> Lane  
Glendale, AZ 85302

Dear Paula,

Thank you for agreeing to conduct the From the Heart application, selection and award process for the City's From the Heart utility bill contributions received during calendar year 2012. Attached is a scope of work that addresses the deliverables expected between now and June 2013 for the total cost of \$1,500.

You will be paid in 3 equal payments of \$500 based on completion of the following milestones:

- First \$500 upon completion of the applicant workshop scheduled for January 18, 2012
- Second \$500 after completion of the technical review of all applications received; and
- Third \$500 after the award notices to the applicants are mailed and paperwork for the check disbursement is completed.

For the billing, please send me a billing statement (email is fine) that identifies which steps of the attached Scope of Work have been completed (e.g., completion of steps 1, 2 and 3 in the attached scope of work).

Thank you for agreeing to do this work for the City of Glendale. The staff person who has done this work is out of the office indefinitely and the two others who worked on this project no longer work for the City of Glendale and are employed full-time elsewhere. Given the workload of the remaining four budget staff persons for the spring budget workshops and the annual budget document, and the fact that none of them are familiar with the From The Heart application, selection and award process, I knew I had to identify and secure an alternative.

Let me know if you have any questions.

Sincerely,

Sherry M. Schurhammer  
Executive Director, Financial Services Department  
City of Glendale  
5850 West Glendale Avenue  
Glendale, AZ 85301